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**Request for Proposal (RFP)
Demande de proposition (DDP)**

Proposal To: Natural Resources 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.

Comments – Commentaires

Issuing Office – Bureau de distribution

Finance and Procurement Management
Branch
Natural Resources Canada
1055 PEPS Street
Quebec (Quebec) G1V 4C7

Title – Sujet	
Janitorial Services (Housekeeping) – Northern Forestry Centre (NoFC)	
Solicitation No. – No de l’invitation NRCan- 5000050287	Date May 14 th 2020
Requisition Reference No. - N° de la demande 156998	
Solicitation Closes – L’invitation prend fin at 02:00 PM Eastern Daylight Savings Time (EDT) on June 25th 2020	
Address Enquiries to: - Adresse toutes questions à: caroline.demers3@canada.ca	
Telephone No. – No de telephone 418-648-8308	Fax No. – No. de Fax n/a
Destination – of Goods and Services: Destination – des biens et services: Northern Forestry Centre Natural Resources Canada 5320, 122 Street Northwest Edmonton, AB T6H 3S5	
Security – Sécurité There is security requirements associated with this requirement	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l’entrepreneur 	
Telephone No.:- No. de téléphone: Facsimile No.:- No. de télécopieur:	
Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie) 	
Signature _____	Date _____



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The Articles contained in this document are mandatory in their entirety, unless otherwise indicated. Acceptance of these Articles, in their entirety, as they appear in this document, is a Mandatory requirement of this RFP. Suppliers submitting a proposal containing statements implying that their proposal is conditional on modification of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.

Bidders with concerns regarding the provisions of the Bid Solicitation document (including the Resulting Contract Clauses) should raise such concerns in accordance with the Enquiries provision of this RFP.



PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist and the Insurance Requirements.

The Appendixes include the Evaluation Criteria and the Financial Proposal Form and the building plans

1.2 Summary

By means of the RFP, NRCan is seeking proposals from bidders for janitorial services (housekeeping) at Northern Forestry Centre (NoFC), located at 5320, 122 Street Northwest in Edmonton.

- 1.2.1 The contract period is one (1) year with the option to extend the term of the Contract by up to three (3) additional twelve (12) month periods.
- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- 1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).
- 1.2.4 There is an optional site visit associated with this requirement.



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 will be done in writing, by email.



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 with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

- **In the complete text content (except Section 3) Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.” **Delete:** “PWGSC” and **Insert:** “NRCan”
- **Section 2: Delete:** “Suppliers are required to” and **Insert:** “It is suggested that suppliers”
- **Subsection 1 of Section 8:** Delete entirely
- **Under Subsection 2 of Section 20:** Not applicable

2.2 Submission of Bids

It is the Bidders responsibility to ensure that proposals are sent to the following e-mail address, by the time and date indicated on page 1 of this RFP document:

nrcan.quebecbid-soumissionquebec.rncan@canada.ca

IMPORTANT

It is requested that you write the following information in “Subject” of the e-mail:

RNCan-5000050287-Janitorial Services- – Northern Forestry Centre (NoFC)

The address above is reserved for the submission of your proposal. No other communication should be sent to that address.

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

NRCan will not assume responsibility for proposals directed to any other location.

The onus is on the Bidder to ensure that the proposal is submitted correctly to the above address. Not complying with the above instructions may result in NRCan’s inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions



2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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.

2.4 Applicable Laws

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

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

2.5 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.

2.6 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at :

5320, 122 Street Northwest , Edmonton

June 15th, 2020 at 10:00 a.m. EDT

Please report to the reception upon arrival

Bidders must communicate with the Contracting Authority no later than forty-eight (48) hours prior to the visit **to confirm attendance** and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1 electronic copy)

Section II: Financial Bid (1 electronic copy) in a separate file and document

Section III: Certifications (1 electronic copy)

Section IV: Additional Information (1 electronic copy)

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

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

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Financial Proposal Form in Appendix 2. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

In Section IV of their bid, bidders should provide:

1. the 1st page of this RFP signed with their legal name;
2. the name of the contact person (provide also this person's mailing address, phone numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Appendix 1– Evaluation Criteria.

4.2 Basis of Selection

4.2.1 Minimum Point Rating

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 71 points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 118 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



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. 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 Declaration of Convicted Offences

In accordance with 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 with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – List of Names

In accordance with 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 with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- Bidders bidding as partnerships do not need to provide lists of names.

Name of Bidder: _____

OR



Name of each member of the joint venture:

Member 1: _____
 Member 2: _____
 Member 3: _____
 Member 4: _____

Identification of the administrators/owners:

SURNAME	NAME	TITLE

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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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 Status and Availability of Resources

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

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



5.2.4 Education and Experience

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

5.2.5 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.



Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant; _____
- b. date of termination of employment or retirement from the Public Service. _____

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant; _____
- b. conditions of the lump sum payment incentive; _____
- c. date of termination of employment; _____
- d. amount of lump sum payment; _____
- e. rate of pay on which lump sum payment is based; _____
- f. period of lump sum payment including:
 - start date _____
 - end date _____
 - and number of weeks _____
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

Professional fees	Amount
_____	_____
_____	_____

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.



5.2.6 Aboriginal Designation

Who is eligible?

- a) An Aboriginal business, which can be:
- i. a band as defined by the Indian Act
 - ii. a sole proprietorship
 - iii. a limited company
 - iv. a co-operative
 - v. a partnership
 - vi. a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

OR

- b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

The bidder must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

- Our Company is NOT an Aboriginal Firm, as identified above.
- Our Company is an Aboriginal Firm, as identified above.



PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirements

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

- a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b) the Bidder must provide the names of all individuals who must have access to protected or classified information or goods or to work in establishments to which access is regulated;

2. Before awarding a contract, the following conditions must be met:

- a) the individuals proposed by the tenderer and who must have access to protected or classified information or goods or to work establishments to which access is regulated must have a security clearance as indicated in Part 7 - Resulting contract clauses;

3. Bidders are reminded to quickly obtain the required security clearance. The decision to delay the award of the contract, to allow the successful bidder to obtain the required security clearance, remains at the sole discretion of the Contracting Authority.

4. For additional information on security requirements, Bidders should consult the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.



PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid entitled _____, dated _____. (*to be completed at contract award*)

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

2010C (2016-04-04), General Conditions –Services - Medium Complexity, apply to and form part of the Contract.

- As applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan).

7.3 Dispute Resolution

Mediation

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

Arbitration

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator. The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

Meaning of "Dispute"

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.



The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

7.4 Security Requirements

7.4.1 The following security requirements (*SRCL and related clauses provided by ISP*) 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).

7.4.2 The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) that the Contractor and individual(s) hold a valid security clearance at the required level.

7.5 Term of Contract

7.5.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive (*to be completes at contract award*)

7.5.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional twelve (12) month periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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



7.6 Authorities

7.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Caroline.Demers
Title: Senior Procurement Officer
Organization: Natural Resources Canada
Address: 1055 PEPS Street, Quebec, QC, G1V 4C7
Telephone: 418-648-8308
E-mail address: caroline.demers3@canada.ca

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

7.6.2 Project Authority (*to be provided at contract award*)

The Project Authority for the Contract is:

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

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

7.6.3 Contractor's Representative (*to be provided at contract award*)

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

7.7 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information



will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.8 Payment

7.8.1 Basis of Payment – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B for a cost of \$ _____ (amount to be insert at contract award). Customs duties are included and Applicable Taxes are extra.

