

N° de l'invitation - Solicitation No.

1000216466

N° de réf. du client - Client Ref. No.

N° de la modif - Amd. No.

File No. - N° du dossier

Id de l'acheteur - Buyer ID

N° CCC / CCC No./ N° VME - FMS

**A1. HEALTH CANADA BID RECEIVING UNIT FEDERAL RECORDS CENTRE BUILDING**

Bid submission envelopes are to be delivered to the following address prior to, December 10, 2019 at 2 pm Ottawa time

161 Goldenrod Driveway, Tunney's Pasture  
Loading dock of building #18,  
Ottawa, ON K1A 0K9 CANADA  
Business hours: 7h30 to 16h30

Attention: Marie-France Gagnon  
Telephone: 613-404-6723  
Solicitation #: 1000216466

**Request for Proposal (RFP)**

<b>A2. TITLE</b> Janitorial Services for 4 buildings: Radiation Protection Building (RPB), Sir Frederick Banting Building, (SFB), Laboratory Centre for Disease Control Building (LCDC) and Occupational Health Building (OHU)	
<b>A3. SOLICITATION NUMBER</b> 1000216466	<b>A4. SOLICITATION DATE</b> 2019-11-01
<b>A5. AUTHORITY</b>  The Authority for this RFP is:  Marie-France Gagnon Senior Procurement and Contract Officer Materiel and Asset Management Division Chief Financial Officer Branch Ottawa, ON K1A 0K9  Telephone: 613-404-6723 Email: marie-france.gagnon2@canada.ca	

**THIS RFP CONTAINS A SECURITY REQUIREMENT**

**May 2019 High Complexity Bid Solicitation and Resulting Contract Template (HC)****TABLE OF CONTENTS**

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Insurance Requirements, the Federal Contractors Program for Employment Equity - Certification, Conditions prior to contract award and the Financial Bid Form.

### 1.2 Summary

Health Canada has a requirement for services related to Janitorial Services at the Sir Frederick Banting Research Centre (SFBRC), the Laboratory Centre for Disease Control (LCDC), the Occupational Health Unit (OHU) in Tunney's Pasture and the Radiation Protection Bureau (RPB) located at 775, Brookfield Road in Ottawa, Ontario.

The period of the awarded contract will be from January 1<sup>st</sup>, 2020 to December 31<sup>st</sup>, 2021 with option to extend the period of the contract by up to two (2) one (1) year additional option periods under the same terms and conditions.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, 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.

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), and the Canadian Free Trade Agreement (CFTA).

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

### 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.

## 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.

### 2.2 Submission of Bids

Bids must be submitted only to the Health Canada (HC) Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

*Bid Receiving Unit, Federal Records Centre Building*

*161, Goldenrod Driveway, Tunney's Pasture*

*Loading Dock of building #18*

Ottawa, ON K1A 0K9

Business hours: 7h30 to 16h30

Due to the nature of the bid solicitation, bids transmitted by facsimile to Health Canada will not be accepted.

### 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 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 seven (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 Ontario.

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

## 2.6 Improvement of Requirement During Solicitation Period

Not applicable for this solicitation

## 2.7 Bidders' Conference

Not applicable under this solicitation

## 2.8 Mandatory Site Visit

The Bidder or their authorized representative(s) must attend a mandatory site visit scheduled on November 13<sup>th</sup>, 2019 at 10:00 A.M. (Eastern Standard Time). The visit will start at the Radiation Protection Bureau (RPB) at 775 Brookfield Road. We will then move on to Tunney's Pasture to the Sir Frederick Banting Research Centre (SFBRRC), 251 Sir Frederick Banting Driveway, the Occupational Health Unit (OHU), 51 Chardon Driveway, and the Laboratory Centre for Disease Control (LCDC) Building, 100 Eglantine Driveway. At least (2) working days prior to the scheduled site visit, bidders are asked to notify in writing the Health Canada, Senior Procurement Officer (by email to: [marie-france.gagnon2@canada.ca](mailto:marie-france.gagnon2@canada.ca)) to confirm their attendance and to provide the name of their representative(s).

Paper copies of Drawings will be available.

## 2.9 Basis for Canada's Ownership of Intellectual Property

Not applicable. There will be no IP terms in the resulting contract of this RFP

## 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: Technical Bid: Four (4) hard copies

Section II: Financial Bid: One (1) hard copy

**Section III: Certifications: One (1) hard copy****Section IV: Additional Information: One (1) hard copy**

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

Canada requests that bidders follow the format instructions described below in the preparation of 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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

**Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Financial Bid Form detailed in Annex "G". Amounts to be in Canadian Dollars.

**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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

**4.1.1** The Technical Bid will first be evaluated against the mandatory technical criteria of the RFP. If the bid meets all the mandatory criteria, the evaluation committee will then evaluate the point-rated technical criteria. If the mandatory technical criteria are not met, the point-rated technical criteria will not be evaluated and the bid will be given no further consideration.

**4.1.2** Only technical bids that meet the mandatory technical criteria and the minimum score required in the point-rated technical criteria will be further evaluated on the basis of the Bidder's Financial Bid.

**4.1.3** If a technical bid is found to be non-responsive, its accompanying Financial Bid will be returned unopened to the Bidder with a note indicating that the Bid was, consequently, non-responsive.

### 4.2 Technical Evaluation

#### 4.2.1 Mandatory Technical Criteria

Mandatory Technical Criteria	Met (Yes/No)	Cross-Reference to bid ( <i>indicate page #</i> )
<p><b>M1</b></p> <p>The Bidder must demonstrate that their firm has a minimum of five (5) years of experience in the last seven (7) years including the completion of two previous contracts for a minimum duration of three (3) consecutive years each within the last five (5) years from the closing date of this RFP.</p> <p>The work must have been in commercial/institutional janitorial cleaning in high cleanliness areas* that is similar in scope and size (two projects must have a minimum 25,000 square metres) to the work described in this RFP.</p> <p>*Commercial/institutional janitorial cleaning in high cleanliness areas refers to special purpose buildings such as universities, research centres, laboratories, hospitals or pharmaceutical industry buildings that require specialized attention due to hazardous substances present, risk of contamination and daily cleaning around highly sensitive equipment.</p> <p>The Bidder must provide the following:</p> <p>a) Name of client organization or company (to whom the services were provided) including phone number and/or email address along with the name of the Project Authority or, if the Project Authority is unavailable (for example, due to retirement),</p>		

<p>the information of someone else at the client organization/company to act as a reference;</p> <ul style="list-style-type: none"> <li>b) Description of project type and scope of services provided;</li> <li>c) Location of the project(s).</li> <li>d) Value of the project(s).</li> <li>e) Dates and duration of the project(s) (start and end dates of the work).</li> <li>f) Approximate size in square meters of the cleanable area.</li> </ul> <p>Note: Health Canada may contact the clients to verify the accuracy of the information submitted. If the reference provided in the bid can't be contacted (for example as a result of illness), Health Canada may request contact information for another reference <b>from the same client for the same project</b>. The Bidder must provide the requested information within two business days, or another timeframe if stipulated by Health Canada</p>		
<p><b>M2</b></p> <p>The Bidder must demonstrate that the proposed site supervisor, their back-up as well as the proposed cleaner(s) and their back-up(s) each have a minimum of two (2) years of experience in their respective roles (within the past 5 years) providing a janitorial service that is similar in scope to the work described in the Statement of Work of this RFP.</p> <p>The Bidder must provide a résumé for each proposed individual and their back-up and include the following:</p> <ul style="list-style-type: none"> <li>a) Name of client organization or company (to whom the services were provided) including phone number and/or email address along with the name of the Project Authority or, if the Project Authority is unavailable (for example, due to retirement), the information of someone else at the client organization/company to act as a reference;</li> <li>b) Description of project type and scope of services provided;</li> <li>c) Location of the project(s).</li> <li>d) Value of the project(s).</li> <li>e) Dates and duration of the project(s) (start and end dates of the work).</li> <li>f) Approximate size in square meters of the cleanable area.</li> </ul> <p>Note: Health Canada may contact the clients to verify the accuracy of the information submitted. If the reference provided in the bid can't be contacted (for example as a result of illness), Health Canada may request contact information for another reference <b>from the same client for the same project</b>. The Bidder must provide the requested information within two business</p>		

days, or another timeframe if stipulated by Health Canada		
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#### 4.2.2 Point Rated Technical Criteria

In addition to meeting the Mandatory Criteria, the Bidder must also address the Point-Rated Criteria identified below.

##### Minimum overall score

The overall minimum cumulative score is 85 points for the sum of technical criteria R1, R2 and R3). Bids that fail to meet the minimum score of 85 points will be declared non-responsive and no further consideration will be given to the bid.

Point-Rated Technical Criteria	Maximum Points	Actual Score	Cross-Reference to bid (indicate page #)
<p><b>R1</b></p> <p>The Bidder should demonstrate their firm has additional experience, above and beyond the requirements of M1 of the Mandatory Technical Criteria of this RFP in commercial/institutional janitorial cleaning in high cleanliness areas* that is similar in scope and size (minimum 25,000 square metres) to the work described in the Statement of Work of this RFP.</p> <p>*See M1 for definition of high cleanliness areas.</p> <p><b>More than 5 years up to less than 6 years = 30 points</b>  <b>6 years to less than 7 years = 35 points</b>  <b>7 years to less than 8 years = 40 points</b>  <b>8 or more years = 50 points</b></p> <p>To be awarded points, the Bidder must provide the following:</p> <p>a) Name of client organization or company (to whom the services were provided) including phone number and/or email address along with the name of the Project Authority or, if the Project Authority is unavailable (for example, due to retirement), the information of someone else at the client organization/company to act as a reference;</p> <p>b) Description of project type and scope of services provided;</p> <p>c) Location of the project(s).</p> <p>d) Value of the project(s).</p> <p>e) Dates and duration of the project(s) (start and end dates of the work).</p>	50	/50	

<p>f) Approximate size in square meters of the cleanable area.</p> <p>Note: Health Canada may contact the clients to verify the accuracy of the information submitted. If the reference provided in the bid can't be contacted (for example as a result of illness), Health Canada may request contact information for another reference <b>from the same client for the same project</b>. The Bidder must provide the requested information within two business days, or another timeframe if stipulated by Health Canada.</p>			
<p><b>R2</b></p> <p>The Bidder should demonstrate that they have completed more than two contracts for a minimum duration of three (3) consecutive years each within the last five (5) years from the closing date of this RFP.</p> <p>To be awarded points, the Bidder must provide the following:</p> <ul style="list-style-type: none"> <li>a) Name of client organization or company (to whom the services were provided) including phone number and/or email address along with the name of the Project Authority or, if the Project Authority is unavailable (for example, due to retirement), the information of someone else at the client organization/company to act as a reference;</li> <li>b) Description of project type and scope of services provided;</li> <li>c) Location of the project(s).</li> <li>d) Value of the project(s).</li> <li>e) Dates and duration of the project(s) (start and end dates of the work).</li> <li>f) Approximate size in square meters of the cleanable area.</li> </ul> <p>3 projects = 30 points  4 projects = 40 points  5 projects or more= 50 points</p> <p>Note: Health Canada may contact the clients to verify the accuracy of the information submitted. If the reference provided in the bid can't be contacted (for example as a result of illness), Health Canada may request contact information for another reference <b>from the same client for the same project</b>. The Bidder must provide the requested information within two business days, or another timeframe if stipulated by Health Canada</p>	50	/50	
<p><b>R3</b></p> <p>The Bidder should provide a description of their internal quality control manual and procedures for carrying out the required work and demonstrate they have the following:</p>	20	/20	

a) Policies and Procedures (5 points) b) Manual Updates (2 points) c) Training and Refresher (2 points) d) Supervision (3 points) e) Equipment Upkeep (2 points) f) Company Self Inspections (2 points) g) Health and Safety Strategy (4 points)  *For all of the above score full points for descriptions for each and demonstration that they have it. Score 0 if the details are not fully described or demonstrated.			
<b>Minimum score: 85/120</b>	120	/120	

#### 4.2 Basis of Selection

SACC Manual Clause [A0027T](#) , Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 85 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 120 points.
2. Bids not meeting (a), (b) and (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

#### Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

	Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>			
<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>	83.84	75.56	80.89
<b>Overall Rating</b>	1st	3rd	2nd

## 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 Integrity 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 specified 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#>).

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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### 5.2.3 Additional Certifications Precedent to Contract Award

Refer to Annex F – Conditions Prior to Contract Award

#### 5.2.3.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

#### 5.2.3.2 Education and Experience

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

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - 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 7 - 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. 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.

### **6.2 Insurance Requirements**

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

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

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and its Appendices A to E.

### **7.2 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.

#### **7.2.1 General Conditions**

SACC Manual Clause 2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **7.3 Security Requirements**

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

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

##### Reliability:

1. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by Health Canada/PHAC or the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
2. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of Health Canada/PHAC.

### **7.4 Term of Contract**

#### **7.4.1 Period of the Contract**

The Work is to be performed during the period of January 1<sup>st</sup>, 2020 to December 31<sup>st</sup>, 2021.

#### **7.4.2 Option to Extend the Contract**

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least five (5) 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.

#### **7.4.3 Comprehensive Land Claims Agreements (CLCAs)**

Not applicable

### **7.5 Authorities**

#### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Marie-France Gagnon  
Title: Senior Procurement and Contract Officer  
Health Canada  
Chief Financial Officer Branch

N° de l'invitation - Sollicitation No.

1000216466

N° de réf. du client - Client Ref. No.

N° de la modif - Amd. No.

File No. - N° du dossier

Id de l'acheteur - Buyer ID

N° CCC / CCC No./ N° VME - FMS

Directorate: Financial Operations Directorate  
Address: 200, Eglantine Driveway, Room 1124B  
Tunney's Pasture, Ottawa, ON K1A 0K9  
Telephone: 614-404-6723  
E-mail address: marie-france.gagnon2@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.

### 7.5.2 Project Authority

*To be provided at contract award*

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

In its absence, the Project Authority is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 7.6 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.

## 7.7 Payment

### 7.7.1 Basis of Payment

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work in accordance with the Basis of payment in Annex B, to a limitation of expenditure of \$\_\_\_\_\_. Customs duties are \_\_\_\_\_ included and Applicable Taxes are extra.

### 7.7.2 Limitation of Price

SACC Manual Clause [C6000C](#) (2017-08-17) Limitation of Price

### 7.7.3 Method of Payment

SACC Manual Clause [H1008C](#) (2008-05-12) Monthly Payments

### 7.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using the following Electronic Payment Instrument:

Direct Deposit (Domestic and International);

### 7.7.5 Time Verification

SACC Manual Clause [C0711C](#) (2008-05-12)

## 7.8 Invoicing Instructions

One (1) copy of each invoice is to be sent at the address below, showing:

- a. the Contract title, number and financial code;
- b. the date;
- c. a description of the Work performed;
- d. timesheets (if payment is based on hourly/per diem rates);
- e. evidences of actual Cost (Cost Reimbursable Elements);
- f. the amount of the progress payment being claimed; and
- g. the amount of any tax (including GST/HST).

**All invoices are to be sent by email to:** [P2P.East.Invoices-Factures.Est@hc-sc.gc.ca](mailto:P2P.East.Invoices-Factures.Est@hc-sc.gc.ca)

**One additional copy to be sent to Yves Bouvier-Bélanger:** [yves.bouvier.belanger@canada.ca](mailto:yves.bouvier.belanger@canada.ca)

## 7.9 Certifications and Additional Information

### 7.9.1 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.

### 7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### 7.10 Applicable Laws

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

### 7.11 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 [2035](#) (2018-06-21) Higher Complexity - Services;
- (c) Annex A, Statement of Work and it's Appendices A to E;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) Annex E to Part 5 of the Bid Solicitation - Federal Contractors Program for Employment Equity - Certification,
- (h) Annex F, Conditions prior to contract award
- (i) Annex G, Financial Bid Form
- (j) the Contractor's bid dated \_\_\_\_\_, " as clarified on \_\_\_\_\_ " **or** ",as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)*.

### 7.12 Insurance Requirements

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

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

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

## ANNEX "A"

### STATEMENT OF WORK SPECIFICATIONS

#### 1.0 Scope

#### 1.1 Title

Janitorial Services at the Sir Frederick Banting Research Centre (SFBRC), the Laboratory Center for Disease Control (LCDC), the Occupational Health Unit (OHU) and Radiation Protection Bureau (RPB).

