



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux  
Canada

Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7<sup>e</sup> étage, suite 7300

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

## INVITATION TO TENDER

## APPEL D'OFFRES

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

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

### Soumission aux: Travaux Publics et Services Gouvernementaux Canada

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

### Comments - Commentaires

### Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7<sup>e</sup> étage, suite 7300  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> JANITORIAL SERVICES IML	
<b>Solicitation No. - N° de l'invitation</b> EE517-210214/A	<b>Date</b> 2020-08-23
<b>Client Reference No. - N° de référence du client</b> EE517-210214	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTC-115-15824
<b>File No. - N° de dossier</b> MTC-0-43038 (115)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-10-05</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Carignan, Félix-A.	<b>Buyer Id - Id de l'acheteur</b> mtc115
<b>Telephone No. - N° de téléphone</b> (514) 210-7937 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA ESC1-MPO/TRANSPORT CST 1 - DFO / TC CP 1000 STN BUREAU-CHEF, 850 RTE DE LA MER MONT-JOLI Québec G5H3Z4 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

Solicitation No. - N° de l'invitation  
EE517-210214/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
MTC115

Client Ref. No. - N° de réf. du client  
EE517-210214/A

File No. - N° du dossier  
MTC-0-43038

CCC No./N° CCC - FMS No./N° VME

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### **Support the use of apprentices**

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Annex E.

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT /  
DOCUMENT CONTIENT DES EXIGENCES RELATIVES À LA SÉCURITÉ**

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**List of Annexes:**

Annex "A"	Cleaning specifications
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## **TITLE : JANITORIAL SERVICES OF THE MAURICE LAMONTAGNE INSTITUTE**

### **PART 1 - GENERAL INFORMATION**

#### **1. Introduction**

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

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

The Annexes include the Cleaning specifications and Fire Resisting Doors Inventory, the Basis of payment, the Security Requirements Checklist, and any other annexes.

#### **2. Summary**

Provide cleaning and janitorial services, including supply of labor, materials, and equipment on behalf of the Department of Fisheries and Oceans (DFO), to 850 De la mer road, Sainte-Flavie (Québec) Canada. Services must be provided in accordance with the general requirements attached at Annex "A". The contract period is two (2) years with the possibility of three (3) individual option years.

There is a security requirement associated with this requirement. For additional information, consult Part 6 – Security, Financial and Other Requirements and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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

There is an optional site visit associated with this requirement where personnel security screening is required prior to gaining access to PROTECTED information, assets or sites. Consult Part 2 – Bidder Instructions.

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."

### **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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

The 2003 standard instructions is amended as follows:

- Section 08, entitled Transmission by facsimile or by epost Connect, is amended as follows: subsection 2. is deleted entirely and replaced with the following:

epost Connect

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.

- i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

or, if applicable, the email address identified in the bid solicitation.

- ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. To submit a bid using epost Connect service, the Bidder must either:
    - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
    - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
  - c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
  - d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
  - e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
  - f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
  - g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:

- i. receipt of a garbled, corrupted or incomplete bid;
  - ii. availability or condition of the epost Connect service;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the bid;
  - v. failure of the Bidder to properly identify the bid;
  - vi. illegibility of the bid;
  - vii. security of bid data; or,
  - viii. inability to create an electronic conversation through the epost Connect service.
- h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

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](#), (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

## 2.2 Submission of Bids

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

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@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.

Due to the nature of the bid solicitation, bids transmitted by facsimile 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 FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

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

- (1) an individual;
- (2) an individual who has incorporated;
- (3) a partnership made of former public servants; or
- (4) 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 as defined above?

YES ( ) NO ( )

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

- (1) name of former public servant;
- (2) date of termination of employment or retirement from the Public Service.

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

## **2.4 Enquiries - Bid Solicitation**

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

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

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

## **2.6 Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at to 850 de la mer Road, Sainte-Flavie (Québec) Canada, on Thursday, September 10th at 10:00 AM.

