



**RETURN OFFERS TO :**

Bid Receiving:

Correctional Service Canada  
**Contracting and Materiel Services –  
Quebec Region**

250, montée St-François  
Laval (Quebec) H7C 1S5

Telephone : 450-661-9550, ext. 3223

**EMAIL :**

[GEN-QUE307Soumissions@CSC-SCC-GC.CA](mailto:GEN-QUE307Soumissions@CSC-SCC-GC.CA)

**REQUEST FOR A STANDING OFFER**

Canada, as represented by the Minister of the  
Correctional Service of Canada, hereby  
requests a Standing Offer on behalf of the  
Identified Users herein.

**Comments:**

“THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT”

**Vendor/Firm Name and Address :**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

GST # or SIN or P.B.N. # : \_\_\_\_\_

\_\_\_\_\_

<b>Title:</b> Disinfection Services	
<b>Solicitation N°:</b> 21301-21-3548618	<b>Date:</b> June 15, 2020
<b>Client Reference N°:</b> 21301-21-3548618	
<b>GETS Reference N° :</b> PW-20-00917518	
<b>Solicitation Closes:</b> <b>At:</b> 14:00 <b>On :</b> July 27, 2020	<b>Time Zone</b> EDT
<b>F.O.B.:</b> Plant:                      Destination: X                      Other:	
<b>Address Enquiries to:</b>  Gabrielle St-Hilaire Castonguay <b>Contracting and Procurement Regional Officer</b> <a href="mailto:Gabrielle.St-HilaireCastonguay@csc-scc.gc.ca">Gabrielle.St-HilaireCastonguay@csc-scc.gc.ca</a>	
<b>Telephone N°:</b> 450-661-9550, ext. 3953	<b>Fax N° :</b> 450-664-6626
<b>Destination of Goods, Services and Construction:</b> Multiple as per call-up	
<b>Delivery required:</b> See herein	<b>Instructions:</b> See herein
<b>Security :</b>  This request for a Standing Offer includes provisions for security.	

<b>Name and title of person authorized to sign on behalf of Vendor/Firm:</b>	
_____	
Name	Title
_____	
Signature	Date
_____	
(Sign and return cover page with offer)	



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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Standing Offer (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6            Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:  
  
                      7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;  
  
                      7B, includes the clauses and conditions, which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

### **2. Summary**

The Correctional Service of Canada (CSC) is looking for a Contractor to provide, as and when needed, the labor, products and equipment required to perform the disinfection services for all CSC's Institutions within the Quebec Region.

More than one Standing Offer may be awarded for this process. The Contractor may bid for one institution/region or more, according to his ability to serve the areas included in this RFSO.

The period of this Standing Offer is from the award until July 31<sup>st</sup>, 2021 inclusively, with a possibility of two (2) additional one (1)-year periods.

This procurement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), the North American Free Trade Agreement (NAFTA), Canada free trade agreements with Chile/Colombia/Honduras/Panama and the Canada-Peru Free Trade Agreement.



### **3. Security Requirements**

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 – Security Requirements, and Part 7 – Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Contract Security Program](#) (CSP) of Public Works and Government Services Canada website.

### **4. Revision of Departmental Name**

As this request for Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, shall be interpreted as a reference to CSC or its Minister.

### **5. Debriefings**

Offerors may request a debriefing on the results of the request for Standing Offer process. Offerors should make the request to the Standing Offer Authority within fifteen (15) working days of receipt of the results of the request for Standing Offer process. The debriefing may be in writing, by telephone or in person.

### **6. Procurement Ombudsman**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent venue for Canadian bidders to raise complaints regarding the award of federal contracts under \$25,300 for goods and under \$101,100 for services. Should you have any issues or concerns regarding the award of a federal contract below these dollar amounts, contact OPO by e-mail at [the Office of the Procurement Ombudsman e-mail address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information about OPO, including the available services, please visit the OPO website.



## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offer (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2020-05-28) Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### 2. Submission of Offers

Offers must be submitted only to Correctional Service of Canada (CSC) by the date, time and place indicated on page 1 of the Request for Standing Offer.

The following information must appear on the bid envelope when hand-delivered:

- ✓ Bid number;
- ✓ Name of the contracting officer;
- ✓ Bid closing date.

### 3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, offerors must provide the information required below before the issuance of a Standing Offer. If the answers to the questions and, as applicable, the information have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirements within the prescribed time frame will render the offer 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 Offeror a FPS in receipt of a pension?

YES ( ) NO ( )

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

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

By providing this information, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES ( ) NO ( )

If so, the Offeror must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.



#### **4.        Enquiries - Request for Standing Offer**

All enquiries must be submitted in writing to the Standing Offer Authority **no later than ten (10) business days before the Request for Standing Offer (RFSO) closing date**. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

#### **5.        Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.





## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer: **one (1) hard or electronic copy**; *(does not apply)*

Section II: Financial Offer: **one (1) hard or electronic copy**;

Section III: Certifications: **one (1) hard or electronic copy**;

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

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

**Offerors are requested to submit their Financial Offer in an envelope separate from their technical offer.**

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offer.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process, the [Policy on Green Procurement](#). To assist Canada in reaching its objectives, Offerors should:

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

#### **Section I: Technical Offer** *(does not apply)*

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

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### **Payment by Credit Card**

Canada requests that offerors complete one of the following options:

- (a) ( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the Standing Offer.