#### 1.2 Objectives of the Requirement

The objective of this RFP is to seek proposals for services related to Janitorial Services at the Sir Frederick Banting Research Centre (SFBRC), the Laboratory Centre for Disease Control (LCDC), the Occupational Health Unit (OHU) and the Radiation Protection Bureau (RPB) in Ottawa, Ontario.

#### 1.3 Background

The **Sir Frederick Banting Research Centre** (SFBRC) is located in Ottawa at 251 Sir Frederick Banting Driveway, Tunney's Pasture, Ottawa, Ontario K1A 0K9. It was designed and constructed as a research facility and is comprised of three main sections; an animal research wing, a central core/communal wing and a laboratory/office wing. The facility has a total gross floor area of 34,028 m<sup>2</sup> and 23,591 m<sup>2</sup> of rentable/usable space. The building was first occupied in 1978.

The animal wing is four stories plus a penthouse mechanical floor. It is used to house animals such as rodents and fowl used by research staff. The facility also has special purpose space for animal surgery and necropsy suites, containment facilities and associated laboratory facilities. Storage space is provided for program supplies such as food and bedding. There are also shower facilities and staff rest areas provided on each floor.

The communal wing is located between the animal and laboratory wings and is three stories in height. Contained within the communal wing is a 320 seat lecture hall, library, boardrooms, cafeteria, shipping and receiving, material stores, a mixture of open and closed office areas and a service distribution area.

The laboratory wing is comprised of four stories plus a penthouse mechanical floor with laboratories arranged in six rows backed onto three full height service shafts located in the core and a mixture of open and closed office areas situated on the east and the west sides of the lab area.

The **Laboratory Center for Disease Control** is a three story structure located in the central part of Tunney's Pasture at 100 Eglantine Driveway. It is a slab on grade building with the original part of the building blocks two three and four being built in 1965 with block one being added in 1996. The building is comprised of approximately 30% laboratory space that is all housed in Block one and Block 2. The remaining space is used as office accommodations. The building is shared (both Lab and Office) by Health Canada and the Public Health Agency of Canada (PHAC). However the PHAC staff will be moving in phases to Winnipeg starting December 2013 and should be completed by January 2015. It is expected that Health Canada BGTD will occupy the space vacated by PHAC. In 12/13 the roofs over Blocks 1 and 3 were replaced and the office areas on all three floors were update and converted to the new Workplace 2.0.

The **Radiation Protection Bureau** building was built in three distinct parts, the first of which, the relatively small, rectangular building in the southeast corner of the site was built in or around 1960. The second part, a much larger than the original building, addition was added a few years later in the mid 1960's, and, the final part, an even larger addition was added in the early 1990's.

The Radiation Protection building was originally a brick structure. This oldest section of the building was built in the furthest corner of the site from other Federal Government buildings in the Confederation Heights area due to the low level radioactive material used in experiments. The building was expanded in about 1965 by the addition of the much larger laboratory facility. The "old" area of the building consists of these first two parts of the building.

The "new" area is the more modern laboratory addition built in the early-1990's. The new addition to the building included several new specialty laboratory areas including a microwave laboratory as well as an acoustic chamber.

The new addition (New Wing) is in good condition but the original building (Old Wing) requires major work on all mechanical systems and the building envelope to extend the life of this facility. The condition of the (Old Wing) has now reached a critical state and significant repairs are required to avoid potential breakdowns.

The roofs were replaced in 2013, over room 279 and over the Acoustic Chamber.

The steam and chilled water for heating and cooling the building are provided by PWGSC Crown Heights Heating and Cooling Plant.

The **Occupational Health Unit (OHU)** is a custodial one story building but not a laboratory facility. This building located in Tunney's Pasture, was originally built in 1956 as a garage for the National Capital Commission. An addition was later built and the building was converted into a laboratory and office space for the Occupational Health Unit of the Medical Services Branch for Health Canada. During FY 1997/1998, the Occupational Health Unit was converted from predominately laboratory space to office space for the Health Canada Facilities Management Division. In 2013/2014 the building underwent a refit to convert the old PWGSC office space to a 2.0 office environment and amalgamate all of the National Capital Real Property Division staff under one roof. The roof was replaced in 2013/2014.

#### 1.4 **Tasks, Activities, Deliverables and Milestones**

Cleaning operations and activities are described in Annex A – Statement of Work and the Specification.

#### 1.5 **Reporting Requirements**

All communications and submissions by the Contractor will be coordinated through the Project Authority.

#### 1.6 **Project Management Control Procedures**

The individual identified in the contract as the Project Authority will schedule and coordinate site visits, answer any questions to their best knowledge or ability, provide a security escort when required and will ensure the services are rendered in accordance with the contract and delivered when and where required.

#### 1.7 **Specifications and Standards**

The Contractor is required to meet all applicable codes and industry standards for the work required.

#### 1.8 **Location of Work, Work site and Delivery Point**

The work is to be conducted at the:

- Sir Frederick Banting Research Centre (SFBRC) at 251 Sir Frederick Banting Driveway, Ottawa, Ontario, K1A 0K9
- Laboratory Center for Disease Control (LCDC) at 100 Eglantine Driveway, Ottawa, Ontario, K1A 0K9.
- Occupational Health Unit (OHU) at 51 Chardon Driveway, Ottawa, Ontario, K1A 0K9.
- Radiation Protection Bureau (RPB) at 775 Brookfield Road, Ottawa, Ontario, K1A 0K9.

All personnel assigned to this work must be ready to work in close and frequent contact with the Project Authority and other Departmental personnel.

## **1.9 Language of Work**

All communications related to this work will be conducted in the either English or French.

## **1.10 Change Management Procedures**

Change in Scope of Work will require prior approval of the Project Authority. Prior to beginning any work as a result of change in scope will require the approval and amendment to the contract by the Contract Authority.

## **1.11 Project Authority**

The Project Authority is responsible for all matters concerning the technical content of the work required under this contract. Any changes to the scope of work are to be discussed with the Project Authority, but any resulting change can only be confirmed by the issuance of an official amendment to these Articles of Agreement issued by the Contracting Authority, as the case may be.

Project Authority to be inserted upon contract award.

## **1.12 Administrative Authority**

Both Health Canada and the Public Health Agency of Canada have adopted direct electronic payments as their preferred method for paying invoices submitted from suppliers. Suppliers are encouraged to register for electronic direct payment and to provide their account information upon request.

Administrative Authority to be inserted upon contract award.

## **2.0 Requirements**

The work shall be performed in accordance with the terms and conditions contained herein and as described in the Statement of Work, Annex A and Specification in Annex A. The Contractor shall execute such work in a careful and workman like manner. Work shall be performed Monday to Friday between 07:00 and 17:00. Scheduled cleaning operations shall be performed after hours between 17:00 and 22:00 or on weekends between 07:00 and 18:00.

**2.1** The performance of the work required as described in this Statement of Work shall be approved by and agreed to by the Project Authority.

## **2.2 Health and Safety/Labour Codes**

The Contractor is to supply the Project Authority with a copy of their Health and Safety policy as required by the applicable Provincial Occupational Safety and Health Regulations. The Contractor must adhere to all safety rules, regulations and labour codes in force in all jurisdictions where the work is performed. The Contractor must provide a copy of their Health and Safety Plan in regards to the work described herein.

## **2.3 Qualified Personnel**

The Contractor shall provide sufficient qualified personnel to accomplish promptly and satisfactorily all work included in this agreement. Prior to commencement, the Contractor shall provide the Project Authority a list of personnel assigned and shall give written notice of changes in this personnel.

The Contractor shall ensure that all work is performed under the competent supervision of a supervisor who must be on-site with the team at all times having full authority to act for the Contractor. Such supervision shall be

provided for all work done by the Contractor's employees. The supervisor must have a minimum of two years' experience in the performance of the work described herein.

## 2.4 Contractor Details

The Contractor shall furnish the Project Authority with a telephone number or cell phone number where service personnel may be contacted for the duration of the contract.

## 2.5 Insurance Requirements

Refer to Annex D – Insurance Requirements

## 2.6 Cellular Phones and/or Pagers

The Contractor's Site Supervisor shall be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activation fees and the cost of the phones/pagers shall be the responsibility of the Contractor. The Contractor shall maintain an uninterrupted communication service.

## 2.7 Labour

All work described in this Statement of Work shall be carried out in accordance with all applicable and the latest Federal, Provincial, Municipal codes, regulations, by-laws and standards.

The supplier shall be responsible for any charges imposed by any such regulations and by-laws. The work must be carried out in accordance with the manufacturer's instructions for the system/equipment. The Contractor shall furnish all the necessary tools, equipment and Personal Protection Equipment (PPE) and labour to execute the work required herein.

## 2.8 Contractor's Obligations

The Contractor will be responsible for the following;

- 2.8.1 Carrying out services in accordance with approved documents and directions given by the Project Authority.
- 2.8.2 Directing all correspondence to the Project Authority and not communicating with the tenant directly.
- 2.8.3 Advising the Project Authority of any changes that may affect the approvals previously given and detailing the extent of and reason for the changes and obtaining written approvals before proceeding.
- 2.8.4 Ensuring all activities performed provide for the protection of Health Canada and safety of the facility's occupants, not disturbing the facility's security systems and procedures and not disturbing the operations performed in and around the facility.
- 2.8.5 Their own transportation and parking costs during the entire project life cycle as in specified project tasks outlined in the Statement of Work (SOW).
- 2.8.6 Managing attendance of sub-contractors (if applicable) to ensure work is completed as targeted.
- 2.8.7 Tracking and completing all contract deliverables/tasks.
- 2.8.8 Assuming responsibility of any accident or damage caused by its employees and/or equipment to Health Canada property or personnel as a result of the Contractor's activities.
- 2.8.9 Assuming responsibility for the security of its equipment and materials during and after working hours. Health Canada shall not be liable for any vandalism, theft or loss.
- 2.8.10 Notifying the Project Authority of any on-site activity and obtaining approval to gain access to the building 48 hours before entering on site.
- 2.8.11 Taking all necessary steps to protect the workers from harm in accordance with revised statutes of the current Labour Canada codes. The Contractor, its employees, all sub-contractors and all site visitors shall have the appropriate personal safety equipment and training prior to performing the work required.
- 2.8.12 The Contractor shall keep areas unobstructed and discard of all unwanted items keeping areas safe.

## **2.9 Health Canada Obligations**

Health Canada shall provide access to waste disposal bins.

## **3.0 Site Regulations**

The Contractor must comply with all rules, instructions and directives in force where the work is performed.

## **4.0 Applicable Documents**

- 4.1 Health Canada's Articles of Agreement;
- 4.2 Public Works and Government Services Canada, Standard Acquisition Clauses and Conditions (SACC) referenced below;
- 4.3 Annex A - The Statement of Work,
- 4.4 Appendix A – Specifications,
- 4.4 Appendix B – Scheduled Cleaning Operations,
- 4.5 Appendix C – Selection Methodology Technical Evaluation,
- 4.6 Appendix D – Floor Plans,
- 4.7 Appendix E – Definition of terms and Quality Standards,

## **5.0 Applicable Websites**

Insurance Terms

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

Certificate of Insurance (form PWGSC-TPSGC 357)

# APPENDIX "A"

## JANITORIAL SERVICES

### SPECIFICATION

#### Health Canada

Sir Frederick Banting Research Centre  
251 Sir Frederick Banting Driveway,  
Tunney's Pasture, Ottawa, ON K1A 0K9

**Cleanable Area:**  
25,660.26 m<sup>2</sup>

Laboratory Centre for Disease Control  
100 Eglantine Driveway,  
Tunney's Pasture, Ottawa, ON K1A 0K9

**Cleanable Area:**  
10,023.6 m<sup>2</sup>

Occupational Health Unit  
51 Chardon Driveway  
Tunney's Pasture, Ottawa, ON K1A 0K9

**Cleanable Area:**  
1,504 m<sup>2</sup>

Radiation Protection Bureau  
775 Brookfield Road  
Ottawa ON K1A 0K9  
Ottawa ON  
K1A 0K9

**Cleanable Area:**  
7,234.26 m<sup>2</sup>

## **SECTION 1: Special Conditions**

1. Definition of Terms & Quality Standards
2. Building Cleaning Operations
3. Staffing
4. Health & Safety
5. Building Security
6. Building Maintenance
7. Cleaning Products & Equipment
8. Uniforms
9. Space Assigned
10. Log Book
11. Excluded Rooms and Equipment
12. Life Safety System Building Profile Log Book
13. Light, Heat, Power and Water
14. Elevator Services

## **SECTION 2: Operations & Frequencies**

1. Exterior
2. Floor (all types)
3. Floor – Resilient, Terrazzo and Marble
4. Floors – Vitreous and Quarry Tile
5. Floors – Concrete
6. Carpeting and Rugs
7. Walk-away Mats
8. Entrances, Exits, Lobbies, Main Floor Elevator Lobbies and Adjacent Corridors
9. Elevators
10. Stairs and Landings
11. Miscellaneous
12. Washrooms
13. Locker Rooms
14. Showers
15. Cafeteria
16. Kitchens, Kitchenettes, Lunchrooms and Rest Areas
17. Furniture and Fixtures
18. Blinds and Drapes
19. Chalkboards and White Boards
20. Waste Receptacles
21. Interior Glass
22. Potable Water Fountains
23. Walls, Partitions, Baseboard and Ceilings
24. Door and Door Frames
25. Emergency Fire Equipment
26. Electronic Data Processing Areas
27. Contractor's Space

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1000216466

N° de réf. du client - Client Ref. No.

N° de la modif - Amd. No.

File No. - N° du dossier

Id de l'acheteur - Buyer ID

N° CCC / CCC No./ N° VME - FMS

28. Light fixtures

29. Freight Receiving

30. Garbage and Recycling Rooms

31. Papersave, Recycling Containers and Multi-use Installations

32. Additional Operations & Frequencies

## SECTION 1: Special Conditions

### 1: Definition of Terms and Quality Standards

1. Any quality assurance inspection report which does not meet the departmental requirements of the janitorial services specification for any part of the building may result in the application of corrective measures.

### 2: Building Cleaning Operations

#### General:

1. The services shall be inspected by the Project Authority periodically to decide whether or not it is acceptable. The Contractor may be invited to attend these inspections by giving a short notice to its representative but this is not mandatory.
2. When days of the week specified in Section 2 fall on a holiday, the Contractor shall perform the operations the first working day thereafter.

#### 3. Conversion of Flooring

1. There will be no increase or decrease to the contract amount when an existing floor covering is converted to another type.

#### Routine Cleaning Operations:

1. Routine cleaning shall be performed between the hours of **07:00** and **17:00**, Monday through Friday.

#### Scheduled Cleaning Operations:

Annex A to Section 2 establishes the schedule of work for the entire duration of the contract and shall be completed by the Contractor in the months specified.

1. Scheduled cleaning operations shall be performed Monday through Friday between **17:00** hours and **22:00** hours.
2. Scheduled cleaning operations shall be performed Saturdays and Sunday between **08:00** hours and **16:00** hours.
3. Prior to commencing the scheduled work, the Contractor shall submit the Project Authority a work schedule for approval. The Contractor shall also notify the Project Authority immediately when the work is completed.

### 3: Staffing

1. The Contractor shall provide all the staff necessary to perform all services as specified in Section 2 for these specifications.
2. The Contractor shall designate a cleaner to report to the Project Authority, to receive complaints and any other instructions at **10:00** and **14:00** hours daily, during working days.
3. The non-working on-site supervisor shall be on site during working hours and shall be in full charge of the operations and the Contractor in the performance of the services and shall be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the contract that may be given under the

contract. The supervisor shall liaise daily with the Project Authority and shall be capable of communicating in English or French.

4. If the non-working on-site supervisor is absent from the site during working hours, the Contractor shall have one of its employees on site to represent them. This employee shall be authorized to attend inspections and receive inspection reports on behalf of the Contractor to ensure that unsatisfactory performance situations are corrected and to take immediate action regarding emergencies and other cleaning requirements.
5. The non-working on-site supervisor shall be equipped with a cellular phone and a pager. All expenses including installation, air time, activating fees and the phones/pagers themselves shall be at the expense of the Contractor. An uninterrupted communication service is mandatory.
6. The Contractor shall provide a job description for the non-working on-site supervisor and/or working on-site supervisor, if requested by the Project Authority.

#### 4: Health & Safety

1. The Contractor shall adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by national and provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures. In addition, adequate training of personnel assigned to perform operations such as re-lamping, use of chemicals etc... is also required.
2. The Contractor shall ensure that all equipment used to perform the services is in a state of good repair. The Project Authority reserves the right to have equipment judged to be unsafe, not suitable or defective taken out of service. The Contractor shall be responsible to supply suitable replacement equipment within one working day.
3. The Contractor shall perform the work in compliance with the Canada Labor Code – part II, or relevant provincial/territorial occupational health and safety acts and regulations, the National Fire Code; and all applicable provincial/territorial acts and regulations and applicable municipal regulations. The most stringent shall apply.

