



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

PWGSC/TPSGC Acquisitions Bid
Receiving/Réception des Soumissions
126 Prince William Street/
126, rue Prince William
Suite 14B
Saint John
New Brunswick
E2L 2B6
Bid Fax: (506) 636-4376

INVITATION TO TENDER

APPEL D'OFFRES

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

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

Soumission aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Saint John, NB (STJ)
126 Prince William Street/
126, rue Prince William
Suite 14B
Saint John
New Bruns
E2L 2B6

Title - Sujet Janitorial Services, PEI Armouries	
Solicitation No. - N° de l'invitation W6898-200492/A	Date 2020-03-06
Client Reference No. - N° de référence du client W6898-200492	GETS Ref. No. - N° de réf. de SEAG PW-\$STJ-004-4502
File No. - N° de dossier STJ-9-42064 (004)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-04-22	
Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT	
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: Johnston (STJ), Edward	Buyer Id - Id de l'acheteur stj004
Telephone No. - N° de téléphone (506) 343-6382 ()	FAX No. - N° de FAX (506) 636-4376
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE RPOU GAGETOWN 5 CDSB GAGETOWN BLDG 18, 238 CHAMPLAIN AVENUE OROMOCTO New Brunswick E2V4J5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

1.2 Requirement - Bid

The Department of National Defence (DND) has a requirement for the furnishing of all labour, supervision, tools, equipment, cleaning materials, cleaning products, and product dispensers required to provide Janitorial Services for routine daily cleaning at HMCS Queen Charlotte Naval Reserve, Queen Charlotte Armoury and Brighton Compound, Charlottetown, P.E.I. Support Detachment, West Royalty, P.E.I. and Summerside Armoury, Slemmon Park, P.E.I.

The Service Contract is required for the period of June 1, 2020 to March 31, 2021 with an option to extend for two additional one year periods. The services must be provided in accordance with the Specification attached at Annex "C".

1.3 Debriefings

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

1.4 Trade Agreements

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

1.5 epost Connect service

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

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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.

2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Pricing	2010/08/16

2.2 Submission of Bids

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.

Late tenders will be returned unopened.

- (a) Bids must be complete and submitted on prescribed tender form;
- (b) Include the tender call number/project number and description of proposed work;
- (c) Include the closing date and time;
- (d) Must be received prior to bid closing time and at the designated place and facsimile number - FACSIMILE NUMBER IS (506-636-4376).

ePost Connect

To submit an offer using ePost Connect services send as early as possible, and in any case, at least six business days prior to the Request for a Standing Offer (RFSO) closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an ePost Connect conversation. Requests to open an ePost Connect conversation received after that time may not be answered.

Note: Bids/Offer will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.

Email: TPSPGC.RAReceptionSoumisNBPE-ARBidReceivingNBPE.PWGSC@tpsgc-pwgsc.gc.ca

NOTE: FACSIMILE BIDS

Only incorrect handling by the Department of Public Works and Government Services will excuse the delay of responses transmitted by facsimile. Misrouting, traffic volume, weather disturbances, or any cause for the late receipt of such responses are not acceptable.

Bid Receiving
Public Works and Government Services Canada
Suite 14B
126 Prince William Street
Saint John, New Brunswick
E2L 2B6

2.3 Former Public Servant

Former Public Servant - Competitive Bid

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](#).

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.

(Derived from - Provenant de: A3025T, 2014/06/26)

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Prince Edward Island**.

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 Offer chooses to submit its offer electronically, Canada requests that the Offer submits its offer in accordance with section 08 of the 2003 standard instructions. Offers must provide their offer in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.
- If the Offeror is simultaneously providing copies of its offer 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.

Section I: Technical Bid

No Technical Bid required as part of this requirement.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex "B" Basis of Payment. **The total amount of Applicable Taxes must be shown separately.**

Section III: Certifications

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

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.

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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.

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 procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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/canada/esdc/labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Workers Compensation Certification - Letter of Good Standing – A0285T (2012-07-16)

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within seven (7) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

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 D;
 - b) *Industrial Security Manual* (Latest Edition).

6.2 Requirement

The Contractor must perform the Work in accordance with the Specification at Annex "C".

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 Work is to be performed during the period of June 1, 2020 to March 31, 2021.

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6.4.2 Option to Extend the Contract

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

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Edward Johnston
Title: Supply Specialist
Public Services and Procurement Canada
Acquisitions Branch
Address: 126 Prince William Street, Suite 14B
Saint John, New Brunswick
E2B 2L6
Telephone: (506) 343-6382
Facsimile: (506) 636-4376
E-mail address: edward.johnston@pwgsc-tpsgc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: **Will be made available at time of award.**

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

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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 (Offeror please complete)

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

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

Basis of payment is in accordance with Annex "B" and section 12, Payment Period, of the 2010C (2018-06-21), General Conditions – Services (Medium Complexity).

6.7.2 Limitation of price

SACC Manual clause C6000C (2017/08/17) Limitation of price

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

The Contractor must submit invoices in accordance with the information required in section 10, Invoice Submission, of the 2010C (2018-06-21), General Conditions - Services (Medium Complexity).