The following card is accepted:  
MasterCard \_\_\_\_\_

- (b) (  ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the Standing Offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

### **Section III: Certifications**

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



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of CSC will evaluate the offers.

#### 1.1. Technical Evaluation *(does not apply)*

##### 1.1.1 Mandatory Technical Criteria

Offers will be evaluated to determine if they meet all mandatory technical criteria outlined in **Annex D – Evaluation Criteria**. Offers not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

### 1.2 Financial Evaluation

- 1.2.1 The price of the offer will be evaluated in Canadian dollars, Applicable Taxes are excluded, FOB destination, Canadian customs and excise taxes are included.

Offers containing a financial offer other than the one requested at **Article 3. Section II: Financial Offer** of **PART 3 – OFFER PREPARATION INSTRUCTIONS** will be declared non-compliant.

In the event of an error in the multiplication or addition of prices, the unit price will prevail.

### 2. Basis of Selection

An offer must comply with the requirements of the Request for a Standing Offer to be declared responsive. The Standing Offer will be awarded to the responsive bid with the lowest evaluated price per institution/region. A maximum of ten (10) Standing Offer may be awarded.

Please note that, for the purpose of the evaluation, the total bid price per institution/region will be calculated by adding the all-inclusive fixed hourly rates for the term of the Standing Offer and the option years.

In the event of a tie regarding the lowest total bid price for an institution or a region, the offeror with the most experience in disinfection services (according to the Registre des entreprises du Québec) will be awarded the Standing Offer.

**Please note that the award of the Standing Offer is subject to compliance with the budget ceiling established for this process.**



## PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a Standing Offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 1. Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

#### 1.1 Integrity Provisions – Declaration of Convicted Offenses

- A) Subject to subsection B, by submitting an offer in response to this request for standing offer (RFSO), the Offeror certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
  - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - iii. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
  - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
  - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
  - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where an Offeror is unable to provide any of the certifications required by subsection A, it must submit with its offer the completed [Integrity Declaration Form](#). Offerors must submit this form to Correctional Service of Canada with their offer.



**1.2 Integrity Provisions – Required documentation**

**List of names:** all Offerors, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Offerors that are corporate entities, including those submitting an offer as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Offerors submitting an offer as sole proprietors, including sole proprietors submitting an offer as joint ventures, must provide a complete list of the names of all owners; or
- iii. Offerors that are a partnership do not need to provide a list of names.

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____

**OR**

- The Offeror is a partnership

During the evaluation of offers, the Offeror must, within ten (10) working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the offer.

**1.3 Certification:**

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.



## **PART 6 – SECURITY REQUIREMENTS**

### **1. Security Requirement**

1. Before issuance of a Standing Offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites, must meet the security requirement as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors should refer to the [Contract Security Program \(CSP\)](#) of Public Works and Government Services Canada website.



## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

#### **2. Security Requirement**

2.1 The following security requirements (SRCL and related clauses provided by CSP) apply to and form part of the Standing Offer.

### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:**

#### **PWGSC FILE No. 21301-21-3548618**

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).

### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

As this Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

#### **3.1 General Conditions**

[2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.



#### **4. Term of Standing Offer**

##### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from **the award until July 31<sup>st</sup>, 2021 inclusively**.

##### **4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one (1)-year periods, from August 1<sup>st</sup>, 2021 to July 31<sup>st</sup>, 2022, and from August 1<sup>st</sup>, 2022 to July 31<sup>st</sup> 2023, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Gabrielle St-Hilaire Castonguay  
Title: Contracting and Procurement Regional Officer  
Correctional Service of Canada  
Contracting and Materiel Services

Address: 250, montée St-François  
Laval (Quebec) H7C 1S5

Telephone: 450-661-9550, ext. 3953

Facsimile: 450-664-6626

E-mail address: [Gabrielle.St-HilaireCastonguay@csc-scc.gc.ca](mailto:Gabrielle.St-HilaireCastonguay@csc-scc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, they are responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

##### **5.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.





### 5.3 Offeror's Representative *(to be completed by the Offeror)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Telephone number from which the Contractor can be reached 24/7:** \_\_\_\_\_