Bidders are recommended to communicate with the Contracting Authority no later than September 8<sup>th</sup> at 2:00PM to confirm attendance and provide the name(s) of the person(s) who will attend. Instructions will be communicated by e-mail. Bidders must then, at their discretion, submit their questions to the Contracting Authority by email following the visit as no details can be answered during the site survey. Any clarification or changes made to the bid solicitation as a result of the site visit will be included in the bid solicitation as an amendment.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

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

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

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

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

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

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted

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

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

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

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

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

## **Section I: Technical Bid**

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

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

## **Section II: Financial Bid**

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

## **Section III: Certifications**

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- (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 Technical Evaluation

#### 4.1.1 Mandatory Technical Criteria

Criteria		Success ( S ) ou Fail (F)
1	Experience of one (1) contract for a minimum of twenty-four (24) months in the last sixty (60) months for premises of more than ten thousands (10 000) square meters (m2) for the same purpose or type	
2	At the bid closing date, all resources must have the required security clearance to enter the site.	

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

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

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 - SECURITY**

### **6.1 Security Requirement**

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

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - 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.

6.1.2 For additional information on security requirements, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Security Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.



## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

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

#### **7.2.1 General Conditions**

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

### **7.3 Security Requirement**

7.3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. EE517-210214**

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

### **7.4 Term of Contract**

#### **7.4.1 Period of the Contract**

The work must be carried out during the period from November 1<sup>st</sup>, 2020 to October 31<sup>st</sup>, 2022.

## 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Félix-Antoine Carignan  
Title: Intern officer  
Public Works and Government Services Canada  
Directorate: Supply Directorate - Quebec Region  
Address: Bonaventure Place, South-west portal  
800 de la Gauchetiere West, suite 7300  
Montreal (QC), H5A 1L6

Téléphone : 514-710-7937  
Télécopieur : 514-496-3822  
Courriel : felix-antoine.carignan@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.

### 7.5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Contractor's Representative

Name: To come when the contract is awarded

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

Cellphone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

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

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

### 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: 2012-2](#) of the Treasury Board Secretariat of Canada.

### 7.7 Payment

#### 7.7.1 Basis of Payment - Firm Prices and "As and When"

The Contractor will be paid for the costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of Payment at Annex "B", up to a limitation of expenditures of \$ \_\_\_\_\_ (insert amount at the time of contract award). Customs duties are included and Applicable Taxes are extra.

#### 7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. 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.
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.

## 7.8 Invoicing Instructions

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

## 7.9 Certifications

### 7.9.1 Compliance

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

## 7.10 Applicable Laws

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

## 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 (2020-05-28), Services (medium complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) **Annex C, Reference letter model**
- (f) Annex D, Security Requirements Check List;
- (g) Annex E, Voluntary certification to support the use of Apprentices Employed
- (h) the Contractor's bid dated \_\_\_\_\_, as clarified on \_\_\_\_\_ " **or** ", as amended on \_\_\_\_\_".

## 12. SACC Manual Clauses

H1008C (2008-05-12) - Monthly Payment  
A9117C (2007-11-30) - T1204 - Direct Request by Customer Department  
C0710C (2007-11-30) - Time and Contract Price Verification  
A2000C (2006-06-16) - Foreign Nationals (Canadian Contractor)

## **7.13 Insurance**

### **7.13.1 Insurance – Specific Requirements**

The Contractor must comply with the insurance requirements specified in the **following article 13.2 Commercial General Liability Insurance**. 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.

### **7.13.2 Commercial General Liability Insurance**

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

- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

#### **7.14 Contract Financial Security - Janitorial Services**

1. The supplier must provide to Canada one of the following contract financial securities within 30 calendar days after the date of contract award:
  - (a) a certified cheque to the Receiver General for Canada in the amount of 10 percent of the contract price; or
  - (b) an irrevocable standby letter of credit as defined in clause E0008C in the amount of 10 percent of the contract price.
2. If Canada does not receive the required financial security within the specified period, Canada may terminate the contract for default pursuant to its default provision.

##### **7.14.1 SACC Manual clause E0008C (2018-06-21) - Financial Security Definition**

#### **7.15 Canadian Forces Site Regulations**

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

#### **16. Voluntary Reports for Apprentices Employed during the Contract**

The Contractor should compile and maintain records on the number of apprentices that were hired to work on the contract and their trade specialty.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted to the Contracting Authority 6 months after contract award or at the end of the contract, whichever comes first.

