



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving PWGSC/TPSGC reception des
soumissions

Victory Building/Édifice Victory

Room 310/pièce 310

269 Main Street/269 rue Main

Winnipeg

Manitoba

R3C 1B3

Bid Fax: (204) 983-0338

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise
indicated, all other terms and conditions of the Solicitation
remain the same.

Ce document est par la présente révisé; sauf indication contraire,
les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada -
Western Region

Victory Building/Édifice Victory

Room 310/pièce 310

269 Main Street/269 rue Main

Winnipeg

Manitoba

R3C 1B3

Title - Sujet Kitchen Exhaust Canopy Cleaning	
Solicitation No. - N° de l'invitation W6895-200047/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client W6895-200047	Date 2020-03-02
GETS Reference No. - N° de référence de SEAG PW-\$WPG-119-10998	
File No. - N° de dossier WPG-9-42206 (119)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-04-14	Time Zone Fuseau horaire Central Daylight Saving Time CDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Zdan, Tyler	Buyer Id - Id de l'acheteur wpg119
Telephone No. - N° de téléphone (204) 509-5743 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation
W6895-200047
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
001
File No. - N° du dossier
W6895-200047

Buyer ID - Id de l'acheteur
wpg119
CCC No./N° CCC - FMS No./N° VME

This amendment, No. 001, is raised to modify solicitation W6895-200047 as follows:

A system error resulted in the English version of the Request for Proposals (RFP) failing to upload properly to the www.buyandsell.gc.ca site. The full version of the English RFP is attached, beginning on the following page.

This error affected only the English RFP.

*** * ALL OTHER TERMS AND CONDITIONS REMAIN IN EFFECT. * ***

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W6895-200047

Buyer ID - Id de l'acheteur
wpg119
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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

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

1.3 Debriefings

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

1.4 epost Connect service

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Bid Receiving - Public Works and Government Services Canada
Room 310 - 269 Main Street
Winnipeg MB R3C 1B3
Facsimile number: (204) 983-0338
E-post Connect: RORceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca

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

2.2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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 FPS, 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 FPS 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](#).

A contract awarded to a FPS who has been retired for less than one year and who is in receipt of a pension as defined above is subject to the fee abatement formula, as required by Treasury Board Policy.

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 Manitoba.

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

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

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

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Basis of Selection

SACC Manual Clause [A0069T](#) (2007-05-25), Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

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

6.2 Statement of Work

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

6.1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

6.1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$_____, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

6.1.1.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

6.1.1.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Department of National Defence. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part

of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from July 1, 2020 to June 30, 2023 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Tyler Zdan
Title: Procurement Specialist
Public Works and Government Services Canada
Procurement Branch
Telephone: (204) 509-5743
E-mail address: Tyler.Zdan@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Telephone: _____
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.

6.5.3 Contractor's Representative

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, 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.

6.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Monthly Payment

SACC Manual clause H1008C (2008-05-12), Monthly Payment

6.7.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.8 Invoicing Instructions

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

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2018-06-21), General Conditions - Services (Medium Complexity);
- (c) Annex A: Statement of Work;
- (d) Annex B: Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____.

6.12 SACC Manual Clauses

SACC Manual clause A9062C (2011-05-16), Canadian Forces Site Regulations
SACC Manual clause G1005C (2016-01-28), Insurance - No Specific Requirement

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ANNEX A

STATEMENT OF WORK

See attached.

ANNEX B

BASIS OF PAYMENT

Bidders must provide pricing for all items listed herein. Failure to provide pricing for any items will result in the bid being deemed non-compliant.

Rates must include all labour, materials, tools, equipment, transportation, supervision, travel time and expenses for personnel as applicable.

Usage estimates are provided for evaluation purposes only and should not be assumed to be an accurate reflection of business volumes under the resulting contract.

