



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

See herein for bid submission
instructions/

Voir la présente pour les
instructions sur la présentation
d'une soumission

NA

Manitoba

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Réception
des soumissions Travaux publics et Services gouvernementaux
Canada
Government of Canada Building
101 - 22nd Street East
Suite 110
Saskatoon
Saskatche
S7K 0E1

Title - Sujet Cleaning Services	
Solicitation No. - N° de l'invitation E0208-202992/A	Date 2020-06-17
Client Reference No. - N° de référence du client E0208-202992	
GETS Reference No. - N° de référence de SEAG PW-\$STN-203-5315	
File No. - N° de dossier STN-9-42215 (203)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-07-28	Time Zone Fuseau horaire Central Daylight Saving Time CDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: McDonald, Shannon M.	Buyer Id - Id de l'acheteur stn203
Telephone No. - N° de téléphone (306) 251-2684 ()	FAX No. - N° de FAX (306) 975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA North Portal POE P.O. Box 37 North Portal Saskatchewan S0C1W0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

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

1.2 Statement of Work

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

1.3 Debriefings

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

1.4 epost Connect service

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:
foreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca

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

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;

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E0208-202992

N° de la modif - Amd. No.
File No. - N° du dossier
STN-9-42215

Id de l'acheteur - Buyer ID
STN203
N° CCC / CCC No./ N° VME - FMS

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

Bids transmitted by facsimile or hardcopy will not be accepted.

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

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

3.1.3 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Ability to meet all of the requirements in Annex "A" Requirement and Annex B Basis of Payment.

4.1.2 Financial Evaluation

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price-Canadian/Foreign Bidders

Bids will be evaluated as follows:

For Tables A-F Scheduled Services Lines 1-3:

1. $(A) \text{ Cleanable Area} \times (B) \text{ Firm Monthly Rate per m}^2 = (C) \text{ Firm Monthly Rate}$
2. $(C) \text{ Firm Monthly Rate} \times (D) \text{ No. of Months} = \text{Firm Annual Rate}$
3. *The Firm Annual Rate for each line 1-3 for Tables A-F will be added together to find the Table Subtotal.*

The Subtotal for Tables A-F will be added together to find the Scheduled Services Evaluated Price.

For Table G Task Authorization Hourly Rate:

Lines 1-2 Estimated Hours per Year (A) will be multiplied by each column B, C and D. The totals will be added together for each line to find the Task Authorization Evaluated price.

The Scheduled Services Evaluated Price will be added to the Task Authorization Evaluated Price to find the Total Evaluated Price.

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

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

6.2 Requirement

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

6.2.1 Task Authorization

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

6.2.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within three (3) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.2.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$5,000.00, Applicable Taxes included, inclusive of any revisions.

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

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

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

6.2.1.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "D". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a monthly basis to the Contracting Authority.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2022 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one year period under the same conditions (April 1, 2022 to March 31, 2023). The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Shannon McDonald
Title: A/Procurement Specialist
Public Services and Procurement Canada
Procurement Branch
Address: Suite 110, 101-22nd St E
Saskatoon SK S7K 0E1
Telephone: 306-251-2684
Facsimile: 306-975-5397

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Id de l'acheteur - Buyer ID
STN203
N° CCC / CCC No./ N° VME - FMS

E-mail address: Shannon.mcdonald@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: **(To be provided at time of contract award)**

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

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

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

6.5.3 Contractor's Representative

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

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

Firm Unit Prices

For the Work described in Tables A-F – Scheduled Services in Annex B:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm unit price for a cost of \$_____ **(to be included at contract award.)**. Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

Individual Task Authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of Payment at Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____. **(to be included at contract award.)** Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

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3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.2 Monthly Payment

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

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

6.7.3 SACC Manual Clauses

A9117C (2007-11-30) T2304 – Direct Request by Customer Department
C0710C (2007-11-30) Time and Contract Price Verification
C0705C (2010-01-11) Discretionary Audit

6.7.4 Electronic Payment of Invoices – Contract

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

To be inserted at Contract Award

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the following address for certification and payment.
Public Services and Procurement Canada, Real Property Services
2010 – 12th Avenue, Suite 600, Regina SK S4P 0M3
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information

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are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

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

6.13 SACC Manual Clauses

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

ANNEX "A"- STATEMENT OF WORK

The Department of Public Works and Government Services Canada requires a contract for cleaning services at the Canada Border Services Agency Port of Entry located at North Portal, Saskatchewan.