Solicitation No. - N° de l'invitation  
EE517-210214/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
MTC115

Client Ref. No. - N° de réf. du client  
EE517-210214/A

File No. - N° du dossier  
MTC-0-43038

CCC No./N° CCC - FMS No./N° VME

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Number of apprentices hired	Trade specialty

(Add lines if needed)

Solicitation No. - N° de l'invitation  
EE517-210214/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
MTC115

Client Ref. No. - N° de réf. du client  
EE517-210214/A

File No. - N° du dossier  
MTC-0-43038

CCC No./N° CCC - FMS No./N° VME

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## **ANNEX A**

### **STATEMENT OF WORK**



## APPENDIX A

### CLEANING SPECIFICATIONS

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## **SECTION 1**

### **SPECIAL CONDITIONS**

#### **1. Building Cleaning Operations**

##### **.1 General**

- .1 Within 10 days of contract award, the contractor must submit, in writing, his work plan, which must be in accordance with the specifications and according to our work program schedule.
- .2 The contractor must keep a log in the building in which he records daily all scheduled cleaning work performed. The logbook must be kept on site and the departmental representative can ask to see it if necessary.
- .3 The work that was previously established with the Ministerial Representative will be inspected every three months by the Contractor's Representative by completing an inspection report to determine whether the work is acceptable. It is recommended (but not mandatory) that the Ministerial Representative be present during the inspections.
- .4 When days of the week specified in Appendix A fall on a holiday, the Contractor shall perform the operations the first working day thereafter or before according to the need of the ministry approved by its representative.
- .5 The ATRIUM is a multipurpose space that can be converted into offices or a multidisciplinary lounge (banquet, relaxation) located on the 2nd floor, regardless of the layout of this section, the amount of the contract will be neither increased nor reduced.
- .6 A foreman or qualified team leader must be on site or available at all times if necessary, during the cleaning to ensure the smooth running of the work as well as constant liaison between the Departmental Representative and the entrepreneur when emergencies arise. He will have the necessary authority to order the work to be stopped and resumed when he deems it necessary for health and safety reasons.
- .7 Cleaning operations should be carried out in such a manner that no more than 25% of the building will be illuminated while cleaning operations are under way during unoccupied hours, i.e.: work should be completed on each floor or in each section of a floor and lights switched off in that area before other work may begin. When private offices have their own switches, turn the lights on and off when entering and leaving the room.

##### **.2 Routine Cleaning Operations**

- .1 Routine Cleaning Operations (which are operations to be performed on a daily, weekly, bi-weekly or monthly basis) shall be performed between the hours of 7 a.m. and 4 p.m., Monday through Friday.
- .2 Routine snow removal work must be completed by 7:00 a.m.
- .3 Some jobs need to be scheduled more than once per day. Below is a list of jobs that will need to be done more than once per day. Refer to section 2 for the frequency of work.
  - Make washroom cleaning rounds;
  - Make cleaning rounds in the cafeteria;
  - Make rounds of cleaning, kitchens, kitchenettes, dining rooms and break rooms.
    - These are all the places where there are microwaves, refrigerators, there are some on the 5th floor near the cafeteria, people eat on the tables in the main corridor. There are also some on every floor, near the elevators and people eat at their desks.
  - Daily cleaning of the entrance mat, see point 8.2.

##### **.3 Scheduled Cleaning Operations**

- .1 Appendix A establishes the Scheduled Cleaning Operations to be performed during the Contract Term and to be repeated in each extension period of the Contract Term.
- .2 Scheduled Cleaning Operations shall be completed by the Contractor in the months specified in Appendix A.

.3 Special arrangements for security access must be scheduled and approved by the Ministerial Representative. The Contractor must give the Ministerial Representative seven (7) days notice of the scheduled work so that occupants can be informed.