6.9 Certifications

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 **Prince Edward Island**.

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 C, Specification;
- (d) Annex D, Security Requirements Check List;
- (e) Annex B, Basis of Payment
- (f) the Contractor's bid dated _____ : “, as clarified on _____” **or** “, as amended on _____”

6.12 SACC Manual Clauses

SACC Reference	Section	Date
A9062C	Canadian Forces Site Regulations	2011/05/16

6.13 Insurance - Specific Requirements

The Contractor must comply with the insurance requirements specified below. 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 seven (7) days after request from the Contracting Authority and prior to 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.

Commercial General Liability Insurance

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

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-
- k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

ANNEX "A"

EVALUATION CRITERIA AND BASIS OF SELECTION

Bids received will be assessed in accordance with the entire requirement of the bid solicitation.

1. Mandatory Criteria

1. Submission of firm prices/rates for one (1) year including two (2) option years in accordance with Invitation to Tender.
2. A duly completed and signed Invitation to Tender including all Addenda.
3. Within seven (7) days and prior to award of Service Contract, provide proof that Bidder has an account in good standing with the Provincial Workers Compensation Board/Commission.
4. Within seven (7) days and prior to award of Service Contract, the bidder shall be required to provide proof of Liability Insurance in the amount of \$2,000,000.00.
5. The contractor must be an established general contracting company with a minimum of two (2) years proven commercial janitorial contracting experience. Proof must be provided within seven (7) days of request from contracting authority and prior to award of Service Contract.

2. A0069T (2007/05/25) Basis of Selection - Mandatory Requirements Only

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will recommended for award of a contract.

ANNEX "B"
BASIS OF PAYMENT

The following requirement must be strictly adhered to: **Failure to do so shall render the bidder's proposal as non-responsive.**

It is mandatory that the bidders submit firm rates for the Period of the Service Contract for all items listed hereafter. Unit Price Tables, will be considered as the bidder's Financial Proposal.

Each item specified in the Unit Price Tables, includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit, and all other liabilities whatsoever.

The prices inserted in the Unit Price Tables, includes all applicable federal, provincial and municipal taxes. However, they do not include any amount for the Goods and Services Tax (GST)/Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Her Majesty to the Offeror in addition to the amount paid against the amount of the contract.

The estimated quantity entered in column four for each item is an estimate only for service as and when required and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.

Item	Class of Service	Unit of Measure	Estimated Quantity	First Year June 1, 2020 to March 31, 2021		1st Option Year April 1, 2021 to March 31, 2022		2nd Option Year April 1, 2022 to March 31, 2023	
				Price per Unit	Total	Price per Unit	Total	Price per Unit	Total
1.	Hourly rate for a cleaning person to perform daily general cleaning duties for the work specified herein at the HMCS Queen Charlotte Naval Reserve.	Hour	4,160						

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Item	Class of Service	Unit of Measure	Estimated Quantity	First Year June 1, 2020 to March 31, 2021		1st Option Year April 1, 2021 to March 31, 2022		2nd Option Year April 1, 2022 to March 31, 2023	
				Price per Unit	Total	Price per Unit	Total	Price per Unit	Total
2.	Hourly rate for a cleaning person to perform daily general cleaning duties for the work specified herein at the Queen Charlotte Armoury.	Hour	2,080						
3	Hourly rate for a cleaning person to perform daily general cleaning duties for the work specified herein at the Brighton Compound.	Hour	1,040						
4.	Hourly rate for a cleaning person to perform daily general cleaning duties for the work specified herein at the Support Detachment.	Hour	1,040						

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5.	Hourly rate for the cleaning person to perform daily general cleaning duties for the work specified herein at the Summerside Armouy.	Hour	1,040						
TOTAL FOR FIRST YEAR & OPTIONS YEARS								\$	
GRAND TOTAL FOR FIRST YEAR AND OPTION YEARS								\$	

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ANNEX "C"
SPECIFICATION



**DEPARTMENT OF NATIONAL DEFENCE
REAL PROPERTY OPERATIONS
DETACHMENT (GAGETOWN)
5 CDSB GAGETOWN**

SPECIFICATION

**SERVICE CONTRACT
JANITORIAL SERVICES**

**HMCS QUEEN CHARLOTTE, QUEEN CHARLOTTE
ARMOURY AND BRIGHTON COMPOUND,
CHARLOTTETOWN, PE**

**SUPPORT DETACHMENT, WEST ROYALTY, PE
SUMMERSIDE ARMOURY, SLEMON PARK, PE**

01 APRIL 2020 TO 31 MARCH 2021

WITH AN OPTION TO RENEW TWO-ONE YEAR PERIODS


Designed by


Fire Inspector


Project O


Engineering O

PF No:

Job No: L-C135-9900/49

Date: 2020-02-03

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00 21 13	Instructions to Bidders	8
<u>Division 01 - General Requirements</u>		
01 35 30	Health and Safety Requirements	2
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01 35 43	Environmental Procedures	1
<u>Annexes</u>		
Annex A	Service and Frequency	7