YEAR ONE – July 1, 2020 to June 30, 2021

Item	Description	Estimated Annual Usage (A)	Unit Price (B)	Line Total (A x B)
1.	Building 7			
	Canopy cleaning over cooking area	4 cleanings	\$_____/cleaning	\$
	Clean duct work and exhaust fan from canopy to roof	2 cleanings	\$_____/cleaning	\$
2.	Building 20			
	Canopy cleaning over cooking areas	3 cleanings	\$_____/cleaning	\$
	Clean canopy over barbeque	2 cleanings	\$_____/cleaning	\$
	Clean work and exhaust fan from canopy to roof	3 cleanings	\$_____/cleaning	\$
3.	Building 30			
	Canopy cleaning over cooking areas	3 cleanings	\$_____/cleaning	\$
	Clean canopy over barbeque	2 cleanings	\$_____/cleaning	\$
	Duct work and exhaust fan from canopy to roof	3 cleanings	\$_____/cleaning	\$
4.	Building 40			
	Canopy cleaning over all cooking areas	26 cleanings	\$_____/cleaning	\$
	Clean duct work and exhaust fan from canopy to roof	6 cleanings	\$_____/cleaning	\$
5.	Building 41			
	Clean duct work and exhaust fan from canopy to roof	13 cleanings	\$_____/cleaning	\$
6.	Building 686			
	Canopy cleaning over cooking area, on request	2 cleanings	\$_____/cleaning	\$
	Clean duct work and exhaust fan from canopy to roof	1 cleaning	\$_____/cleaning	\$

7.	Building 786			
	Canopy cleaning over cooking area	12 cleanings	\$_____/cleaning	\$
	Clean duct work and exhaust fan from canopy to roof	2 cleanings	\$_____/cleaning	\$
8.	Hangar 1			
	Canopy cleaning over cooking area	12 cleanings	\$_____/cleaning	\$
	Duct work and exhaust fan from canopy to roof	2 cleanings	\$_____/cleaning	\$
9.	Hangar 7			
	Canopy cleaning over kitchen area	6 cleanings	\$_____/cleaning	\$
	Clean duct work and exhaust fan from canopy to roof	2 cleanings	\$_____/cleaning	\$
10.	Kick-off Meeting			
	On site kick-off meeting, including safety briefing. This is to include all applicable costs. (Not applicable if meeting conducted by teleconference).	1 meeting	\$_____/meeting	\$
Table Total				\$

YEAR TWO – July 1, 2021 to June 30, 2022

Item	Description	Estimated Annual Usage (A)	Unit Price (B)	Line Total (A x B)
1.	Building 7			
	Canopy cleaning over cooking area	4 cleanings	\$_____/cleaning	\$
	Clean duct work and exhaust fan from canopy to roof	2 cleanings	\$_____/cleaning	\$
2.	Building 20			
	Canopy cleaning over cooking areas	3 cleanings	\$_____/cleaning	\$
	Clean canopy over barbeque	2 cleanings	\$_____/cleaning	\$
	Clean work and exhaust fan from canopy to roof	3 cleanings	\$_____/cleaning	\$
3.	Building 30			
	Canopy cleaning over cooking areas	3 cleanings	\$_____/cleaning	\$
	Clean canopy over barbeque	2 cleanings	\$_____/cleaning	\$
	Duct work and exhaust fan from canopy to roof	3 cleanings	\$_____/cleaning	\$
4.	Building 40			
	Canopy cleaning over all cooking areas	26 cleanings	\$_____/cleaning	\$

	Clean duct work and exhaust fan from canopy to roof	6 cleanings	\$_____/cleaning	\$
5.	Building 41			
	Clean duct work and exhaust fan from canopy to roof	13 cleanings	\$_____/cleaning	\$
6.	Building 686			
	Canopy cleaning over cooking area, on request	2 cleanings	\$_____/cleaning	\$
	Clean duct work and exhaust fan from canopy to roof	1 cleaning	\$_____/cleaning	\$
7.	Building 786			
	Canopy cleaning over cooking area	12 cleanings	\$_____/cleaning	\$
	Clean duct work and exhaust fan from canopy to roof	2 cleanings	\$_____/cleaning	\$
8.	Hangar 1			
	Canopy cleaning over cooking area	12 cleanings	\$_____/cleaning	\$
	Duct work and exhaust fan from canopy to roof	2 cleanings	\$_____/cleaning	\$
9.	Hangar 7			
	Canopy cleaning over kitchen area	6 cleanings	\$_____/cleaning	\$
	Clean duct work and exhaust fan from canopy to roof	2 cleanings	\$_____/cleaning	\$
10.	Kick-off Meeting			
	On site kick-off meeting, including safety briefing. This is to include all applicable costs. (Not applicable if meeting conducted by teleconference).	1 meeting	\$_____/meeting	\$
Table Total				\$