.4 The contractor will need to move certain objects to properly perform his work. Here is a non-exhaustive list of objects to move:

- .1 Shoe
- .2 Transport bag (computer and / or documents)
- .3 Coat hook (clothes rack)
- .4 Boot storage mat
- .5 Bags
- .6 Boxes
- .7 Armchairs, chairs, benches
- .8 Garbage cans
- .9 Any other such object

EXCLUDING ALL COMPUTER EQUIPMENT

#### **.4 Inspection of Scheduled Cleaning Operations**

- .1 The Contractor must abide to the Scheduled Cleaning Operations included in Appendix A of the present specifications. The Contractor must also notify the Ministerial Representative immediately upon completion of these operations so that these may be inspected and that proper corrective measures may be initiated, should this be necessary. The Contractor must inspect the job done before informing the Ministerial Representative.

#### **.5 Emergency Cleaning**

See section 6, Communication

## **2. Health & Safety**

- .1 All health and safety requirements (pertaining to accident prevention and fire hazards) set forth in National, Provincial and Municipal codes and/or prescribed by the authorities having jurisdiction shall be complied with. In addition, the Contractor's employees and/or contractors shall be appropriately trained with respect to knowledge or the aforementioned requirements, and with respect to implementation and compliance with same in a competent manner. In addition, the contractor must comply with all the requirements of this specification.
- .2 By accepting this contract, the Contractor agrees to assume all of the responsibilities that normally fall to the prime contractor and employer under the Quebec Act Respecting Occupational Health and Safety and to act as the work supervisor.
- .3 The Contractor must manage its activities in such a way that the health and safety of its staff, the occupants of the building or facility and the public, as well as protection of the environment, always take precedence over matters related to cost and work schedules.
- .4 At least ten (10) days before the start of the contract, the Contractor must submit to the department's representative a prevention program specific to the work likely to be done in the building. The Contractor must subsequently update its prevention program if the work proceeds differently from the original plan. The Ministerial Representative may, after receiving the program and at any time during the contract, require that the program be modified or supplemented in order to better reflect workplace conditions. The Contractor shall then make the necessary changes prior to the start of work.

This program must be based on the risks identified and must take into account the information and requirements contained in these specifications. The program shall be in effect for the entire term of the contract and shall meet the following requirements:

- Identify the risks specific to each category of task to be performed in execution of the contract and the corresponding preventive measures, based on regulatory requirements. Identify the person responsible for implementing preventive measures;
  - Take into account the risks that may affect the health and safety of the workers as well as the health and safety of the occupants of the building or facility and of the public; and
  - Include a work site inspection checklist based on the hazards you identified.
- .5 Before using an elevating platform, submit a certificate of mechanical compliance signed by a certified mechanic to the Ministerial Representative.

- 
- .6 Make sure to provide the necessary protective equipment for the execution of the work.
  - .7 The labor inspection should include an evaluation grid for each working day. He must keep it and send it to the Ministerial representative, duly completed, at his request.
  - .8 Become familiar with the building's or facility's emergency plans and train and inform your employees so that they are able to apply these plans.
  - .9 Mark off your work area, control access to it and barricade it as needed using methods approved by the Ministerial Representative.
  - .10 Take the necessary measures to keep the workplace clean and orderly throughout the work and ensure that the workplace is free of any hazards at the end of each work day.

### 3. Security

- .1 The Contractor shall provide to the Lessee the full name, address, telephone number and date of birth of each member of the Cleaning staff that he intends to employ at least thirty (30) days prior to commencement of the Contract.
- .2 PSPC undertakes to comply with the relevant provisions of the Accessible Canada Act. Any non-compliance that may hamper service delivery will be assessed by PSPC in order to put the required accommodations in place.