END OF SECTION

1 GENERAL

1.01 DESCRIPTION OF WORK

- .1 The work under this Service Contract covers the furnishing of all labour, supervision, tools, equipment, cleaning materials, cleaning products, and product dispensers required to provide Janitorial Services for routine daily cleaning at HMCS Queen Charlotte Naval Reserve, Queen Charlotte Armoury, Brighton Compound, Support Detachment and Summerside Armoury as directed and specified herein.
- .2 HMCS Queen Charlotte Naval Reserve is located at 210 Water Street Parkway, Charlottetown, PE.
- .3 Queen Charlotte Armoury is located at 3 Haviland Street, Charlottetown, PEI.
- .4 Brighton Compound is located at 129 Brighton Road, Charlottetown, PE.
- .5 Support Detachment is located at 88 Watts Ave, West Royalty Industrial Park, Charlottetown PE.
- .6 Summerside Armoury is located at Bldg 64, 10 Parkway Dr, Slemon Park, Summerside, PE.

1.02 DURATION OF CONTRACT

- .1 This Service Contract will extend from 01 April 2020 to 31 March 2021 with two, one-year option to renew.

1.03 REFERENCES

- .1 Canada Labour Code Part II.
- .2 The Prince Edward Island Occupational Health and Safety Act.
- .3 The Canadian Electrical Code (latest edition).

1.04 QUALIFICATIONS

- .1 The Contractor will be an established Janitorial Contracting Company with a minimum of (2) two years proven Janitorial Contracting Experience.

1.05 ENGINEER

- .1 The Engineer, as defined and stated in this specification will be the Officer Commanding Real Property Operations Detachment (Gagetown) or a designated representative. The address of the Engineer is:
Contracts Office
Real Property Operations
Detachment (Gagetown)
Building B18
238 Champlain Avenue
PO Box 17000 Stn Forces

Oromocto, NB E2V 4J5
Tel: (506) 422-2677
Fax: (506) 422-1248

1.06 DOCUMENTS REQUIRED

- .1 Maintain at the job site, one copy each of the following:
 - .1 specifications;
 - .2 addenda; and
 - .3 up to date SDS sheets.

1.07 CONTRACTOR'S USE OF SITE

- .1 Use of site is limited to areas of work and storage.
- .2 The Contractor is to ensure their staff enter only areas assigned to them for routine janitorial service.
- .3 Do not unreasonably encumber the site with materials or equipment.

1.08 POWER AND WATER

- .1 Electricity and hot water required by the Contractor for the execution of janitorial services will be provided by the Department without charge.
- .2 Connect equipment to existing power supply in accordance with Canadian Electrical Code.

1.09 CODES AND STANDARDS

- .1 Perform work to and enforce safety measures in accordance with the Canadian Labour Code Part II and the Prince Edward Island Occupational Health and Safety Act.
- .2 Contractor must be registered with the Workers Compensation Board of Prince Edward Island.
- .3 Services will be performed in accordance with existing Federal, Provincial and Municipal Regulations and by-laws. The Contractor will be responsible for any charges imposed by such regulations and by-laws.
- .4 Comply with the requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and labelling and provision of Material Safety Data Sheets acceptable to Human Resources and Skills Development Canada and Health Canada.
- .5 The Contractor undertakes and agrees to comply with all Standing Orders or other regulations in force on site where work is to be performed relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fire.
- .6 Work to meet or exceed requirements of specified standards, codes and referenced documents. In event of conflict between any provisions of above authorities, the most stringent provision will apply.

1.10 COORDINATION OF WORK

- .1 Work will be coordinated in a manner to disrupt the occupants as little as possible. The Contractor will arrange the work in co-ordination with the Engineer and the building occupants.

1.11 SITE SUPERVISION

- .1 The Contractors is responsible, through adequate the use of a non working supervisor, to ensure all cleaning is complete to the satisfaction of the Engineer and as specified in Annex A.

1.12 Uniform

- .1 The Employee shall wear an industrial type shirt or other acceptable uniform at all times. The uniform worn by the employee performing cleaning services must bear the companies name in a prominent location.

1.13 WORK NOT INCLUDED

- .1 The following rooms, service areas, and items are excluded from this contract, unless specifically stated:
 - .1 Electrical and Communication rooms;
 - .2 Heating/ventilation utility rooms;
 - .3 Interior of trophy and display cases;
 - .4 Bar and storage areas of messes;
 - .5 Restricted areas and rooms;
 - .6 Office equipment and personal property of occupants; and
 - .7 Removal of books from bookcases.

1.14 WINDOW CLEANING

- .1 Complete interior and exterior window cleaning will be carried out under a separate contract, however, all window glass, glass partitions and door glass are to be cleaned to a maximum reach, without the aid of step ladders. Note: Windows in the exterior walls of the building shall include the inner glass surface of the inner window only.