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

7.8.2 Method of Payment - Progress Payments

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month during twelve (12) months, for cost incurred in the performance of the Work, up to 90 percent of the amount claimed and approved by Canada if:
 - a. an accurate and complete claim for payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - b. the amount claimed is in accordance with the basis of payment;
 - c. the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted."
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.9 Invoicing Instructions

Invoices shall be submitted using **one of the following methods:**

<p><u>E-mail:</u></p> <p>nrcan.invoiceimaging-servicedimageriedesfactures.nrcan@canada.ca</p> <p>Note: Attach "PDF" file. No other formats will be accepted</p>
OR



Fax:

Local NCR region: **613-947-0987**

Toll-free: **1-877-947-0987**

Note: Use highest quality settings available.

Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers: Contract number: _____ *(to be identified at contract award)*

Invoicing Instructions to suppliers: <http://www.nrcan.gc.ca/procurement/3485>

7.10 Certifications

7.10.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.11 Applicable Laws

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

7.12 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 (2016-04-04), 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) Annex D, Insurance Requirements ;
- (g) the Contractor's bid dated _____, *(to be inserted at contract award)*.

7.13 Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)



7.14 Insurance Requirements

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

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

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

7.15 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.



ANNEX A- STATEMENT OF WORK

SW.1.0 TITLE

Janitorial Services Natural Resources Canada (NRCan) Northern Forestry Centre (NoFC)

SW.2.0 OBJECTIVES

SW.2.1

Contractor must perform all necessary janitorial services as outlined in the Statement of Work, maintaining the interior of structure (estimated at approximately 5,800 m² of vinyl tile, 455 m² of quarry or ceramic tile, 1200 m² of carpeted areas and 950 m² of concrete and epoxy surfaces) in a clean sanitized condition. The performance of the work covers all areas throughout the building with the exception of specific areas such as the boiler room, small hand tool storage room, basement stores and electrical rooms.

SW.2.2

A provision of a person or persons to represent the contractor in dealings with the Project Authority or an acting authority. The Project Authority has NRCan authority to decide whether parts of the work performed has the level of quality specified in the proposed contract. Project Authority can question, accept or reject the quality and quantity of any labor or material used in the execution of the contract. Project Authority to assist in defining the Statement of Work which outlines the contractor's responsibilities within the proposed contract. Project Authority is permitted to ask for or question the timing or scheduling of various phases of the work.

SW.2.3

A provision of adequate supervision and staff to carry out cleaning duties in accordance with the frequencies and specifications indicated in this Statement of Work. A supervisor along with 2 additional staff (3 total) personnel to be on site with each performing contracted duties Monday to Friday for a 8 hour period daily. Staggered start times for janitorial staff to allow for a service period from 06:30 to 16:30 pm Monday to Friday. Duties such as deep cleaning of lavatories, cleaning and waxing of flooring, general office cleaning can be scheduled from 18:00 until 06:00 weekdays or on weekends 08:00 to 18:00.

SW.2.4

In accordance with regulations at Northern Forestry Centre, NRCan Facility all janitorial staff working on this contract are required to swipe their building access card on entering and exiting of the building.

SW.2.5

In accordance with Northern Forestry Centre Fire Alarm response protocol all janitorial staff working on site during an active alarm situation are required to evacuate the building and report to the designated Muster Point (currently the Muster Point is at the south side of the Yellow Barn). Janitorial staff are to remain on site and at the Muster Point until an "all clear" is given.

SW.2.6

Contractor to supply all staff, tools, equipment and cleaning supplies to complete contract. All products and equipment used must have the approval of the Project Authority and are to remain on site during the contracted period.

Equipment maintenance and repairs shall be at the contractor's responsibility.

All equipment used for cleaning operations must be in good condition, certified for use in the application intended and CSA/ULC approved. Equipment is subject to inspection by the Project Authority at any time. If equipment is found to be defective, it shall be removed from the work site and replaced/repaired within 5 working days.



CLEANLINESS & HYGIENE: Janitorial rooms and storage closets shall be kept clean, neat and tidy at all times. Dusters and mops, both wet and dry shall be thoroughly cleaned daily to avoid odors and hygiene problems. The cloth or brush used for the cleaning of toilets and urinals shall not be used for any other purposes.

Color coded cleaning cloths - for the purpose of hygiene and ease of identification the contractor will supply the following colored cleaning/dusting cloths:

RED OR PINK - for cleaning toilets and urinals
BLUE OR GREEN - for cleaning sinks, countertops, and wiping down tables
WHITE OR YELLOW - for all other general dusting duty

SW.2.7

Contractor to provide the Project Authority a Safety Data Sheet (SDS) for all products used in the contractual duties.

SW.2.8

All janitorial staff to wear proper PPE while performing duties outlined in this contract. While working in laboratory areas PPE eye protection is a mandatory requirement.

SW.2.9

Essential for all janitorial staff working on site to speak/read/write English.

SW.3.0 PROJECT REQUIREMENTS – FLOOR CLEANING

Definition for Clean/Cleaned is washed with clean, soapy, warm water by floor mopping machine, hand mop with bucket or hand wipe with cloth and bucket. This is what is required to ensure a clean consistent finished appearance throughout the floor area, corners and edges.

SW.3.1 Floors - Office Areas, Laboratories And Lavatories

- a. All hard floors to be swept and damp mopped clean daily for lavatories and reception area. Weekly for office areas and laboratories or as requested by the Project Authority, using a dust control method (compound not to be used).
- b. All floors to be swept and damp-mopped with clean warm water.
- c. All baseboards to be washed and scuffs removed bi-weekly for offices and laboratories and daily for lavatories or as requested by the Project Authority.
- d. Janitorial staff are not to gain entry into laboratory rooms if doors are locked. Floor cleaning services will require scheduling with laboratory authority and to be completed while laboratory staff is present.
- e. All hard floor surfaces requiring waxing are to be stripped completely, removing all wax annually. The floors must be rinsed with clean warm water and after a complete scrubbing, two coats of wax must be applied. Between wax coatings and after the final coat is applied the wax is to be allowed to dry completely and buffed. All wax that has accumulated under furniture or on baseboards, doors or door frames must be removed. This work is to be completed between the hours of 18:00 and 06:00 or on weekends with the Project Authority's approval.
- f. Flooring corners are to be kept free of dirt, dust and dirty water marks at all times.
- g. Care must be given not to allow cleaning solution to seep under or around furniture, furniture legs, file cabinets and partitions. Areas of concern are the bottom of the lavatory fixtures, waste containers, partitions and corners around doorways/inside walls. Hand mopping or hand wiping in these areas maybe required.



- h. The above operations maybe required to be performed more frequently than specified depending on traffic conditions, seasonal considerations or if requested by the Project Authority or his acting authority.

SW.3.2 Floors In Corridors

- a. All floors to be swept daily using a dust control method (compound not to be used).
- b. All floors to be mopped clean with warm soapy water as per schedule.
- c. All baseboards to be washed and scuffs removed monthly.
- d. Between the months of October to May additional daily floor cleaning will be required between entrance points and elevator/main stairwell, the Reception entrance area (including vestibule) will require additional daily floor cleaning.
- e. Care must be given not to allow cleaning solution to seep under or around file cabinets, copier equipment and partitions. Area of concern is under the front of the cafeteria sales counter and corridor as well as the furniture legs in the cafeteria seating area and the bottom corners around doorways and inside walls. Hand mopping or hand wiping these areas maybe required.
- f. All floor surfaces requiring waxing are to be stripped completely, removing all wax annually. The floors must be rinsed with clean warm water and after a complete scrubbing, two coats of wax must be applied. Between wax coatings and after the final coat is applied the wax is to be allowed to dry completely and buffed. All wax that has accumulated on baseboards, doors, door frames or walls must be removed. This work is to be completed between the hours of 18:00 and 06:00 or on weekends with the Project Authority's approval.