Section 1: Special Conditions

1. *Building Information*

The following is building information and is only an approximation. The Contractor must provide all services that meet the needs of the buildings as detailed in this contract.

Building Name	Building Size
International Building & PIL Booths	521 m2
Commercial Building	469 m2
Inspection Garage	334 m2
Current Total size:	1324 m2
Future Expansion – to be added once Construction is complete:	
International Expansion & new PIL Booths	61 m2
Commercial Expansion	277 m2
Truck Bay	197 m2
Future total – to be added to contract at a later date:	535 m2

Building drawings to be made available upon request. Please contact the Contract Authority

2. *Building Cleaning Operations*

2.1. Contract Implementation

This contract will be implemented in two phases as follows:

- Weekday (Monday through Friday) cleaning to commence upon award.
- Weekend (Saturday and Sunday) and Statutory Holiday cleaning to commence April 1, 2021.
Statutory Holidays may include, but are not limited to the following: New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day.

2.2. General

- The Project Authority may request certain scheduled work to be done on a shift for safety, security, or other reasons. For such work the Project Authority will notify the Contractor at least 48 hours in advance.
- Periodically, on completion of cleaning operations, inspections shall be made by the departmental representatives, who shall decide whether or not the work is satisfactory.
- There will be no increase or decrease to the contract amount when an existing floor covering is converted to another type.

2.3. Routine Cleaning Operations

1. Hours of work for routine cleaning are dependent on the normal occupancy of the building. As this is a 24 hour port, cleaning services are required as follows:

- **Cleaning services shall commence by 0600 hours daily (weekdays, weekends, and Statutory Holidays) in accordance with Section 2: Routine Cleaning Operations and Frequencies.**
- **The contractor must have staff on site from 0600 hours to 1430 hours**

2.4. Scheduled Cleaning Operations

Section 3: Appendix A – Scheduled Cleaning Operations establishes the frequency of work for the duration of the contract. Cleaning shall be completed by the Contractor in the months specified unless other arrangements are agreed upon in advance between the Contractor and the Technical Authority.

1. Prior to commencing the scheduled work, the Contractor shall submit a work schedule to the Project Authority for approval.
2. All work shall be scheduled in a manner to cause minimal disruption to building operations and personnel.

2.5. Task Authorization/Additional "As & When Requested" Cleaning

1. This contract will also include Task Authorization call up options for Additional "As & When Requested" cleaning required outside of the hours listed in 2.3.1.
2. When "Planned" Task Authorization call up is initiated, the Project Authority and Contractor Representative will decide upon hours and schedule for work performed in advance.
3. When "Unplanned" Task Authorization call up is initiated, the contractor must be prepared to respond to after-hours service calls within the timeline below:
 - 3.1. Urgent service calls must be responded to within three (3) hours.
 - 3.2. Emergency service calls must be responded to within one (1) hour.

2.6. Excluded Areas and Equipment

The following areas will not be included in the areas of cleaning:

Bond Room
Storage Rooms
Transformer, Mechanical, and Electrical Rooms
LAN Rooms
Arming Room

3. Health and Safety

1. The Contractor shall adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by national and provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures.
2. Adequate training of personnel assigned to perform operations and use of chemicals etc. is required.

3. The Contractor shall ensure that all equipment used to perform the services is in a state of good repair.
4. The Contractor shall perform the work in compliance with the Canada Labor Code - Part II, or relevant Provincial/Territorial Occupational Health and Safety Act and Regulations, the National Fire Code; and applicable Provincial/Territorial Act or Regulations and applicable Municipal Regulations. In the event of a conflict between any of these codes, regulations, acts, or standards outlined herein, the most stringent shall apply. All of the above codes and standards in effect at the time of award are subject to change/revision. The latest editions of each shall be enforced during the term of the Contract.
5. PWGSC is committed to ensuring a respectful workplace for everyone who works at the Port of Entry at North Portal. Evidence of harassment in the workplace is unacceptable and will not be tolerated.