1.15 MATERIALS

- .1 All products will be Inventored and all Safety Data Sheets must be provided electronically upon request to the Contract Manager.
- .2 All cleaning materials, cleaning products, and product dispensers required to maintain the HMCS Queen Charlotte Naval Reserve, Queen Charlotte Armoury, Brighton Compound, Support Detachment and Summerside Armoury will be supplied by Contractor.
- .3 Cleaning chemicals will be environmentally responsible products and must conform to Environmental Choice Standards (EcoLogo) or Green Seal standard.
- .4 Within two (2) weeks after the start of this Contract, the Contractor must provide to the Engineer a full list of the cleaning products intended for use on this Service Contract. The list must include the corresponding SDS (WHMIS) sheets and Technical Data Sheets for each product, the room number

at each Armoury location and the maximum amount of each product that will be stored in each room.

- .5 The Contractor must provide to the Engineer a full list of the paper products, garbage bags and soaps intended for use on this Service Contract. The list must include the corresponding SDS (WHMIS) sheets and Technical Data Sheets for each product, as applicable.
- .6 The Contractor must provide to the Engineer a full list of the products dispensers intended for use on this Service Contract. The list must include the corresponding technical data sheet for each dispenser.
- .7 Product categories that will be accepted under the Environmental Choice (EcoLogo) Program are as follows:
 - .1 CCD-110 - Cleaning and Degreasing Compounds;
 - .2 CCD-146 - Hard Surface Cleaners;
 - .3 CCD-147 - Floor Care;
 - .4 CCD-148 - Carpet and Upholstery; and
 - .5 CCD-166 - Disinfectants and Cleaners.
- .8 Product categories that will be accepted under the Green Seal Program are as follows:
 - .1 GS-34 - Degreasers
 - .2 GC-37 - Cleaning Products for Industrial and Institutional use, and
 - .3 GS-40 - Floor care products for Industrial and Institutional use.
- .9 Chemical products must be ready to use (RTU).
- .10 Prohibited products:
 - .1 abrasive powder ie: Comet;
 - .2 paradichlorobenzene deodorant blocks; and
 - .3 products containing acids.
- .11 Toilet Paper dispensers will be: jumbo roll tissue dispenser, double roll capacity.
- .12 Paper Towel dispenser will be: hand-lever or touchless towel dispenser.
- .13 Hand Soap dispenser will be: wall mounted, plastic moulded, in a neutral colour, pump/manually activated or automatic dispenser.
- .14 Hand Sanitizer dispenser will be: wall mounted, plastic moulded, in a neutral colour, pump/manually activated or automatic dispenser.
- .15 Jumbo roll bathroom tissue will be: white, 2 ply, minimum 40% post consumer waste. Minimum 1000 ft per roll.
- .16 Paper towel will be: white, high capacity hard roll paper towel, 1 ply, minimum 40% post consumer waste. Minimum 600 ft per roll.
- .17 Hand Soap will be: liquid or foaming, fragrance free and dye free hand soap. Must meet Environmental Choice Program, Certification Criteria Document CCD-146 or Green Seal Standards GS-37. Must be ready to use with no dilution required.
- .18 Hand Sanitizer will be: antibacterial, fragrance free and dye free hand sanitizer. Must be ready to use with no dilution required.

- .19 Garbage/Recycle Bags will be:
 - .1 Small clear garbage bags: Must be 1mm in thickness, 55.9cm (W) X 60.9cm (L) (22"X24");
 - .2 Medium clear garbage bags: Must be 1.5mm thickness, or extra strong, and 66cm (W) X 91.4cm (L) (26"X36"); and
 - .3 Large clear garbage bags: Must be 1.5mm thickness, or extra strong, and 88.9cm (W) X 127cm (L) (35"X50").
- .20 Urinal pucks and screen combination must be: Environmental Choice Program Certification Criteria Document CCD-165 or Green Seal Standards GS-37.
- .21 Wax Sanitary Bags must be able to fit existing holders.
- .22 The Contractor will be responsible to replenish all material and products consumed such as paper towel, toilet paper, hand soap, hand sanitizer, sani-bags, urinal pucks, and garbage/recycling bags on a daily or as required basis.
- .23 The Contractor will be responsible to supply and install new product dispensers at each site at the outset of this Contract to the satisfaction on the Engineer. Within (5) five working days from the start of this Service Contract the Contractor will remove all existing product dispensers and replace them with their own. All dispensers removed by the Contractor will be labelled returned to the Engineer.
- .24 The Contractor is responsible for maintaining all product dispensers in good working order. Replacement of dispensers due to normal wear and tear will be the responsibility of the Contractor. Replacement of dispensers due to abuse will be the responsibility of DND. Broken dispensers will be replaced on an as required basis, subject to the approval of the Engineer.
- .25 All manufactured articles, materials, and equipment will be applied, installed and connected as specified by the manufacturer.
- .26 The weekly minimum amount of material required to properly replenish consumable products and to maintain each individual building shall be stored on site in the storage rooms in each individual building.
- .27 No substitutions or changes of Cleaning Products, Materials and Dispensers will be accepted, unless prior approval is obtained from the Engineer.

1.16 MATERIAL STORAGE

- .1 Store and maintain materials with labels intact and in original containers.
- .2 Storage shall be in those areas approved by the Engineer.
- .3 Maintain storage facility in a neat and tidy condition at all times.
- .4 Storage areas containing hazardous materials shall have entrance door markings as required by WHMIS.
- .5 Storage areas will require HMRA Holdings Report posted, which will be provided by the Contract Manager.
- .6 Containers are to bear WHMIS labels as required.