YEAR THREE – July 1, 2022 to June 30, 2023

Item	Description	Estimated Annual Usage (A)	Unit Price (B)	Line Total (A x B)
1.	Building 7			
	Canopy cleaning over cooking area	4 cleanings	\$_____/cleaning	\$
	Clean duct work and exhaust fan from canopy to roof	2 cleanings	\$_____/cleaning	\$
2.	Building 20			
	Canopy cleaning over cooking areas	3 cleanings	\$_____/cleaning	\$
	Clean canopy over barbeque	2 cleanings	\$_____/cleaning	\$
	Clean work and exhaust fan from	3 cleanings	\$_____/cleaning	\$

	canopy to roof			
3.	Building 30			
	Canopy cleaning over cooking areas	3 cleanings	\$_____/cleaning	\$
	Clean canopy over barbeque	2 cleanings	\$_____/cleaning	\$
	Duct work and exhaust fan from canopy to roof	3 cleanings	\$_____/cleaning	\$
4.	Building 40			
	Canopy cleaning over all cooking areas	26 cleanings	\$_____/cleaning	\$
	Clean duct work and exhaust fan from canopy to roof	6 cleanings	\$_____/cleaning	\$
5.	Building 41			
	Clean duct work and exhaust fan from canopy to roof	13 cleanings	\$_____/cleaning	\$
6.	Building 686			
	Canopy cleaning over cooking area, on request	2 cleanings	\$_____/cleaning	\$
	Clean duct work and exhaust fan from canopy to roof	1 cleaning	\$_____/cleaning	\$
7.	Building 786			
	Canopy cleaning over cooking area	12 cleanings	\$_____/cleaning	\$
	Clean duct work and exhaust fan from canopy to roof	2 cleanings	\$_____/cleaning	\$
8.	Hangar 1			
	Canopy cleaning over cooking area	12 cleanings	\$_____/cleaning	\$
	Duct work and exhaust fan from canopy to roof	2 cleanings	\$_____/cleaning	\$
9.	Hangar 7			
	Canopy cleaning over kitchen area	6 cleanings	\$_____/cleaning	\$
	Clean duct work and exhaust fan from canopy to roof	2 cleanings	\$_____/cleaning	\$
10.	Kick-off Meeting			
	On site kick-off meeting, including safety briefing. This is to include all applicable costs. (Not applicable if meeting conducted by teleconference).	1 meeting	\$_____/meeting	\$
Table Total				\$

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EVALUATION TOTAL

Year 1	\$
Year 2	\$
Year 3	\$
Overall Total	\$

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

 Government of Canada / Gouvernement du Canada		Contract Number / Numéro du contrat W6895-20-0047	
		Security Classification / Classification de sécurité Unclassified	
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 National Defence		2. Branch or Directorate / Direction générale ou Direction 4 Wing Cold Lake Real Properties Operation Det	
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 Canopy cleaning			
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 <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> Oui			
6. Indicate the type of access required - Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Oui (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)			
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 <input type="checkbox"/> 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 commerciales sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> 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"/>	
Security Classification / Classification de sécurité Unclassified			
TBS/SCT 350-103 (2004/12) 			

 Government of Canada Gouvernement du Canada	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Contract Number / Numéro du contrat W6895-20-0047</div> <div style="border: 1px solid black; padding: 5px;">Security Classification / Classification de sécurité Unclassified</div>
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? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité :	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
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? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<div style="display: flex; flex-wrap: wrap;"><div style="width: 50%;"><input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ</div><div style="width: 50%;"><input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL</div><div style="width: 50%;"><input type="checkbox"/> SECRET SECRET</div><div style="width: 50%;"><input type="checkbox"/> TOP SECRET TRÈS SECRET</div><div style="width: 50%;"><input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT</div><div style="width: 50%;"><input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL</div><div style="width: 50%;"><input type="checkbox"/> NATO SECRET NATO SECRET</div><div style="width: 50%;"><input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET</div><div style="width: 50%;"><input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS</div></div>	
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? If Yes, will unscreened personnel be escorted: Dans l'affirmative, le personnel en question sera-t-il escorté?	
<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui</div><div>On DND premises, unscreened pers. may only access public/reception zones. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui</div></div>	
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?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
TBS/SCT 350-103 (2004/12)	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Security Classification / Classification de sécurité Unclassified</div> <div style="margin-left: 20px;"></div>



Gouvernement
du Canada

Contract Number / Numéro du contrat

W6895-20-0047

Security Classification / Classification de sécurité

Unclassified

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 ☐ Yes

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.