4. **Accidents**

1. The Contractor and their employees will not be considered as being Government employees and therefore will not come within the provisions of the Government Employees Compensation Act and will not be eligible for any of the benefits provided by the Crown under this act.

5. **Damages**

1. The contractor shall be fully responsible for any damage to the structure, furniture, equipment, plants and countertops.

6. **Security**

1. All Contractor personnel must be security cleared to Reliability Status before being permitted to access the facilities. No other persons accompanying employees shall be allowed on site.
2. It is the responsibility of the Contractor to ensure security clearances are completed.
3. All keys or key cards entrusted to the Contractor for the fulfillment of its contract must be fully protected at all times. All access cards must be returned when an employee stops working for the Contractor.
4. All doors to rooms, private or general offices, etc. which shall be unlocked by the Contractor's employees, shall be re-locked upon completion of the performance of their duties.
5. Lack of security cleared personnel will not be an acceptable excuse if work is not performed in accordance with the terms set forth.

7. **Staffing**

1. The contractor must provide all the staff necessary to perform all services as detailed herein.
2. The Contractor must have sufficient staff security cleared to ensure that cleaning can occur as detailed herein.

8. **Cleaning Products and Equipment**

1. The Contractor shall supply all cleaning products and equipment required to carry out the services as mentioned in Section 2: Regular Cleaning Operations and Frequencies, and Section 3: Scheduled Cleaning Operations and Frequencies and **shall use only products that are environmentally friendly, such as products with the environmental choice logo (Canadian) or the Green Seal logo (American).**
2. The Contractor shall supply all products such as toilet paper, paper hand towels, hand soap, plastic bags and sani-bags, but not limited to, for the performance of the work.

3. All cleaning products shall be suitable for the surfaces intended, used in the manner specified by the manufacturer and brought onto the premises in the manufacturer's original unopened container. The Technical Authority may instruct the Contractor to discontinue the use of any product judged not suitable and to substitute another mutually satisfactory product.
4. The Contractor shall ensure that all cleaning products used in the workplace are classified and labeled according to the workplace hazardous materials information systems (WHMIS).
5. A binder with the copies of the material safety data sheets (MSDS) shall be kept on the premises and updated when new cleaning products are purchased. This binder shall be made available to the Technical Authority upon request.

9. Uniforms

1. All Cleaning Personnel utilized in the performance of this contract must wear Contractor supplied uniforms as follows:

- 1.1. Commercial type shirt and trousers with the company name or crest affixed to the shirt and/or coat.
- 1.2. Clean uniforms shall be worn at all times.
- 1.3. All cleaning personnel shall wear visible picture identification cards, issued by the Contractor, at all times. Personnel without cards will be requested to leave the facility.
- 1.4. Upon termination of services, the identification cards will be returned to the Contractor.
- 1.5. Contractor's resources not properly uniformed may be deemed unsuitable and excluded from the premises. Contractor must provide alternate Contractor's resources the same day.

10. Space Assigned

1. The Project Authority shall provide the Contractor with the required space to carry out the performance of the work.
2. The Contractor shall not list publicize or use in any fashion, for business purposes, the address of buildings owned by Canada.
3. Canada shall not be responsible for damage to the Contractor's cleaning products and equipment nor to the Contractor's employees' personal belongings.

11. Log Book & Deficiencies

1. A log book must be maintained by the Contractor. The log book shall be located **on site** and shall be made available for inspection by the Site Authority.
2. The log book must contain the e-mail address, fax and phone numbers of company representatives that are responsible for handling any issues that arise and who are also responsible for taking corrective action.
3. The log book will be used to record the date and room/area in which any deficiencies are noted. Deficiencies may include, but are not limited to: broken stair treads, broken/leaking taps, burnt out light bulbs, etc and are to be reported to the Site Authority.
4. Where deficiencies may be health and safety related, they must also be promptly reported (ie. same day) to the Site Authority.
5. Checklists of completed work, and notation of start and end times each day, are to be included in the log book for periodic inspection by the Site Authority.

12. Site Security and Privacy

1. It is CBSA's responsibility to protect the privacy of individuals, and this extends to cleaners. For that reason, contractor personnel must keep conversations with the public to general greetings and never disclose to others conversations or enforcement that may be heard or witnessed. If

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cleaning personnel sense that officers are engaged in enforcement activities that may expose them to private information, they must withdraw from the area.

