



Canadian Food
Inspection Agency

Agence canadienne
d'inspection des aliments

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

Bid Receiving/Réception des soumissions

[cfia.bidreceipt-
receptiondesoumission.acia@canada.ca](mailto:cfia.bidreceipt-receptiondesoumission.acia@canada.ca)

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Canadian Food Inspection Agency

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

Proposition aux : Agence canadienne d'inspection des aliments

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

Comments: - Commentaries :

Title – Sujet Janitorial Services/Services de nettoyage Sidney Lab/Laboratoire Sidney		Date 2020-02-13
Solicitation No. – N° de l'invitation E0476		
Client Reference No. - No. De Référence du Client E0476		
Solicitation Closes – L'invitation prend fin		
At / à :	3 :00pm	EST (Eastern Standard Time) HNE (heure normale de l'Est)
On / le :	2020-03-25	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à <u>Robert.smith@canada.ca</u>		
Telephone No. – No. de téléphone 613-773-7397	Facsimile No. – No. de télécopieur N/A	
Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	

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PART 1 - GENERAL INFORMATION

1.1 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 Security Requirements Checklist, and the Insurance Requirements.

1.2 Summary

- 1.2.1 This solicitation and eventual contract is to provide Janitorial services.
 - This requirement is for the Canadian Food Inspection Agency's Sidney laboratory;

- 1.2.2 The following security requirements apply:

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 of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

- 1.2.3 The following trade agreements apply:

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

1.3 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>) issued by Public Works and Government Services Canada.

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to the Canadian Food Inspection agency Bid Receiving Unit specified below by the date and time indicated on **page 1** of the bid solicitation:

Due to the nature of the bid solicitation, bids transmitted by facsimile 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 ten (10) 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 British Columbia.

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.

2.8 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 8801 East Saanich Road North Saanich, BC on Wednesday, February 19. The site visit will begin at 10am PST, in Building 22 Conference Room.

Bidders must communicate with the Contracting Authority no later than 1 business day to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

Section I: Technical Bid (1 soft copy)

Section II: Financial Bid (1 soft copy)

Section III: Certifications (1 soft copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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.

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 and describe their approach 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

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

3.1.4 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Corporate Mandatory Criteria			
Item No.	Mandatory Criteria	Supporting Documentation	Substantiation
M1	The firm must demonstrate that they have a minimum of five (5) years of experience in commercial/institutional cleaning in high cleanliness areas. This criterion will be further evaluated in PR1.	Provide commercial/institution names, locations, contract duration, and detailed description of the work.	

<p>M2</p>	<p>The Bidder must provide a résumé for each proposed resource (three (3) resources) including the proposed back-up resources (three (3) resources) for full time employees with equivalent experience. All proposed resources assigned to the site must have a minimum of two (2) years of experience providing a janitorial service of a comparable or greater scope of work.</p> <p>The résumés must include the following:</p> <ul style="list-style-type: none"> • Name of client organization or company; • Name, Title, Telephone number and Fax number of contact; • Description of project or contract; • Location of the project or contract; • Value of the project or contract. • Performance period of the project or contract. 	<p>Provide a résumé for each proposed resource and back-up resource for validation purposes.</p>	
<p>M3</p>	<p>The firm must provide references for three (3) previous projects within the last five (5) years concerning janitorial services.</p> <p>The bidder must provide the following:</p> <ul style="list-style-type: none"> • Name of client organization or company; • Name, Title, Telephone number and Fax number of contact; • Description of project or contract; • Approximate size in square meters of the cleanable area; • Location of the project or contract; • Value of the project or contract. • Performance period of the 	<p>Provide examples of projects for which the bidder has provided services of the same scope and size.</p> <p>Each project cited must be supported by client contact information for validation purposes.</p>	

	project or contract. The projects identified in this criterion will be further evaluated at PR3.		
M4	The Bidder must have proof of Commercial General Liability Insurance in the amount of no less than one million dollars (\$1,000,000.00) valid for the duration of the contract.	Provide copies of valid insurance certificates.	
M5	The Bidder must have proof of Workplace Hazardous Materials Information System (WHMIS) training for all proposed resources.	Provide copies of valid certificates.	
M6	The Bidder must provide a copy of their Workman's Compensation Board (WCB) certificate which must be valid for the duration of the contract.	Provide clearance letter from WCB.	