- .7 All products will be stored in some form of spill containment. The Environmental Officer will approve the containment trays to be used for the duration of this contract.
- .8 SDS Sheets for products used on this Service Contract must be in both official languages, placed in all storage areas and kept up to date by the Contractor.
- .9 Storage areas are to be locked when not in use. The Contractor is responsible for the security of his Equipment and Materials.
- .10 Storage space will be provided by the Department.

1.17 EQUIPMENT REQUIRED

- .1 The Contractor will supply cleaning equipment as listed in this paragraph.
- .2 The following equipment is considered minimum and will be held at each site at all times.
 - .1 Two mobile utility janitorial cart;
 - .2 Two 25 litre bucket c/w 75mm casters and mop ringer;
 - .3 One dry canister vacuum c/w adaptable power head hook-up. Maximum noise level (db) 60-70, and
 - .4 One dual speed floor polisher 480mm @ 170-300 RPM.
- .3 In addition to the equipment listed above, one 500mm automatic floor scrubber will be used for floor cleaning at the HMCS Queen Charlotte Naval Reserve, Queen Charlotte Armoury, and Summerside Armoury on a daily basis for the duration of this Contract. Note: The auto scrubber shall be self propelled powered by rechargeable sealed gel batteries and c/w appropriate brushes, pads and other features, as recommended by the manufacturer of the floor surface to be cleaned. Contractor shall present supporting data, that equipment is suitable when requested by the Engineer.
- .4 Quantities of brooms, mops, dusters and other devices, as deemed necessary by the Engineer shall be maintained to adequately support cleaning services, and are to be replaced when found defective, worn or unserviceable.
- .5 All equipment will be "new" or "like new" of industrial quality at the beginning of the contract and will be maintained in like-new condition for the duration of the contract.
- .6 All equipment will be maintained in a clean and sanitary condition.
- .7 All equipment will be inspected by the Engineer after the award of the Contract and on a continuing basis during the period of the contract.
- .8 Equipment fueled by propane or gasoline are not permitted inside DND buildings.
- .9 Any equipment found unacceptable by the Engineer, will be removed from the site and immediately replaced with a piece suitable to the Engineer.

1.18 SERVICE AND FREQUENCY

- .1 Annex A is a list of exterior and interior services and the minimum frequency required. Services listed are general and shall apply to all buildings.

- .2 Frequencies as indicated in Annex A are subject to change as directed by the Engineer. When frequency of work is indicated "as required", the Engineer will make the final decision as to when this service is required.
- .3 The Contractor, on award of the Service Contract, shall place the building in first class condition.

1.19 QUANTITIES AND BASIS FOR PAYMENT

- .1 The work performed under this Service Contract will be paid for on an hourly basis. The Contractor will accept the payment as full consideration for everything furnished and done by them in respect to the work.
- .2 The Contractor will submit prices for the following in accordance with the specification. Such prices will include supervision, expenses, tools, equipment, spill containment, cleaning materials, cleaning products, and product dispensers, transportation (travel time to and from the contractors base of operation will be included in the rates provided).
 - .1 Hourly rate for a cleaning person to perform daily general cleaning duties for the work specified herein at the HMCS Queen Charlotte Naval Reserve.
 - .2 Hourly rate for a cleaning person to perform daily general cleaning duties for the work specified herein at the Queen Charlotte Armoury.
 - .3 Hourly rate for a cleaning person to perform daily general cleaning duties for the work specified herein at the Brighton Compound.
 - .4 Hourly rate for a cleaning person to perform daily general cleaning duties for the work specified herein at the Support Detachment.
 - .5 Hourly rate for a cleaning person to perform daily general cleaning duties for the work specified herein at the Summerside Armoury.
- .3 The quantities described may increase or decrease and are used only as a guide for tendering. The quantities are not guaranteed and the Contractor will have no claim for loss of anticipated profits as a result of these estimated quantities.
- .4 Time charged and contract price may be verified by Government Audit before or after payment is made under the terms of this Service Contract.
- .5 The Contractor will provide service during regular working hours on an eight (8) hour per day, five (5) days per week basis between the hours of 0730hrs to 1600hrs Monday to Friday inclusive.
- .6 The Contractor will advise the Engineer of the telephone number or location at which they or their representative may be contacted at all times.
- .7 The Contractor, upon receipt of the Service Contract, will be advised by the Engineer in writing of the names of persons authorized to request service. Work undertaken at the request of others, such as building occupants, will be entirely at the Contractor's risk with regard to payment.
- .8 The Contractor will submit one invoice monthly covering all charges. The invoice will identify the type of service provided, the total hours worked and the hourly rate. The Contractor's invoice shall reference the Contract, work order and requisition numbers. Each site included in this Contract will be identified as a different line item on the invoice.
- .9 The Contractor shall maintain daily time sheets for each employee for

attendance verification. Time sheets shall:

- .1 indicate the time the employee commenced and ceased work;
- .2 be signed by the employee; and
- .3 be considered the property of DND and remain at the work site orderly room at all times.