SW.3.3 Floors – Ceramic, Marble, Quarry Or Terrazo Tiles

- a. All floors must be swept daily using a dust control method (compound not to be used).
- b. All floors to be damp-mopped daily to remove all dirt, scuffs and foreign substances.
- c. All floors must be washed and scrubbed with an abrasive cleaner to remove all stains and other accumulated dirt.
- d. All baseboards to be washed and scuffs removed monthly.
- e. Care must be given to flooring corners and edges that dirt and grime does not appear or build up. Hand mopping or hand wiping maybe required for these areas.
- f. Annually, floor tiles and grout requiring a sealant application are to be cleaned completely and a sealant application is to be applied. This work is to be completed between 18:00 and 06:00 hours or on weekends with the Project Authority approval.
- g. Any sealant that has accumulated on baseboards, doors, doorframes or walls is required to be removed.

SW.3.4 Concrete Floors – Epoxy Coated And Non Coated

- a. Concrete and epoxy coated flooring in corridors to be swept and mopped daily.
- b. Concrete and epoxy coated floors in offices, stores and shops are to be swept weekly and mopped bi-weekly.
- c. Concrete floors in storage areas are to be swept and damp mopped clean on request by the Project Authority (no more then once a week).
- d. Concrete and epoxy coated floors in the common areas of the Greenhouse, Header house, Cold Storage and Yellow Barn to be swept and damp mopped clean weekly.
- e. All baseboards to be washed and scuffs removed every 3 months.
- f. Care must be given to flooring corners and edges that dirt and grime does not appear or build up. Hand mopping or hand wiping maybe required for these areas.



SW.3.5 Carpeted Floors – Executive Offices, Board and Conference Rooms

- a. Carpeted floors in general office areas to be vacuumed weekly.
- b. Carpeted floors in Executive Offices, Board and Conference Rooms to be vacuumed every 3rd day.
- c. Carpet areas to be spot cleaned (water extraction machine) on request(s) by the Project Authority. If a spot clean request exceeds 50% of a room's square footage it will no longer be eligible for spot cleaning services.
- d. Carpeted floors in Conference Rooms that have had a dining event are to be vacuumed and spot cleaned prior to set up for a following event. The Project Authority will advise the contractor on the requirement and scheduling for this service.
- e. All baseboards to be washed and scuffs removed monthly.
- f. Entrance way floor mats are to be vacuumed and edging mopped clean on a daily basis, between the change out dates.

SW.4.0 PROJECT REQUIREMENTS – FURNITURE CLEANING

SW.4.1 Furniture

Dusted method with a damp cloth and clean disinfecting water (warm water with a mild soap agent the definition for clean disinfecting water).

- a. All office furniture, cabinets, partitions, window sills and doorframes where applicable to be dusted bi-weekly.
- b. All exposed vertical surfaces on furniture, cabinets, blinds, doors and doorframes where applicable to be dusted monthly.
- c. All office furniture including chair legs and armrests to be damp wiped clean monthly.
- d. All cafeteria tabletops, chairs, counters, microwave exterior, fridge exterior and cabinets to be wiped clean daily.
- e. All cafeteria table and chair legs to be wiped clean monthly or as requested by the Project Authority.
- f. Executive office kitchen sink and counter to be cleaned weekly.
- g. All boardroom, conference, Indigenous Learning Centre and executive office furniture, cabinets and partitions to be damp wipe cleaned, all surfaces bi-weekly. Spot cleaning when required or as requested by the Project Authority.
- h. Chalk and whiteboard frames and trenches to be cleaned weekly.
- i. All office, reception area and corridor bookcases and information brochure stands including the tops are to be dusted every 2nd month. Books and brochures are not to be removed. Wiped clean if there is spills or dirt marks, care to be given to the bottom to ensure there is no marks due to floor cleaning equipment.
- j. Janitorial contractor is to do **no** furniture, cabinet, or partition cleaning in the laboratory areas.
- k. Upholstered chairs in offices, conference rooms, boardrooms, reception and waiting areas to be spot cleaned on request by the Project Authority. This is for the removal of any accidental staining due to spills or grime.

SW.5.0 PROJECT REQUIREMENTS – GENERAL CLEANING

Definition for damp wiped clean – clean cloth and warm water with a mild soap agent.

SW.5.1 Laboratory Rooms

- a. All floors to be swept and damp mopped clean weekly for laboratories or as requested by the Project Authority, using a dust control method (compound not to be used).



- b. Janitorial staff are not to gain entry into laboratory rooms if doors are locked. Floor cleaning services will require scheduling with laboratory authority to be completed while laboratory staff is present.
- c. All waste/recycling containers are to be emptied daily. Room entry is prohibited when door is locked, arrangements are to be made with laboratory authority to have waste containers emptied (eg. containers can be left in the corridor if room is to be locked).
- d. All containers are to be wiped clean weekly, inside and out including lid or as required. Exterior door slab, knob and frame (corridor side only for laboratory entry doors) are to be wiped clean/disinfected bi-weekly or as requested by the Project Authority.

All janitorial staff are to wear PPE which includes eye protection (PPE – Safety Glasses) while performing duties listed in section SW.5.1.

SW.5.2 Interior Doorways, Walls And Partitons

Please note all interior cleaning as outlined in section SW.5.2 is **not** to be performed in laboratory areas.

- a. All interior walls, glass block inserts and partitions in offices to be damp wiped cleaned annually or as required for removing spills, hand prints and scuffs or on request of the Project Authority.
- b. All interior walls and partitions in corridors to be damp wiped every 18 months or as required for removing spills, hand prints and scuffs or on request by the Project Authority. .
- c. All interior doorways, slabs, frames, transits and thresholds if applicable to be damp wiped clean every 6 months or on request by the Project Authority. Spot cleaning is required of all visible scuffs, grime, spills, dirt or handprints. A general appearance of cleanliness is required.
- d. All picture frames and glass to be dusted and damp wiped clean every 6 months or on request by the Project Authority.
- e. Wooden wall coverings and décor pieces are to be dusted and damp wiped every 6 months or on request by the Project Authority.
- f. All wooden features to receive a wood oil application every 18 months. The Project Authority is to supply the wood oil product to be utilized.
- g. All wall sconce light fixtures are to be damp wiped clean annually. Consultation and approval of the Project Authority, will require the electrical supply to be terminated while performing the cleaning service.
- h. All vinyl wall coverings located in the main stairwell to be washed every 3 months using the proper cleaning solution from the mural supplier. The Project Authority to advise on what product and method is to be used.

SW.5.3 Stairwells

- a. All handrails to be dusted and cleaned/disinfected daily.
- b. Vertical rails are to be dusted and damp wiped cleaned weekly.
- c. Wooden handrail inserts to be cleaned/disinfected weekly.
- d. Cleaning of stairs includes steps, risers and railing sills. Care to be given to ensure corners and along dividers are kept clear of dust, debris, dirt and cobwebs. Report any loose or damaged areas to the Project Authority.
- e. Main stairwell to be swept and damp mopped cleaned daily or on request by the Project Authority (spot cleaning maybe required due to spillage or when heavy traffic occurs – no more then one spot clean request per day).
- f. Administrative Wing stairwell to be swept and damp mopped cleaned every 3 days or on request by the Project Authority (no more then one spot clean request per week).
- g. Emergency stairwell exits (located NW and SW ends of the main building) to be swept and damp mopped cleaned weekly or on request by the Project Authority (spot clean due to spill or when dirty traffic occurs – no more then one spot clean request per week).