4.1.1.2 Point Rated Technical Criteria

Item No.	Point Rated Criteria	Supporting Documentation	Points	Substantiation
PR1	The firm should have a minimum of five (5) years of experience in commercial/institutional cleaning in high cleanliness areas. >15 years = 15 points >10 years up to 15 years = 10 points >5 years up to 10 years = 5 points <5 years = 0 points	Provide examples of projects for which the firm has experience in commercial/institutional cleaning in high cleanliness areas. Each project cited must be supported by client contact information for validation purposes.	Max: 15 /15	
PR2	The firm has a minimum of two (2) years of experience in laboratory cleaning. 5 points – Has two (2) years of experience. 0 points - Does NOT have two (2) years of experience..	Provide examples of projects for which the firm has experience in laboratory cleaning. Each project cited must be supported by client contact information for validation purposes.	Max: 5 /5	

	<p>The bidder must provide the following:</p> <ul style="list-style-type: none"> • Name of client organization or company; • Name, Title, Telephone number and Fax number of contact; • Description of project or contract; • Location of the project or contract; • Value of the project or contract. • Performance period of the project or contract. 			
Total			/20	

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

4.2 Basis of Selection

SACC Manual Clause A0027T , Basis of Selection – Highest Combined Rating of Technical Merit and Price.

4.2.1 Highest Combined Rating of Technical Merit (70%) and Price (30%)

4.2.1.1

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all the mandatory evaluation criteria;
 - (c) The rating is performed on a scale of 20 points.
2. Bids not meeting (a) or (b) or (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 70 % for the technical merit and 30 % 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 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
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.

4.2.1.7 The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Score for Point Rated Technical Criteria	OS1: 120/135	OS2: 98/135	OS3: 82/135
Bid Evaluated Price	P1: C\$60,000	P2: C\$55,000	LP and P3: C\$50,000
Calculations	Technical Merit Score (OSi x 70)	Pricing Score(LP/Pi x 30)	Combined Rating
Bidder 1	120/135 x 70 = 62.22	50/60 x 30 = 25.00	87.22
Bidder 2	98/135 x 70 = 50.81	50/55 x 30 = 27.27	78.08
Bidder 3	82/135 x 70 = 42.52	50/50 x 30 = 30.00	72.52

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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's

representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.4 Education and Experience

5.2.3.4.1 *SACC Manual* clause A3010T (2010-08-16) Education and Experience

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 of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

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".

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>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

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 security requirements found within the Security Requirements Checklist (Annex C) apply and form part of the Contract.

7.4 Term of Contract

The term of the Contract is from April 1, 2020 to March 31, 2021 inclusive.

7.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least seven (7) 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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Robert Smith
Title: Contracting Officer
Canadian Food Inspection Agency
Address: 59 Camelot Drive, Ottawa, ON K1A 0Y9

Telephone: 613-773-7397
E-mail address: Robert.smith@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

The Project Authority for the Contract is:

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

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

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

7.5.3 Contractor's Representative

TBD

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.

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.

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

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

7.7.2 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);

7.7.3 Method of Payment – Monthly

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

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

7.8 Invoicing Instructions

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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.

7.10 Applicable Laws

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

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 2003 (2019-03-04);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;

- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____.