## 6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

## 7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Correctional Service of Canada, Quebec Region:

- **Institutions from Cowansville Region:**
  - Cowansville Institution: 400, Fordyce avenue, Cowansville (Quebec) J2K 3N7;
  - Granby PO: 180, Principale Street, 2<sup>nd</sup> floor, Granby (Quebec) J2G 2V6;
  - Estrie PO: 1650, King West Street, room 201, Sherbrooke (Quebec) J1J 2C3.
- **Drummond Institution:** 2025, Jean-de-Brébeuf blvd, Drummondville (Quebec) J2B 7Z6.
- **Institutions from Joliette Region:**
  - Joliette Institution: 400, Marsolais Street, Joliette (Quebec) J6E 8V4;
  - Lanaudière PO: 3, Papineau Street, suite 107, Joliette (Quebec) J6E 2K3;
- **La Macaza Institution:** 321, chemin de l'Aéroport, La Macaza (Quebec) J0T 1R0.
- **Institutions from Laval Region:**
  - Federal Training Centre, site 600: 600, montée St-François, Laval (Quebec) H7C 1S5;
  - Federal Training Centre, site 6099: 6099, Lévesque East blvd, Laval (Quebec) H7C 1P1;
  - Regional Service Centre: 250, montée St-François, Laval (Quebec) H7C 1S5;
  - Correctional Learning and Development Centre: 5500, Lévesque East blvd, Laval (Quebec) H7C 1N7;
  - Regional Pharmacy: 5492, Lévesque East blvd, Laval (Quebec) H7C 1N7;
  - Laval PO: 3131, de la Concorde East blvd, suite 512, Laval (Quebec) H7E 4W4.
- **Institutions from the Laurentides Region:**
  - Quebec East/West District (QEWD): 100, Ducharme blvd, suite 240, Sainte-Thérèse (Quebec) J7E 4R6;
  - Laurentides PO: 955, Michèle-Bohèc blvd, Door C, Blainville (Quebec) J7C 5J6.
  - Laferrière CCC: 202, St-Georges Street, St-Jérôme (Quebec) J7Z 4Z9.



- **Institutions from Montreal Region:**
  - Metropolitan Montreal District (MMD): 305, René-Lévesque West blvd, Office 102, Montreal (Quebec) H2Z 1X1;
  - Longueuil PO: 550, Chemin Chambly, suite 280, Longueuil (Quebec) J4H 3L8;
  - Ville-Marie PO: 5151, de la Savane, suite 200, Montreal (Quebec) H4P 1V1;
  - Maisonneuve PO: 2030, Pie-IX blvd, suite 420, Montreal (Quebec) H1V 2C8;
  - Hochelaga CCC: 6905, Hochelaga, Montreal (Quebec) H1N 1Y9;
  - Martineau CCC: 10345, St-Laurent blvd, Montreal (Quebec) H3L 2P1;
  - Ogilvy CCC: 435, Ogilvy, Montreal (Quebec) H3N 1M3;
  - Sherbrooke CCC: 2190, Sherbrooke East, Montreal (Quebec) H1N 1Y9.
  
- **Port-Cartier Institution:** 1, chemin de l'Aéroport, P.C. 7070, Port-Cartier (Quebec) G5B 2W2.
  
- **Institutions from Québec Region :**
  - Donnacona Institution: 1537, road 138, Donnacona (Quebec) G3M 1C9;
  - Québec PO: 1125, Lebourgneuf blvd, suite 100, Quebec (Quebec) G2K 0J2;
  - Marcel-Caron CCC: 825, Kirouac, Quebec (Quebec) G1N 2J7.
  
- **Institutions from Sainte-Anne-des-Plaines Region :**
  - Archambault minimum: 244, montée Gagnon, Sainte-Anne-des-Plaines (Quebec) J0N 1H0;
  - Archambault medium: 242, montée Gagnon, Sainte-Anne-des-Plaines (Quebec) J0N 1H0;
  - Regional Reception Centre (RRC): 246, montée Gagnon, Sainte-Anne-des-Plaines (Quebec) J0N 1H0.

**8. Call-up Procedures**

**9. Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using the Call-up Against a Standing Offer form or an electronic version.

**10. Limitation of Call-ups** *(will be completed upon the award of the Standing Offer)*

Individual call-ups against the Standing Offer must not exceed \$\_\_\_\_\_ (Applicable Taxes excluded).

**11. Financial Limitation** *(will be completed upon the award of the Standing Offer)*

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.



## 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 call-up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions [2010C](#) (2020-05-28), General Conditions – Services (medium complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer dated \_\_\_\_\_ (*will be completed upon the award of the Standing Offer*)

## 13. Certifications and Additional Information

### 13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

## 14. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.



## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **1. Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **2. Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

As this Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

#### **2.1 General Conditions**

[2010C](#) (2020-05-28), General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

### **3. Term of Contract**

#### **3.1 Period of the Contract**

The work must be completed in accordance with the call-up against the Standing Offer.

### **4. 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: 2019-01](#) of the Treasury Board Secretariat of Canada.

### **5. Payment**

#### **5.1 Basis of Payment**

Payments will be made in accordance with Annex B – Basis of Payment

#### **5.2 Limitation of Price**

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.



### 5.3 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

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

### 5.4 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

SACC Manual clause [C0710C](#) (2007-11-30), Time and Contract Price Verification

SACC Manual clause [C0705C](#) (2010-01-11), Discretionary Audit

### 5.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

### 5.6 Electronic Payment of Invoices – Contract

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

- (a) MasterCard Acquisition Card;
- (b) Direct Deposit (Domestic and International).