#### 5: Building Access

1. Only those employees whose names appear on the Contractor's payroll and meet the conditions specified in this contract shall be allowed access to the work site. No other persons accompanying employees shall be allowed on site.
2. All cleaning staff employed by the Contractor, regardless of hours of work, shall sign in and out and enter the times of arrival and departure in registers or on sheets to be provided at the security guards control desk or another designated area. In the event of a dispute and the absence of other evidence, the register shall be regarded as evidence of hours of work. Failure to sign "out" shall render the entry invalid.
3. All personnel employed in the performance of the services shall comply with security requirements for the facility. They shall be provided with an identification pass which shall be worn and visible at all times.
4. No audio/visual equipment or cameras are permitted on the work site.
5. The Contractor's cleaning staff may be subject to questioning in relation to security matters.
6. All keys or key cards entrusted to the Contractor for the fulfillment of its contract must be fully protected at all times.
7. All doors to rooms, private or general offices, etc... which shall be unlocked by the Contractor's employees, shall be re-locked upon completion of the performance of their duties.

## 6: Building Maintenance

1. The Contractor's staff shall report deficiencies other than janitorial observed during the performance of the services to the Project Authority and to the national service call centre at **1-800-463-1850**.

## 7: Cleaning Products & Equipment

1. The Contractor shall supply all cleaning products and equipment required to carry out the services as mentioned in Section 2 and **shall use only products that are environmentally friendly such as products with the environmental choice logo (Canadian) or the green seal logo (US)**.
2. All cleaning products shall be suitable for the surfaces intended, used in the manner specified by the manufacturer and brought onto the premises in the manufacturer's original unopened container. The Project Authority may instruct the Contractor to discontinue the use of any product judged not suitable and substitute another mutually satisfactory product.
3. The Contractor shall ensure that all cleaning products used in the workplace are classified and labeled according to the workplace hazardous materials information systems (WHMIS).
4. A binder with the copies of the material safety data sheets (MSDS) shall be kept on the premises and updated when new cleaning products are purchased. This binder shall be made available to the Project Authority upon request.

## 8: Uniforms

1. All cleaning personnel employed in this building shall be uniformed as follows:
  1. Industrial type matching shirt and trousers, coveralls or duster coat.
  2. Clean uniforms shall be worn at all times.
  3. Failure to provide the required uniforms may result in a reduction of the Contractor's monthly payments. Employees not properly uniformed may be deemed unsuitable and excluded from the premises.

## 9: Space Assigned

1. The Project Authority shall provide the Contractor with the required space.
2. The Contractor shall not list, publicize or use in any fashion, for business purposes, the address of a building leased or owned by Health Canada. A telephone with message taking capability shall be installed at the expense of the Contractor but must be unlisted and shall not under any circumstances appear in telephone directories or be advertised as a business telephone.
3. Health Canada shall not be responsible for damages to the Contractor's cleaning products and equipment nor to the Contractor's employees' personal belongings.

## 10: Log Book

1. A log book shall be maintained in the building by the Contractor to record all monthly and scheduled cleaning performed. The log book shall be located **on site** and shall be made available for inspection by the Project Authority.

### **11: Excluded Rooms & Equipment**

1. Mechanical and electrical rooms, laboratory benches, including sinks, stationary or movable equipment, copiers, calculators, computer equipment, typewriters and shop equipment are hereby excluded.

### **12: Life Safety System Building Profile Log Book**

1. In accordance with the National Fire Code of Canada and as part of this contract where applicable, the Contractor is responsible to verify emergency lights, supply and replace burnt bulbs as required and tag and report any fixture that does not illuminate after replacement to the Project Authority. On a weekly basis, after verification, the Contractor is responsible to sign the log book at the end of table 17 (exit lights). The Contractor is not responsible to make any repairs to inoperative fixtures other than bulb replacement. The location of the log book shall be identified by the Project Authority after contract award.

### **13: Light, Heat, Power and Water**

1. Health Canada shall supply all light, heat, power and hot/cold water reasonably required for the performance of the work.

### **14: Elevator Services**

1. Where applicable, the Contractor shall be permitted the use of elevators, escalators, conveyors and dumbwaiters and shall be responsible for their safe usage.

## SECTION 2 – Operations & Frequencies

### 1: Exterior

#### 1. Daily

1. Remove posters from exterior walls, doors and windows at ground levels.
2. Clean and polish outside metal slot receivers, aluminum fittings, metal work, entrance doors and push bars.
3. Clean glass and sashes on both sides in entrance and exit doors.
4. Sweep and keep clear of litter (cigarette butts, paper, leaves, etc.) all entrances, ramps for the handicapped, loading docks, podiums and stairs.
5. Empty and clean ash trays, sand urns and butt stops into a separate metal container.
6. Replace silica sand in sand urns as required.
7. Empty and damp-wipe interior and exterior of all waste receptacles, supply and insert new plastic bags of correct size.

#### 2. Weekly (Friday)

1. Clean glass and sashes on both sides in entrance sidelights and transoms.

### 2: Floors (All Types)

#### 1. General

1. Supply and visibly locate bilingual danger signs when performing wet floor cleaning operations.
2. Furniture and wastepaper receptacles **are not to be** placed on desks, tables or work benches during cleaning operations.

### 3: Floors: Resilient, Terrazzo and Marble

#### 1. Daily

1. Sweep and damp mop all floors.

#### 2. Weekly (Friday)

1. Spray-buff all floors.

#### 3. Scheduled Cleaning Operations

1. Wet scrub and refinish floor as per Annex A.
2. Strip and refinish floors as per Annex A.

### 4: Floors: Vitreous & Quarry Tile

#### 1. General

1. Sweep and damp mop all floors daily.
2. Wash and buff all floors weekly (Wednesday).

#### 2. Schedule Cleaning Operations

1. Wet scrub and refinish floors as per Annex A.
2. Strip and refinish floor as per Annex A.

### 5: Floors: Concrete

**1. Work Areas**

1. Daily
  1. Sweep and damp mop all floors.
2. Monthly (first week of each month)
  1. Wash all floors

**2. Storage Areas**

1. Monthly (on request)
2. Sweep and wash floors.

**3. Schedule Cleaning operations**

1. Strip and seal unpainted floors as per Annex A.

**6: Carpeting & Rugs****1. General**

1. The Contractor shall use **industrial vacuum cleaners** with the following measurements:
  1. Maximum noise levels (low 51 dB and high 59 dB).
  2. Maximum 0.3 micron particulate filters (HEPA type).
  3. Minimum 90.2 inches of water lift.
  4. Power head.
  5. Accessories for floors and furniture.
2. The Contractor shall use **industrial single speed polisher with a solution tank** with the following feature:
  1. Maximum speed of 175 rotations per minute.
3. The Contractor shall use **industrial high performance hot water extractors** with the following features:
  1. Minimum 110 psi-solution pump.
  2. Minimum of 137 inches of water lift.
  3. Minimum of 10 gallon solution tank.
  4. Minimum of 14.5 gallon recovery tank.
4. Clip loose threads during vacuuming operation.
5. Daily, remove spots, stains and gum from carpeting and rugs using methods and solution approved by carpet manufacturers. Report to the Project Authority all spots on carpeting and rugs that cannot be removed by normal means and any damage to the carpeting and rugs.

**2. Offices/Office Areas****Daily**

1. Pick up litter (paper, paper clips, elastics, etc.).

**Weekly**

1. Vacuum traffic lanes and desk wells every Tuesdays.
2. Vacuum all carpeting and rugs every Friday.
3. Remove T mats, vacuum carpet, clean and replace T mats.

**3. Conference Rooms, Boardrooms, Corridors and Elevator Lobbies**

1. Vacuum daily.

**4. Scheduled Cleaning Operations**

1. Clean all carpets and rugs using the dry foam and light hot water extraction method as per Annex A.
2. Clean carpets in high traffic areas using the **dry foam and light hot water extraction method** as per Annex A.

## 7: Walk-away Mats

### 1. General

1. The Contractor shall use an industrial type, wet and dry vacuum cleaner equipped with the proper floor tools and of sufficient suction to remove wet or dry sand, water, etc..., from the mats.
2. Mats shall be in place from November 1 to April 30 inclusive. In case of unusual weather conditions, the Project Authority may shorten or extend the period.
3. Health Canada shall supply walk-away mats and the Contractor shall install, maintain, remove, clean both sides of mats and store in a designated area when not in use.
4. Mats are to be rolled up to complete floor cleaning operations. Clean the underside of mats before replacing.
5. The quantity, type, size and location will be determined by the Project Authority.
6. Prior to storing, each walk away mat shall be cleaned using the **dry foam and hot water extraction method** and shall be dried.

### 2. Daily

1. Vacuum mats at **09:00** hours and at **14:00** hours. During inclement weather vacuum mats more often if necessary.

### 3. Weekly

1. Clean all walk-away mats every Friday using the **dry foam and hot water extraction method** after **17:00** hours.

## 8: Entrances, Exits, Lobbies, Main Floor Elevator Lobbies & Adjacent Corridors

### 1. General

1. Keep free of litter.
2. Clean furniture as per clause 17.

### 2. Daily

1. Clean both sides of door glass.
2. Remove gum and other foreign residue.
3. Sweep, wash and spray buff floors. Provide additional damp mopping of floors during inclement weather.
4. Vacuum all floors.
5. Clean directory board glass and frame.

### 3. Weekly (Friday)

1. Clean both sides of all glass windows and frames.

### 4. Monthly (third week of each month)

1. Remove foot grills and clean out recessed pan and drain.

### 5. Scheduled Cleaning Operations

1. Wet scrub and refinish floors, as per Annex A.
2. Strip and refinish floors as per Annex A.

## 9: Elevators

### 1. Daily

1. Clean interior and exterior of cabs, doors, door frames and walls including the surface of the control panels.
2. Scrape and vacuum door sill/track grooves in the cabs and landings.
3. Sweep and damp mop floors when elevator mats are not in use.
4. Vacuum floors.

### 2. Monthly (first week of each month)

1. Clean carpets using the **dry foam and light hot water extraction method**.

### 3. Scheduled cleaning operations

1. Wet scrub and refinish floors as per Annex A.
2. Strip and refinish floors as per Annex A.

## 10: Stairs & Landings

### 1. Daily (from third floor to basement)

1. Sweep and damp mop stairs and landings.
2. Dust handrails, balusters, balustrades, baseboards, stringers and ledges.
3. Vacuum carpeted stairs and landings.

### 2. Weekly (from third floor to basement)

1. Repeat 1.1 to 1.3.

### Weekly (second week of each month)

1. Clean handrails, balustrades, baseboards, risers, stringers and ledges.

### 3. Scheduled Cleaning Operations

1. String and refinish terrazzo, marble and resilient surfaces as per Annex A.
2. Strip and seal unpainted concrete surfaces as per Annex A.

## 11: Miscellaneous

### 1. General

1. The Contractor shall use **industrial back pack vacuums with the following features**:
  1. Maximum noise level of 60 db.
  2. Maximum 0.3 micron particulate filters (heap type).
  3. Minimum 102 inches of water lift.
  4. Proper accessories.

### 2. Daily

1. Damp-wipe public telephones.
2. Dust display cases and spot clean glass.

### 3. Weekly (Monday)

1. Clean frame of notice boards, directory boards and glass.
2. Clean display case glass and remove tape and tape residue.

### 4. Monthly (first week of each month)

1. Clean and polish all decorative metal surfaces.
2. Damp-wipe all window ledges, radiator and convactor covers.

## 5. Scheduled Cleaning Operations

1. Vacuum ledges, top of partitions, shelving, exposed air ducts, pipes and other high areas including tops of hanging light fixtures and conduit 1.8 metres or higher **using an industrial back pack vacuum clean** as per Annex A.
2. Clean all air intake grills and air diffusers as per Annex A.  
**All air intake grills and air diffusers shall not be removed during cleaning operations.**

## 12: Washrooms

### 1. General

1. The Contractor shall supply 2 ply toilet paper of good quality in all washrooms.
2. Patrol clean washrooms twice daily at **10:30** and **13:30** hours.

### 2. Daily

1. Sweep and damp mop floors.
2. Dust top of partitions.
3. Remove all trash from strainers in base of urinals.
4. Clean both sides of toilet seats, interior and exterior of bowls, urinals and wash basins.
5. Clean all water taps, dispensers, door plates and flush valves.
6. Clean flush tanks, shelves, high ledges, mirrors, window ledges and exposed piping.
7. Spot clean walls, partitions and doors.
8. Empty sani-cans, wash, disinfect, supply and insert new waxed bags of correct size.
9. Empty and damp-wipe interior and exterior of all waste receptacles, supply and insert new plastic bags of correct size.
10. Supply and replenish soap, toilet paper and paper towel dispensers.
11. Vacuum carpeted floors.

### 3. Weekly (Monday)

1. Descale toilet bowls and urinals.
2. Spray buff resilient, terrazzo and marble floors.

### 4. Monthly (last week of each month)

1. Pour a pail of clean water into floor drains.
2. Machine scrub vitreous, quarry tile and concrete floors and wash resilient, terrazzo and marble floors.
3. Wash and disinfect waste receptacles.
4. Wash both sides of partitions and doors.
5. Clean air grills.

### 5. Scheduled Cleaning Operations

1. Wet scrub and refinish resilient, terrazzo and marble floors as per Annex A.
2. Strip and refinish resilient, terrazzo and marble floors as per Annex A.
3. Strip and refinish vitreous and quarry tile floors as per Annex A.
4. Strip and seal concrete floors as per Annex A.
5. Wash ceilings as per Annex A.
6. Wash walls as per Annex A.

## 13: Locker Rooms

### 1. Daily

1. Empty waste receptacles.
2. Sweep and damp mop floors.
3. Spot clean walls, doors and door frames.

**2. Weekly (Friday)**

1. Wash floors.
2. Spray buff resilient, terrazzo and marble floors.
3. Dust exposed surfaces of lockers including tops. Remove marks and stains from fronts and sides.

**3. Monthly (second week of each month)**

1. Machine scrub and rinse vitreous and quarry tile floors.
2. Wash metal base of windows and window ledges.

**4. Scheduled Cleaning Operations**

1. Wash the exterior of lockers and interior of vacant lockers as per Annex A.
2. Wet scrub and refinish resilient, terrazzo and marble floors as per Annex A.
3. Strip and refinish resilient, terrazzo and marble floors as per Annex A.
4. Strip and refinish vitreous and quarry tile floors as per Annex A.

**14: Showers****1. Daily**

1. Remove all pieces of soap.
2. Wipe down walls.
3. Scrub floor and duck boards.
4. Polish taps and shower heads.

**2. Weekly (Wednesday)**

1. Wash walls, shower curtains and shower doors to remove soap residue.
2. Scrub floors to remove soap residue.

**3. Annually**

1. Replace shower curtains in all showers.

**15: Cafeteria****1. General**

1. This refers only to the dining area in front of the counter and does not include furniture, ashtrays and vending machines.
2. Patrol clean twice daily at **10:00** and **14:00** hours.

**2. Daily**

1. Clean up spillage.
2. Vacuum and spot clean carpeting.
3. Sweep and damp mop floors.
4. Empty, wash, and disinfect waste receptacles and replace plastic bags.
5. Empty and replace with new clear plastic bags in multi-use recycling containers.

**3. Weekly**

1. Spray buff floors (3 times a week)

**4. Scheduled cleaning operations**

1. Wet scrub and refinish floors as per appendix A.
2. Strip and refinish floors as per appendix A.
3. Wash walls as per appendix A.

## 16: Kitchens, Kitchenettes, Lunchrooms and Rest Areas

### 1. General

1. Patrol clean twice daily at **10:00** and **14:00** hours.
2. Cleaning does not include vending machines.

### 2. Daily

1. Dust all surfaces.
2. Wash all furniture, tables, chairs, sinks, etc...
3. Sweep and damp mop floors.
4. Vacuum and spot clean carpeting.
5. Supply and replenish all soap and paper towel dispensers.
6. Empty, wash, disinfect waste receptacles and replace plastic bags.
7. Spot clean all walls, doors and exterior of cupboards.
8. Spot clean exterior of all appliances.