7.12 Insurance Requirements

SACC Manual clause G1005C (2016-01-28) Insurance

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

LOCATION

CANADIAN FOOD INSPECTION AGENCY

Centre for Plant Health (referred to in the Statement of Work as the "CPH")
8801 East Saanich Road
Sidney, B.C. V8L 1H3

BACKGROUND

CFIA Sidney Laboratory (CPH) is accredited by the Standards Council of Canada to ISO Guide 17025 for the testing that is delivered to its customers. Quality control is a large part of the CFIA's business; as a result, building cleaning levels are required to be maintained to a very high degree of cleanliness to avoid any cross contamination that could compromise laboratory analysis.

Work shall be performed at the CFIA Sidney Laboratory reporting to the Laboratory's Facility Manager and to the satisfaction of the CFIA's Sidney Laboratory's Representative using the specifications supplied as the guideline.

PERIOD OF CONTRACT

- (a) The initial Contract period will be from date of Contract award to March 31, 2022.
- (b) **Option to Extend Contract**
The Contractor grants to Canada the irrevocable option to extend the period of the Contract by up to three (3) additional one (1) year periods under the same terms and conditions.
Canada may exercise these options at any time by sending a written notice to the Contractor at least ten (10) calendar days before Contract expiry date, or any extension thereof.
The Contractor agrees that, during the extended period of the Contract, the rates/prices will be in accordance with the provisions of the Contract.
The option periods may be exercised at the sole discretion of the Contracting Authority, and will be evidenced, through a formal Contract Amendment.

1.0 SCOPE

1.1 Purpose:

To provide general cleaning and other services associated with a professional cleaning service. The work will be carried out in **ten (10)** separate buildings on the site of the Centre for Plant Health as follows:

#22 Administration - Ground level, main level and attic.
Affected area - 6504 ft².

#12 Laboratory - Ground level and upper level.

Note: Rooms 16,17 and 18 on the lower level are not to be entered by janitorial staff at any time.

- Affected area - 6862 ft².
- #46 Laboratory - Upper level, stairs, lower landing and one (1) lower level room.
Affected area - 1800 ft².
 - #101 Laboratory - Affected area - 853 ft².
 - #102 Controlled Environments - Open floor area and office only.
Affected area - 1500 ft².
 - #105 Lunchroom - Affected area - 678 ft².
 - #20 Field Crew Building - Upper level only. Affected area - 1682 ft².
 - # 8 Old Greenhouse - Washrooms only. Affected area - 130 ft².
 - #28 Maintenance Shop - Washroom only
Affected area - 64 ft².
 - #26 Emergency Response - Affected area - 480 ft².
 - #21 Pavilion – 2000 ft²

1.2 For Reference:

The "Affected area" listed is the overall floor area of the building or parts of the building affected by the contract. No allowance has been made for stationary equipment or furnishings. The interval and the nature of the service required in each affected area is specified beginning at **Section 3.0** below.

2.0 REQUIREMENTS

2.1 Health & Safety

2.1.1 Special Notice of Potential "Biohazards"

Contractors shall **NOT** touch any waste or materials labelled with the universal biohazard label.

2.1.2 Personal Protection: It is mandatory that all cleaning personnel shall wear protective gloves while in CPH laboratories. Prior to leaving a building or designated area, personnel shall remove their gloves to ensure that hallways and contact points at entry doors do not become contaminated.

2.1.3 The contractor shall at all times protect its employees, the tenant, and all other persons on the premises from any harm and shall comply with all applicable safety standards and regulations of all government authorities having jurisdiction.

2.1.4 Contracted personnel shall report any chemical spill immediately to the Facilities Manager or to other CPH staff as the urgency of the situation warrants.

2.1.5 ****DO NOT ATTEMPT TO CLEAN UP A CHEMICAL SPILL****

2.2 Contractor's Responsibility for Personnel

2.2.1 All work shall be performed at such time and manner that disruption of program activities is minimized (**on weekdays, work shall commence between 15:30 hours and 16:30 hours**).

2.2.2 Contracted personnel shall turn off all lights as they complete each area of the building and will follow instructions regarding which lights are to be left on after hours.