**Note to bidders:** This clause will be deleted from the resulting contract clauses if the Contractor does not accept payment by MasterCard Acquisition Card.

### 5.7 Direct deposit request

All new suppliers have to sign up for Direct Deposit to receive their payment. All « **IFMMS Supplier Record Requests/ Revisions** » CSC / SCC 1400-03 (R-2014-06) form, must be sent to [GEN-QUE307Fournisseurs@CSC-SCC.GC.CA](mailto:GEN-QUE307Fournisseurs@CSC-SCC.GC.CA).

## 6. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by :

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses;

Invoices must be distributed as follows :

The original and one (1) copy must be forwarded to the Project Authority of the institution, identified in the call-up.



## **7. 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. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **8. Ownership Control**

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

## **9. Closure of Government Facilities**

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

## **10. Tuberculosis Testing**

It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.



Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

All costs related to such testing will be at the sole expense of the Contractor.

### **11. Compliance with CSC Policies**

The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.

Details on existing CSC policies can be found on the [CSC website](#) or any other CSC web page designated for such purpose.

### **12. Health and Labour Conditions**

In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.

The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.

Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

### **13. Identification Protocol Responsibilities**

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;

During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;

If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify themselves as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and



If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

#### **14. Dispute Resolution Services**

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3) (d) of the Department of Public Work and Government Services Act and Section 23 of the Procurement Ombudsman Regulations.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at [the Office of the Procurement Ombudsman email address](#), or by web at [the Office of the Procurement Ombudsman website](#).

#### **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 complainant respecting the administration of the 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.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#).

#### **16. Information Guide for Contractors**

Prior to the commencement of any work, the Contractor certifies that its employees or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: [www.bit.do/CSC-EN](http://www.bit.do/CSC-EN).





**ANNEX A – STATEMENT OF WORK**

**(See PDF document here attached)**  
*STATEMENT OF WORK*  
*« DISINFECTION SERVICES »*



## ANNEX B – PROPOSED BASIS OF PAYMENT

The following basis of payment will apply to any call-up issued against this Standing Offer.

### 1. Services provided with fixed hourly rates:

For services requested by Canada, Canada will pay the Contractor up to the Maximum Price, for actual time worked in accordance with the firm all-inclusive hourly rates set in this Annex, Applicable Taxes extra.

**The Contractor must check the appropriate box(es) below, indicating for which Institution(s) or region(s) he submits a price:**

- Institutions from Cowansville Region
- Drummond Institution
- Institutions from Joliette Region
- La Macaza Institution
- Institutions from Laval Region
- Institutions from the Laurentides Region
- Institutions from Montreal Region
- Port-Cartier Institution
- Institutions from Québec Region
- Institutions from Sainte-Anne-des-Plaines Region

\* In the event of a discrepancy between the information above and the information identified in the price tables of the Basis of Payment, the information contained in the price tables of the Basis of Payment will prevail.

**IMPORTANT:** The Contractor may bid for one institution or region or more, according to his ability to serve in the designated areas. For a bid to be considered, the Contractor must provide prices for each item of the price table of the institution(s)/ region(s), for the fixed period and the option years.

### Travel

No travel or living expenses will be paid under the contract, even if travel is necessary between various CSC's Institutions.



**Table 1 Institutions from Cowansville Region**

- ✓ Cowansville Institution: 400, Fordyce avenue, Cowansville (Quebec) J2K 3N7;
- ✓ Granby PO: 180, Principal Street, 2<sup>nd</sup> floor, Granby (Quebec) J2G 2V6;
- ✓ Estrie PO: 1650, King West, suite 201, Sherbrooke (Quebec) J1J 2C3.

**Fixed period :** From the award until July 31st, 2021

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	300	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	25	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	25	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	50	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 2: Drummond Institution**

**Fixed period :** From the award until July 31st, 2021

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	300	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	25	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	25	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	50	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 3: Institutions from Joliette Region**

- ✓ Joliette Institution: 400, Marsolais Street, Joliette (Quebec) J6E 8V4;
- ✓ Lanaudière PO: 3, Papineau Street, suite 107, Joliette (Quebec) J6E 2K3;

**Fixed period :** From the award until July 31st, 2021

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	500	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	25	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	25	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	50	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 4: La Macaza Institution**

**Fixed period :** From the award until July 31st, 2021

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	300	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	25	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	25	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	50	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 5: Institutions from Laval Region**

- ✓ Federal Training Centre, site 600: 600, montée St-François, Laval (Quebec) H7C 1S5;
- ✓ Federal Training Centre, site 6099: 6099, Lévesque East blvd, Laval (Quebec) H7C 1P1;
- ✓ Regional Service Centre: 250, montée St-François, Laval (Quebec) H7C 1S5;
- ✓ Correctional Learning and Development Centre: 5500, Lévesque East blvd, Laval (Quebec) H7C 1N7;
- ✓ Regional Pharmacy: 5492, Lévesque East blvd, Laval (Quebec) H7C 1N7;
- ✓ Laval PO: 3131, de la Concorde East blvd, suite 512, Laval (Quebec) H7E 4W4.