### 3. Weekly (Friday)

1. Spray buff floors.

### 4. Scheduled Cleaning Operations

1. Wet scrub and refinish floors as per Annex A.
2. Strip and refinish floors as per Annex A.
3. Wash walls as per Annex A.

## 17: Furniture & Fixtures

### 1. Preliminary Instructions

1. Papers, files, etc... left on furniture shall not be disturbed by the cleaning staff.

### 2. Daily

1. Dust and spot clean boardroom and executive office furniture.
2. Damp-wipe counters and spot clean facings.

### 3. Weekly (Wednesday)

1. Dust and remove stains from all surfaces.
  2. Dust empty stacks, shelves, pictures and wall hangings (excluding paintings and art objects).
3. Clean and polish boardroom and executive furniture.
4. Clean bases of free standing screens/office partitions.
5. Clean interior of closets.
6. Wash boot trays/boot shelves.
7. Clean glass and wood partitions.

### 4. Monthly (third week of each month)

1. Vacuum all upholstered furniture.
2. Remove spots, stains and gum from upholstered furniture.

### 1. Scheduled Cleaning Operations

1. Clean all leather, vinyl, leatherette and upholstered furniture as per Annex A.
2. Vacuum upholstered free standing screen/office partitions as per Annex A.

**18: Blinds & Drapes****1. Scheduled Cleaning Operations**

1. Dust or vacuum blinds as per Annex A.
2. Vacuum drapes as per Annex A.
3. Damp-wipe blinds as per Annex A.

**19: Chalkboards & White Boards****1. General**

1. **Cleaning staff shall not clean boards containing information.**

**2. Daily**

1. Dry clean chalkboards.
2. Clean chalk troughs.
3. Vacuum erasers.
4. Dry clean white boards.

**20: Waste Receptacles****1. General**

1. Supply and install plastic bags of correct size when dirty or torn in waste receptacles.

**2. Daily**

1. Empty and damp-wipe interior and exterior of waste receptacles.

**3. Scheduled Cleaning Operations**

1. Wash and disinfect interior and exterior of waste receptacles as per Annex A.

**21: Interior Glass****1. Daily**

1. Remove tape and spot clean all door glass, partition glass, glass topped furniture, bookcase glass, mirrors, draft deflectors and display boards.

**2. Monthly**

1. Clean mirrors and both sides of door glass.

**3. Scheduled Cleaning Operations**

1. Clean both sides of partition glass as per Annex A.
2. Clean and polish both sides of bookcase glass doors, convex mirrors and draft deflectors as per Annex A.

**22: Potable Water Fountains****1. Daily**

1. Clean and disinfect.

**23: Walls, Partitions, Baseboards & Ceilings****1. Daily**

1. Spot clean walls and partitions.
2. Remove cobwebs from ceilings.

**2. Weekly (Wednesday)**

1. Dust marble walls, columns and frames.
  2. Spot clean fabric and carpeted walls, columns and partitions.
3. Dust baseboards, ledges and mouldings.

**3. Scheduled Cleaning Operations**

1. Wash marble walls, columns, frames and baseboards as per Annex A.
2. Vacuum fabric and carpeted walls, columns and partitions as per Annex A.
3. Clean and polish wood paneled walls as per Annex A.

**24: Doors & Door Frames****1. Daily**

1. Spot clean doors and door frames.
2. Dust door grills.

**2. Monthly (third week of each month)**

1. Clean push bars, kick plates and hand plates.
2. Damp-wipe
3. Wash door grills.

**25: Emergency Fire Equipment****1. Monthly (second week of each month)**

1. Clean interior and exterior of fire hose cabinets including glass and related equipment.
2. Clean and polish fire extinguishers.

**26: Electronic Data Processing Areas****1. General**

1. The Contractor shall maintain antistatic floor tiles as per manufacturer's specification.

**2. Daily**

1. Vacuum and damp mop entire floor area.
2. Vacuum and damp mop ramps.
3. Empty waste receptacles.
4. Clean washrooms as per clause 12.

**3. Weekly (Friday)**

1. Wash and disinfect waste receptacles.
2. Clean doors and door frames.
3. Dust furniture and shelving.

**4. Scheduled Cleaning Operations**

1. Clean interior and exterior of light fixtures including lenses as per Annex A.

2. Clean all air intake grills and air diffusers as per Annex A.

## 27: Contractor's Space

### 1. General

1. Maintain as per corresponding clauses in specification.
2. Keep all products and equipment neatly stored.
3. Maintain floors and fixtures as per clause 12 (washrooms).

### 2. Monthly (last week of each month)

1. Wash walls and shelves.

## 28: Light Fixtures

### 1. General

1. **The following requirements apply to all areas of the interior of the buildings and are without height restrictions:**
  1. Supply and replace all burnt-out tubes of bulbs, with identical types.
  2. Supply and replace all flickering tubes.
  3. Clean tubes, bulbs, lenses and the interior and exterior of light fixtures, while replacing tubes and bulbs.
  4. Supply all equipment necessary when replacing tubes and bulbs.
  5. The Contractor is not responsible for replacing and supplying tubes or bulbs in units which form an integral part of the furniture, office equipment, specialized electrical apparatus and elevator cabs.
  6. The Contractor shall supply and replace all acrylic lenses broken when replacing or cleaning bulbs and tubes.

## 29: Freight Receiving

### 1. Daily

1. Maintain floors as per corresponding floor types in specification.

### 2. Weekly

1. Clean doors and door frames.

### 3. Monthly (last week of each month)

1. Dust walls and doors.

## 30: Garbage & Recycling Rooms

### 1. General

1. Garbage stored in plastic bags or waste receptacles must be placed at pickup point prior to scheduled garbage collection.

### 2. Daily

1. Empty all garbage into bulk-lift units, garbage compactors, plastic bags or waste receptacles, depending on the system in use.
2. Sweep and damp mop floor after pickup.

**3. Weekly (after garbage/recycling pickup)**

1. Wash and disinfect walls and floors.

**31: Papersave, Recycling Containers & Multi-use Installations****1. General**

1. All paper and cardboard shall be collected and placed in recyclable containers in the designated area.
2. No recyclable materials shall be disposed of as garbage.
3. Outdated phone books shall be collected and placed in designated containers.

**2. Daily**

1. Remove garbage from recycling containers.
2. Collect recyclable paper/cardboard in high generation areas.

**3. Weekly (Wednesday)**

1. Collect paper from recycling containers at desks.
2. Clean interior and exterior of the recycling containers and multi-use recycling installations.

**Twice Weekly (Tuesday and Friday)**

1. Collect recyclable materials from recycling containers and multi-use recycling installations and store in designated area.
2. Collect lab plastics from recycling containers and store in designated area.

**4. Monthly (last week of each month)**

1. Wash and disinfect the interior and exterior of the multi-use recycling stations.

**32: Additional Operations & Frequencies - Banting Building****1. Reference to Clause 3 (Floors – Resilient, Terrazzo and Marble)****1. Offices – Central Retail/Bulk Stores**

1. Daily

**1. Rooms C137, C138 after 08:30 hours**

1. Sweep and damp mop all floors

**2. Rooms C110, C113, C114, C132, C136 between 09:00 and 11:30 hours.**

1. Sweep and damp mop all floors

**2. Weekly****1. Rooms C137, C138 after 08:30 hours**

1. Spray buff in front and behind counters, in desk wells and traffic lanes every Friday.
2. **Rooms C110, C113, C114, C132, C136, between 09:00 and 11:30 hours**
1. Spray buff in front and behind counters, in desk wells and traffic lanes every Friday.

**3. Scheduled Cleaning**

1. Wet scrub and refinish floors as per Annex A
2. Strip, seal and refinish floors as per Annex A

**2. Laboratories (Cleaned under Client Supervision)****1. Daily**

1. Vacuum ALL floors daily using a HEPPA vacuum cleaner paying particular attention to the corners, behind doors and under furniture. In addition ALL floors are to be damp mopped daily using a germicidal detergent.

2. 4<sup>th</sup> Floor Laboratories – 401, 402, 409, 410, 411, 412, 413, 414, 435, 449, 455, 456, 459.
3. 3<sup>rd</sup> Floor laboratories – 307, 310, 312, 316, 320, 321.
4. 2<sup>nd</sup> Floor Laboratories – 201, 202, 203, 204, 205, 207, 213, 214, 250, 258, 273, 279, 282
5. 1<sup>st</sup> Floor Laboratories – 102, 104, 105, 106, 109, 110, 111, 112, 121, 122, 124, 126, 137, 139, 140, 141, 156, 157, 158, 182, 184

## 2. Weekly

1. Spray buff laboratory traffic areas on a weekly basis:
  - Monday Floor 4
  - Tuesday Floor 3
  - Wednesday Floor 2
  - Thursday Floor 1

## 3. Scheduled Cleaning

1. Wet scrub and refinish floors as per Annex A
2. Strip, seal and refinish floors as per Annex A

## 3. Reference to Clause 7 (Carpeting and Rugs)

### 1. Offices Areas, Work Areas and Active Storage Areas

#### 1. Daily

1. Vacuum traffic lanes and desk wells in general working areas and private offices daily.
2. Spot cleaning products shall be unscented unless authorized by the Department Representative.
3. It is imperative that spots and stains be removed daily using proper products and equipment. In addition the Contractor shall provide the removal methodology to the Department Representative for approval.

## 2. Weekly

1. Vacuum all carpeting and rugs on a full floor basis weekly:
  - Monday Floor 4
  - Tuesday Floor 3
  - Wednesday Floor 2
  - Thursday Floor 1

## 3. Boardrooms, Conference Rooms, Meeting Rooms, Corridors, Elevator Lobbies and Theatre

1. Vacuum on a full floor basis daily.

## 4. Scheduled Cleaning

1. The Contractor shall clean high traffic carpeted areas as per specified in Annex "A"

## 4. Reference to Clause 8 (Walk Off Mats)

### 1. General

1. Walk off mats shall be installed by the Contractor using two sided tape if judged necessary by the Department Representative.

### 2. Twice Weekly (Wednesday & Friday)

1. Walk off mats shall be pre sprayed with a salt remover deemed suitable by the department representative, prior to each cleaning.
2. Clean walk off mats on Wednesday and Friday as per Clause 8.3, after **17:00** hrs.

## 5. Reference to Clause 9 (Entrances, Exits, Lobbies, Main Floor Elevator Lobbies and all Corridors,

### 1. Scientific Services Division (Animal Wing) Corridors, Elevator Lobbies

#### 1. Daily

1. Sweep and damp mop floors using the germicidal detergent supplied by the Scientific Services Division.

**NOTE:** During winter months floors are to be checked twice daily – midmorning and early afternoon. Where necessary floors will be swept and damp mopped as per daily operation.

## 2. Weekly

1. Spray-buff ALL floors every Friday.

**3. Scheduled Cleaning (Every two (2) Months)**

1. Strip, seal and refinish ALL floors using products as supplied by Animal Resources Division – Animal Care Supervisor.

**6. Reference to Clause 10 (Elevators)****1. Scientific Services Division (Animal Wing)****1. Daily**

1. Clean interior and exterior of cabs, doors, door frames and walls including control panel using germicidal detergent as supplied by the Scientific Services Division – Animal Laboratory Supervisor.
2. Scrape and vacuum door sill/track grooves in both cabs and on each landing.
3. Sweep and damp mop floors using the germicidal detergent as supplied by Scientific Services Division – Animal Laboratory Supervisor.

**2. Weekly**

1. Spray-buff all floors every Friday

**3. Scheduled Cleaning (Every Two (2) Months)**

1. Strip, seal and refinish floors using products supplied by Scientific Services Division – Animal Laboratory Supervisor.

**7. Reference to Clause 13 (Miscellaneous)****1. Shredding Areas****Daily**

1. Remove paper shredding from all floor surfaces.
2. Empty and/or replace bags when necessary

**8. Reference to Clause 14 (Washrooms)****1. Animal Resources Division (Animal Wing)**

**Daily (Using a germicidal detergent as supplied by Scientific Services Division – Animal Laboratory Supervisor)**

1. Sweep and damp mop floors.
2. Dust tops of partition.
3. Remove all trash from strainers in base of urinals.
4. Clean both sides of toilet seats, interior and exterior of bowls, urinal and wash basins.
5. Clean all water taps, dispensers, door plated and flush valves.
6. Clean flush tanks, shelves, high ledges, mirrors and exposed piping.
7. Spot clean walls, partitions and doors.
8. Empty Sani-cans, wash and disinfect, supply and insert new waxed bags of correct size.
9. Empty and damp wipe exterior of all waste receptacles, supply and insert new plastic bags of correct size.
10. Supply and replenish soap, toilet paper and paper towel dispensers.

**2. Weekly**

1. Descale toilet bowls and urinals.
2. Spray buff resilient, terrazzo and marble floors.

**3. Monthly**

1. Pour a pail of clean water into floor drains.
2. Machine scrub vitreous, quarry tile and concrete floors and wash resilient floors.
3. Wash and disinfect wastepaper and refuse receptacles including metal containers.
4. Wash both sides of partitions, partition doors and ceramic walls enclosed by the partitions.
5. Clean air grills.

**4. Scheduled Cleaning (Every Two (2) Months)**

1. Strip, seal and refinish floors using products as supplied by Animal Resources Division – Animal Care Supervisor.

2. Wash ceilings.
3. Service the Zonomic units. Note: All washrooms

#### 9. Reference to Clause 15 (Locker Rooms)

##### Scientific Services Division – Animal Wing

#### 1. Daily (Using germicidal detergents as supplied by Scientific Services Division – Animal Laboratory Supervisor)

1. Empty Waste receptacles.
2. Sweep and damp mop floors.
3. Spot clean walls, doors and door frames.

#### 2. Weekly

1. Spray buff floors.
2. Dust exposed surfaces of lockers, including tops. Remove marks and stains from front and sides.

#### 3. Scheduled Cleaning (Every Two (2) Months)

1. Wash the exterior of lockers and interior of vacant lockers.
2. Strip seal and refinish floors using products supplied by Animal Resources Division – Animal Care Supervisor.

#### 10. Reference to Clause 16 (Showers)

##### Scientific Services Division – Animal Wing

#### 1. Daily (Using germicidal detergents as supplied by Scientific Services Division – Animal Laboratory Supervisor).

1. Remove all pieces of soap.
2. Wipe down walls.
3. Scrub Floors.
4. Report any problems or leaks.
5. Polish handles, shower heads and other fixtures.

#### 2. Weekly (Wednesday)

1. Wash walls, shower curtains to remove soap residue.
2. Scrub floors.

#### 11. Reference to Clause 17 (Cafeteria & Canteens)

##### 1. Daily

1. The Contractor shall be responsible for moving furniture while performing floor cleaning and scheduled operations.

#### 12. Reference to Clause 18 (Kitchens, Kitchenettes, Lunchrooms and Rest Areas)

##### Daily

1. The Contractor shall be responsible for moving furniture while performing floor cleaning and scheduled operations.

#### 13. Reference to Clause 20 (Conference Rooms, Meeting Rooms and Theatre)

##### Daily

1. Patrol cleans between **12:00** and **13:00** hours or when vacant.
2. Damp wipe all furniture and A/V equipment.
3. Empty and clean all waste receptacles daily.
4. Replace chairs accordingly around furniture.
5. Spot clean glass (Doors and partitions) daily.

### **32. Additional Operations & Frequencies – LCDC Building**

## Additional Operations & Frequencies

### 1. Reference to Clause 1 (Exterior) LCDC

#### 1. Daily

1. Damp wipe Security Access phone, key pads and Handicap door openers.
2. Remove cobwebs from door entrances/exit lights fixtures, floor lights and camera lenses.

### 2. Reference to Clause 3 (Floor – Resilient, Terrazzo and Marble) Laboratories (Cleaned Under Client Supervision) LCDC and EHC

#### 1. Daily

1. Vacuum ALL floors daily using a HEPA vacuum cleaner paying special attention to the corners, behind doors and under furniture. In addition, floors are to be damp mopped daily using a germicidal detergent.

### 3. Reference to Clause 6 (Carpeting and Rugs)

#### 1. Daily

1. Spot cleaning products shall be unscented unless authorized by the department representative.
2. It is imperative that spots and stains be removed daily using proper products and equipment. In addition, the contractor shall provide the removal methodology to the Project Authority for approval.

### 4. Reference to Clause 7 (Walk-away Mats)

#### 1. Bi-weekly (Twice per week)

1. Walk off mats shall be pre-sprayed with a salt remover deemed suitable by the department representative, prior to the bi-weekly (twice per week) cleaning.
2. Clean walk off mats on Wednesday and Friday as per Clause 8, after 17:00.