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

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

Security Classification / Classification de sécurité

Unclassified

Buyer ID - Id de l'acheteur
wpg119
CCC No./N° CCC - FMS No./N° VME

Buyer ID - Id de l'acheteur
wpg119
CCC No./N° CCC - FMS No./N° VME

**Instructions for completing
DND 626 - Task Authorization**

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

Amendment no.
Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease
Enter the increase or decrease total dollar amount including taxes.

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

Delivery location
Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date
Completion date for the task.

for the Department of National Defence
Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost
The cost of the Task broken out into the individual costed items in **Services**.

GST/HST
The GST/HST cost as appropriate.

Total
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire
DND 626 - Autorisation des tâches**

N° du contrat
Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche
Inscrivez le numéro de tâche séquentiel.

N° de la modification
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente
Inscrivez le montant total précédent, y compris les taxes.

A
Nom de l'entrepreneur.

Expédiez à
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement
Date d'achèvement de la tâche.

pour le ministère de la Défense nationale
Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH
Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

ANNEX E

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);
- ☐ Large Value Transfer System (LVTS) (Over \$25M)

**DEPARTMENT OF NATIONAL DEFENCE
4 WING COLD LAKE**

Real Properties Operation Det

**STATEMENT OF WORK
FOR**

Canopy Cleaning

**CFB COLD LAKE
ALBERTA, T9M 2C6**



Requisition Number:	W6895-200047
Contract Card:	Canopy Cleaning
Date:	19 Dec 2019

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Description of Work

1. Work under this Contract comprises the supply of all labour, materials, tools, equipment, transportation and supervision necessary to clean kitchen exhaust canopies inside and out, ductwork; exhaust fans, filters, associated canopy components and hoods. This includes cleaning ceilings, light fixtures, walls and windows around grill and hoods. Work will be at the Department of National Defence, 4 Wing Cold Lake, Cold Lake, AB, as per schedule and on an “as and when requested” basis.

Scope of Work

2. Before commencing work on any hood or canopy, contact Wing Fire Chief prior to switching automatic fire extinguishing systems off. After completion of the work, turn system back on and notify the Wing Fire Chief the system is operational again prior to leaving the building.

3. Remove all traces of dirt or other films from both interior and exterior of canopies and hoods using cleaning materials recommended by manufacturer of material being cleaned.

4. Remove filters in hoods and canopies, clean with hot soapy water then rinse with hot water. Steam cleaning the hood, canopies or filters is not permitted; Remove, clean and replace metal filters; Clean grease deflectors; remove all traces of dirt or other film on ceilings, walls and light fixtures located above 2.5 m off floor with cleaning materials recommended by manufacturer of material being cleaned.

5. Schedule:

- a. Building 7: To be cleaned on an “as and when required” basis on notification of Project Authority;
 - i. Clean canopy over cooking area in canteen; clean ceilings, light fixtures, walls and windows on a radius of 2.5m around grills and hoods; and
 - ii. Clean duct work and exhaust fans from ceiling to roof.
- b. Building 20: To be cleaned on an “as and when required” basis on notification of Project Authority;
 - i. Clean canopy over main cooking area; over dishwasher; over garbage can washer; over bake oven; and clean ceilings, light fixtures, walls and windows on a radius of 2.5m around grills and hoods;
 - ii. Clean canopy over barbecue outside building; and
 - iii. Clean duct work and exhaust fans from canopy to roof.
- c. Building 30: To be cleaned on an “as and when required” basis on notification of Project Authority;
 - i. Clean canopy over main cooking area; over dishwasher; over garbage can washer; over bake oven; and clean ceilings, light fixtures, walls and windows on a radius of 2.5m around grills and hoods;
 - ii. Clean canopy over barbecue outside building; and
 - iii. Clean duct work and exhaust fans from canopy to roof.
- d. Building 40:
 - i. Clean canopy over main cooking area; over bake ovens and steam pots; over dishwasher; over garbage can washer; over bake oven; and clean ceilings, light fixtures, walls and