**Fixed period :** From the award until July 31st, 2021

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	2 000	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	250	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	250	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	100	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive work time. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 6: Institutions from the Laurentides Region**

- ✓ Quebec East/West District (QEWD): 100, Ducharme blvd, suite 240, Sainte-Thérèse (Quebec) J7E 4R6;
- ✓ Laurentides PO: 955, Michèle-Bohèc blvd, Door C, Blainville (Quebec) J7C 5J6.
- ✓ Laferrière CCC: 202, St-Georges Street, St-Jérôme (Quebec) J7Z 4Z9.

**Fixed period :** From the award until July 31st, 2021

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	50	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	10	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	10	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	15	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.





**Table 7: Institutions from Montreal Region**

- ✓ Metropolitan Montreal District (MMD): 305, René-Lévesque West blvd, Office 102, Montreal (Quebec) H2Z 1X1;
- ✓ Longueuil PO: 550, Chemin Chambly, suite 280, Longueuil (Quebec) J4H 3L8;
- ✓ Ville-Marie PO: 5151, de la Savane, suite 200, Montreal (Quebec) H4P 1V1;
- ✓ Maisonneuve PO: 2030, Pie-IX blvd, suite 420, Montreal (Quebec) H1V 2C8;
- ✓ Hochelaga CCC: 6905, Hochelaga, Montreal (Quebec) H1N 1Y9;
- ✓ Martineau CCC: 10345, St-Laurent blvd, Montreal (Quebec) H3L 2P1;
- ✓ Ogilvy CCC: 435, Ogilvy, Montreal (Quebec) H3N 1M3;
- ✓ Sherbrooke CCC: 2190, Sherbrooke East, Montreal (Quebec) H1N 1Y9.

**Fixed period :** From the award until July 31st, 2021

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	500	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	25	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	25	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	50	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive work time. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 8: Port-Cartier Institution**

**Fixed period :** From the award until July 31st, 2021

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	150	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	15	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	15	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	50	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 9: Institutions from Quebec Region**

- ✓ Donnacona Institution: 1537, road 138, Donnacona (Quebec) G3M 1C9;
- ✓ Québec PO: 1125, Lebourgneuf blvd, suite 100, Quebec (Quebec) G2K 0J2;
- ✓ Marcel-Caron CCC: 825, Kirouac, Quebec (Quebec) G1N 2J7.

**Fixed period :** From the award until July 31st, 2021

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	300	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	25	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	25	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	50	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 10: Institutions from Sainte-Anne-des-Plaines Region**

- ✓ Archambault minimum: 244, montée Gagnon, Sainte-Anne-des-Plaines (Quebec) J0N 1H0;
- ✓ Archambault medium: 242, montée Gagnon, Sainte-Anne-des-Plaines (Quebec) J0N 1H0;
- ✓ Regional Reception Centre (RRC): 246, montée Gagnon, Sainte-Anne-des-Plaines (Quebec) J0N 1H0.

**Fixed period :** From the award until July 31st, 2021

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	150	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	15	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	15	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	50	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



## 2. Options to Extend the Standing Offer Period:

Subject to the exercise of the option to extend the Standing Offer period in accordance with Article 4.2 of the original Standing Offer, Options to Extend the Standing Offer, the Contractor will be paid the firm all inclusive Hourly Rates, in accordance with the following table, Applicable Taxes extra, to complete all Work and services required to be performed in relation any call-up issued as a result of the Standing Offer extension.

**Table 11 Institutions from Cowansville Region**

- ✓ Cowansville Institution: 400, Fordyce avenue, Cowansville (Quebec) J2K 3N7;
- ✓ Granby PO: 180, Principal Street, 2<sup>nd</sup> floor, Granby (Quebec) J2G 2V6;
- ✓ Estrie PO: 1650, King West, suite 201, Sherbrooke (Quebec) J1J 2C3.

**Option 1** : From August 1<sup>st</sup> 2021 until July 31st, 2022

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	100	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	10	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	10	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	20	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

### Fees and expenses :

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

### Hourly rates :

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive work time. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 12: Drummond Institution**

**Option 1** : From August 1<sup>st</sup> 2021 until July 31st, 2022

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	100	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	10	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	10	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	20	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 13: Institutions from Joliette Region**

- ✓ Joliette Institution: 400, Marsolais Street, Joliette (Quebec) J6E 8V4;
- ✓ Lanaudière PO: 3, Papineau Street, suite 107, Joliette (Quebec) J6E 2K3;

**Option 1** : From August 1<sup>st</sup> 2021 until July 31st, 2022

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	100	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	10	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	10	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	20	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 14: La Macaza Institution**

**Option 1** : From August 1<sup>st</sup> 2021 until July 31st, 2022

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	100	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	10	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	10	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	20	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.