#### 2. Scheduled Cleaning

1. Walk off mats shall be installed by the contractor using two sided tape if judged necessary by the Project Authority.
2. Walk off mats shall be removed and cleaned, both sides, by the contractor when doing scheduled work on floors; remove all tape residue on surfaces.

### 5. Reference to Clause 15 (Cafeterias)

#### 1. Daily

1. The contractor shall be responsible for moving furniture while performing floor cleaning and scheduled operations.

### 6. Reference to Clause 16 (Kitchens, Kitchenettes, Lunchrooms and Rest Areas)

#### 1. Daily

1. The contractor shall be responsible for moving furniture while performing floor cleaning and scheduled operations.

### 7. Boardrooms, Conference Rooms, Meeting Rooms – LCDC

#### 1. Daily

1. Damp-wipe furniture and A/V equipment daily.
2. Replace chairs accordingly around furniture.

3. Spot clean glass (doors and partitions) daily.

## 8. Shredding Area

### 1. Daily

1. Remove paper shredding from all floor surfaces.
2. Empty and/or replace bags when necessary.

## 9. Laboratories (Cleaned Under Client Supervision) LCDC

### 1. Daily

1. Clean touchless hand wash stations.

<b>Additional Special Conditions – Radiation Protection Bureau Building</b>
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### 1. The contractor WILL NOT access the following rooms/labs:

**116, 142, 142A, 142B, 149A, 152, 156, 229, 229A, 264, 265, 266, 173, Lab 105, Lab 129, Lab 132, Lab 133, Lab 135, Lab 136, Lab 138, Lab 140A, Lab 211, Lab 262, Lab 264, Lab 265, Lab 266, Lab 271, Lab 273, Lab 305 and Lab 318.**

**NOTE:** Clause 15 takes precedence over clauses 1 to 14, (**Section1**). In addition to the services detailed in clauses 1 to 14, perform the following tasks:

### 2. Reference to Clause 2 (Building Cleaning Operations)

#### i. Boardrooms, Conference Rooms, Meeting Rooms

1. Patrol clean daily between 12:00 and 13:00 hours or when vacant.

#### ii. Offices

1. The following offices, rooms shall be cleaned between **08:00** and **16:30** hours daily under Client Supervision

- a. 116, 142, 142A, 142B, 149A, 156, 229, 229A, 263, 264, 265, 266, 273, 276, 301

#### iii. Laboratories

1. All laboratories shall be cleaned between **08:00** and **16:30** hours daily under client supervision

### 2. Reference to Clause 3 (Staffing)

1. A **Working on-site supervisor** shall be in full charge of the operations.

### 3. Reference to Clause 4 (Health & Safety)

1. Lab areas only

- a. Lab coat, latex gloves, protective eyeglasses and a mask must be worn

2. Radiation/Chemical Hazards

- a. Radioactive or chemical waste stored in grey 20 litre containers with the appropriate symbols identifies the waste within.
- b. The disposal of radioactive or chemical waste is the responsibility of the authorised user, Health Canada.

3. Safety Guidelines – Laboratories

- a. Learn to recognize the hazard as posted. These include Radiation warnings and chemical hazards.
- b. DO NOT touch items that are marked with these signs and symbols.
- c. Use good personal hygiene. Wash hands after touching walls or items in laboratories.
- d. Smoking, eating and drinking in laboratories is forbidden.
- e. If involve in a laboratory accident (cut or spill), report this immediately to your supervisor, doctor and the Administrative Officer.
  
- f. The contractor shall ensure that all equipment used to perform the services is in a state of good repair. The departmental representative reserves the right to have equipment judged to be unsafe, unsuitable or defective, taken out of service. The Contractor shall be responsible of supplying suitable replacement equipment.

**4. Reference to Clause 7 (Cleaning products & Equipment)**

- 2. Routine Cleaning products and hand soaps for washrooms and kitchenettes shall be scent free.

<b>32: Additional Operations &amp; Frequencies - OHU</b>
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**NOTE:** Clause 24 takes precedence over clauses 1 to 23 (**Section 2**). In addition to the services detailed in clauses 1 to 23, perform the following.

**7. Reference to Clause 1 (Exterior)**

- 1. Daily  
Damp wipe Security Access phone, key pads and Handicap door openers.
- 2. Remove cobwebs from door entrances/exit lights fixtures, floor lights and camera lenses.

**8. Reference to Clause 4 (Carpeting & Rugs)**

- 1. Daily

1. Spot cleaning products shall be unscented unless authorized by the department representative.
2. It is imperative that spots and stains be removed daily using proper products and equipment. In addition the contractor shall provide the removal methodology to the department representative for approval.
3. The contractor shall clean high traffic carpeted areas as per specified in appendix A.

#### **9. Reference to Clause 5 (Walk-away Mats)**

1. Walk-away mats shall remain in the main entrance year round and be maintain as per clause 5 of Section 2.
2. Weekly
  1. Walk-away mats shall be pre-sprayed with a salt remover deemed suitable by the department representative, prior to the weekly cleaning (winter period).
3. Scheduled Cleaning
  1. Walk-away mats shall be installed by the contractor using two-sided tape if judged necessary by the department representative.
  2. Walk-away mats shall be removed and cleaned, both sides by the contractor when doing scheduled work on floors; remove all tape residue on surfaces.

#### **10. Reference to Clause 7 (Miscellaneous)**

##### **1. Daily**

###### **1. Shredding Areas**

1. Remove paper shredding from all floor surfaces.
2. Empty and/or replace bags when necessary.
3. Empty and clean all waste receptacles.

#### **11. Reference to Clause 10 (Kitchens, Kitchenettes, Lunchrooms & Rest Areas)**

1. Daily
1. The contractor shall be responsible for moving furniture while performing floor cleaning and scheduled operations.

#### **12. Additional Special Conditions**

1. Routine daily cleaning in the Security Section of OHU is to take place from 14:00 – 16:00 during weekdays.

## **APPENDIX B – Definition of Terms and Quality Standards**

The definition of terms and quality standards described in section 3 shall be strictly adhered to. All inspections made by the departmental representative shall be rated according to these quality standards.

### **1. Definition of Term**

#### **1. Routing Cleaning**

Cleaning operations which are specified to be performed monthly or more frequently such as weekly or daily.

#### **2. Patrol Cleaning**

All obvious trash and spillage shall be removed and dispensers replenished, so that the area presents a neat appearance.

#### **3. Scheduled Operations**

Cleaning operations which are specified to be performed less frequently than monthly such as every two months, three times a year, quarterly, semi-annually or annually.

#### **4. Flight of Stairs**

Includes steps and raisers situated between two floor levels including landing(s).

#### **5. Products**

Products consist of items such as light bulbs and fluorescent tubes, toilet tissue, paper hand towels, hand soap, deodorant blocks, plastic bags and sani-bags, as required for the performance of the work.

#### **6. Trash**

Includes the contents of ashtrays, waste receptacles, sand urns and sani-cans. Also paper clips, paper, mop strings, pins, staples and discarded items on the floor or furniture.

#### **7. High Traffic Areas (includes)**

Entrance lobbies, elevator lobbies, corridors and traffic aisles in open office areas.

#### **8. Recycling Container and Multi-use Recycling Installations**

These containers and installations are used to collect recyclable materials such as metal, glass, plastics, Styrofoam, paper, cardboard, etc.

### **2. Quality Standards**

#### **1. Sweeping**

All floors shall be free of trash and soil.

#### **2. Hosing**

All floors shall be clean after scheduled hosing with no water accumulation in low areas.

#### **3. Dust Mopping**

All floors shall be free of dust film.

#### **4. Damp Mopping**

All floors shall be clean and free of surface stains, mop streaks and loose mop strands. Walls, baseboards and other surfaces shall be free of watermarks and splashing.

#### **5. Wash Floors**

All floors shall be free of dirt, stains, mop strands, splashing and cleaning solutions.

#### **6. Machine Scrub**

All floors shall be free of dirt, stains, mop strands and cleaning solutions.

#### **7. Spray Buffing**

All floors shall present an overall appearance of cleanliness, have a bright, resilient shine and be dust free.

#### **8. Buff Floors (restore)**

All floors shall present an overall appearance of cleanliness, have a shine and be dust free.

#### **9. Wet Scrub (recoat)**

All floors shall have an overall appearance of cleanliness; a deep clean look and a crisp even shine and shall be free of scrapes and marks.

#### **10. Strip and Refinish**

All floors shall present an overall appearance of cleanliness; a deep clean look and a crisp even shine and shall be free of scrapes and marks.

#### **11. Strip and Seal**

All floors shall present a clean appearance and shall be free of dirt, stains and marks.

#### **12. Vacuuming**

##### **1. Carpet**

All carpet surfaces present an overall appearance of cleanliness and shall be free of dust, dirt and soil.

##### **2. Walk-away Mats**

Walk-away mats shall be clean and free of dust, dirt and salt stains.

##### **3. Upholstered Furniture**

Upholstered furniture shall be free of dust, dirt and other debris.

#### **13. Stain Removal**

All carpets, walk-away mats and upholstered furniture shall have no visible stains and no discoloration after stain removal operations.

#### **14. Hot Water Extraction**

All carpets, walk-away mats and upholstered furniture shall be clean and free of dust, dirt, sand, slush, salt and water.

#### **15. Floor Grills**

All foot grills and recess pans shall present a clean appearance and be free of dirt, soil and trash.

#### **16. Notice Board and Fire Hose Cabinets**

All notice boards and fire hose cabinets, including glass, shall be free of dust and stains.

**17. Glass**

All glass shall be clean on both sides and free of streaks and finger marks.

**18. Stairs and Landings**

All surfaces shall present an overall appearance of cleanliness and be free of dirt, dust, streaks and trash.

**19. Dusting****1. Furniture, fixtures and equipment**

All surfaces shall be free of dust, streaks and finger marks.

**2. High Dusting**

All surfaces shall be free of dust accumulation.

**3. Blinds and Drapes**

Blinds and drapes shall be free of dust, cobwebs, water marks and loose soil.

**20. Metal Surfaces**

All metal surfaces shall be free from marks, stains and have a clean shine.

**21. Washrooms**

1. All washrooms shall have a clean scent and no odour. All surfaces shall be free of stains, water marks and shall be clean and bright.
2. All waste and sanitary receptacles shall be empty, clean and all dispensers replenished.

**22. Waste Receptacles**

All waste receptacles shall be empty and the exterior surface wiped clean.

**23. Chalkboards and Whiteboards**

All surfaces shall be wiped clean and chalk tray shall be clean and free of dust.

**24. Sand Urns and Ashtrays**

All trash shall be removed from urns and ashtrays and surfaces shall be clean with no visible stains or build-up.

**25. Potable Drinking Fountains**

All surfaces shall be free of spots, stains and streaks.

**26. Air Grills and Air Diffusers**

All air grills and air diffusers shall present a clean surface free of dirt, grime, stains, streaks, dust and cobwebs.

**27. Light Fixtures**

All light fixtures shall be free of dust, dirt, stains and streaks.

**28. Garbage/Recycling Rooms**

Garbage/recycling rooms shall be clean and free of odours.

**. Contractor Space**

N° de l'invitation - Solicitation No.

1000216466

N° de réf. du client - Client Ref. No.

N° de la modif - Amd. No.

File No. - N° du dossier

Id de l'acheteur - Buyer ID

N° CCC / CCC No./ N° VME - FMS

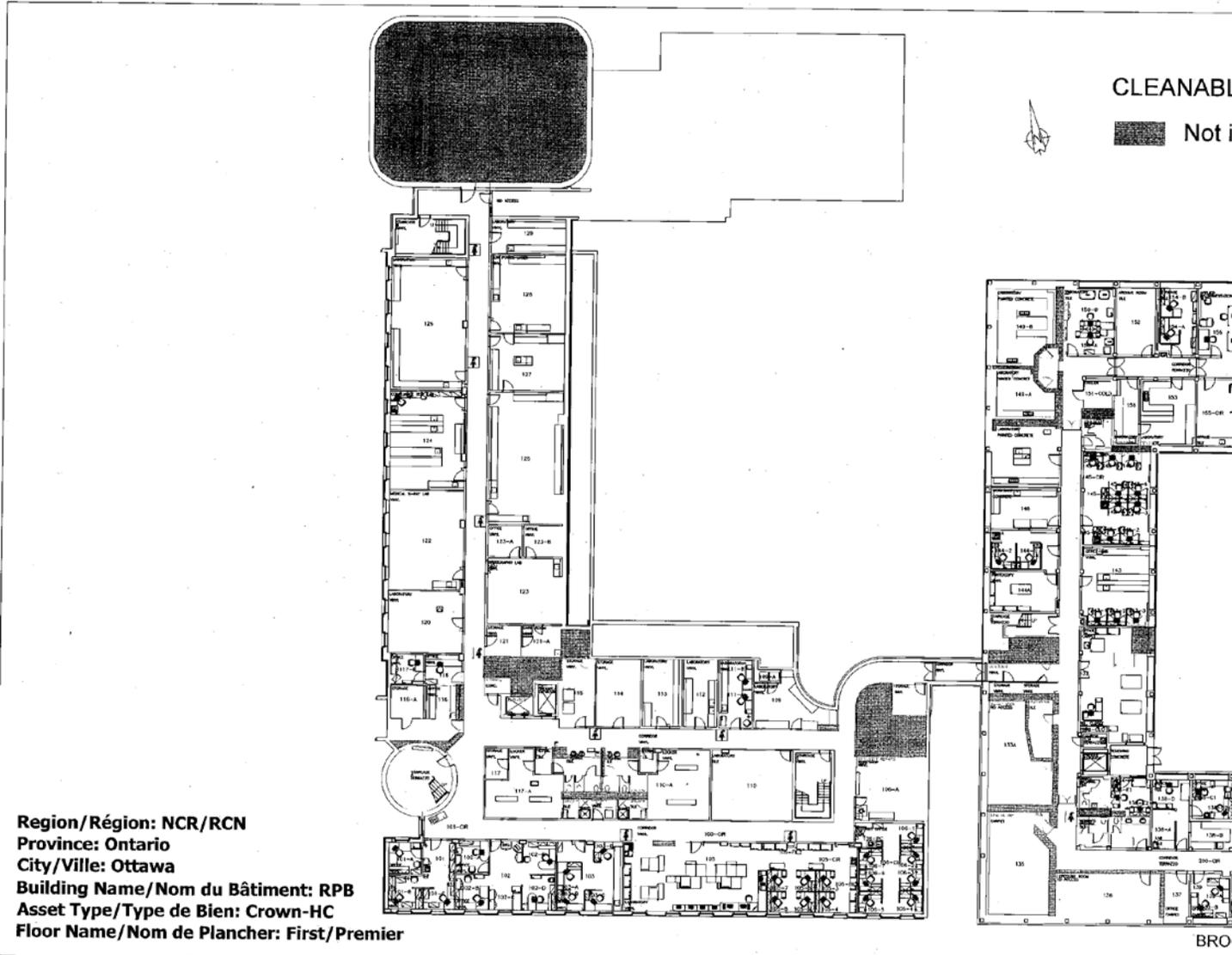
All surfaces shall be free of waste paper, garbage, dust, stains, and free of odours.