2. The contractor shall not deal directly with on-site personnel unless building security or structure is placed at risk. In this instance, the contractor shall report the issue to on-site PWGSC or CBSA immediately.

Section 2: Routine Cleaning Operations and Frequencies

1. Exterior

1. Daily

- 1.1. Keep all entrances, sidewalks, and grounds free of litter, debris, and cob webs.
- 1.2. Sweep exterior steps, sidewalks and loading dock entrances.
- 1.3. When required, remove snow and ice up to 10 feet from entrances, emergency exits, sidewalks, walkways, and perimeter of facility grounds, prior to 0700 hrs and as often as required during continuous snowfall.
- 1.4. Once all snow and loose ice is removed, apply anti-slip products as needed.
- 1.5. All anti-slip materials will be provided by the Crown.

2. Weekly and as needed

- 2.1. Empty garbage cans.

3. Monthly

- 3.1. Remove loose waste from bottom of exterior garbage bins.
- 3.2. Empty and clean ash trays

2. Floors, All Rooms

1. General – Floors, All Types

- 1.1. Visibly display 'global' or bilingual danger signs when performing wet floor cleaning operations.
- 1.2. Furniture and wastepaper receptacles are not to be placed on desks, tables or work benches during cleaning operations.

1.3. Carpets and Rugs

- 1.3.1. Clip loose threads during vacuuming operation.
- 1.3.2. Daily, remove stains and foreign objects from carpeting and rugs using methods and solutions approved by carpet manufacturers. Report to the Technical Authority stains on carpeting and rugs that cannot be removed by normal means and any damage to the carpeting and rugs.
- 1.3.3. Sweep or vacuum exposed flooring during vacuuming operations.

1.4. Walk-Away Mats

- 1.4.1. Mats are to be rolled up to complete floor cleaning operations. Clean the underside of mats before replacing.

1.5. Resilient and Hard Surface Flooring

- 1.5.1. Care must be taken not to allow cleaning solution to seep under furniture legs, file cabinets or partitions.
- 1.5.2. Sweep and damp mop floors on a full floor basis.

2. Daily

- 2.1. Pick up trash and litter, removing any gum or foreign residue.
- 2.2. Vacuum all carpeting and rugs on a full floor basis.
- 2.3. Vacuum all floor mats.
- 2.4. Remove stains from carpeting.
- 2.5. Sweep and wash all hard surface floors on a full floor basis.
- 2.6. Sweep and mop anti-fatigue mats

3. Walls, Windows, Doors, Door Frames, and Ledges, All Rooms

1. Daily

- 1.1. Clean and disinfect all handles, push bars and plates on both sides of all doors.
- 1.2. Clean both sides of door glass.
- 1.3. Clean glass and sashes on both sides of building entrance and exit doors.
- 1.4. Clean and disinfect all light switches and plugs.
- 1.5. Spot clean walls, windows, doors, door frames, and ledges as needed, removing finger marks, smudges, and stains.

2. Weekly and as needed

- 2.1. Clean interior of glass windows, frames, and ledges.
- 2.2. Clean doors, door frames and door grills.
- 2.3. Clean baseboards, ledges, and mouldings.
- 2.4. Clean radiator and convector covers.
- 2.5. Clean air grills, registers, and air diffusers.
- 2.6. Dust all fire extinguishers, fire hose cabinets and glass.

4. Garbage, Waste Receptacles, and Shredders, All Rooms

1. Daily

- 1.1. Empty all garbage cans and waste receptacles.
- 1.2. Replace bags when dirty or worn.
- 1.3. Disinfect touch points on garbage, waste receptacles, and shredders
- 1.4. Check & empty shredders as required.
- 1.5. Clean inside and outside of containers as needed.
- 1.6. Place all garbage in bins.

5. Entrances, Exits, Lobbies, Waiting Areas, Corridors, and Public Counters

1. Daily

- 1.1. Clean surface and between bars of floor grills and registers.
- 1.2. Remove gum and other foreign residue, litter and debris.
- 1.3. Sweep and wash floors. Provide additional damp mopping of floors during inclement weather.