2.2.3 The contractor shall ensure that each worker has been instructed not to tamper with or unplug electrical or scientific equipment or computers and office equipment. If an emergency arises, the contractor must contact the Facilities Manager by telephone immediately.

2.2.4 The contractor shall ensure that under no circumstances are unauthorized persons to be admitted to the premises while performing duties under this contract.

2.2.5 The contractor will be given a security pass for after hours work. This pass will involve operation of an access control system.

2.2.6 The contractor shall be responsible for providing supervision for all of its employees. A minimum of three (3) tours of cleaning shall be completed before allowing general cleaning staff to work alone in CPH buildings.

2.2.7 Prior to commencement of the work, all new cleaning staff shall be given a guided safety walk through the buildings by the Facilities Manager.

2.2.8 Under no circumstances shall the contractor remove anything from the buildings or premises without prior approval of the Agency Representative. This includes equipment, materials and garbage.

2.3 Contractor's Responsibility for Materials and Supplies

2.3.1 The contractor shall supply all equipment, tools, cleansers, disinfectants, floor maintenance products and any other products necessary for the completion of the work except as listed in 2.6.1.

2.3.2 All cleaning equipment such as brooms, dust mops and wet mops shall be of high quality materials and shall be kept clean and in good working condition.

2.3.3 The contractor shall use only high quality, low residue products which have little or no odour. Further, all products shall have a low environmental impact and shall wherever possible, be biodegradable.

2.3.4 The contractor is responsible for the safe and efficient operation of all equipment. The contractor will be held responsible for any repairs required to Agency property as a result of the misuse of equipment or other negligent practices. All repairs shall be carried out to the satisfaction of the Agency Representative.

2.4 Operational Requirements for Approval and Acceptance

2.4.1 The contractor shall comply with all federal and provincial legislation with regard to safe working practices, labour laws and general health and safety.

2.4.2 The contractor shall maintain qualified on-site supervision to ensure that all requirements are met and the highest quality of service is maintained.

2.4.3 It is mandatory that the contractor's employees assigned to this site shall attend WHMIS training prior to commencement of the contract.

2.4.4 The contractor shall provide training to all employees on the safe handling of chemicals used to clean the building.

2.4.5 The contractor shall provide a means of contact 24 hours a day, 365 days per year.

2.4.6 The contractor shall ensure that employee(s) assigned to this site be capable of clear, oral and written communication in English.

2.4.7 The CPH is a smoke-free workplace and smoking is not permitted indoors at any time.

2.4.8 The contractor or the assigned employee(s) are not permitted to use any telephones except in the case of emergency.

2.4.9 The use of photocopiers, fax machines, audio-visual equipment, computers and tools by the contractor is not permitted. The contractor shall only access equipment and items issued to him by the CPH authority.

2.4.10 The contractor shall indicate clearly if any portion of the work will be subcontracted. In such cases, the contractor shall provide detailed information regarding the subcontractor and shall clearly indicate, in detail, the responsibilities to be assigned to the subcontractor.

2.5 Agency Support

2.5.1 The CPH shall provide the following materials and consumable supplies:

- two ply rolled toilet paper
- fan-fold paper towel
- rolled paper towel
- hand soap
- waxed Kraft sani-bags
- all poly bags (garbage can, paper recycling and bluebox liners)
- garbage cans with lids

2.5.2 The contractor is responsible for maintaining an inventory of the above supplies and for submitting requests to the Facilities Manager for restocking as required.

2.5.3 The CPH shall provide space for the storage of the materials supplied to the contractor.

2.5.4 The CPH shall supply the contractor with means of access to all areas affected by this contract.

2.5.5 The CPH shall provide all waste disposal services.

3.0 DELIVERABLES

It must be understood that the Centre for Plant Health will demand very high quality standards and performance in the execution of this contract. To this end, all works shall be done thoroughly, as specified and shall include the removal of all cleaning residues.

3.1 Exteriors, General

3.1.1 The contractor shall ensure that the public entrances of Buildings 12, 22, 46 and 101 be kept clean and free of litter and debris.