**APPENDIX C**

<b>SCHEDULED CLEANING OPERATIONS</b>												
<b>OPERATION</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
Wet scrub and refinish floors		X						X			X	
Strip and refinish floors					X							
Clean all carpet and rugs using the dry foam and light hot water extraction method				X								
Clean carpets in high traffic areas using the dry foam and light hot water extraction method	X						X			X		
Strip and refinish terrazzo, marble and resilient surfaces				X						X		
Vacuum ledges, top of partitions, shelving, exposed air ducts, pipes and tops of hanging light fixtures and conduit 1.8m or higher	X			X			X			X		
Wet scrub and refinish resilient, terrazzo and marble floors	X						X			X		
Strip and seal unpainted concrete floors				X								
Clean all air intake grills and air diffusers				X						X		
Strip and refinish vitreous and quarry tile floors				X								
Strip and seal concrete floors				X								
Wash ceilings			X									
Wash all walls			X									
Wash floors			X									
Clean leather, vinyl, leatherette and upholstered furniture		X										
Vacuum upholstered free standing screens						X						
Dust or vacuum blinds	X								X			
Vacuum drapes					X							

Damp wipe blinds					X							
Wash and disinfect interior and exterior of waste receptacles			X									
Clean both sides of partition glass		X							X			
Wash marble walls, columns, frames and baseboards	X					X						
Vacuum fabric and carpeted walls, columns and partitions	X					X						
Clean and polish wood panelled walls				X						X		
Lift all elevated floor tiles to vacuum the sub-floor and the support railings					X							
Clean interior and exterior of light fixtures including lenses				X						X		
Clean all air intake grills and diffusers					X						X	
Clean and polish both sides of bookcase glass doors, convex mirrors and draft deflectors		X							X			

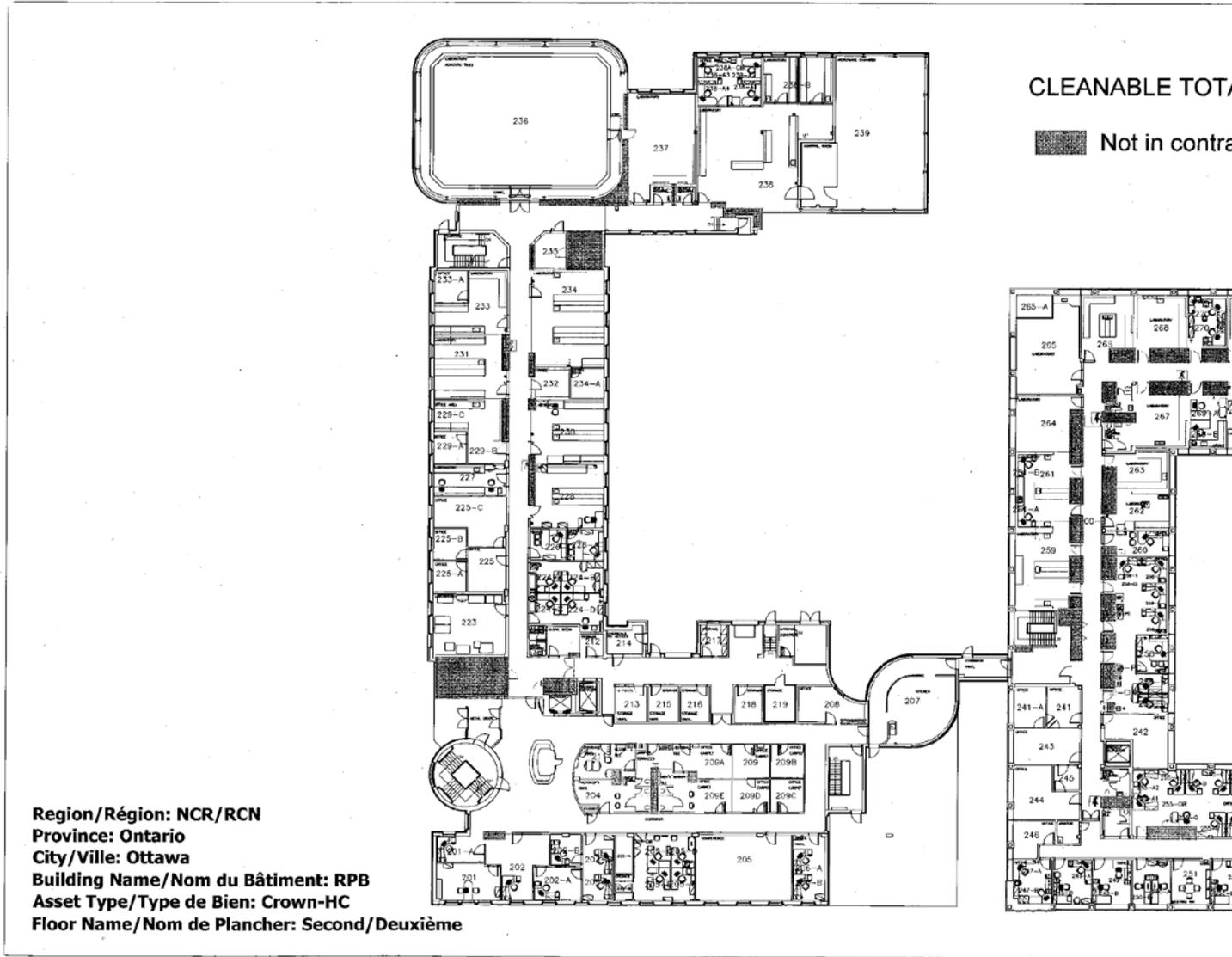
**Health Canada / PHAC - CAFM | Santé Canada / ASPC - GIAO**  
**Floor Plans / Plan d'étages**



**Region/Région: NCR/RCN**  
**Province: Ontario**  
**City/Ville: Ottawa**  
**Building Name/Nom du Bâtiment: RPB**  
**Asset Type/Type de Bien: Crown-HC**  
**Floor Name/Nom de Plancher: First/Premier**

PSPC / SPAC - Geomatics Services Géomatiques

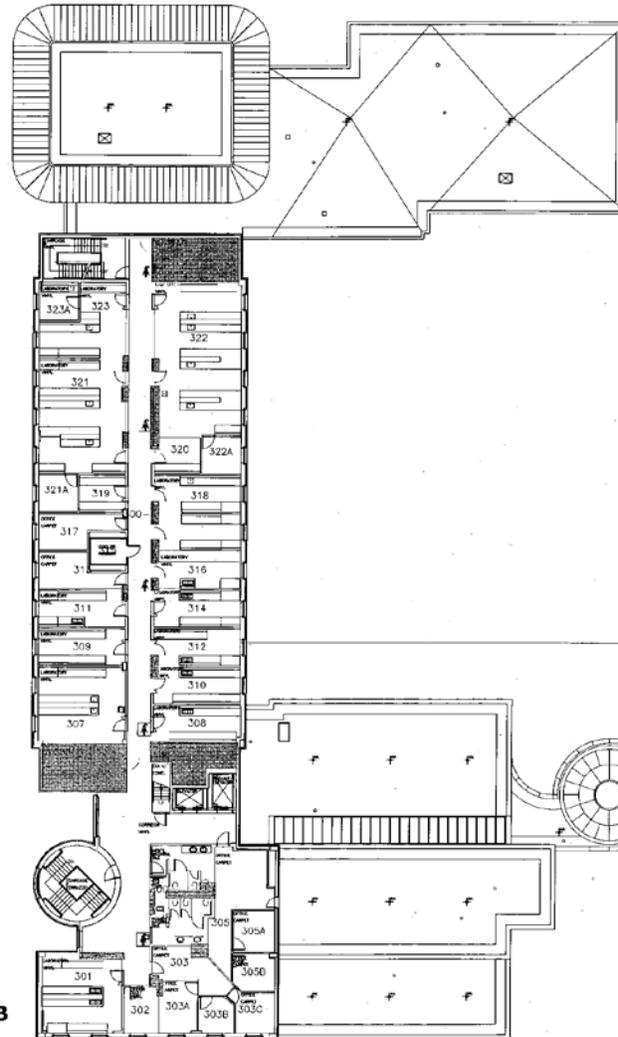
Canada / PHAC - CAFM | Santé Canada / ASPC - GIAO  
Plans / Plan d'étages



Region/Région: NCR/RCN  
Province: Ontario  
City/Ville: Ottawa  
Building Name/Nom du Bâtiment: RPB  
Asset Type/Type de Bien: Crown-HC  
Floor Name/Nom de Plancher: Second/Deuxième

PSPC / SPAC - Géomatrics Services Géomatiques

**Canada / PHAC - CAFM | Santé Canada / ASPC - GIAO**  
**Plans / Plan d'étages**

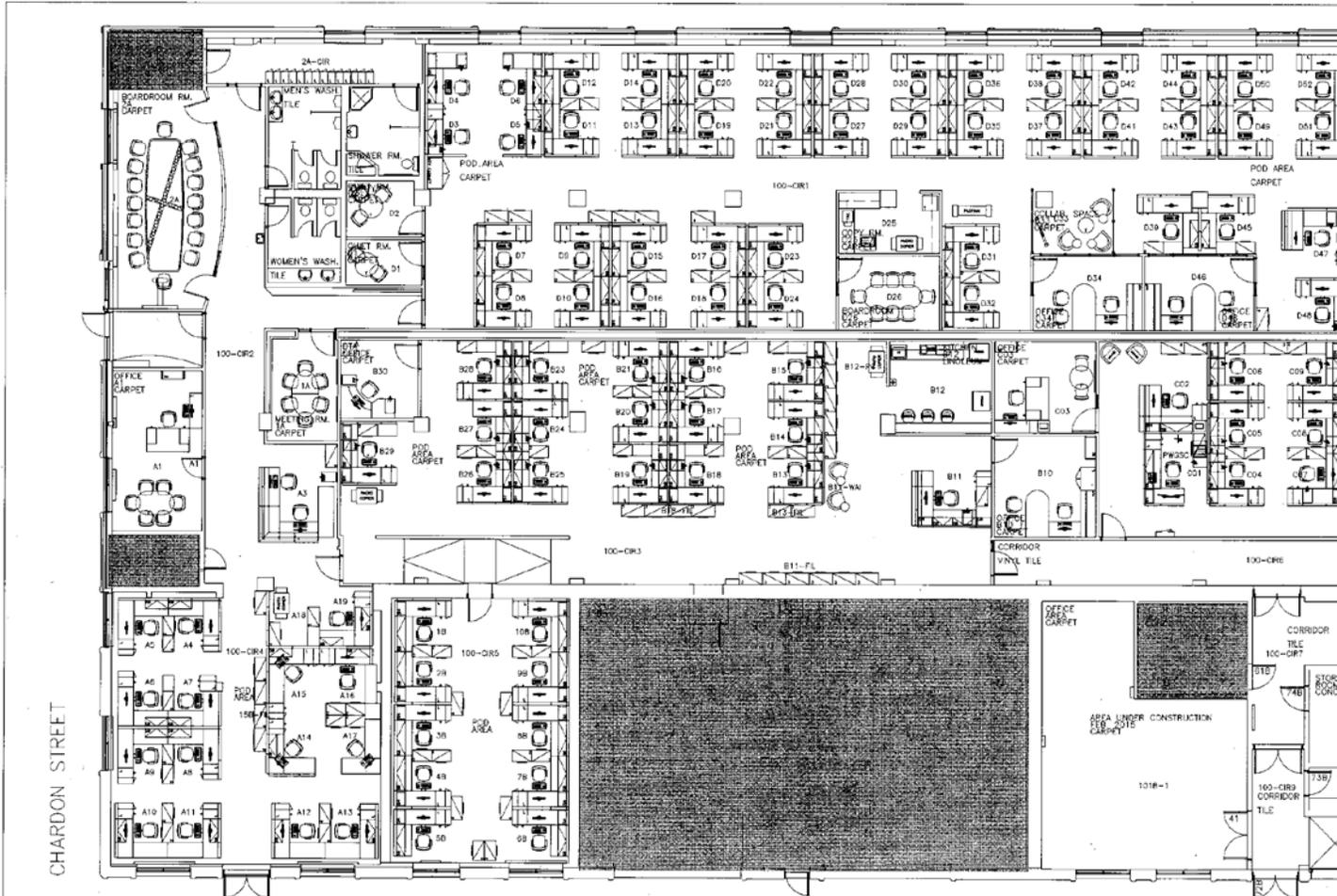


CLEANABLE TOTAL AREA  
Not in contract

**Region/Région: NCR/RCN**  
**Province: Ontario**  
**City/Ville: Ottawa**  
**Building Name/Nom du Bâtiment: RPB**  
**Asset Type/Type de Bien: Crown-HC**  
**Floor Name/Nom de Plancher: Third/Troisième**

PSPC / SPAC - Geomatics Services Géomatiques

**Health Canada / PHAC - CAFM | Santé Canada / ASPC - GIAO**  
**Floor Plans / Plan d'étages**



**Region/Région: NCR/RCN**  
**Province: Ontario**  
**City/Ville: Ottawa**  
**Building Name/Nom du Bâtiment: OHU**  
**Asset Type/Type de Bien: Crown-HC**  
**Floor Name/Nom de Plancher: Ground/R-D-C**

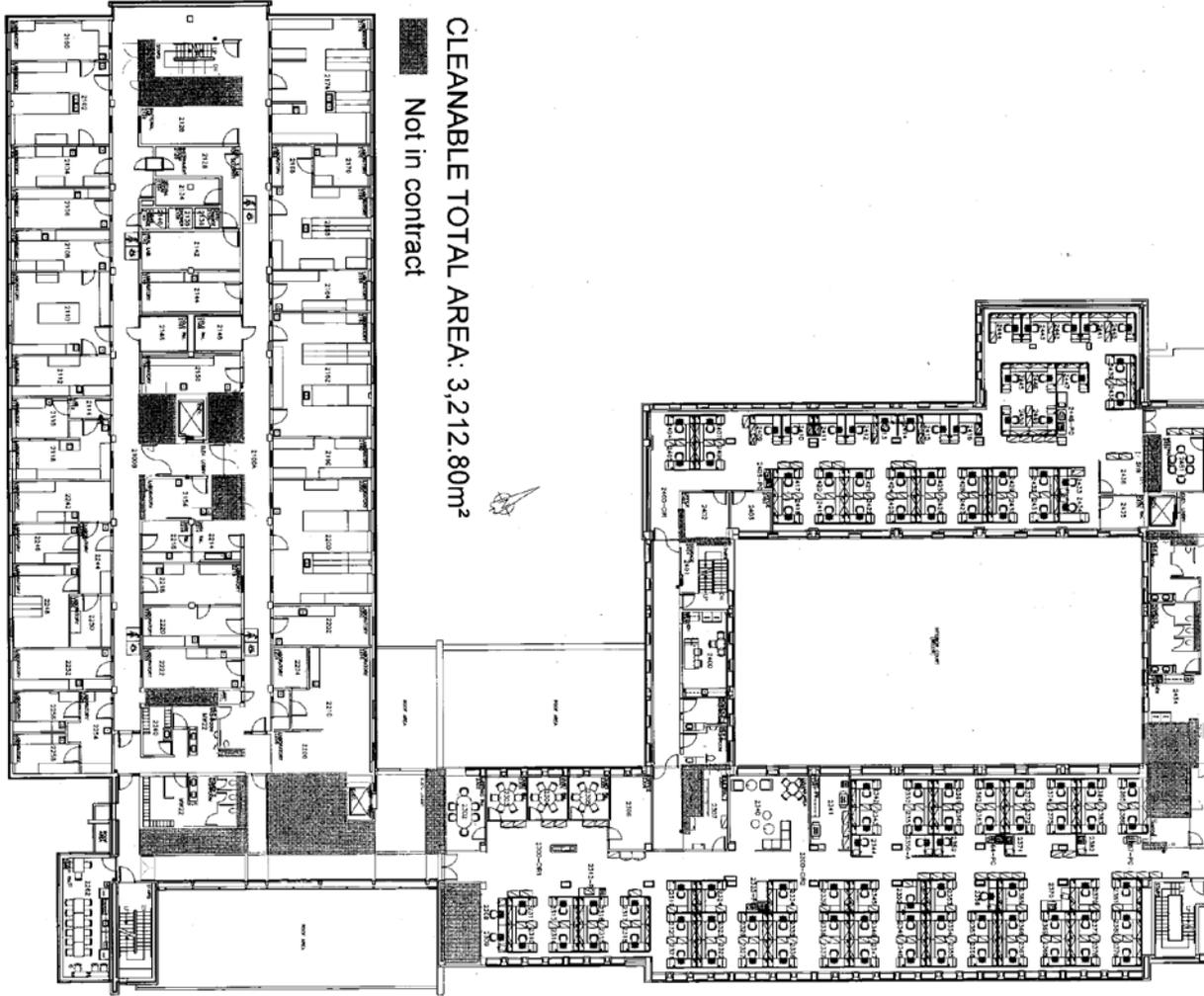
**CLEANABLE TOTAL AREA: 1,504m<sup>2</sup>**

PWGSC / TPSGC - Géomatix Services Géomatiques



Region/Région: NCR/RCN  
Province: Ontario  
City/Ville: Ottawa  
Building Name/Nom du Bâtiment: LCDC  
Asset Type/Type de Bien: Crown-HC  
Floor Name/Nom de Plancher: Second/Deuxième