- h. All Emergency Doors located in the Administrative and Emergency stairwells interior side, door slabs, handles and frames are to be wiped clean bi-weekly. Care is to be given not to accidentally open or leave these doors dislodged.
- i. All stairwell door slabs, thresholds, handles and frames (both sides) to be wiped clean every 3 days. Removal of all spills, grime, handprints, dirt marks and scuffs.

SW.5.4 Elevators

- a. Elevator floors are to be vacuumed and damp mopped daily. Care is required to ensure no dirt or debris remains in the corners and in the metal door tracks. Hand mopping or hand wiping maybe required.
- b. Elevator door exterior/interior panels to be wiped clean weekly or if requested by the Project Authority due to a spill or dirty traffic.
- c. Exterior and interior signaling buttons are to be wiped clean/disinfected daily.
- d. Interior walls and construction padding to be wiped clean weekly.
- e. Removal of the construction padding and the cleaning of both sides along with the interior wall to be completed annually or if requested by the Project Authority (no more then once a year for requests).
- f. Ceiling components of the elevators to be cleaned semi-annually or if requested by the Project Authority (no more then once a year for requests).

SW.5.5 Window Cleaning

Please note all window cleaning as outlined in section SW.5. is **not** to be performed in laboratory areas.

- a. All office interior windows and sills to be cleaned annually. Schedule approval required from the Project Authority.
- b. Corridor window interiors to be cleaned monthly or as required by the Project Authority for removal of prints and grime.
- c. Reception south facing windows interior cleaning every 2 months.
- d. Reception south facing windows exterior to be cleaned every 2 months, starting in May and ending in October for each contract year.
- e. Reception Main entry north facing windows including the vestibule glass partitions to be cleaned interior/exterior weekly.
- f. Reception Main glass doors to be cleaned interior/exterior daily. Door handles to be cleaned/disinfected daily. Door glass interior/exterior to be cleaned as needed (clear of finger prints and rub marks).
- g. Reception sliding glass doors along with frames and track to be cleaned weekly or if requested by the Project Authority.
- h. Commissionaire Services office windows, door and frames interior/exterior to be cleaned bi-weekly.
- i. North central entryway glass doors including vestibule glass interior/exterior weekly. Door glass interior/exterior to be cleaned as needed (clear of finger prints and rub marks).
- j. South central entryway glass doors to be cleaned interior/exterior weekly. Door glass interior/exterior to be cleaned as needed (clear of finger prints and rub marks).
- k. North west entryway glass door to be cleaned interior/exterior weekly. Door glass interior/exterior to be cleaned as needed (clear of finger prints and rub marks).
- l. Office, stairwell and shop doors that have glass inserts, transits or side glasses are to be cleaned monthly interior/exterior including frames.
- m. Laboratories that have glass inserts, transits or side glasses (exterior side only – corridor side) are to be cleaned monthly, including frames.
- n. Room 2034 sliding glass partition wall, frame and handles to be cleaned interior/exterior weekly or if requested by the Project Authority.



- o. Door handles on all building access ways to be cleaned/disinfected daily interior/exterior.

SW.5.6 Lavatories/Locker Rooms

- a. All toilets, seats, urinals, and sinks to be cleaned and disinfected daily. Due to increased usage the ladies washroom located in the reception area, twice daily cleaning is required or on request by the Project Authority.
- b. Counters, mirrors, waste containers exterior and faucets to be wiped clean daily.
- c. All contact points such as seats, taps, soap and towel dispensers, door knobs and stall locking mechanisms to be cleaned/disinfected daily.
- d. Sanitary cans are to be emptied, cleaned/disinfected and liner bags replaced as needed daily.
- e. All toilet bowls and urinals to be descaled weekly, using a product approved by the Project Authority.
- f. Soap dispensers, toilet paper and towel holders to be refilled daily or if required.
- g. All lavatory walls and metal partitions are to be cleaned daily using a mild cleaning solution. Care to be given to the bottom and floor edges where no dirt or grime is to build up. Hand mopping or hand wiping may be required for these areas. Walls, partitions, edges, bottom plates and floors to maintain overall cleanliness.
- h. Ceilings to be cleaned semi-annually and spot cleaning when necessary. No hand prints, splash marks or general staining to be visible.
- i. Door slabs exterior and frames interior/exterior to be cleaned monthly.
- j. Interior door slabs to be cleaned/disinfected daily.
- k. Locker room showers to be cleaned weekly.
- l. Locker room floors to be cleaned bi-weekly.
- m. Locker room door slabs, knobs, frames interior/exterior and walls to be cleaned monthly.
- n. All lockers interiors/exterior (if unlocked) to be cleaned annually or as single if requested by the Project Authority.

SW.5.7 Entrances – Interior/Exterior

- a. Exterior of entrances concreted area, stairs, around bike stands and sand boxes to be swept weekly. Entrances effected are the main reception, west, northwest and southwest.
- b. Cleaning all exterior door slabs, frames and thresholds monthly.
- c. Vestibule entrance areas to be swept and carpet vacuumed daily.
- d. Vestibule floors to be damp mopped cleaned weekly between May and October and for the winter season between November and April they are to be damp mopped daily. Baseboards, lower portion of the window frames and doors (metal insert) to be cleaned along with the floors.
- e. Semi-annual cleaning of (3) Boot Boy shoe cleaner units. Performed in the months of May and December.
- f. Exterior cigarette butt receptacles are to be emptied and cleaned interior/exterior once every 3 weeks. Location of exterior cigarette receptacles to be verified by the Project Authority.

SW.5.8 Waste Container, Paper Shredder Bags And Recycle Paper/Plastic Containers Emptying

- a. Yellow Barn waste container emptying once every 3 days.
- b. Yellow Barn waste container cleaning interior/exterior monthly or if requested by the Project Authority.
- c. Greenhouse, Header house and Cold Storage requiring waste container emptying weekly.
- d. Greenhouse, Header house and Cold Storage waste container cleaning interior/exterior monthly or if requested by Project Authority.
- e. All office waste containers to be emptied daily.
- f. Cleaning of the office waste containers interior/exterior to be semi-annually or if requested by the Project Authority.



- g. Corridor waste containers to be emptied daily.
- h. Cleaning of the corridor waste containers interior/exterior once every 2 months or if requested by the Project Authority.
- i. Maintenance and Carpentry Shop waste to be emptied every 3 days.
- j. Cafeteria area waste and recycle containers are to be emptied daily or if requested by the Project Authority.
- k. Cafeteria area waste and recycle containers are to be cleaned interior/exterior weekly or as required, lid included.
- l. Conference room waste and recycle containers are to be emptied every 3 days or if requested by the Project Authority.
- m. Conference room waste and recycle containers are to be cleaned interior/exterior weekly or if requested by the Project Authority.
- n. Recycle containers to be emptied every 3 days or if required.
- o. Emptying and cleaning of paper shredding equipment to be completed bi-weekly.
- p. Cleaning of the recycle containers interior/exterior every 3 months or if required.
- q. All plastic liners used in waste, recycle containers and shredding equipment to be replaced as needed.