3.2 Interiors, Laboratory Areas Only - Buildings 12, 46, and 101

3.2.1 Duties of the janitorial staff shall be restricted to the removal of non-hazardous waste and maintenance of the floors.

3.2.2 All laboratory floors shall be thoroughly cleaned as outlined in items 3.8.1 to 3.8.7.

3.3 Interiors; Offices and Related Areas - Buildings 12, 20, 22 and 46

3.3.1 All areas excluding laboratories shall be cleaned daily or as specified below:

3.3.2 High ledges, tops of partitions, pipes and air vents shall be dusted three (3) times per year in April, August and December.

3.3.3 Painted steel and wood doors and door frames throughout the buildings shall be cleaned by washing with an approved cleaner as required. Minimum of four (4) times per year.

3.3.4 Window sills, blinds, picture frames, wall mounted fixtures, fire extinguishers, open shelves and file cabinets shall be dusted four (4) times per year.

3.3.5 Window sills, blinds, wall mounted fixtures and fire extinguishers shall be damp wiped using a germicidal cleaner two (2) times per year in April and November. A minimum of two (2) weeks' notice is required. Times and dates must be approved by the Agency representative.

3.3.6 Wastepaper and recycling shall be removed daily.

3.3.7 Floors shall be cleaned as outlined in items 3.8.1 to 3.8.7.

3.4 Washrooms - All, Except Building 26 and 21 (see 3.15)

3.4.1 Toilet seats, bowls, urinals, showers, countertops and washbasins shall be cleaned with a germicidal solution daily.

3.4.2 Body contact points including water taps, receptacles and dispensers, door plates and knobs, toilet seats and flush levers shall be cleaned with a germicidal solution daily.

3.4.3 Chromed surfaces and mirrors shall be cleaned/polished once (1) per week.

3.4.4 Sani-cans shall be emptied and sanitized with a germicidal spray daily. Sani- bags shall be replaced as required.

3.4.5 Refuse receptacles shall be emptied daily and washed and sanitized with a germicidal spray once (1) per month.

3.4.6 Wastepaper shall be removed daily.

3.4.7 Walls, wall tiles shall be cleaned with a germicidal solution once (1) per month.

3.4.8 Toilet partitions shall be dusted and cleaned with a germicidal solution twice (2) per month.

3.4.9 Soap and paper supplies shall be replenished daily; spare paper towel and toilet paper shall be left on the counter top.

3.4.10 Floors shall be cleaned as outlined in items **3.8.1 to 3.8.7**.

3.5 Lunchrooms - Buildings 20, 22 and 105

3.5.1 Tables, sinks and counters shall be cleaned with a germicidal solution daily.

3.5.2 Paper supplies shall be replenished daily; leave spare paper towels on counter top.

3.5.3 Garbage shall be delivered to the dumpster located in Building 41 daily and plastic liners shall be replaced.

3.5.4 Inside and outside surfaces of all garbage receptacles, except dumpsters shall be washed with an approved germicidal cleaning solution as required: Minimum once (1) per month.

3.5.5 Floors shall be cleaned as outlined in items **3.8.1 to 3.8.7**.

3.5.6 Recycling shall be removed daily.

3.6 Conference Room - Building 22

3.6.1 Floors shall be dust mopped once (1) per week.

3.6.2 Tables and furniture shall be dusted/wiped as required.

3.7 Carpets and Slush Mats - All

3.7.1 Carpets and slush mats shall be vacuumed as required - minimum two (2) times per week.

3.7.2 Spots shall be removed as required. Spots which cannot be removed by normal means shall be reported to the Facilities Manager.

3.7.3 All carpets shall be steam cleaned twice (2) annually in May or June and Dec or Jan. Times and dates are to be approved by Agency representative. A minimum

of two (2) weeks' notice is required. Work shall be completed on a Saturday or Sunday.