**Table 15: Institutions from Laval Region**

- ✓ Federal Training Centre, site 600: 600, montée St-François, Laval (Quebec) H7C 1S5;
- ✓ Federal Training Centre, site 6099: 6099, Lévesque East blvd, Laval (Quebec) H7C 1P1;
- ✓ Regional Service Centre: 250, montée St-François, Laval (Quebec) H7C 1S5;
- ✓ Correctional Learning and Development Centre: 5500, Lévesque East blvd, Laval (Quebec) H7C 1N7;
- ✓ Regional Pharmacy: 5492, Lévesque East blvd, Laval (Quebec) H7C 1N7;
- ✓ Laval PO: 3131, de la Concorde East blvd, suite 512, Laval (Quebec) H7E 4W4.

**Option 1** : From August 1<sup>st</sup> 2021 until July 31st, 2022

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	200	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	25	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	25	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	50	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive work time. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 16: Institutions from the Laurentides Region**

- ✓ Quebec East/West District (QEWD): 100, Ducharme blvd, suite 240, Sainte-Thérèse (Quebec) J7E 4R6;
- ✓ Laurentides PO: 955, Michèle-Bohèc blvd, Door C, Blainville (Quebec) J7C 5J6.
- ✓ Laferrière CCC: 202, St-Georges Street, St-Jérôme (Quebec) J7Z 4Z9.

**Option 1** : From August 1<sup>st</sup> 2021 until July 31st, 2022

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	20	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	5	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	5	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	5	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 17: Institutions from Montreal Region**

- ✓ Metropolitan Montreal District (MMD): 305, René-Lévesque West blvd, Office 102, Montreal (Quebec) H2Z 1X1;
- ✓ Longueuil PO: 550, Chemin Chambly, suite 280, Longueuil (Quebec) J4H 3L8;
- ✓ Ville-Marie PO: 5151, de la Savane, suite 200, Montreal (Quebec) H4P 1V1;
- ✓ Maisonneuve PO: 2030, Pie-IX blvd, suite 420, Montreal (Quebec) H1V 2C8;
- ✓ Hochelaga CCC: 6905, Hochelaga, Montreal (Quebec) H1N 1Y9;
- ✓ Martineau CCC: 10345, St-Laurent blvd, Montreal (Quebec) H3L 2P1;
- ✓ Ogilvy CCC: 435, Ogilvy, Montreal (Quebec) H3N 1M3;
- ✓ Sherbrooke CCC: 2190, Sherbrooke East, Montreal (Quebec) H1N 1Y9.

**Option 1** : From August 1<sup>st</sup> 2021 until July 31st, 2022

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	100	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	10	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	10	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	20	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 18: Port-Cartier Institution**

**Option 1** : From August 1<sup>st</sup> 2021 until July 31st, 2022

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	50	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	5	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	5	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	5	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 19: Institutions from Quebec Region**

- ✓ Donnacona Institution: 1537, road 138, Donnacona (Quebec) G3M 1C9;
- ✓ Québec PO: 1125, Lebourgneuf blvd, suite 100, Quebec (Quebec) G2K 0J2;
- ✓ Marcel-Caron CCC: 825, Kirouac, Quebec (Quebec) G1N 2J7.

**Option 1** : From August 1<sup>st</sup> 2021 until July 31st, 2022

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	50	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	10	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	10	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	20	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 20: Institutions from Sainte-Anne-des-Plaines Region**

- ✓ Archambault minimum: 244, montée Gagnon, Sainte-Anne-des-Plaines (Quebec) J0N 1H0;
- ✓ Archambault medium: 242, montée Gagnon, Sainte-Anne-des-Plaines (Quebec) J0N 1H0;
- ✓ Regional Reception Centre (RRC): 246, montée Gagnon, Sainte-Anne-des-Plaines (Quebec) J0N 1H0.

**Option 1** : From August 1<sup>st</sup> 2021 until July 31st, 2022

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	50	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	10	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	10	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	20	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive work time. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 21 Institutions from Cowansville Region**

- ✓ Cowansville Institution: 400, Fordyce avenue, Cowansville (Quebec) J2K 3N7;
- ✓ Granby PO: 180, Principal Street, 2<sup>nd</sup> floor, Granby (Quebec) J2G 2V6;
- ✓ Estrie PO: 1650, King West, suite 201, Sherbrooke (Quebec) J1J 2C3.

**Option 2 :** From August 1<sup>st</sup> 2022 until July 31<sup>st</sup>, 2023

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	50	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	10	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	10	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	20	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 22: Drummond Institution**

**Option 2 :** From August 1<sup>st</sup> 2022 until July 31st, 2023

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	50	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	10	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	10	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	20	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.