#### 3. IDENTIFICATION OF PERSONNEL OF THE CONTRATOR

- .1 It is the responsibility of the contractor to provide the following elements at its expense at the outset of the contract and to keep this information up to date;
  - .1 The list of all personnel that will have access to the facilities;
  - .2 Confirmation from Industrial Security that each member of staff who will have access to the facilities has valid security clearance in accordance with the contract requirements. For more information, see the link below

**Toll-free number:** 1-866-368-4646

**National Capital Region :** 613-948-4176

**Email :** [ssi-iss@tpsgc-pwgsc.gc.ca](mailto:ssi-iss@tpsgc-pwgsc.gc.ca)

**Website :** [www.tpsgc-pwgsc.gc.ca/esc-src](http://www.tpsgc-pwgsc.gc.ca/esc-src)

<https://www.tpsgc-pwgsc.gc.ca/esc-src/enquete-screening-fra.html>

- .3 The Ministerial representative will require from the contractor to supply option 1 and/or option 2 at its convenience.
  - .1 **Option 1:** Provide a passport-size colour photograph (digital format) for each employee who will be working on site
  - .2 **Option 2:** Provide a passport-size colour photograph (paper format) for each employee who will be working on site.

Consult the link below for all photo requirements: <https://www.canada.ca/fr/immigration-refugies-citoyennete/services/passeports-canadiens/photos.html>

Consult the link below for all photo requirements: <https://www.canada.ca/fr/immigration-refugies-citoyennete/services/passeports-canadiens/photos.html>

#### NOTE :

- In order to access the facilities, the contractor must provide the following information as soon as possible and then await confirmation that everything is in order from the Ministerial representative.
- Depending on the validity period for the access cards and the duration of the standing offers, the contractor may be required to provide new photographs (see 3.3.3) at its expense for employees with access to the facilities. It is the responsibility of the contractor to define an industrial safety representative and he must perform the following tasks while keeping the information up to date.

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#### 4. Access to facilities

##### .1 Visitation schedule

###### .1 Regular maintenance

All visits must be scheduled with the Ministerial representative. Regular maintenance is normally scheduled a minimum of one month in advance.

###### .2 Follow-up or maintenance following maintenance

Maintenance or follow-up may be required following regular maintenance. In this case, a minimum of 72 working hours is required in order to notify all stakeholders and occupants on site. This is always coordinated with the Ministerial representative.

###### .3 Emergency maintenance

In the event of an emergency situation, go to the reception area, and the Ministerial representative who assigned you will be there to meet you.

NOTE: For anything that is not an emergency response situation, access will not be granted without prior authorization from PSPC.

##### .2 Visitor Card (Access)

.1 Housekeeping employees must obtain a visitor's card before entering and must return it when leaving the workplace.

.2 For access to a visitor card, each member of the contractor's staff:

- Provide a valid piece of identification to the custodian (e.g. : driver's licence, health card);
- Sign the attendance log and provide a telephone number where they can be reached.

.1 During the visit :

- Each member of the contractor's staff must wear the identification provided in a very obvious manner;

.2 At the end of the shift :

- Each member of the contractor's staff must return the identification card and sign the log again.

.5 The Contractor is responsible for the security of the accommodation to the extent of locking and unlocking of access doors and the inspection of windows to ensure they are closed and locked on completion of cleaning operations before leaving the premises.

.6 At the request of the Ministerial Representative, the contractor must lock and unlock the doors at the scheduled times to facilitate the work of the occupants.

.7 All doors to rooms, private or general offices, etc., which must be unlocked by the cleaning staff must be relocked after the performance of their duties.

.8 The Contractor must at all times ensure that all keys entrusted to him to do the job are monitored and that they remain on the job site. He must also ensure that none of these keys are copied for any reason. Following any deviation from the above, the contractor will have to pay the costs incurred for any corrective action that the Ministerial Representative deems necessary to maintain security in the building

.9 Taking pictures and/or making videos on the site, inside or outside the buildings, is **PROHIBITED**.

.10 Smoking on the site, inside or outside the buildings, is **PROHIBITED**, except in designated places outside.