SW.5.9 Janitorial Closets/Shop Sinks/Drinking Fountains

- a. Janitorial closets to maintain a good tidy clean appearance at all times. Any spills or empty containers to be dealt with accordingly. No dirt or garbage to be left at the end of the work day.
- b. Janitorial black garbage transport bins to be wiped clean interior/exterior every 2 weeks.
- c. The Janitorial office/lunch room to have a tidy clean appearance at all times.
- d. General cleaning of the janitorial closets and lunch room to be completed monthly including the floors, walls, furniture and doors/frames/knobs.
- e. Stainless steel sinks, taps and counters located in the maintenance shop and paint shop to be cleaned monthly.
- f. Daily cleaning and sanitizing of all drinking fountains with weekly water stain descaling.

SW.5.9a Fitness Room (B099)/Commissionaire Service Security Office

- a. Floors to be swept every 3 days.
- b. Floors to be damp mopped cleaned every 2 weeks or if requested by the Project Authority (no more than one additional request for service every two weeks) Using clean water with a mild detergent. Care is to be given ensuring corners, edges and around equipment bases are evenly cleaned with no dirt, dust or water stains remaining. Hand mopping or hand wiping maybe required in these areas.

SW.6.0 TASKS, RESPONSIBILITY, START-OFF MEETING AND SCHEDULE

SW.6.1 Tasks

- a. Floor Cleaning – SW.3.0 - Vinyl Tile, Stone Tile and Carpet areas require daily, weekly and spot removal service.
- b. Furniture Cleaning – SW.4.0 - Offices, executive offices, boardroom, reception, conference and cafeteria furniture.
- c. General Cleaning – SW.5.0 – Laboratory Rooms/Office Doorways, Walls and Partitions/Stairwells/Elevators/Window Cleaning/Lavatories and Locker Rooms/Entrances-Interior and Exterior/Waste, Paper Shredder & Recycle Container Emptying/Janitorial Closets, Shop Sinks and Drinking Fountains/Fitness Room-Commissionaire Service Security Office.
- d. Scheduling of duties for daily, weekly, bi-weekly, monthly, semi-annual and annual service as well as Project Authority's request for services.



SW.6.2 Responsibility Of The Company

- a. Contractor must provide to the Project Authority within 10 working days after contract awarded, the labour distribution and shift schedule, showing the date, time and duties to be performed. The schedule must be followed without deviation, unless Project Authority or an acting representative gives written approval for changes.
- b. Cleaning staff Supervisor to provide the Project Authority monthly reports (check list). Stating the janitorial duties scheduled for completion each month and indicating when completed. Project Authority to review services and report to the Janitorial Supervisor any areas of concern. All monthly scheduled work requires to be completed prior to payment. In the case a service duty has not been completed immediate notification must be given to the Project Authority and the contractor is require to indicate when the missed duty is scheduled for completion. Project Authority can then decide on whether to delay payment until outstanding work is completed.
- c. Ensure enough staffing with valid Security Clearance to cover during regular staff member's leave. During any leave of regular cleaning or supervisory staff all staffing service levels are to be maintained
- d. It should be noted that, according to article 8 of the contract, the government reserves the right to:
 1. retain the funds withheld until the contractor has completed the work in accordance with the Statement of Work; and
 2. use the funds withheld to cover liabilities resulting from the Contractor's failure to fulfill its obligations

SW.6.3 Start-Off Meeting

1. A start-off meeting will be held as soon as possible after the contract has been awarded, and a debriefing meeting will be held upon completion of the option years or by September 1st of each option year.
2. The meeting agenda will be as follows:
 - a. Reading of the most important contract clauses and review of the Statement of Work;
 - b. Exchange of information and documents;
 - c. Inspection of the cleaning areas with the Departmental Representative;
 - d. Departmental Representative's comments on specifics regarding the areas to be clean
 - e. Discussion of the emergency response process and numbers to call.
3. At this meeting, the Contractor shall provide:
 - a. Name and telephone number of the person responsible for its administration.
 - b. Name and telephone number of the person responsible for performing the work.
 - c. Communication in writing to the Departmental Representative throughout the contract period detailing any changes in the information already provided.

SW.6.4 Schedule

Schedule for the weekly office areas and laboratories cleaning service:

- **Monday:** Main Northeast and Main Southeast wings; Greenhouse and Stores corridors; and Cold Storage corridors
- **Tuesday:** Main Northwest and Main Southwest wings; and Carpentry Shop
- **Wednesday:** Second Floor all wings
- **Thursday:** Third Floor all wings; and Yellow Barn
- **Friday:** Basement offices, Admin Wing and Header house offices.



Daily:

- Washrooms; elevators; fountains; waste containers and main entrances/corridors.
- On all floors and wings carpeted floors in Executive Offices, Board and Conference Rooms to be vacuumed every 3rd day.

Laboratories waste pick up and floor cleaning to be scheduled with the lab's manager.

After hours and weekend scheduling for large cleaning requirements such as floors, deep cleaning of lavatories, offices and is permitted. If work is not part of the monthly schedule any additional planning for after hours or weekend work requires approval from the Project Authority or acting representative prior to scheduling.

Areas not including in the cleaning schedule are as follows:

B005, B014, B016 to B019, B023 to B032, B045, B052, B052A, B057, B063, B086, B097, M063, 2033, 3031, P001 to P003.

Following is a service schedule listing the tasks and service days required as per the above Statement of Work.



Natural Resources Canada Statement of Work Schedule Northern Forestry Centre - Janitorial Contract 2020/2021 Page 1 of 4	
SW.3.1 Floors - Offices, Laboratories and Lavatories	Schedule
a. All hard floors to be swept and damp mopped clean daily for lavatories and reception area. Weekly for office areas and laboratories or as requested by the Project Authority, using a dust control method.	daily weekly
c. All baseboards to be washed and scuffs removed bi-weekly for offices and laboratories and daily for lavatories or as requested by the Project Authority.	daily bi-weekly
e. All hard floor surfaces requiring waxing are to be stripped completely, removing all wax annually. The floors must be rinsed with clean warm water and after a complete scrubbing, two coats of wax must be applied. Between wax coatings and after the final coat is applied the wax is to be allowed to dry completely and buffed. All wax that has accumulated under furniture or on baseboards, doors or door frames must be removed. This work is to be completed between the hours of 18:00 and 06:00 or on weekends with the Project Authority's approval.	annually
SW.3.2 Floors in Corridors	
a. All floors to be swept daily using a dust control method	daily
b. All floors to be mopped clean with warm soapy water as per schedule.	daily
c. All baseboards to be washed and scuffs removed monthly.	monthly
d. Between the months of October to May additional daily floor cleaning will be required between entrance points and elevator/main stairwell, the Reception entrance area (including vestibule) will require additional daily floor cleaning.	daily additional seasonal
f. All floor surfaces requiring waxing are to be stripped completely, removing all wax annually. The floors must be rinsed with clean warm water and after a complete scrubbing, two coats of wax must be applied. Between wax coatings and after the final coat is applied the wax is to be allowed to dry completely and buffed. All wax that has accumulated on baseboards, doors, door frames or walls must be removed. This work is to be completed between the hours of 18:00 and 06:00 or on weekends with the Project Authority's approval.	annually
SW.3.3 Floors – Ceramic, Marble, Quarry or Terrazo Tiles	
a. All floors must be swept daily using a dust control method	daily
b. All floors to be damp-mopped daily to remove all dirt, scuffs and foreign substances.	daily
d. All baseboards to be washed and scuffs removed monthly.	monthly
f. Annually, floor tiles and grout requiring a sealant application are to be cleaned completely and a sealant application is to be applied.	annually
SW.3.4 Concrete Floors – Epoxy Coated and Non Coated	
a. Concrete and epoxy coated flooring in corridors to be swept and mopped daily.	daily
b. Concrete and epoxy coated floors in offices, stores and shops are to be swept weekly and mopped bi-weekly.	weekly bi-weekly
d. Concrete and epoxy coated floors in the common areas of the Greenhouse, Header house, Cold Storage and Yellow Barn to be swept and damp mopped clean weekly.	weekly
e. All baseboards to be washed and scuffs removed every 3 months.	3 months
SW.3.5 Carpeted Floors – Executive Offices, Board and Conference Rooms	
a. Carpeted floors in general office areas to be vacuumed weekly.	weekly
b. Carpeted floors in Executive Offices, Board and Conference Rooms to be vacuumed every 3rd day.	3 days
e. All baseboards to be washed and scuffs removed monthly.	monthly
f. Entrance way floor mats are to be vacuumed and edging mopped clean on a daily basis, between the change out dates.	daily