- .10 Copies of daily time sheets are to be submitted with each monthly invoice to verify conformity to hours of work.

1.20 STATUTORY HOLIDAYS

- .1 Statutory holidays are not included in days of work and will not be paid, unless otherwise stipulated. Statutory holidays are defined as:
 - .1 New Years Day;
 - .2 Islander Day;
 - .3 Good Friday;
 - .4 Easter Monday;
 - .5 Victoria Day;
 - .6 Canada Day;
 - .7 Civic Holiday;
 - .8 Labour Day;
 - .9 Thanksgiving;
 - .10 Remembrance Day;
 - .11 Christmas Day; and
 - .12 Boxing Day.

1.21 SECURITY CLEARANCE

- .1 The Contractor shall maintain an up-to-date roster of all employees involved in this contract including managers, supervisors, operators and labourers. This roster must be made available to the Engineer upon request.
- .2 All Employee's, who will work on this Service Contract, will require a "Reliability" Security Clearance before commencement of work on any DND Property, this Security Clearance will be at no extra cost to DND. A copy of each Employee's Reliability Security Clearance must be provided to the Engineer before they start work on any DND Property.

END OF SECTION

1 GENERAL

1.01 REFERENCES

- .1 Canada Labour Code, Part 11, Canada Occupational Health and Safety Regulations.
- .2 The Prince Edward Island Health and Safety Act.
- .3 National Building Code of Canada (latest edition).

1.02 REGULATORY REQUIREMENTS

- .1 Do work in accordance with the safety measures of the National Building Code of Canada (latest edition), the Canada Labour Code Part 11, the Prince Edward Island Occupational Health and Safety Act and the Workers Compensation Board of Prince Edward Island provided that in any case of conflict or discrepancy the more stringent requirements shall apply.

1.03 RESPONSIBILITY

- .1 Contractor is responsible for the health and safety of all persons on site. Contractor is also responsible for the protection of property, persons and the environment on or adjacent to the site in so far as the work may affect these.
- .2 Contractor and all contractor's employees are to comply with all safety requirements specified in the Contract Documents as well as all applicable federal, provincial and local statutes, regulations, ordinances and with Contractor's site-specific Health and Safety Plan.
- .3 As outlined in the Canada Labour Code Part 11, the Contractor is responsible to provide a site-specific Health and Safety Plan that includes a Confined Space Entry Procedure in the event that work is deemed by the Engineer to be in a confined space. Work is not to begin until this Health and Safety Plan is submitted and approved by the Engineer.
- .4 Real Property Operation Detachment (Gagetown) employs a Lock Out/Tag Out program to prevent work related injuries due to electrical or mechanical systems being energized while personnel are working in or around these systems. The Contractor must respect these locks and tags when encountered. Do not forcibly remove these locks and/or tags at any time. If the Contractor requires that these be removed to perform work, a request is to be made to the Engineer for such removal.
- .5 As per the Canada Labour Code Part 11, it is the Contractor's responsibility to employ their own Lock Out/Tag Out program to ensure that equipment is not energized by other personnel while they are working in or around equipment.
- .6 It is the Contractor's responsibility to ensure that all their employees are provided all Personal Protective Equipment (PPE) necessary to perform all work.

1.04 UNFORESEEN HAZARDS

- .1 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of work, the Contractor must have procedures in place to facilitate the Employee's Right to Refuse Work in accordance with Acts and Regulations of Prince Edward Island. The Contractor is to advise the Engineer verbally and in writing of any employee who exercises this right.

1.05 CORRECTION OF NON-COMPLIANCE

- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Engineer.
- .2 Provide Engineer with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Engineer may stop work if non-compliance of health and safety regulations is not corrected.

1.06 WORK STOPPAGE

- .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for work.

END OF SECTION

1 GENERAL

1.01 REPORTING FIRES

- .1 Know location of nearest fire alarm box and telephone, including emergency phone number.
- .2 Report immediately all fire incidents to Fire Department as follows:
 - .1 telephone 911.
- .3 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

1.02 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS

- .1 Fire protection and alarm system will not be:
 - .1 obstructed;
 - .2 shut-off; and
 - .3 left inactive at end of working day or shift without authorization from Fire Chief.
- .2 Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief.

1.03 FIRE EXTINGUISHERS

- .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.

1.04 BLOCKAGE OF ROADWAYS

- .1 Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Fire Chief, erecting of barricades and digging of trenches.

1.05 SMOKING PRECAUTIONS

- .1 Observe smoking regulations at all times.

1.06 RUBBISH AND WASTE MATERIALS

- .1 Rubbish and waste materials are to be kept to a minimum.
- .2 Burning of rubbish is prohibited.
- .3 Removal:
 - .1 Remove all rubbish from work site at end of work day or shift or as directed.
- .4 Storage:
 - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
 - .2 Deposit greasy or oily rags and materials subject to spontaneous

combustion in approved receptacles and remove.

1.07 FLAMMABLE AND COMBUSTIBLE LIQUIDS

- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38° C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.