- 1.4. Clean furniture. Disinfect chair arms and touch points.
- 1.5. Fill water dispenser. Clean & disinfect touch points.
- 1.6. Vacuum walk-off mats. During inclement weather vacuum mats more often.
- 1.7. Clean and disinfect public telephones.
- 1.8. Clean and disinfect public counters including dividers and shields.

2. Monthly

- 2.1. Clean and sanitize water dispensers. Odour of disinfectant must not be objectionable.

6. Offices, Office Areas, Boardrooms and Interview Rooms

1. Daily

- 1.1. Clean and disinfect counters, tables, and desks without disturbing paper or files.
- 1.2. Clean chairs. Disinfect chair arms and touch points.
- 1.3. Spot clean outside surfaces of storage and filing cabinets.
- 1.4. Dust and spot clean furniture, pictures and wall hangings as needed (excluding paintings and art objects).
- 1.5. Clean & disinfect telephones, computer screens, keyboards, mouse, printers, and fingerprinting devices.

7. Washrooms

1. Daily

- 1.1. Remove gum and other foreign residue.
- 1.2. Sweep and wash all floors.
- 1.3. Remove all trash from strainers in base of urinals.
- 1.4. Clean & disinfect both sides of toilet seats, interior and exterior of bowls and flush tanks, and urinals.
- 1.5. Clean and disinfect all water taps, dispensers, door plates, flush valves, light switches and handles.
- 1.6. Clean and disinfect sinks, counters and facings.
- 1.7. Clean mirrors
- 1.8. Clean and disinfect all touch points on washroom partitions walls and doors.
- 1.9. Spot clean walls, partitions and doors.
- 1.10. Clean shelves, high ledges, window ledges, exposed piping, and tops of partitions.
- 1.11. Empty sanitary containers, wash, disinfect and replace bags.
- 1.12. Empty, clean and disinfect interior and exterior of all garbage cans and insert new plastic bags of correct size.
- 1.13. Replenish soap, toilet paper and paper towel dispensers.
- 1.14. At end of shift, check all washrooms again and clean and restock as needed.

2. Weekly and as needed

- 2.1. Descale toilet bowls and urinals.
- 2.2. Wash both sides of partitions and partition doors and the ceramic walls enclosed by the partitions using a germicidal detergent.
- 2.3. Clean registers and air grills.

3. Monthly

- 3.1. Install urinal deodorant screens in urinals.
- 3.2. Wash all vertical surfaces, including walls, doors, and partitions.

8. Cells

1. After each use/as requested

- 1.1. Clean and disinfect all vertical and horizontal surfaces, including registers.
- 1.2. Clean and disinfect door handle and bench.
- 1.3. Sweep and wash floors.

9. Locker Rooms

1. Daily

- 1.1. Sweep and damp mop floors.
- 1.2. Spot clean walls, doors and door frames.
- 1.3. Remove marks and stains from front and sides of lockers as needed.

2. Monthly

- 2.1. Dust exposed surfaces of lockers including tops.

10. Kitchens

1. Daily

- 1.1. Clean and disinfect sinks, counters, tables, and stove top.
- 1.2. Clean chairs. Disinfect chair arms and touch points.
- 1.3. Clean and disinfect handles on cupboards, appliances, and coffee pots.
- 1.4. Fill water dispenser. Clean and disinfect touch points.
- 1.5. Replenish paper towel in dispensers.
- 1.6. Spot clean walls, doors and exterior of cupboards.
- 1.7. Spot clean exterior of all appliances.
- 1.8. Clean window ledges and registers.

2. Weekly

- 2.1. Clean the exterior of domestic appliances

3. Monthly

- 3.1. Clean and sanitize water dispenser. Odour of disinfectant must not be objectionable.

11. Inspection Garages

1. Daily when needed

- 1.1. Hose down floors (wall to wall) in Inspection Bay.
- 1.2. Wash tables.
- 1.3. Wipe exterior of x-ray machine.
- 1.4. Spot clean walls, doors, door frames, and ledges.
- 1.5. Vacuum rugs and wash floors.
- 1.6. Clean and disinfect door handles and light switches.
- 1.7. Fill water dispenser. Clean and disinfect touch points.

2. Weekly

- 2.1. Clean vents in muster room and office area.

3. Monthly

- 3.1. Clean and sanitize water dispenser. Odour of disinfectant must not be objectionable.