Natural Resources Canada Statement of Work Schedule Northern Forestry Centre - Janitorial Contract 2020/2021 Page 2 of 4	
SW.4.1 Furniture – Dusted method with a damp cloth and clean disinfecting water	Schedule
a. All office furniture, cabinets, partitions, window sills and doorframes where applicable to be dusted bi-weekly.	bi-weekly
b. All exposed vertical surfaces on furniture, cabinets, blinds, doors and doorframes where applicable to be dusted monthly.	monthly
c. All office furniture including chair legs and armrests to be damp wiped clean monthly.	monthly
d. All cafeteria tabletops, chairs, counters, microwave exterior, fridge exterior and cabinets to be wiped clean daily.	daily
e. All cafeteria table and chair legs to be wiped clean monthly or as requested by the Project Authority.	monthly
f. Executive office kitchen sink and counter to be cleaned weekly.	weekly
g. All boardroom, conference, Indigenous Learning Centre and executive office furniture, cabinets and partitions to be damp wipe cleaned, all surfaces bi-weekly.	bi-weekly
h. Chalk and whiteboard frames and trenches to be cleaned weekly.	weekly
i. All office, reception area and corridor bookcases and information brochure stands including the tops are to be dusted every 2nd month.	2 months
SW.5.1 LABORATORY ROOMS	
a. All floors to be swept and damp mopped clean weekly for laboratories.	weekly
c. All waste/recycling containers are to be emptied daily.	daily
d. All containers are to be wiped clean weekly, inside and out including lid or as required. Exterior door slab, knob and frame (corridor side only for laboratory entry doors) are to be wiped clean/disinfected bi-weekly	weekly bi-weekly
SW.5.2 INTERIOR DOORWAYS, WALLS AND PARTITONS	
a. All interior walls, glass block inserts and partitions in offices to be damp wiped cleaned annually.	annually
b. All interior walls and partitions in corridors to be damp wiped every 18 months.	18 months
c. All interior doorways, slabs, frames, transits and thresholds if applicable to be damp wiped clean every 6 months.	6 months
d. All picture frames and glass to be dusted and damp wiped clean every 6 months.	6 months
e. Wooden wall coverings and décor pieces are to be dusted and damp wiped every 6 months.	6 months
f. All wooden features to receive a wood oil application every 18 months.	18 months
g. All wall sconce light fixtures are to be damp wiped clean annually.	annually
h. All vinyl wall coverings located in the main stairwell to be washed every 3 months.	3 months
SW.5.3 STAIRWELLS	
a. All handrails to be dusted and cleaned/disinfected daily.	daily
b. Vertical rails are to be dusted and damp wiped cleaned weekly.	weekly
c. Wooden handrail inserts to be cleaned/disinfected weekly.	weekly
e. Main stairwell to be swept and damp mopped cleaned daily.	daily
f. Administrative Wing stairwell to be swept and damp mopped cleaned every 3 days.	3 days
g. Emergency stairwell exits (located NW and SW ends of the main building) to be swept and damp mopped cleaned weekly.	weekly
h. All Emergency Doors located in the Administrative and Emergency stairwells interior side, door slabs, handles and frames are to be wiped clean bi-weekly.	bi-weekly
i. All stairwell door slabs, thresholds, handles and frames (both sides) to be wiped clean every 3 days.	3 days



Natural Resources Canada - Statement of Work Schedule Northern Forestry Centre - Janitorial Contract 2020/2021 Page 3 of 4	
SW.5.4 ELEVATORS	
a. Elevator floors are to be vacuumed and damp mopped daily.	daily
b. Elevator door exterior/interior panels to be wiped clean weekly.	weekly
c. Exterior and interior signaling buttons are to be wiped clean/disinfected daily.	daily
d. Interior walls and construction padding to be wiped clean weekly.	weekly
e. Removal of the construction padding and the cleaning of both sides along with the interior wall to be completed annually.	annually
f. Ceiling components of the elevators to be cleaned semi-annually.	semi annually
SW.5.5 WINDOW CLEANING	
a. All office interior windows and sills to be cleaned annually.	annually
b. Corridor window interiors to be cleaned monthly.	monthly
c. Reception south facing windows interior cleaning every 2 months.	2 months
d. Reception south facing windows exterior to be cleaned every 2 months, seasonal.	2 months
e. Reception Main entry north facing windows including the vestibule glass partitions to be cleaned interior/exterior weekly.	weekly
f. Reception Main glass doors to be cleaned interior/exterior daily. Door handles to be cleaned/disinfected daily.	daily
g. Reception sliding glass doors along with frames and track to be cleaned weekly.	weekly
h. Commissionaire Services office windows, door and frames interior/exterior to be cleaned bi-weekly.	bi-weekly
i. North central entryway glass doors including vestibule glass interior/exterior weekly.	weekly
j. South central entryway glass doors to be cleaned interior/exterior weekly.	weekly
k. North west entryway glass door to be cleaned interior/exterior weekly.	weekly
l. Office, stairwell and shop doors that have glass inserts, transits or side glasses are to be cleaned monthly interior/exterior including frames.	monthly
m. Laboratories that have glass inserts, transits or side glasses (exterior side only – corridor side) are to be cleaned monthly, including frames.	monthly
n. Room 2034 sliding glass partition wall, frame and handles to be cleaned interior/exterior weekly.	weekly
o. Door handles on all building access ways to be cleaned/disinfected daily interior/exterior.	daily
SW.5.6 LAVATORIES/LOCKER ROOMS	
a. All toilets, seats, urinals, and sinks to be cleaned and disinfected daily. Due to increased usage the ladies washroom located in the reception area, twice daily.	daily 2 x daily
b. Counters, mirrors, waste containers exterior and faucets to be wiped clean daily.	daily
c. All contact points such as seats, taps, soap and towel dispensers, door knobs and stall locking mechanisms to be cleaned/disinfected daily.	daily
d. Sanitary cans are to be emptied, cleaned/disinfected and liner bags replaced as needed daily.	daily
e. All toilet bowls and urinals to be descaled weekly.	weekly
f. Soap dispensers, toilet paper and towel holders to be refilled daily or if required.	daily
g. All lavatory walls and metal partitions are to be cleaned daily.	daily
h. Ceilings to be cleaned semi-annually and spot cleaning when necessary.	semi annually
i. Door slabs exterior and frames interior/exterior to be cleaned monthly.	monthly
j. Interior door slabs to be cleaned/disinfected daily.	daily