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4 Wing Cold Lake, AB

- windows on a radius of 2.5m around grills and hoods to be cleaned one time every two weeks; and
- ii. On an “as and when required” basis on notification of Technical Authority, clean duct work and exhaust fans from canopy to roof semi-annually, (normally March and September).
- e. Building 41: To be cleaned on an “as and when required” basis on notification of Project Authority;
 - i. Clean duct work and exhaust fans from canopy to roof semi-annually, (normally March and September).
- f. Building 686: To be cleaned on an “as and when required” basis on notification of Project Authority
 - i. Clean canopy over main cooking area and baking oven; clean ceilings, light fixtures, walls and windows on a radius of 2.5m around grills and hoods; and
 - ii. Clean duct work and exhaust fans from canopy to roof annually, (normally June)
- g. Building 786: To be cleaned on an “as and when required” basis on notification of Project Authority;
 - i. Clean canopy over cooking area in canteen; clean ceilings, light fixtures, walls and windows on a radius of 2.5m around grills and hoods; and
 - ii. Clean duct work and exhaust fans from canopy to roof semi-annually, (normally March and September).
- h. Hangar 1: To be cleaned on an “as and when required” basis on notification of Project Authority;
 - i. Clean canopy over cooking area in canteen; clean ceilings, light fixtures, walls and windows on a radius of 2.5m around grills and hoods; and
 - ii. Clean duct work and exhaust fans from canopy to roof semi-annually.
- i. Hangar 7: To be cleaned on an “as and when required” basis on notification of Project Authority;
 - i. Clean canopy over cooking area in canteen; clean ceilings, light fixtures, walls and windows on a radius of 2.5m around grills and hoods; and
 - ii. Clean duct work and exhaust fans from canopy to roof semi-annually, (normally March and September).
- 6. The Contractor will conduct the majority of work required between the hours of 0700 and 1600 hrs each working day or as otherwise directed.
- 7. Contractor is responsible to ensure that no materials or tools will damage or degenerate the finish components or surrounding surfaces they come in contact with. Procurement of materials used under this Contract shall be the responsibility of the Contractor.
- 8. Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
- 9. Store volatile waste in covered metal containers and remove from premises at end of each working day.
- 10. Project Authority will arrange project meeting and assume responsibility for setting times, recording and distributing minutes.

11. Response Time: For “as and when requested” work, the Contractor shall reply to an authorized request within 48 hours and the work will be performed within a time frame mutually agreed to by both parties as stated on the authorized form.

Contractor’s Use of Site

12. For execution of the work only, subject to the following:
- a. Movement around site will be subject to restrictions imposed by the Project Authority;
 - b. Do not unreasonably encumber site with materials or equipment;
 - c. Maintain work in tidy condition, free from accumulation of waste products and debris: and
 - d. Execute work with the least possible interference or disturbance to occupants and normal use of premises.

Workmanship

13. Workmanship must be of the best quality, executed by workers skilled and ticketed in the respective trades for which they are employed.
14. Contractors must not employ any unfit person or anyone unskilled in their respective duties. The work must not be performed by any person who, in the opinion of the Project Authority, is incompetent, unsuitable or has been conducting himself/herself improperly. Project Authority reserves the right to request the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
15. Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Project Authority, whose decision is final.

Operational Security

16. Work carried out within the General Restricted Area (GRA) is subject to special and unique security regulations. All Contractors’ employees must carry company I.D. and GRA pass. Individuals without authorized passes in their possession will not be permitted to enter the GRA. If the Project Authority requires the Contractor to work in the GRA where their Reliability clearance does not give them access, the Project Authority will attempt to provide Security Escorts.
17. The use of cell phones are restricted in the GRA;
- a. Use of cellular phones is prohibited within Refuelling compounds; and
 - b. Cell phones will not be operated within 15 metres of an aircraft or inside a Hangar.
18. Contractors are not to take any pictures within the GRA. If required, the Contractor can request the Project Authority to take a picture on its behalf. A request must be submitted to the Security Officer well in advance; this request will be considered but might not be supported due to other requirements. If the request is approved, the Project Authority will take the requested picture and will provide it to the Contractor.