**Table 23: Institutions from Joliette Region**

- ✓ Joliette Institution: 400, Marsolais Street, Joliette (Quebec) J6E 8V4;
- ✓ Lanaudière PO: 3, Papineau Street, suite 107, Joliette (Quebec) J6E 2K3;

**Option 2 :** From August 1<sup>st</sup> 2022 until July 31st, 2023

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	50	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	10	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	10	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	20	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 24: La Macaza Institution**

**Option 2 :** From August 1<sup>st</sup> 2022 until July 31st, 2023

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	50	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	10	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	10	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	20	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 25: Institutions from Laval Region**

- ✓ Federal Training Centre, site 600: 600, montée St-François, Laval (Quebec) H7C 1S5;
- ✓ Federal Training Centre, site 6099: 6099, Lévesque East blvd, Laval (Quebec) H7C 1P1;
- ✓ Regional Service Centre: 250, montée St-François, Laval (Quebec) H7C 1S5;
- ✓ Correctional Learning and Development Centre: 5500, Lévesque East blvd, Laval (Quebec) H7C 1N7;
- ✓ Regional Pharmacy: 5492, Lévesque East blvd, Laval (Quebec) H7C 1N7;
- ✓ Laval PO: 3131, de la Concorde East blvd, suite 512, Laval (Quebec) H7E 4W4.

**Option 2 :** From August 1<sup>st</sup> 2022 until July 31st, 2023

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	50	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	10	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	10	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	20	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive work time. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 26: Institutions from the Laurentides Region**

- ✓ Quebec East/West District (QEWD): 100, Ducharme blvd, suite 240, Sainte-Thérèse (Quebec) J7E 4R6;
- ✓ Laurentides PO: 955, Michèle-Bohèc blvd, Door C, Blainville (Quebec) J7C 5J6.
- ✓ Laferrière CCC: 202, St-Georges Street, St-Jérôme (Quebec) J7Z 4Z9.

**Option 2 :** From August 1<sup>st</sup> 2022 until July 31st, 2023

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	20	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	5	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	5	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	5	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 27: Institutions from Montreal Region**

- ✓ Metropolitan Montreal District (MMD): 305, René-Lévesque West blvd, Office 102, Montreal (Quebec) H2Z 1X1;
- ✓ Longueuil PO: 550, Chemin Chambly, suite 280, Longueuil (Quebec) J4H 3L8;
- ✓ Ville-Marie PO: 5151, de la Savane, suite 200, Montreal (Quebec) H4P 1V1;
- ✓ Maisonneuve PO: 2030, Pie-IX blvd, suite 420, Montreal (Quebec) H1V 2C8;
- ✓ Hochelaga CCC: 6905, Hochelaga, Montreal (Quebec) H1N 1Y9;
- ✓ Martineau CCC: 10345, St-Laurent blvd, Montreal (Quebec) H3L 2P1;
- ✓ Ogilvy CCC: 435, Ogilvy, Montreal (Quebec) H3N 1M3;
- ✓ Sherbrooke CCC: 2190, Sherbrooke East, Montreal (Quebec) H1N 1Y9.

**Option 2** : From August 1<sup>st</sup> 2022 until July 31st, 2023

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	50	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	10	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	10	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	20	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 28: Port-Cartier Institution**

**Option 2 :** From August 1<sup>st</sup> 2022 until July 31st, 2023

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	50	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	5	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	5	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	5	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 29: Institutions from Quebec Region**

- ✓ Donnacona Institution: 1537, road 138, Donnacona (Quebec) G3M 1C9;
- ✓ Québec PO: 1125, Lebourgneuf blvd, suite 100, Quebec (Quebec) G2K 0J2;
- ✓ Marcel-Caron CCC: 825, Kirouac, Quebec (Quebec) G1N 2J7.

**Option 2** : From August 1<sup>st</sup> 2022 until July 31st, 2023

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	50	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	10	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	10	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	20	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.



**Table 30: Institutions from Sainte-Anne-des-Plaines Region**

- ✓ Archambault minimum: 244, montée Gagnon, Sainte-Anne-des-Plaines (Quebec) J0N 1H0;
- ✓ Archambault medium: 242, montée Gagnon, Sainte-Anne-des-Plaines (Quebec) J0N 1H0;
- ✓ Regional Reception Centre (RRC): 246, montée Gagnon, Sainte-Anne-des-Plaines (Quebec) J0N 1H0.

**Option 2 :** From August 1<sup>st</sup> 2022 until July 31st, 2023

Item	Description	Estimated quantity	Unit of measurement	Unit price	Estimated price
1.1	Provision of disinfection services as described in Annex A, Statement of Work, <b>during normal working</b> hours (between 7:00 and 16:59, Monday to Friday).	50	Hour	_____ \$	_____ \$
1.2	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 17:00 and 21:59, Monday to Friday).	10	Hour	_____ \$	_____ \$
1.3	Provision of disinfection services as described in Annex A, Statement of Work, <b>outside normal working</b> hours (between 22:00 and 6:59, Monday to Friday, weekends and holidays).	10	Hour	_____ \$	_____ \$
1.4	Provision of disinfection services as described in Annex A, Statement of Work, <b>for emergency work</b> .	20	Hour	_____ \$	_____ \$
<b>Estimated total cost :</b>					_____ \$

**Fees and expenses :**

ONLY those expenses invoiced at the above bid rate will be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services, as described in Annex A, Statement of Work. This include, but is not limited to: administration fees and expenses, profit, travel and living time and expenses of labor, products and equipment and/or any other expense necessary to the provision of the services.