1.08 HAZARDOUS SUBSTANCES

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, will be in accordance with National Fire Code of Canada.
- .2 Obtain from Fire Chief a "Hot Work" permit for work involving welding, burning or use of blow torches and salamanders, in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.

1.09 QUESTIONS AND/OR CLARIFICATION

- .1 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief through the Engineer.

1.10 FIRE INSPECTION

- .1 Site inspections by Fire Chief will be coordinated through Engineer.

- .2 Allow Fire Chief unrestricted access to work site.
- .3 Co-operate with Fire Chief during routine fire safety inspection of work site.
- .4 Immediately remedy all unsafe fire situations observed by Fire Chief.

END OF SECTION

1 GENERAL

1.01 GENERAL

- .1 Contractor will take all reasonable steps to ensure that they and their employees have complied with all pertinent legislation and have protected the environment.

1.02 FIRES

- .1 Fires and burning of rubbish on site not permitted.

1.03 DISPOSAL OF WASTES

- .1 Do not bury rubbish and waste materials on site unless approved by Engineer.
- .2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

1.04 SPILL PROTECTION

- .1 The Contractor must have adequate clean up materials for any potential hazardous materials used in the completion of the work (ie. Foams, fuels, oils, lubricants, etc).

END OF SECTION

Serial	Interior and Exterior Service Required	Frequency									
		As Req'd	Twice/Day	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
1.	<u>General</u>										
	a. Emergency cleaning;	X									
	b. Dust notice boards;					X					
	c. Dust and wipe high ledges, tops of cabinets, partitions, doors, exposed pipes, etc.;					X					
	d. Hose cabinets, display areas: (1) spot clean; (2) wash and polish;			X			X				
	e. Radiators: (1) dust and damp wipe; (2) wash;					X		X			
	f. Ceiling air diffusers, air intake grills: (1) vacuum; (2) wash;						X			X	
	g. Door grill: (1) vacuum; (2) wash;					X				X	
	h. Water Dispensers: (1) wash; (2) disinfect;			X X							
	i. Blinds: (1) Vacuum; (2) Wash;						X				X
	j. Pictures, murals, clocks - clean;					X					
	k. Counters - clean;			X							
	l. Waste paper baskets & containers (other than washrooms): (1) Emptied; (2) dusted and washed;			X				X			

Serial	Interior and Exterior Service Required	Frequency									
		As Req'd	Twice/Day	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
	m. Dry garbage to be removed from building and placed in litter bins outside building;			X							
	n. Wash windows and glass partitions; and	X				X					
	o. Wash Mirrors.	X				X					
2.	<u>Entrances, Lobbies, Vestibules & Foyers</u>										
	a. Floors: (1) Sweep; (2) Wash; (3) Spray buff; (4) Removal of salt, sand and water; (5) Strip, seal and wax;	X		X X X		X					X
	b. Walls: (1) Spot clean; (2) Wash;	X							X		
	c. Foot grills and recessed pans - clean and vacuum;	X				X					
	d. Mats: (1) Vacuum; (2) Clean;	X		X		X					
	e. Glass doors and side glass (inside and out): (1) Spot clean; (2) Wash and polish;			X	X						
	f. Door frames - clean, and			X							
	g. Areas to be policed and kept free of litter, salt, sand and water.			X							
3.	<u>Stairs and Stairwell</u>										
	a. Sweep;			X							

Serial	Interior and Exterior Service Required	Frequency									
		As Req'd	Twice/Day	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
	b. Wash, and			X							
	c. Handrails - wash.			X							
4.	<u>Offices</u>										
	a. Carpets and Rugs: (1) spot clean; (2) spot vacuum; (3) thorough vacuum;	X X			X						
	b. Walls: (1) dust; (2) spot clean; (3) wash;				X X					X	
	c. Floors: (1) dust and sweep; (2) wash and spray buff; (3) spot removal; (4) vacuum; (5) strip, seal and wax;				X X X	X					X
	d. Furniture: (1) vertical dust; (2) horizontal dust; (3) wash; (4) polish; (5) vacuum;	X X X			X X						
	e. Bookcases: (1) dust exposed areas; (2) dust exposed ends of books; (3) clean and polish glass doors;				X X X						
	f. Waste paper baskets: (1) Emptied, and (2) dusted and washed.			X			X				

Serial	Interior and Exterior Service Required	Frequency									
		As Req'd	Twice/Day	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
5.	<u>Washrooms, Toilet Rooms, Showers</u>										
	a. Floors (including shower areas) scrubbed and disinfected;	X		X							
	b. Toilet seats, bowls, urinals, wash basins to be cleaned and disinfected;	X	X								
	c. Body contact points such as water taps, receptacles, dispensers, door plates, toilet seats and flush valves, etc. to be disinfected;	X	X								
	d. Dust and clean flush tanks, dispensers, receptacles, mirrors, shelves and exposed piping;			X							
	e. Empty, wash, disinfect sani-cans and replace bags;			X							
	f. Damp wash toilet partitions;			X							
	g. Wash and disinfect walls, floor drains and floor drain covers;			X							
	h. Remove waste paper;			X							
	i. De-scale toilet bowls and urinals;			X							
	j. Soap dispensers, shower dispensers, toilet paper, sani-bags, paper towel, and urinal drip system dispensers to be replenished;	X									
	k. Refuse receptacles to be washed and disinfected, and			X							
	l. Shower stall walls and floors scrubbed and disinfected.			X							