12. PIL Booths

1. Daily

- 1.1. Clean and disinfect counters and ledges without moving or disturbing paper.
- 1.2. Spot clean walls.
- 1.3. Sweep and mop floors.
- 1.4. Empty garbages and replace bags when dirty or worn.
- 1.5. Disinfect door handles.
- 1.6. Clean windows as needed.
- 1.7. Sweep and clean steps.

Section 4: Definition of Terms and Quality of Standards

The definition of terms and quality standards described in Section 4 shall be strictly adhered to by the Contractor. All inspections made by the Technical Authority shall be rated according to these quality standards.

1. *Definition of Terms*

1. **Routine cleaning operations**

Cleaning operations which are specified to be performed monthly or more frequently such as weekly or daily.

2. **Patrol cleaning**

All obvious trash and spillage shall be removed and dispensers replenished, so that the area presents a neat appearance.

3. **Scheduled Cleaning Operations**

Cleaning operations which are specified to be performed less frequently than monthly such as every two months, three times a year, quarterly, semi-annually or annually as stated in Appendix A.

4. **Floors, All Types**

Floors all types could be, resilient, terrazzo, marble, vitreous, quarry tile and concrete.

5. **Flight of stairs**

Includes steps and risers situated between two floor levels including landing(s).

6. **Products**

Products consist of items such as light bulbs and fluorescent tubes, toilet tissue, paper hand towels, hand soap, plastic bags and sani-bags, but not limited to, for the performance of the work.

7. **Trash**

Includes the contents of ashtrays, waste receptacles, sand urns and sani-cans. Also paper clips, paper, mop strings, pins, staples, elastics and discarded items on the floor or furniture.

8. **High traffic areas (includes)**

Entrance lobbies, waiting rooms, corridors and traffic aisles in open office areas.

9. **Recycling containers and multi-use recycling installations**

These containers and installations are used to collect recyclable materials such as metal, glass, plastics, paper, cardboard, composting, etc.

2. **Quality of Standards**

1. **Cleaning: General**

- 1.1. All surfaces and objects specified in the contract must be free of dust, stains, spills, debris and soil immediately after cleaning operation.
- 1.2. Machinery and equipment must not block a passageway, or present a tripping hazard.
- 1.3. Caution signs must be placed adjacent to the affected area on all approaches.
- 1.4. Furnishings moved by cleaners must be relocated to their original location.

2. **Spot Cleaning**

- 2.1. All affected areas must be clean of stains, streaks, and soil.
- 2.2. All over-spray from spray applicators must be wiped clean from all surfaces.

3. **Sweeping**

All floor areas including open areas and flooring around furniture legs and into corners must be free of dirt and litter.

4. **Dust mopping**

All floor areas including open areas and flooring around furniture legs and into corners must be free of dirt and dust film.

5. **Damp mopping**

- 5.1. All floor areas including open areas and flooring around furniture legs and into corners must be clean and free of surface stains, soil, mop streaks loose mop strands, and water spotting.
- 5.2. The supplier must sweep or dry mop the area immediately before damp mopping.
- 5.3. The supplier must start damp mopping with clean water and mop.
- 5.4. Walls, baseboards and other surfaces must be free of watermarks and splashing.

6. **Wash floors**

- 6.1. All standards outlined in "Damp mopping" apply.
- 6.2. In addition, surfaces must be rinsed free of cleaning solution after floors are washed.
- 6.3. All floors must be free of dirt, stains, mop strands, splashing, cleaning solution, and water accumulations as well as scuff marks.

7. **Vacuuming**

- 7.1. All carpet surfaces must have an overall appearance of cleanliness and must be free of visible dust, dirt and grit.
- 7.2. A power heads must be used. Vacuums must be 2 motor design (1 for suction, 1 for power head).

8. **Stain removal**

All carpets, walk-away mats and upholstered furniture shall have no visible stains and no discoloration after stain removal operation. Where stain removal involves wetting of a hard surface floor, caution signs must be in place around affected work area.

9. **Floor grills**

All floor grills and recess pans shall present a clean appearance and be free of dirt, soil and trash.

10. **Notice boards and fire hose cabinets**

All notice boards and fire hose cabinets, including glass, shall be free of dust and stains.

11. **Glass & Mirror Cleaning**

- 11.1. All glass must be clean on both sides and free of streaks and finger marks.