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#### 4. Cleaning products & Equipment

- .1 The Contractor shall ensure that all products used in the work place are classified and labeled according to the Workplace Hazardous Materials Information Systems (WHMIS) legislation which requires the employer to provide detailed worker education potential health effects of hazardous materials in their work environment and how they can be handled and disposed of safely.
- .2 A copy of the Material Safety Data Sheets (M.S.D.S.) for all products and materials used in buildings will be given to the Ministerial Representative at time of entry to the building. A binder with the copies of the M.S.D.S. shall be maintained by Contractor in the building and updated when new products are purchased. This binder shall be made available for the Ministerial Representative upon request.
- .3 The Contractor shall use only products that are environmentally friendly, such as products with the environmental choice logo (Canadian) or the green seal logo (US). In addition the Contractor shall use only odourless hypoallergenic soaps and products.
- .5 Combustion engine devices are prohibited in the building.
- .6 At the request of the Ministerial Representative, the Contractor must submit a complete list of all materials and equipment used to carry out the work, including their manufacturers' names, their sources and their composition. The Contractor must also submit technical and/or safety data sheets for the products used, and samples of the materials used may be required for testing..
- .8 The Contractor will be provided with the space deemed necessary by the Ministerial Representative so that the work can be completed under the appropriate conditions.
- .10 The contractor shall ensure that incompatible chemicals are not stored in such a way as to come into contact with each other. An example of incompatible products is an acid (toilet bowl and urinal cleaner) and a base (disinfectant, bleach) which can produce a violent reaction and toxic gases when in contact.
- .11 The contractor will provide the materials and equipment necessary to properly perform the work, including, among others:
  - Toilet paper, paper towels;
  - Hand soap;
  - Sanitary bags and garbage bags;
  - Odor neutralizers;
  - All cleaning products;
  - Sand for ashtrays;
  - Non-toxic biodegradable ice salt;
  - Snow shovels and other necessary tools;
  - Any other tool, product or device necessary for the execution of all the tasks of the estimate

#### 5. Uniforms

- .1 All cleaners working on the premises must wear clean and suitable clothing while being identified with the contractor.



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## 6. Communication

- .1 All of the Contractor's employees must be able to effectively communicate orally in French.
- .2 The Contractor will provide its foreman, team lead or employee with a pager, a walkie talkie or a similar communication device to be reached, when necessary, by the Ministerial Representative when the building is occupied.
- .3 For any requests for information, the Contractor must go through the Ministerial Representative. Requests must not be directed to the occupants
- .4 **Report to the NSCC** all requests for emergencies, repairs or action to be taken in connection with the building such as the heating system, plumbing, electrical circuits and water pipes. **For emergency cleaning and repair service, contact the National Service Call Center (NSCC) at, 1-800-463-1850.**
- .5 Your staff, including sub-contractors, are **PROHIBITED** from answering any questions and/or communicating with external media, such as newspapers, radio, television, Facebook and Twitter, regarding the workplace and what happens inside the site.
- .6 **Immediately report** all external media requests for information to the Ministerial Representative. .
- .7 Emergency cleaning (on call) means:  
The contractor must be able to respond to emergency calls twenty-four hours a day (24/24), seven days a week (7/7), including statutory holidays and be on site within one hour of the notice.

## 7. Contrator's responsibility

- .1 The contractor must comply with the work schedule listed in this specification and indicated in his work plan approved by the Ministerial representative.

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## SECTION 2

### OPERATIONS AND FREQUENCES

#### 1. Exterior cleaning

##### .1 Daily

- .1 Remove graffiti and posters from exterior walls, doors and windows at ground levels.
- .2 Clean and polish outside metal mail slot receivers, aluminum fittings, metal work, entrance doors and push bars.
- .3 Clean glass and sashes on both sides of entrance and exit doors.
- .4 Sweep and keep clear of litter (cigarette butts, paper, leaves, etc.) all entrances, exit ramps for the handicapped, loading platforms, podiums and stairs of each building.
- .5 Empty contents of ash trays, sand urns and butt stops into a separate metal container, supplied by Contractor. Clean and polish chrome parts.
- .6 Replace silica sand in sand urns as required.
- .7 Clean the surfaces of the hydraulic loading bridges.
- .8 Empty and damp wipe exterior of all waste receptacles, supply and insert new plastic bags of correct size.
- .9 No bulb, tube or other lighting to be changed outside is the responsibility of the contractor.

##### .2 Weekly

- .1 Clean glass and sashes on both sides in entrance sidelights and transoms.
- .2 Clean and polish signs, metal ornaments and aluminum siding .

##### .3 Scheduled Cleaning Operations

- .1 Clean marble, granite, glazed walls and columns at entrance areas, once per year, as per Appendix A.