3.8 Floors (Linoleum, Tiled and Painted Areas - Building 12, 20, 22, 46, 101 and 105)

3.8.1 All floors shall be swept nightly using an approved dust control method.

3.8.2 All floors shall be cleaned by wet mopping with an approved germicidal solution three (3) times per week.

3.8.3 Cleaning solutions used in wet mopping operations shall be changed after each laboratory area and solutions used for entrances, hall ways, lunch rooms and washrooms shall not be reused in laboratories.

3.8.4 All waxed tiled and linoleum floor surfaces shall be burnished once (1) per month using a high speed burnisher. After burnishing, all areas shall be swept using a dust mop and approved dust control method.

3.8.5 All tiled and linoleum floors shall be waxed once (1) per year in the month of November. A minimum of two (2) weeks' notice is required. Times and dates are to be approved by Agency representative.

3.8.6 All tiled and linoleum floors shall be totally refurbished (stripped, sealed and waxed) once (1) per year in the month of June. A minimum of two (2) weeks' notice is required. Times and dates are to be approved by Agency representative.

3.8.7 Baseboards and furniture shall be kept clean and free of wash residue and wax build-up.

3.9 Elevator - Building 22

3.9.1 Flooring as required.

3.9.2 Polish handrails, metal work and baseboards as required.

3.9.3 Dust and clean doors and frames, remove finger marks as required.

3.10 Walls and Partitions - Excluding Laboratories

3.10.1 Interior walls and partitions shall be spot cleaned for finger marks and other dirt as required.

3.11 Furniture and Multi User Items - Excluding Laboratories

3.11.1 Upholstered chairs shall be vacuumed once (1) per month, damp wiped three (3) times per year and steam cleaned once (1) per year.

3.11.2 Exposed surfaces of furniture, shall be damp wiped three (3) times per year.

3.11.3 Multi-user telephones (excluding those in private offices) shall be sanitized once (1) per week using an approved, odourless, germicidal, cleaning solution.

3.12 Interior and Exterior Glass

- 3.12.1 Interior and exterior glass on the doors and panels located at the main entrance of Building 22 shall be cleaned once (1) per month.
- 3.12.2 Interior surfaces of office windows in Buildings 12, 20, 22 and 28 shall be cleaned one (1) time per year April or May.
- 3.12.3 Exterior surfaces of all windows of bldgs. 12, 20, 22, 46, 101 and 105 shall be cleaned one time per year April or May.

3.13 Recycling

- 3.14.1 The contractor shall comply with the CPH's recycling policy by dumping small containers of glass, tin, compost, newsprint and fine paper into the appropriate bins. Recycling containers shall be kept tidy and changed as required.

3.15 Special Areas;

- 3.15.1 Buildings 101 - growth room
- sweep floors using an approved dust control product once (1) per month.
 - clean floors once (1) per month as outlined in 3.2.2.
 - do not clean shelves or equipment

Deleted

- 3.15.3 **Building 22 - attic**
- vacuum floor, shelves once (1) per year.
- 3.15.4 **Building 26 - interior**
- toilet seat, bowl, urinal, shower and washbasin shall be cleaned and disinfected once (1) per week.
 - soap and paper supplies shall be replenished and waste paper shall be removed as required.
 - floor and horizontal surfaces shall be vacuumed once (1) per month.
- 3.15.5 **Building 46 - interior stairs and lower landing**
- sweep two (2) times per month.
- 3.15.6 **Building 102 - open area, central corridor and two offices**
- sweep floors once (1) per week.
 - wash floors two (2) times per month
 - Special care must be taken for deep cleaning of epoxy coated floor. Once a year, in June, floor to be cleaned by power scrubbing using machine with bristle brush head.
- 3.15.7 **Building 21 Pavilion**
- toilet seat, bowl, urinal and washbasin shall be cleaned and disinfected once (1) per month
 - soap and paper supplies shall be replenished and waste paper shall be removed monthly
 - floor and horizontal surfaces shall be swept and vacuumed once (1) per month

3.16 Contractor's Space - Building 20, 22, 41 and 46

- 3.16.1 Equipment and materials storage areas shall be kept clean at all times.