-
- 11.2. Adjacent areas including frames, casings and ledges must be free of water spotting, splash marks and streaks.
- 12. Stairs and landings**
All surfaces shall present an overall appearance of cleanliness and be free of dirt, dust, streaks and trash.
- 13. Dusting**
13.1. Furniture, fixtures and equipment
All surfaces shall be free of dust, streaks and finger marks.
13.2. High dusting
All surfaces shall be free of dust.
Dust must be contained and prevented from floating freely in the air during operations.
High dusting must be effected using either damp rag wiping or vacuuming.
- 14. Damp Wiping**
14.1. Surfaces must be free of dust, stains, streaks and water spotting following damp wiping.
14.2. Wiping cloths must be rinsed frequently and free of stains and odors.
14.3. Feather dusters are not acceptable.
- 15. Metal surfaces**
All metal surfaces shall be free from marks, stains and have a clean shine.
- 16. Washrooms**
16.1. All washrooms shall have a clean scent and no odour. All surfaces shall be free of stains, water marks and shall be clean and bright.
16.2. All waste and sanitary receptacles shall be empty, clean and all dispensers replenished.
- 17. Clean and Disinfect**
17.1. Client approved, environmentally friendly, commercial disinfectant cleaner must be used.
17.2. Manufacturer's instructions must be followed for best results.
17.3. All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.
- 18. Waste receptacles**
All waste receptacles shall be empty and the exterior and interior surface wiped clean.
- 19. Sand urns and ashtrays**
All trash shall be removed from urns and ashtrays and surfaces shall be clean with no visible stains or build up.
- 20. Potable drinking fountains**
All surfaces shall be free of spots, stains and streaks.
- 21. Air grills and air diffusers**
All air grills and air diffusers shall present a clean surface free of dirt, grime, stains, streaks, dust and cobwebs.
- 22. Light fixtures**
All light fixtures shall be free of dust, dirt, stains and streaks.
- 23. Contractor's space**
All surfaces shall be free of waste, dust, stains and free of odours

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24. Cleaning with a Hose

- 24.1.** All areas must be clean of dirt, mud, and debris with no water ponding as a result of the cleaning with a hose.
- 24.2.** Equipment must be removed and stored immediately after use.

ANNEX "B" – BASIS OF PAYMENT

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the Bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

Rates quoted must remain firm for the period of the Contract. Rates MUST include ALL costs associated with providing the services in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Note: No additional charges will be allowed for travel to the site.

NOTE: Number of Months, Evaluated Total and Estimate Hours is for evaluation purposes only and will not form part of the contract.

Table A – Scheduled Services - Date of Contract Award to March 31, 2021

Item No.	Description	(A) Cleanable Area	(B) Firm Monthly Rate per m ²	(C) Firm Monthly Rate = A x B	(D) No. of Months	Evaluated Total = C x D
Work Hours: Monday to Friday between the hours of 0600 hrs and 1800 hrs.						
1	International Building	521 m ²	\$ / m ²	\$	8	\$
2	Commercial Building	469 m ²	\$ / m ²	\$	8	\$
3	Inspection Garage	334 m ²	\$ / m ²	\$	8	\$
Subtotal Table A:						\$

Table B – Scheduled Services - April 1, 2021 to March 31, 2022

Item No.	Description	(A) Cleanable Area	(B) Firm Monthly Rate per m ²	(C) Firm Monthly Rate = A x B	(D) No. of Months	Firm Annual Rate = C x D
Work Hours: 7 days a week including Statutory Holidays between the hours of 0600 hrs and 1800 hrs						
1	International Building	521 m ² x	\$ / m ²	\$	12	\$
2	Commercial Building	469 m ² x	\$ / m ²	\$	12	\$

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3	Inspection Garage	334 m ² x	\$ / m ²	\$	12	\$
Subtotal Table B:						\$

Table C – Option Period Scheduled Services - April 1, 2022 to March 31, 2023

Item No.	Description	(A) Cleanable Area	(B) Firm Monthly Rate per m ²	(C) Firm Monthly Rate = A x B	(D) No. of Months	Firm Annual Rate =C x D
Work Hours: 7 days a week including Statutory Holidays between the hours of 0600 hrs and 1800 hrs						
1	International Building	521 m ² x	\$ / m ²	\$	12	\$
2	Commercial Building	469 m ² x	\$ / m ²	\$	12	\$
3	Inspection Garage	334 m ² x	\$ / m ²	\$	12	\$
Subtotal Table C:						\$