Natural Resources Canada Statement of Work Schedule Northern Forestry Centre - Janitorial Contract 2020/2021 Page 4 of 4	
SW.5.6 LAVATORIES/LOCKER ROOMS - continued	
k. Locker room showers to be cleaned weekly.	weekly
l. Locker room floors to be cleaned bi-weekly.	bi-weekly
m. Locker room door slabs, knobs, frames interior/exterior and walls to be cleaned monthly.	monthly
n. All lockers interiors/exterior (if unlocked) to be cleaned annually.	annually
SW.5.7 ENTRANCES – INTERIOR/EXTERIOR	
a. Exterior of entrances concreted area, stairs, around bike stands and sand boxes to be swept weekly.	weekly
b. Cleaning all exterior door slabs, frames and thresholds monthly.	monthly
c. Vestibule entrance areas to be swept and carpet vacuumed daily.	daily
d. Vestibule floors to be damp mopped cleaned weekly between May and October and for the winter season between November and April they are to be damp mopped daily. Baseboards, lower portion of the window frames and doors (metal insert) to be cleaned along with the floors.	weekly seasonal daily
e. Semi-annual cleaning of (3) Boot Boy shoe cleaner units.	semi annual
f. Exterior cigarette butt receptacles are to be emptied and cleaned interior/exterior once every 3 weeks.	3 weeks
SW.5.8 WASTE CONTAINER, PAPER SHREDDER BAGS AND RECYCLE PAPER/PLASTIC CONTAINERS EMPTING	
a. Yellow Barn waste container emptied once every 3 days. Plastic bags replaced as needed.	3 days
b. Yellow Barn waste container cleaning interior/exterior monthly.	monthly
c. Greenhouse, Header house and Cold Storage requiring waste container emptying weekly. Plastic bags replaced as needed.	weekly
d. Greenhouse, Header house and Cold Storage waste container cleaning interior/exterior monthly.	monthly
e. All office waste containers to be emptied daily. Plastic bags replaced as needed.	daily
f. Cleaning of the office waste containers interior/exterior to be semi-annually.	semi annually
g. Corridor waste containers to be emptied daily. Plastic bags replaced as needed.	daily
h. Cleaning of the corridor waste containers interior/exterior once every 2 months.	2 months
i. Maintenance and Carpentry Shop waste to be emptied every 3 days.	3 days
j. Cafeteria area waste and recycle containers are to be emptied daily.	daily
k. Cafeteria area waste and recycle containers are to be cleaned interior/exterior weekly.	weekly
l. Conference room waste and recycle containers are to be emptied every 3 days.	3 days
m. Conference room waste and recycle containers are to be cleaned interior/exterior weekly.	weekly
n. Recycle containers to be emptied every 3 days.	3 days
o. Emptying and cleaning of paper shredding equipment to be completed bi-weekly. Plastic bags replaced as needed.	bi-weekly
p. Cleaning of the recycle containers interior/exterior every 3 months. Plastic bags replaced as needed.	3 months
SW.5.9 JANITORIAL CLOSETS/SHOP SINKS/DRINKING FOUNTAINS	
b. Janitorial black garbage transport bins to be wiped clean interior/exterior every 2 weeks.	2 weeks
d. General cleaning of the janitorial closets and lunch room to be completed monthly.	monthly
e. Stainless steel sinks, taps and counters located in the maintenance shop and paint shop to be cleaned monthly.	monthly
f. Daily cleaning and sanitizing of all drinking fountains with weekly water stain descaling.	daily weekly
SW.5.9a FITNESS ROOM (B099)/COMMISSIONAIRE SERVICE SECURITY OFFICE	
a. Floors to be swept every 3 days.	3 days
b. Floors to be damp mopped cleaned every 2 weeks.	2 weeks



ANNEX B -BASIS OF PAYMENT

(to be completed at contract award)



ANNEX C - SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat 156998
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 Natural Resources Canada	2. Branch or Directorate / Direction générale ou Direction SGSI	
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 -Edmonton		
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"/>	All NATO countries Tous les pays de l'OTAN <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 of Canada
Gouvernement du Canada

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PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMBLEMES | | | |

Special comments:
Commentaires spéciaux : _____

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

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

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



ANNEX D - INSURANCE REQUIREMENTS

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.
 - 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. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.



- m Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- n Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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.



APPENDIX 1 - EVALUATION CRITERIA

Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan's assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: project one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

1. TECHNICAL CRITERIA

1.1 MANDATORY REQUIREMENTS

The Mandatory Requirements listed below will be evaluated on a simple pass/fail (i.e. compliant/non-compliant) basis. Proposals which fail to meet the Mandatory Requirements will be deemed non-responsive and given no further consideration.

Proposals MUST demonstrate compliance with all of the following Mandatory Requirements and MUST provide the necessary documentation and information to support compliance.



Req. ID	Mandatory Requirement	Pass / Fail
M1	<p>Bidders MUST have successfully completed, at least one (1) contract of similar scope and in the same field as required herein, and this, within the past three years from the date of the closing of bids.</p> <p><u>“Similar in scope “ means:</u> an experience entailing an institutional housekeeping contract for a building at least 158,843 square feet in size, or with a monetary value of over 75,000/year.</p> <p><u>“Same field” means:</u> Office building cleaning services including tasks equivalent to what is described in the statement of work of Annex A.</p> <p>In order to demonstrate that their enterprise has the required qualifications, bidders should submit at least the following information:</p> <ul style="list-style-type: none">• The title of the contract;• A description of the housekeeping services provided list duties equivalent to those mentioned in the statement of work at Annex A;• The name of the organization/client, including the name and phone number of a contact person• The exact dates of the contract (month and year of the start and end/delivery). <p><i>NRCan reserves the right to contact the named client project authorities to verify the accuracy and veracity of the Bidders cited Service Summary.</i></p>	
M2	<p>Bidders MUST propose a site Supervisor or Team Leader to be assigned to this project and identify it in their bid.</p> <p>The site Supervisor/team leader MUST have at least one year of experience with environmental regulatory compliance and environmental management related to hazardous materials,.</p> <p>His/her curriculum vitae should also be included in the bid.</p>	



1.2 EVALUATION OF RATED CRITERIA

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria

Proposals must achieve the stated minimum points required overall for the rated criteria to be assessed as responsive under the point rated technical criteria section; proposals not meeting the minimum required points will be deemed non-responsive. Proposals will be evaluated based on the following criteria:

Req. ID	Rated Requirement	Maximum Points Available	Proposal Page #
RC1	<p>Understanding of the scope and objectives of the work, and distribution of effort</p> <p>Bidders should demonstrate a full understanding of contractual requirements along with a sufficient description of the contractor's responsibilities of performance. They should clearly provide a detailed staffing schedule outlining staff requirements and work hours in performing duties.</p> <p style="padding-left: 40px;">a. Excellent (9-10 points) b. Very Good (7-8 points) c. Good (5-6 points) d. Insufficient (3-4 points) e. Weak (1-2 points) f. Unacceptable (0 point)</p> <p>Refer to the assessment scale at the end of this document</p>	40	
RC2	<p>Management Method</p> <p>Bidders should clearly describe the way in which they propose to ensure that the following criteria are appropriately managed. <i>10 points maximum to each element</i></p> <p>-quality of services -use of adequate and ecologically-friendly products -meeting deadlines in the calendar -supervising employees (with or without specific needs and/or limitations)</p> <p style="padding-left: 40px;">a. Excellent (9-10 points) b. Very Good (7-8 points) c. Good (5-6 points) d. Insufficient (3-4 points) e. Weak (1-2 points) f. Unacceptable (0 point)</p> <p>Refer to the assessment scale at the end of this document</p>	40	



RC3	<p>Experience in Environmental Compliance and Management</p> <p>Bidders should demonstrate their experience in providing and implementing high environmental standards.</p> <p>2 points for each example of sound industry environmental practices, such as reuse, renew, recycle products/practices, to a maximum of 8 points</p>	8	
RC4	<p>Health and Safety</p> <p>Bidders should clearly demonstrate that they are aware of and will explicitly apply all health and safety requirements</p> <p>-environment / building (maximum 5 points) -protective gear for employees / staff (maximum 5 points) -products / machinery (maximum 5 points)</p> <p>a. Excellent (5 points) b. Very Good (4 points) c. Good (3 points) d. Insufficient (2 points) e. Weak (1 point) f. Unacceptable (0 point)</p> <p>Refer to the assessment scale at the end of this document</p>	15	
RC5	<p>Supervisor or Team Leader Additional Experience</p> <p>Bidders should outline the additional experience of the supervisor or Team leader with environmental regulatory compliance and environmental management related to hazardous materials.</p> <p>3 points per additional year of experience, over the mandatory one year experience required on M2, to a maximum of 15 points</p>	15	
TOTAL OVERALL POINTS		118	
MINIMUM OVERALL		71	



The evaluation grid described below will be used to evaluate the bidders' proposals based on each rated criterion.