Serial	Interior and Exterior Service Required	Frequency									
		As Req'd	Twice/Day	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
6.	<u>Corridors and Halls</u> a. Floors: (1) sweep/dry mop; (2) wash and spray buff; (3) spot removal; and (4) strip, seal and wax.	X X X		X X X							X
	b. Carpets: (1) thorough vacuum; (2) spot clean;	X		X							
	c. Walls: (1) spot clean, and (2) wash.	X							X		
7.	<u>Locker and Dressing Rooms</u> a. Floors: (1) Sweep; (2) Wash and spray buff; (3) Spot clean; (4) Strip, seal and wax;	X X X		X X X							X
	b. Walls: (1) spot clean; (2) dust, and (3) wash.	X						X	X		
8.	<u>Lunchrooms, Kitchenettes and Lounges</u> a. Floors: (1) sweep; (2) wash and spray buff; (3) spot clean; (4) strip, seal and wax;	X X X		X X X							X

Serial	Interior and Exterior Service Required	Frequency									
		As Req'd	Twice/Day	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
	b. Walls: (1) spot clean; (2) wash;	X							X		
	c. Counters: (1) damp wipe and disinfect;			X							
	d. Sinks and faucets: (1) clean and disinfect;			X							
	e. Ranges and refrigerators: (1) damp wipe exterior surfaces; (2) clean under and behind; (3) clean interiors of refrigerators when empty when requested, and (4) clean interiors of ranges.	X X			X			X			
9.	<u>Training and Lecture Rooms</u>										
	a. Floors: (1) sweep; (2) wash and buff; (3) spot clean; (4) strip, seal and wax;	X X X		X X X							X
	b. Carpets and Rugs: (1) spot clean; (2) spot vacuum; (3) thorough vacuum;	X			X	X					
	c. Walls: (1) spot clean; (2) dust; (3) wash;	X			X	X					
	d. Furniture: (1) vertical dust; (2) horizontal dust; (3) wash; (4) polish, and (5) vacuum.	X X X			X X						

[illegible]

Solicitation No. - N° de l'invitation
W6898-200492/A
Client Ref. No. - N° de réf. du client
W6898-200492

Amd. No. - N° de la modif.
File No. - N° du dossier
STJ-9-42064

Buyer ID - Id de l'acheteur
stj004
CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

SECURITY REQUIREMENTS CHECK LIST



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W6898-200492

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 DND		2. Branch or Directorate / Direction générale ou Direction ADMIE (RPOU GAGETOWN)	
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 Services HMCS Queen Charlotte, Queen Charlotte Armoury and Brighton Compound, Charlottetown PE, Support Detachment, West Royalty PE, Summerside Armoury, Siemon Park PE			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED 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"/>	



Government
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du Canada

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Security Classification / Classification de sécurité
Unclassified

PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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



RELIABILITY STATUS
COTE DE FIABILITÉ



CONFIDENTIAL
CONFIDENTIEL



SECRET
SECRET



TOP SECRET
TRÈS SECRET



TOP SECRET - SIGINT
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL
NATO CONFIDENTIEL



NATO SECRET
NATO SECRET



COSMIC TOP SECRET
COSMIC TRÈS SECRET



SITE ACCESS
ACCÈS AUX 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 ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?



No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											CONFIDENTIEL	TRÈS SECRET	NATO DIFFUSION RESTREINTE			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

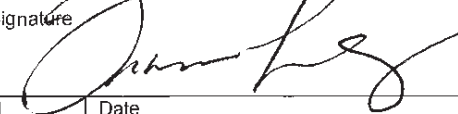
Contract Number / Numéro du contrat

W6898-200492

Security Classification / Classification de sécurité
Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Francis Logue		Title - Titre Contracts Officer	Signature 
Telephone No. - N° de téléphone (506) 422-2000 Ext 2677	Facsimile No. - N° de télécopieur (506) 422-1248	E-mail address - Adresse courriel Francis.Logue@forces.gc.ca	Date FEB 12 2020

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Sasa Medjovic		Title - Titre Senior Security Analyst	Signature
Telephone No. - N° de téléphone 613-996-0286	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel sasa.medjovic@forces.gc.ca	Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Kelly Mureta Contract Security Officer Tel: 613-941-0441 kelly.mureta@tpsgc-pwgsc.gc.ca		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Solicitation No. - N° de l'invitation
W6898-200492/A
Client Ref. No. - N° de réf. du client
W6898-200492

Amd. No. - N° de la modif.
File No. - N° du dossier
STJ-9-42064

Buyer ID - Id de l'acheteur
stj004
CCC No./N° CCC - FMS No./N° VME

ANNEX “E” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.

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)

Buyer ID - Id de l'acheteur
stj004
CCC No./N° CCC - FMS No./N° VME