3.16.2 Equipment and materials shall be stored nightly and areas shall be kept free of tripping hazards.

3.16.3 Floors shall be swept and washed weekly.

3.16.4 Mops and wipers shall be thoroughly rinsed after use and hung to dry.

4. Site Authority / Facility Manager:

For the purposes of this document the owner's representative / site authority shall be: the Facility Manager.

Note: It is the General Contractors responsibility to ensure all their employees that work on this site along with any Sub-Contractors and their employees that work on this site are fully aware of these documents and the contents in them.

5. Confidentiality agreement:

As a contractor of Canadian Food Inspection Agency - Sidney, Laboratory;
"I agree not to disclose to any person or business, any confidential information or documentation through my employment or affiliation, except with prior written permission of the Director of CFIA or as required by law"

I / We have read and understood the Safe Working Procedures for Contractors document as above for the Sidney, Laboratory.

I/We have been given a site specific walk through of all the work areas we will be involved in during our time here, we are aware of any and all the hazards in these areas.

Facility Manager: _____ Date: _____

Contractor Representative Signature: _____ Date: _____

Printed Name: _____ Company/Affiliation: _____

ANNEX "B"

BASIS OF PAYMENT

Initial Contract Period – April 1, 2020 to March 31, 2021

The Bidder must provide a firm hourly rate where indicated for the original contract period and for the three option periods.

BASE CONTRACT CLEANING SERVICES	FIRM HOURLY RATE (A)	HOURS/ DAY x 7.5 (B) (A x B =)	DAYS/ WEEK x 5 (C) (B x C =)	WEEKS/ YEAR x 52 (D) (C x D =)
Initial Contract Period (April 1, 2020 to March 31, 2021)	\$	\$	\$	\$
Total				

BASE CONTRACT CLEANING SERVICES	FIRM HOURLY RATE (A)	HOURS/ DAY x 7.5 (B) (A x B =)	DAYS/ WEEK x 5 (C) (A x C =)	WEEKS/ YEAR x 52 (D) (C x D =)
Option Year 1 (April 1, 2021 to March 31, 2022)	\$	\$	\$	\$
Total				

BASE CONTRACT CLEANING SERVICES	FIRM HOURLY RATE (A)	HOURS/ DAY x 7.5 (B) (A x B =)	DAYS/ WEEK x 5 (C) (A x C =)	WEEKS/ YEAR x 52 (D) (C x D =)
Option Year 2 (April 1, 2022 to March 31, 2023)	\$	\$	\$	\$
Total				

Solicitation No. - N° de l'invitation
 XXXXX-XXXXXX/X
 Client Ref. No. - N° de réf. du client
 XXXXX-XXXXXX

Amd. No. - N° de la modif.
 File No. - N° du dossier
 E0476

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

BASE CONTRACT CLEANING SERVICES	FIRM HOURLY RATE (A)	HOURS/ DAY x 7.5 (B) (A x B =)	DAYS/ WEEK x 5 (C) (A x C =)	WEEKS/ YEAR x 52 (D) (C x D =)
Option Year 3 (April 1, 2023 to March 31, 2024)	\$	\$	\$	\$
Total				

Initial Contract (A)	Option Year 1 (B)	Option Year 2 (C)	Option Year 3 (D)	TOTAL A+B+C+D=
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Solicitation No. - N° de l'invitation
XXXXX-XXXXXX/X
Client Ref. No. - N° de réf. du client
XXXXX-XXXXXX

Amd. No. - N° de la modif.
File No. - N° du dossier
E0476

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

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

CFIA 1037-012020

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

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	CFIA	2. Branch or Directorate / Direction générale ou Direction
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 Janitorial contract for the Sidney Laboratory Centre for Plant Health		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

- | | | | |
|---|---|---|--|
| <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 unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