EVALUATION GRID	
Excellent (100%)	The rated criteria are addressed in detail and the information provided shows that the bidder fully and thoroughly understands all elements of the rated criteria.
Very good (80%)	The information provided clearly shows the bidder fully understands all elements of the rated criteria.
Good (60%)	The information provided clearly shows the bidder fully understands certain but not all elements of the rated criteria.
Unsatisfactory (40%)	The information provided shows a limited understanding of the specified criteria, without showing that the bidder fully understands all elements of the rated criteria. The bidder shows basic communication skills. The project results presented are poor and non-significant.
Poor (20%)	The information provided shows that the bidder has a basic understanding of the specified criteria.
Unacceptable (0%)	The information provided does not meet the criteria



APPENDIX 2– FINANCIAL PROPOSAL FORM

1. ALL-INCLUSIVE FIXED PRICE

The Bidder hereby offers to NRCan, as requested by the Minister, to furnish all necessary expertise, supervision, materials, equipment and other items necessary to performing the work as described in the statement of work of this Request for Proposal and in accordance with the terms and conditions of the Request for Proposal, to the satisfaction of the Minister, or his or her authorized representative, for the following price(s).

The financial proposal will be evaluated on the basis of the sum of parts A and B
Bidder tendered all-inclusive firm price to perform the work is Canadian funds, GST/HST excluded. Any Travel and Living Expenses, in accordance with Treasury Board Guidelines, and other miscellaneous expenses must be included in the firm price.

The bidder must complete the schedule below indicating the firm proposed amounts for each deliverable

PART A: FIRM PRICE FOR YEAR 1

Work Periods	Firm Monthly Price (applicable taxes excluded) (A)	Number of months (B)	Firm Annual Price (applicable taxes excluded) (A x B)
Year 1 – (date of contract for a period of 12 months)	\$ _____ / month	12	\$ _____
A- TOTAL FIRM PRICE FOR YEAR 1			\$ _____

OPTIONAL SERVICES

PART B: FIRM PRICE FOR OPTIONAL SERVICES -YEAR 2 AND YEAR 3

Work Periods	Firm Monthly Price (applicable taxes excluded) (A)	Number of months (B)	Firm Annual Price (applicable taxes excluded) (A x B)
Year 2 – Optional One Year Period – (dates will be stipulated at contract award)	\$ _____ / month	12	\$ _____
Year 3 – Optional One Year Period – (dates will be stipulated at contract award)	\$ _____ / month	12	\$ _____
B- TOTAL OPTION SERVICES			\$ _____

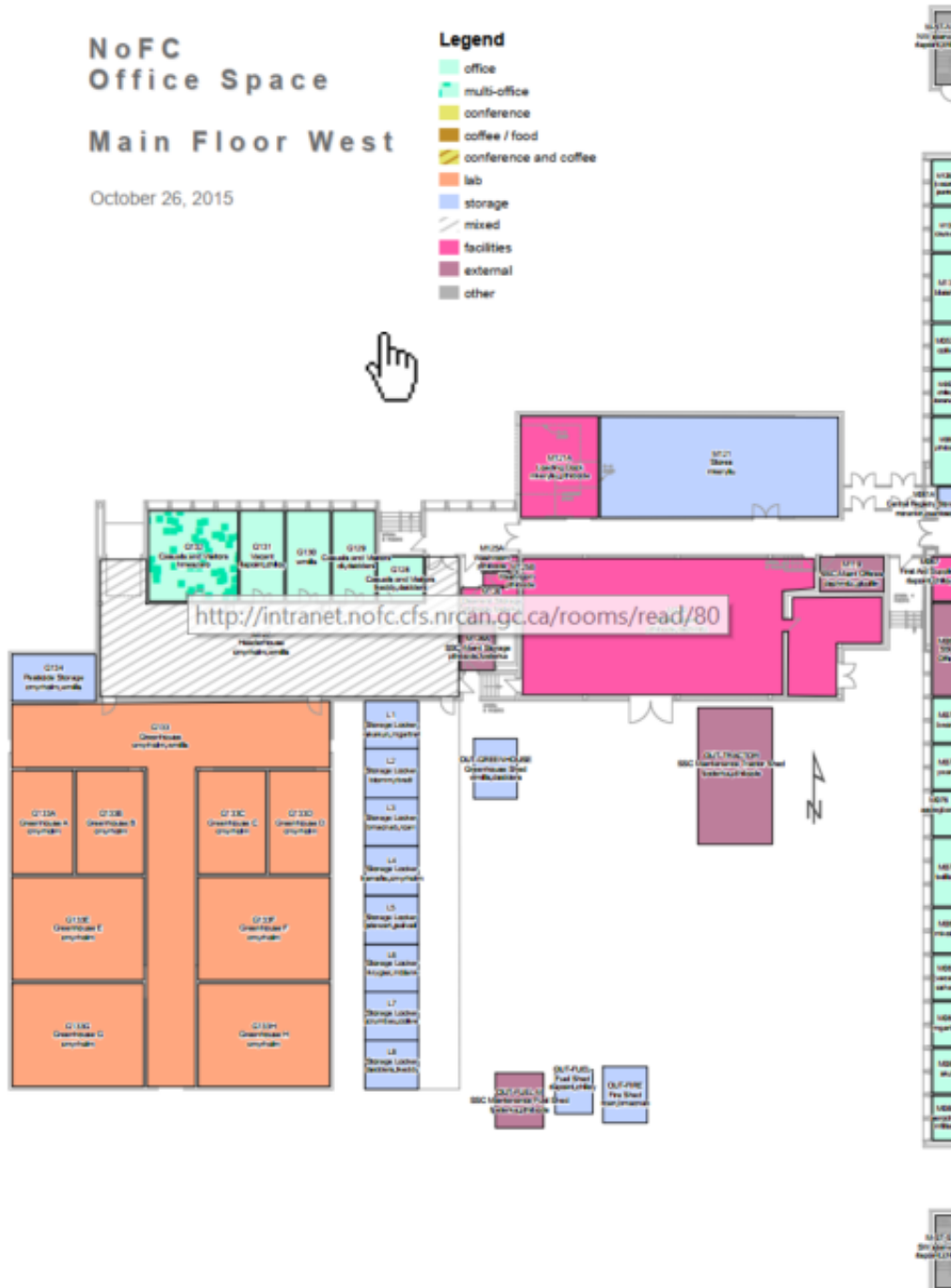
A+B = TOTAL BID PRICE FOR EVALUATION PURPOSES	(taxes extra) :	\$ _____



APPENDIX 3- BUILDING PLANS











NoFC Office Space Third Floor

October 26, 2015



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