Health & Safety Requirements

19. All accidents are to be reported to the Project Authority immediately.

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20. All hazardous material must be identified and labelled in accordance with the Workplace Hazardous Material Information System (WHMIS) and copies of the Material Safety Data Sheet (MSDS) must be supplied to the Project Authority.

21. Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during the performance of work, the Contractor must report it to Project Authority immediately.

22. If during execution of contract work, workers uncover or disturb suspected asbestos products that are not covered in the contract specifications, the workers must STOP work in that area and report it to the Project Authority immediately.

23. 4 Wing Cold Lake has a no smoking policy in effect with exceptions in designated smoking areas.

Orientation Meeting

24. A kickoff meeting will be conducted for the Contractor and Project Authority to discuss the terms of the Contract. This meeting provides both parties an opportunity to bring forward or answer all inquiries or questions. This meeting will be held prior to initial task authorization to ensure there is no misunderstanding. Depending on the Contract, this meeting can be conducted by teleconference. The Project Authority will contact the Contractor to arrange for this meeting as soon as possible after the issuance of the Contract. The meeting is expected to last approximately one hour but may vary from this time frame.

25. The Contractor's personnel who will be working on 4 Wing must read and abide by the 4 Wing Cold Lake Fire Orders and Regulations for Contractors, which will be provided by the Project Authority during the orientation meeting or before the commencement of the work.

The Project Authority will coordinate arrangements for the Contractor to be briefed on Fire Safety at their orientation meeting before any work is commenced.

26. Contractors/visitors/subcontractors working with/supporting DND personnel will attend work-specific briefings by the Project Authority lasting approximately one (1) hour relating to health, safety, environmental and emergency response procedures. Documentation including Standing Operating Procedures (SOP's) or other procedures, and safety standards will be cited or made available to contract/visitor principals on a loan basis for reference, as applicable.

27. The Contractor, his employees and/or subcontractors, undertakes and agrees to comply with all DND regulations in force at the worksite, including the observance of all safety, health and environmental standards and those in place to preserve and protect DND property from loss or damage from all causes including fire.

Environmental Protection Procedures

28. The following are disposals regulations

- a. Burying of rubbish or waste materials on site is prohibited;
- b. Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers;
- c. Costs associated with appropriate removal, transportation and disposal of wastes is the responsibility of the Contractor; and
- d. The Contractor must dispose of all rubbish and residue in accordance with existing provincial and/or municipal regulations and/or bylaws.

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- 29. Do not pump contaminated water into waterways, storm drains, sanitary sewers, or drainage systems.
- 30. Control the disposal or runoff of contaminated water or other harmful substances in accordance with local authority requirements.
- 31. Do not dump excavated fill, waste material or debris in waterways.
- 32. The Contractor must immediately notify the Project Authority of any damage incident.

Special Procedures: Airports in Use

- 33. When operating within the 4 Wing areas the following restrictions apply:
 - a. Do not disrupt airport business except as permitted by Project Authority;
 - b. Provide temporary protection for safe handling of public, personnel, pedestrians and vehicular traffic; and
 - c. Provide barricades and lights where directed.
- 34. In areas of airport not closed to aircraft traffic, the Contractor will:
 - a. Obtain Project Authority's approval on scheduling of work;
 - b. Control movements of equipment and personnel as directed by Project Authority;
 - c. Obey signals and directions from escort instantly.
 - d. For all services that are required on the airfield an escort will be provided.
 - e. All personnel must be aware of Jet Blast (exhaust) from running and turning aircraft when working on the aerodrome. Jet Blast is extremely hot and forceful.
- 35. The Contractors must be aware of the following FOD Controls:
 - a. Where travel routes cross active runways, taxiways or aircraft parking aprons, the Contractor and/or his designate must broom clean debris from area immediately;
 - b. Where access routes cross active runways, taxiways or parking aprons, the Contractor and/or his designate must keep crossings free of mud and debris at all times; and
 - c. FOD Control must be exercised on a continuous basis in vicinity of aircraft, runways or aprons. Control all blowing debris at all times, stop and check vehicle tires at all designated FOD Check Stop