PSPC / SPAC - Géométries Services Géomatiques

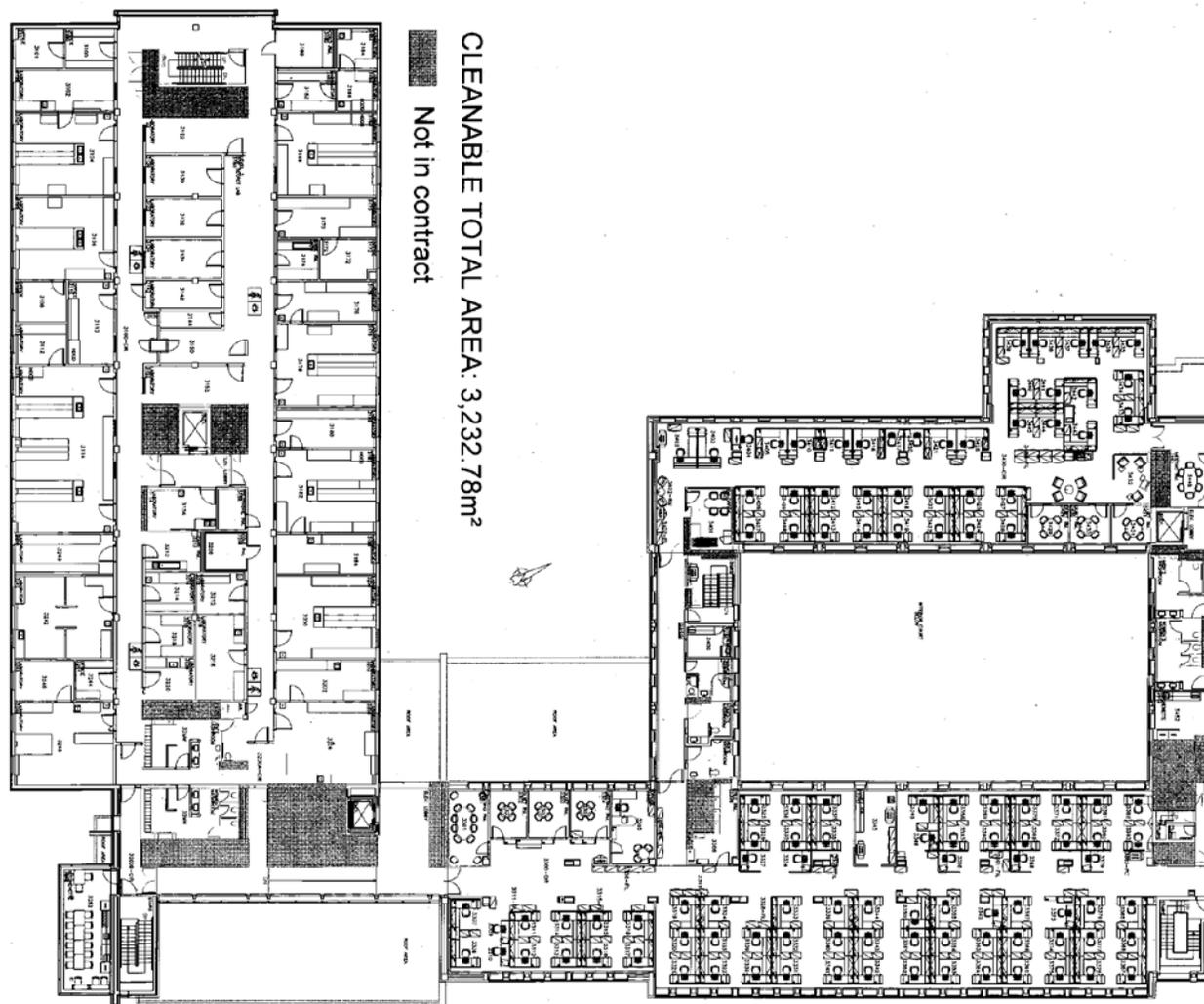


CLEANABLE TOTAL AREA: 3,212.80m<sup>2</sup>  
Not in contract

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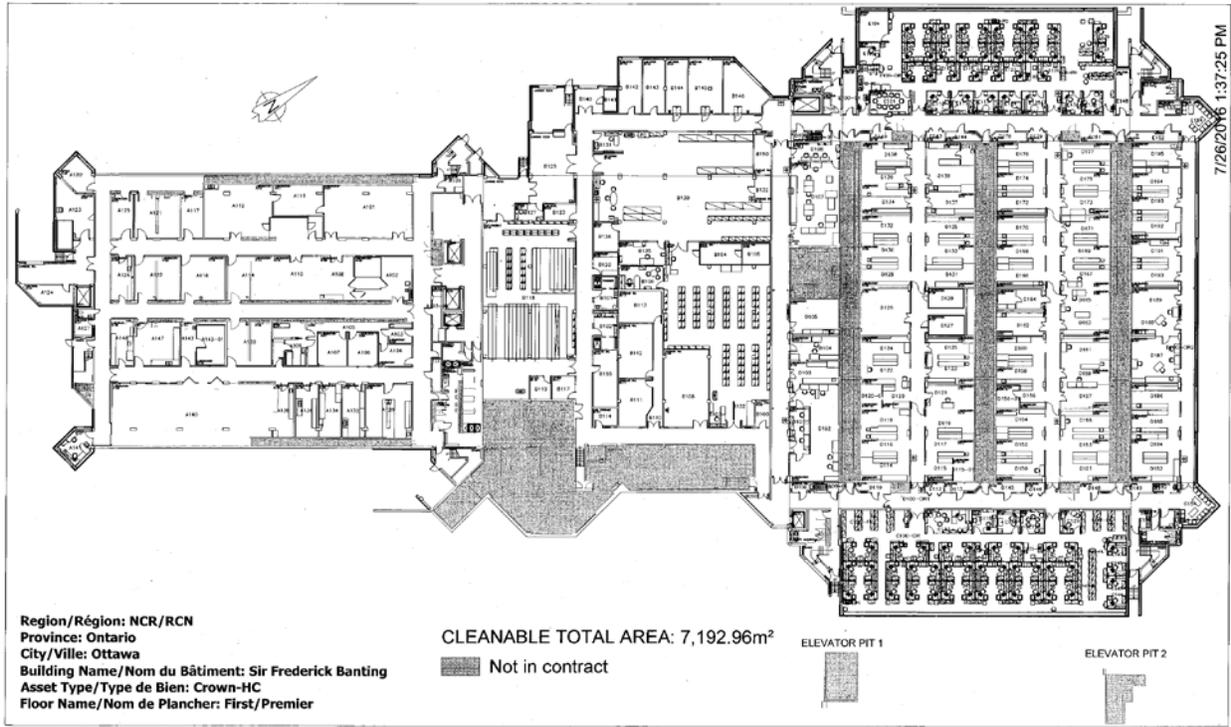
PSPC / SPAC - Geomatics Services Géomatiques

**Region/Région: NCR/RCN**  
**Province: Ontario**  
**City/Ville: Ottawa**  
**Building Name/Nom du Bâtiment: LCDC**  
**Asset Type/Type de Bien: Crown-HC**  
**Floor Name/Nom de Plancher: Third/Troisième**



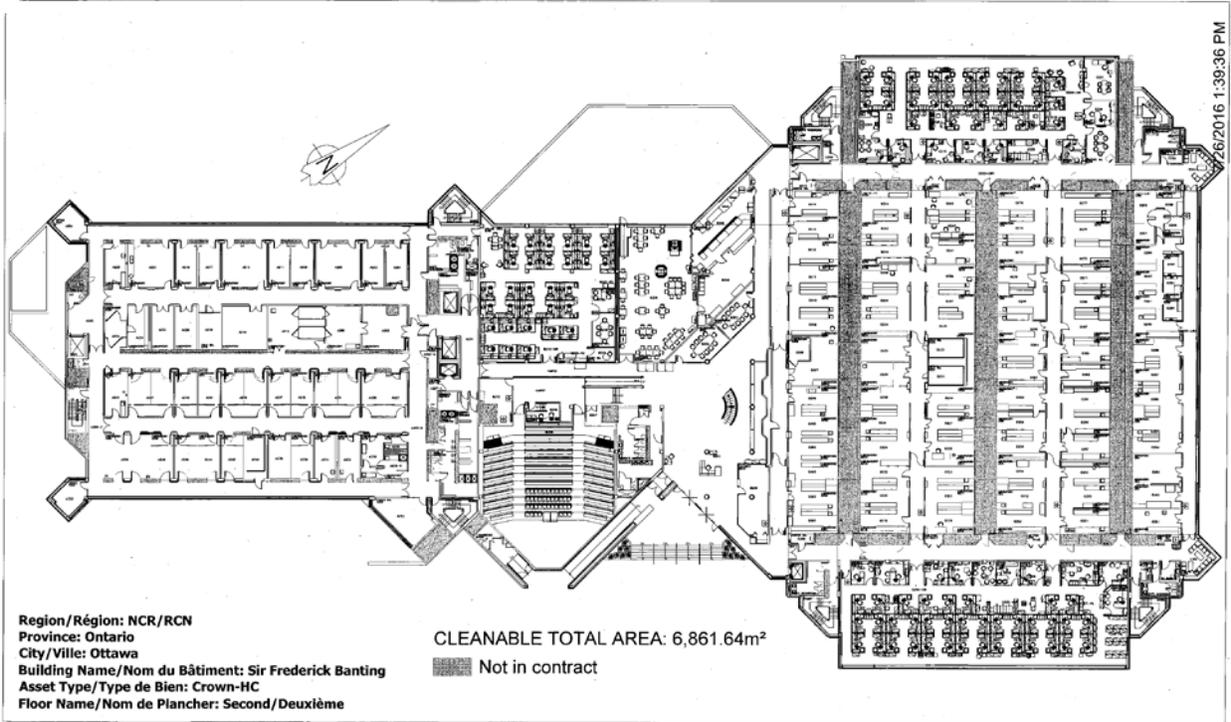
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Health Canada / PHAC - CAFM | Santé Canada / ASPC - GIAO  
Floor Plans / Plan d'étages



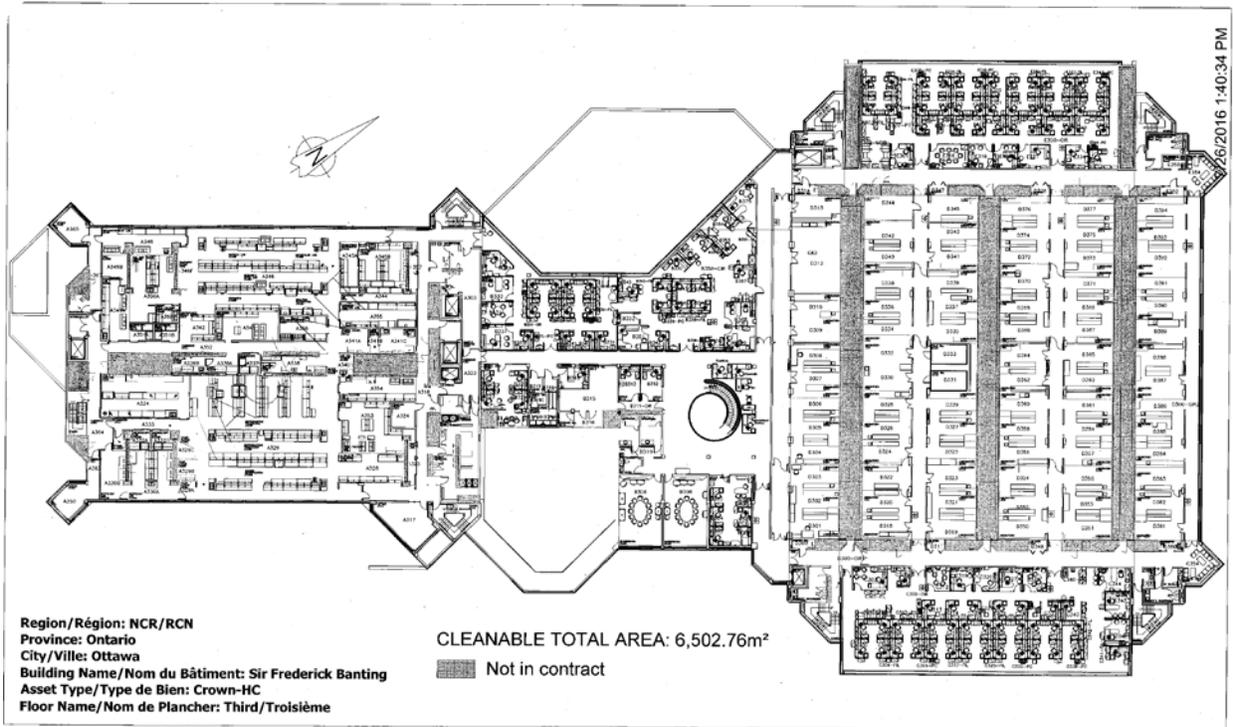
DSPC / SPAC - Geomatics Services Géomatiques