**Table D – Future Expansion – To be included in contract once construction is completed.
If applicable – Scheduled Services - From Date of Contract Award to March 31, 2021**

Item No.	Description	(A) Cleanable Area	(B) Firm Monthly Rate per m ²	(C) Firm Monthly Rate = A x B	(D) No. of Months	Firm Annual Rate =C x D
Work Hours: 7 days a week including Statutory Holidays between the hours of 0600 hrs and 1800 hrs						
1	International Expansion & new PIL Booths	61 m ² x	\$ / m ²	\$	8	\$
2	Commercial Expansion	277 m ² x	\$ / m ²	\$	8	\$
3	Truck Bay	197 m ² x	\$ / m ²	\$	8	\$
Subtotal Table D:						\$

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**Table E – Future Expansion – To be included in contract once construction is completed.
If applicable – Scheduled Services - From April 1, 2021 to March 31, 2022**

Item No.	Description	(A) Cleanable Area	(B) Firm Monthly Rate per m ²	(C) Firm Monthly Rate = A x B	(D) No. of Months	Firm Annual Rate =C x D
Work Hours: 7 days a week including Statutory Holidays between the hours of 0600 hrs and 1800 hrs						
1	International Expansion & new PIL Booths	61 m ² x	\$ / m ²	\$	12	\$
2	Commercial Expansion	277 m ² x	\$ / m ²	\$	12	\$
3	Truck Bay	197 m ² x	\$ / m ²	\$	12	\$
Subtotal Table E:						\$

**Table F – Future Expansion – To be included in contract once construction is completed.
If applicable – Scheduled Services - Option Period From April 1, 2022 to March 31, 2023**

Item No.	Description	(A) Cleanable Area	(B) Firm Monthly Rate per m ²	(C) Firm Monthly Rate = A x B	(D) No. of Months	Firm Annual Rate =C x D
Work Hours: 7 days a week including Statutory Holidays between the hours of 0600 hrs and 1800 hrs						
1	International Expansion & new PIL Booths	61 m ² x	\$ / m ²	\$	12	\$
2	Commercial Expansion	277 m ² x	\$ / m ²	\$	12	\$
3	Truck Bay	197 m ² x	\$ / m ²	\$	12	\$
Subtotal Table F:						\$

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Table G – Task Authorization

Item No.	Description	Estimated Hours per Year (A)	Hourly Rate – Date of Contract Award to March 31, 2021 (B)	Hourly Rate – April 1, 2021- to March 31, 2022 (C)	Hourly Rate – April 1, 2022 - to March 31, 2023 (D)
1	Hourly Rate for <u>Planned</u> Task Authorization Call ups	250	\$ _____	\$ _____	\$ _____
2	Hourly Rate for <u>Unplanned Task</u> Authorization Call ups	100	\$ _____	\$ _____	\$ _____

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ANNEX "C - SECURITY REQUIREMENTS CHECK LIST

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ANNEX "D" - TASK AUTHORIZATION USAGE REPORT FORM

Return to:

Public Works and Government Services Canada
Acquisition Branch
Facsimile: (306) 975-5397
Email: TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca

Quarterly Usage Report Schedule:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31;
4th quarter: January 1 to March 31.

SUPPLIER: _____

CONTRACT NUMBER: _____

DEPT OR AGENCY: _____

Item No.	Task Number Description	Value of the Task (GST/HST excluded)
(A) Total Dollar Value of Tasks for this reporting period		
(B) Accumulated Tasks totals to date:		
(A+B) Total Accumulated Tasks		

NIL REPORT: We have not done any business with the federal government for this period []

Prepared by: _____

SIGNATURE: _____

DATE: _____

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Annex E –SAMPLE OF WORK ORDER

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ANNEX “F” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);

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Annex G – Building Floor Plans

Building Floor plans will be made available by request to the Project Authority by emailing shannon.mcdonald@pwgsc-tpsgc.gc.ca. Offerors should note that Floor Plans are to be used for this solicitation process only and are not to be shared further.