**Hourly rates :**

ONLY those services actually rendered will be paid. Hourly rates apply to on-site productive worktime. Hourly rates don't apply to travel time, lunch times and/or breaks. No payment will be made for travel time to the site, or to travel time from one site to another. In other words, time paid will be calculated based on arrival and departure times at the institution.





### 3. Applicable Taxes

All prices and amounts of money in the Standing Offer are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.

### 4. Electronic Payment of Invoices - Offer

Canada requests that offerors complete one of the following options:

- (a) (  ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the Standing Offer.

The following card is accepted:  
MasterCard \_\_\_\_\_

- (b) (  ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the Standing Offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.



**ANNEX C – SECURITY REQUIREMENTS CHECK LIST**

DSD-QUE4017



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat  
21301-21-3548618

Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction Services en établissement
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 Le SCC est à la recherche d'un entrepreneur pour fournir des services de désinfection, au fur et à mesure des besoins, à l'ensemble de ses installations à travers la région du Québec.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Etranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





DSD-QUE4017



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat 21301-21-3548618
Security Classification / Classification de sécurité

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No  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  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 FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

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

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

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

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du Canada

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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 CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET	
							NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL	A		B	C					
Information / Assets Renseignements / Biens																	
Production																	
IT Needs / Support IT																	
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).



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Gouvernement du Canada

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Charge de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Sara Fréchette-Lafamme		Title - Titre Agente de projet	Signature 
Telephone No. - N° de téléphone 450-661-9550 #3935	Facsimile No. - N° de télécopieur 450-664-6600	E-mail address - Adresse courriel sara.frechette-lafamme@csc-scc.gc.ca	Date 2020-06-02
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Rita Dubois		Title - Titre C/Contract Security Analyst Analyste de la sécurité des contrats int.	Signature Dubois, Rita  <small>Digitally signed by Rita Dubois, CN=CSC-SCC, OU=CSC/SCC, O=CSC/SCC, C=CA; DN=CSC-SCC, OU=CSC/SCC, O=CSC/SCC, C=CA; DN=CSC-SCC, OU=CSC/SCC, O=CSC/SCC, C=CA; DN=CSC-SCC, OU=CSC/SCC, O=CSC/SCC, C=CA</small>
Telephone No. - N° de téléphone 613-992-8995	Facsimile No. - N° de télécopieur Rita.Dubois@CSC-SCC.GC.CA	E-mail address - Adresse courriel Rita.Dubois@CSC-SCC.GC.CA	Date 2020-06-03
15. Are there additional Instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Gabrielle St-Hilaire Castonguay		Title - Titre Agente régionale, Approvisionnements et contrats	Signature 
Telephone No. - N° de téléphone 450-661-9550, #3953	Facsimile No. - N° de télécopieur 450-664-6626	E-mail address - Adresse courriel gabrielle.st-hilairecastonguay@csc-scc.gc.ca	Date 2020-06-02
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
David Vrooman Contract Security Officer, Contract Security Division <a href="mailto:david.vrooman@msc-prsec.gc.ca">david.vrooman@msc-prsec.gc.ca</a> Telephone 613-957-1261		Signature Vrooman, David  <small>Digitally signed by Vrooman, David Date: 2020.06.10 15:43:40 -04'00'</small>	Date
Address - Adresse courriel		Date	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





## **ANNEX D – INSURANCE REQUIREMENTS**

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.

The Commercial General Liability policy must include the following:

**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.

**Bodily Injury and Property Damage to third parties** arising out of the operations of the Contractor.

**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.

**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.

**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.

**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.

Employees and, if applicable, Volunteers must be included as Additional Insured.

**Employers' Liability** (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).

**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.

**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.

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.

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

**Sudden and Accidental Pollution Liability (minimum 120 hours):** To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

**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 the province of Quebec, send to:**

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

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



## **ANNEX E – EVALUATION CRITERIA** *(does not apply)*

### **1.0 Technical Evaluation:**

#### **1.1 The following elements of the offer will be evaluated and scored in accordance with the following evaluation criteria.**

- Mandatory Technical Criteria

**It is imperative that the offer address each of these criteria to demonstrate that the requirements are met.**

#### **1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.**

#### **1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.**

#### **1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.**

#### **1.5 References must be provided for each project/employment experience.**

- I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
- II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
- III. References must be presented in this format:
  - a. Name;
  - b. Organization;
  - c. Current Phone Number; and
  - d. Email address if available

### **1.6 Response Format**

- I. In order to facilitate evaluation of offers, it is recommended that Offerors' offers address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Offerors are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical offer does not include the required month and year for the start date and end date of the experience claimed.





- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from the start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.