Canada / PHAC - CAFM | Santé Canada / ASPC - GIAO  
Plans / Plan d'étages

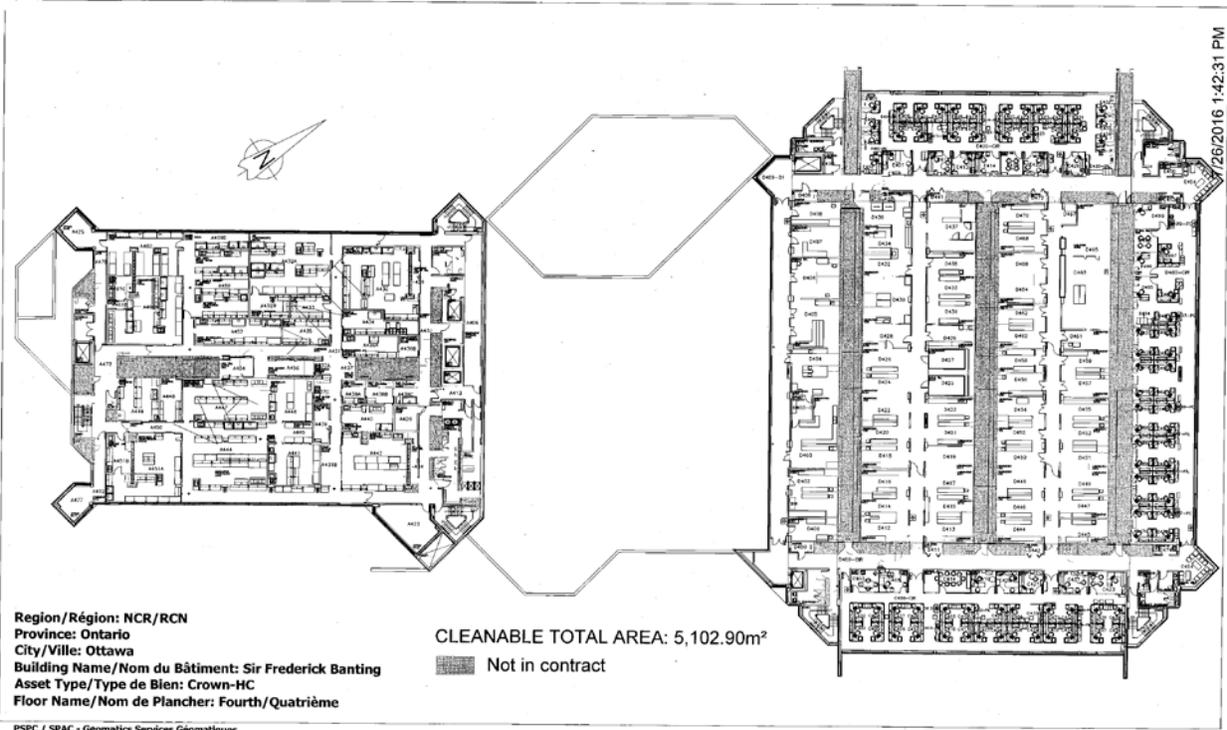


PSDC / SPAC - Géomatique Services Géomatiques

Canada / PHAC - CAFM | Santé Canada / ASPC - GIAO  
Plans / Plan d'étages

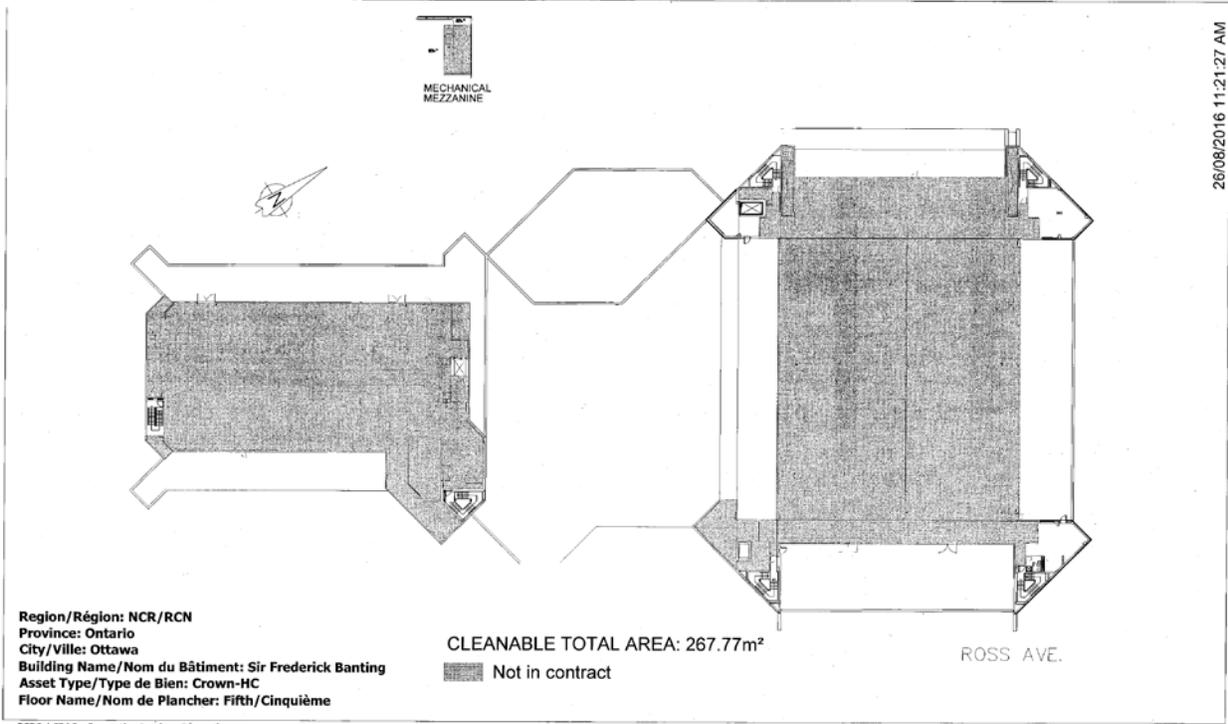


Canada / PHAC - CAFM | Santé Canada / ASPC - GIAO  
Plans / Plan d'étages



PSPC / SPAC - Géomatique Services Géomatiques

Canada / PHAC - CAFM | Santé Canada / ASPC - GIAO  
Plans / Plan d'étages



DSPC / SPAC - Géomatique Services Géomatiques

## ANNEX "B"

### BASIS OF PAYMENT

1. Canada will pay the Contractor for the satisfactory performance of the agreed to services an amount not to exceed \$ \_\_\_\_\_ inclusive of all expenses, customs and duties, and applicable taxes.
  
2. No increase in the total liability of Canada or in the price of Work resulting from any design changes, modifications or interpretations of specifications made by the Contractor will be authorized or paid to the Contractor unless such changes, modifications or interpretations have been approved in writing by the Contracting Authority prior to their incorporation into the Work. The Contractor is not obliged to perform any Work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor will notify the Project Authority in writing as to the adequacy of this sum:
  - a. when it is seventy five percent (75%) committed, or
  - b. four (4) months prior to the Contract expiry date, or
  - c. if the Contractor considers the funds provided to be inadequate for the completion of the Work, whichever comes first.
  
3. In the event that the notification refers to inadequate funds, the Contractor will provide to the Project Authority, in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional fund does not increase the liability of Canada.

<b>Contract Period – Sir Frederick Banting Research Centre (SFBRC)</b>	Per Month rate (CAD \$)	Number of Months	Total cost (CAD \$)	
<b>1. Initial contract period</b> January 1 <sup>st</sup> , 2020 to December 31 <sup>st</sup> , 2021		24	\$	
<b>2. Option Period 1</b> January 1 <sup>st</sup> , 2022 to December 31 <sup>st</sup> , 2022		12	\$	
<b>3. Option Period 2</b> January 1 <sup>st</sup> , 2023 to December 31 <sup>st</sup> , 2023		12	\$	
Total evaluated price (sum of 1, 2, and 3)		48	\$	A1
Total HST Only			\$	B1
Total including HST		48	\$	C1

<b>Contract Period – Laboratory Center for Disease Control (LCDC)</b>	Per Month rate (CAD \$)	Number of Months	Total cost (CAD \$)	
<b>1. Initial contract period</b> January 1 <sup>st</sup> , 2020 to December 31 <sup>st</sup> , 2021		24	\$	
<b>2. Option Period 1</b> January 1 <sup>st</sup> , 2022 to December 31 <sup>st</sup> , 2022		12	\$	
<b>3. Option Period 2</b> January 1 <sup>st</sup> , 2023 to December 31 <sup>st</sup> , 2023		12	\$	
Total evaluated price (sum of 1, 2, and 3)		48	\$	A2
Total HST Only			\$	B2
Total including HST		48	\$	C2

<b>Contract Period – Occupational Health Unit (OHU)</b>	Per Month rate (CAD \$)	Number of Months	Total cost (CAD \$)	
<b>1. Initial contract period</b> January 1 <sup>st</sup> , 2020 to December 31 <sup>st</sup> , 2021		24	\$	
<b>2. Option Period 1</b> January 1 <sup>st</sup> , 2022 to December 31 <sup>st</sup> , 2022		12	\$	
<b>3. Option Period 2</b> January 1 <sup>st</sup> , 2023 to December 31 <sup>st</sup> , 2023		12	\$	
Total evaluated price (sum of 1, 2, and 3)		48	\$	A3
Total HST Only			\$	B3
Total including HST		48	\$	C3

<b>Contract Period – Radiation Protection Bureau (RPB)</b>	Per Month rate (CAD \$)	Number of Months	Total cost (CAD \$)	
<b>1. Initial contract period</b> January 1 <sup>st</sup> , 2020 to December 31 <sup>st</sup> , 2021		24	\$	
<b>2. Option Period 1</b> January 1 <sup>st</sup> , 2022 to December 31 <sup>st</sup> , 2022		12	\$	
<b>3. Option Period 2</b> January 1 <sup>st</sup> , 2023 to December 31 <sup>st</sup> , 2023		12	\$	
Total evaluated price (sum of 1, 2, and 3)		48	\$	A4
Total HST Only			\$	B4
Total including HST		48	\$	C4

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

		Contract Number / Numéro du contrat 1000216466 Security Classification / Classification de sécurité	
<b>SECURITY REQUIREMENTS CHECK LIST (SRCL)</b> <b>LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b>			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Health Canada		2. Branch or Directorate / Direction générale ou Direction RPSD	
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 LABORATORY SERVICES FOR SFS, OHU, ACDC & RPS bligs.			
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 <input type="checkbox"/> Yes			
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 <input type="checkbox"/> Yes			
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? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
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 <input checked="" type="checkbox"/> Yes			
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 <input type="checkbox"/> Yes			
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 type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		No release restrictions / Aucune restriction relative à la diffusion <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"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET <input type="checkbox"/> COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/>	
TBS/SCT 350-103(2004/12)		Security Classification / Classification de sécurité	
			



Contract Number / Numéro du contrat <b>1000216466</b>
Security Classification / Classification de sécurité

**PART A (continued) / PARTIE A (suite)**

9. 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?  
 If Yes, indicate the level of sensitivity:  
 Dans l'affirmative, indiquer le niveau de sensibilité.

10. 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?

Short Title(s) of material / Titre(s) abrégé(s) du matériel:  
 Document Number / Numéro du document:

**PART B - PERSONNEL SECURITY / PARTIE B - PERSONNEL (FOURNISSEUR)**

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	Special comments: Commentaires spéciaux :		

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
 REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unescorted personnel be used for portions of the work?  
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  
 If Yes, will unescorted personnel be escorted?  
 Dans l'affirmative, le personnel en question sera-t-il escorté?

**PART C - SAFEGUARDING SUPPLIER DATA / 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?

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?

**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?

**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?

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?

TBS/BCT 350-103(2004/12)

Security Classification / Classification de sécurité
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**PARTE 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 / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE			NATO				COMSEC			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	CLASSIFIED TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉE	CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
Information / Assets / Informations / Biens / Protection														
IT Media / Support IT / IT (Sec) / Bien d'identification														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
 La description du travail visé par la présente LVERG est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  
 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.  No / Non  Yes / Oui
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
 La documentation associée à la présente LVERG sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  
 If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).  No / Non  Yes / Oui



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 1000216466
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Charge de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Yves Bouvier Belanger		Title - Titre PROPERTY & Facilities Manager	
Telephone No. - N° de téléphone 613-814-7771	Facsimile No. - N° de télécopieur N/A	E-mail address - Adresse courriel yves.bouvier.belanger@canada.ca	Signature <i>[Signature]</i>
Date 2019-10-24			
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) SONIA LAROSE		Title - Titre Sec. Contract Coord.	
Telephone No. - N° de téléphone 613-854-1775	Facsimile No. - N° de télécopieur N/A	E-mail address - Adresse courriel sonia.larose@canada.ca	Signature <i>[Signature]</i>
Date 2019-10-24			
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) MARIE-FRANÇOISE GAENOW		Title - Titre SENIOR PROCUREMENT CONTRACT OFFICER	
Telephone No. - N° de téléphone 613-854-6733	Facsimile No. - N° de télécopieur N/A	E-mail address - Adresse courriel marie-francoise.gaenow@canada.ca	Signature <i>[Signature]</i>
Date 2019-10-24			
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) SONIA LAROSE		Title - Titre SCC	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Signature <i>[Signature]</i>
Date 2019-10-24			

## ANNEX "D"

### INSURANCE REQUIREMENTS

The Contractor is responsible for ensuring that they manage and have relevant financial protection against the risks to which they are exposed, especially those over which they have control. Consequently, the general policy of the Government is not to indemnify Contractors against such risks. Normally, therefore, a general condition of every contract is that Contractors indemnify and save the Crown harmless from all manner of claims and damages. As commercial insurance is one option available to and frequently used by responsible Contractors for this purpose, it should always be understood that, in the first instance, insurance is for the protection of the Contractor in support of their potential liability to indemnify the Crown and others, and only ultimately for the protection of the Crown. The Contractor must provide a copy of certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Contractor, is insured in accordance with the Commercial General Liability Insurance requirements specified in [R2900D](#) (Insurance Terms) of the SACC Manual, and in the amount of \$2,000,000.00

The Commercial General Liability Insurance must include the following:

- a) Additional Insured: Health Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract.
- 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 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 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, visitors and if applicable volunteers must be included as Additional Insured.

- 
- h) Broad from Property Damage including Completed Operations: Expands 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.
  - i) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - j) 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.
  - k) Non-owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Health Canada a certified true copy of all applicable insurance policies. A copy of the certification must be provided to Health Canada upon request.

## ANNEX "E" to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

## ANNEX F

### CONDITIONS PRIOR TO CONTRACT AWARD

Bidders are recommended to provide as much of the following information as possible with their bid. All of the following information will be required prior to contract award unless specified otherwise.

<p><b>Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.</b></p>
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<p><b>C.1</b> Bidders must provide a copy of a certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the RFP, can be insured in accordance with the Commercial General Liability Insurance requirements for carrying out the work described in the Statement of Work of this RFP in the amount of \$2,000,000.00.</p>
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\*Copy of certificate required.

<p><b>C2.</b> Bidders must provide proof e.g. letter/certificate and number demonstrating they are in good standing with WSIB (Workmen's Compensation) and covered for the duration of the project.</p>
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<p><b>C3.</b> The Bidder must provide a copy of the new Globalized Harmonized System Workplace Hazardous Materials Information System (WHMIS) certificate of training for all proposed resources for the proposed work within one work week from date of contract award.</p>
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<p><b>C4.</b> The Bidder must provide a copy of their Health and Safety Plan.</p>
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<p><b>C5.</b> The Bidder must provide a copy of their Sites Specific Health and Safety Plan</p>
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## ANNEX G

### FINANCIAL BID FORM

Bidders must not submit expenses which normally fall under the normal cost of doing business **All the information required in this section must be provided in the Bidders' Financial Bid.**

#### 3.1 Firm Lot Price

The Bidder must provide a firm all-inclusive lot price, inclusive of any costs, travel, equipment, rentals, sub-contractors, overhead and profit, FOB destination, Canadian customs, duties and excise taxes included.

The total amount of Harmonized Sales Tax (HST) must be shown separately.

3.2 Bidders must provide their Financial Bid in accordance with the table referenced at 3.6 – Pricing Schedule. All payments will be made in accordance with the proposed Basis of Payment (Annex B) of the Resulting Contract Clauses.

3.3 Exchange rate fluctuation protection is not offered.

3.4 The Financial Bid must contain a detailed breakdown of the **total estimated price**, by phase, or by major tasks. The Financial Bid should address each of the following, if applicable:

**i. Travel (Not Applicable)**

**ii. Other Expenses (Not Applicable)**

**iii. Goods and Services Tax / Harmonized Sales Tax**

Various items in the Financial Bid may be subject to GST/HST or custom duties, and this charge must be included in the cost estimates for travel and other expenses and as a separate line item for the professional services.

3.5 Financial Bids not meeting the above requirements will be considered non-responsive and will not be given any further consideration.

#### 3.6 PRICING SCHEDULE

##### Janitorial Services

The Bidder must provide firm, all inclusive monthly rate pricing as detailed below. Pricing includes all labour, overhead, supervision, tools, equipment, materials, administrative costs and profit in the rates provided. All prices are FOB destination, HST extra.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the RFP will be consistent with this data.

<b>Contract Period – Sir Frederick Banting Research Centre (SFBRC)</b>	Per Month rate (CAD \$)	Number of Months	Total cost (CAD \$)	
<b>4. Initial contract period</b> January 1 <sup>st</sup> , 2020 to December 31 <sup>st</sup> , 2021		24	\$	
<b>5. Option Period 1</b> January 1 <sup>st</sup> , 2022 to December 31 <sup>st</sup> , 2022		12	\$	
<b>6. Option Period 2</b> January 1 <sup>st</sup> , 2023 to December 31 <sup>st</sup> , 2023		12	\$	
Total evaluated price (sum of 1, 2, and 3)		48	\$	A1
Total HST Only			\$	B1
Total including HST		48	\$	C1

<b>Contract Period – Laboratory Center for Disease Control (LCDC)</b>	Per Month rate (CAD \$)	Number of Months	Total cost (CAD \$)	
<b>4. Initial contract period</b> January 1 <sup>st</sup> , 2020 to December 31 <sup>st</sup> , 2021		24	\$	
<b>5. Option Period 1</b> January 1 <sup>st</sup> , 2022 to December 31 <sup>st</sup> , 2022		12	\$	
<b>6. Option Period 2</b> January 1 <sup>st</sup> , 2023 to December 31 <sup>st</sup> , 2023		12	\$	
Total evaluated price (sum of 1, 2, and 3)		48	\$	A2
Total HST Only			\$	B2
Total including HST		48	\$	C2

<b>Contract Period – Occupational Health Unit (OHU)</b>	Per Month rate (CAD \$)	Number of Months	Total cost (CAD \$)	
<b>4. Initial contract period</b> January 1 <sup>st</sup> , 2020 to December 31 <sup>st</sup> , 2021		24	\$	
<b>5. Option Period 1</b> January 1 <sup>st</sup> , 2022 to December 31 <sup>st</sup> , 2022		12	\$	
<b>6. Option Period 2</b> January 1 <sup>st</sup> , 2023 to December 31 <sup>st</sup> , 2023		12	\$	
Total evaluated price (sum of 1, 2, and 3)		48	\$	A3
Total HST Only			\$	B3
Total including HST		48	\$	C3

<b>Contract Period – Radiation Protection Bureau (RPB)</b>	Per Month rate (CAD \$)	Number of Months	Total cost (CAD \$)	
<b>4. Initial contract period</b> January 1 <sup>st</sup> , 2020 to December 31 <sup>st</sup> , 2021		24	\$	
<b>5. Option Period 1</b> January 1 <sup>st</sup> , 2022 to December 31 <sup>st</sup> , 2022		12	\$	
<b>6. Option Period 2</b> January 1 <sup>st</sup> , 2023 to December 31 <sup>st</sup> , 2023		12	\$	
Total evaluated price (sum of 1, 2, and 3)		48	\$	A4
Total HST Only			\$	B4
Total including HST		48	\$	C4

Total overall price SFBRC + LCDC + OHU + RPB including HST = Total Overall Evaluated Price	C1 + C2 + C3 + C4	48	\$	D
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**THE TOTAL OVERALL EVALUATED PRICE WILL BE THE TOTAL OF C1 + C2 + C3 + C4 = D FOR THE SFBRC, LCDC, OHU AND RPB BUILDINGS**