#### 2. Floors (all types)

##### .1 General

- .1 Supply and visibly locate bilingual "DANGER" signs when performing wet floor cleaning operations.
- .2 Furniture and wastepaper baskets **are not** to be placed on desks, tables or work benches during cleaning operations.
- .3 Care must be taken not to allow cleaning solutions to seep under furniture legs, file cabinets or partitions.
- .4 When performing floor cleaning operations, cables to computers and other related equipment shall **not be disturbed**.
- .5 "Cleaning equipment is not to be plugged into any computer equipment or coloured outlets (Yellow/Orange)".
- .6 Take care at all times not to block the floor drains.

#### 3. Floors - Resilient, terrazzo, marble

##### .1 Daily

- .1 Sweep and mop all floors with a damp mop.
- .2 Remove gum and all other foreign objects found on all floors.
- .3 Remove rubbish, damage and waste, including cardboard boxes and dispose of them in appropriate places.

##### .2 Weekly (Friday)

- .1 Spray polish spaces in front and behind counters, empty desks and passageways.
- .2 When there is a floor drain, pour a bucket of clean water into the drains.

##### .3 Scheduled cleaning

- .1 Wet Scrub and spray-buff floors as per Appendix A.
- .2 Strip and refinish floors as per Appendix A.

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#### 4. Floors - Glass and porcelain tiles

##### .1 Daily

- .1 Sweep and mop all floors with a damp mop.
- .2 Remove gum and all other foreign objects found on all floors.
- .3 Remove rubbish, damage and waste, including cardboard boxes and dispose of them in appropriate places.

##### .2 Weekly

- .1 Wash and polish all floors.
- .2 When there is a floor drain, pour a bucket of clean water into the drains.

##### .3 Scheduled cleaning

- .1 Scrub and spray-buff floors as per Appendix A.
- .2 Strip and refinish floors as per Appendix A.

#### 5. Floors - Wood

##### .1 Daily

- .1 Sweep and mop all floors with a damp mop and minimal water.
- .2 Remove gum and all other foreign objects found on all floors.
- .3 Remove rubbish, damage and waste, including cardboard boxes and dispose of them in appropriate

##### .2 Weekly

- .1 Clean floors with an approved wood cleaner.

#### 6. Floors – Concrete

##### .1 Work space and active storage area

###### .1 Daily

- .1 Sweep and mop all floors with a damp mop
- .2 Remove gum and all other foreign objects found on all floors.
- .3 Remove rubbish, damage and waste, including cardboard boxes and dispose of them in appropriate places.

###### .2 Monthly (First week of the month)

- .1 Wash all floors.
- .2 When there is a floor drain, pour a bucket of clean water into the drains.

##### .2 Uncrowded warehouses

###### .1 Monthly

- .1 Remove gum and all other foreign bodies found on all floors.
- .2 Remove rubbish, damage and waste, including cardboard boxes and dispose of them in appropriate places.
- .3 Sweep and mop all floors with a damp mop.
- .4 When there is a floor drain, pour a bucket of clean water into the drains.

###### .2 Scheduled cleaning

- .1 Strip and reseal unpainted floors according to appendix A.

#### 7. Carpeting and Rugs

##### .1 General

- .1 The Contractor shall use “COMMERCIAL HEAVY-DUTY VACUUM CLEANERS” with the following features:
  - .1 Maximum noise levels (low 51 db and high 59db).
  - .2 Maximum 0.3 micron particulate filter (hepa type).
  - .3 Minimum 90.2 inches of water lift.
  - .4 Power head.
  - .5 Proper tools/accessories for floors and furniture.

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- .2 The contractor shall use “ COMMERCIAL SINGLE SPEED POLISHER (BUFFER)WITH A SOLUTION TANK “with the following feature: ,
    - .1 Maximum speed of 175 rotation per minute.
  - .3 The Contractor shall use " HIGH PERFORMANCE HOT WATER EXTRACTORS " with the following features:
    - .1 Minimum of 110 psi -solution pump.
    - .2 Minimum of 137 inches of water lift.
    - .3 Minimum of 10 gallon solution tank.
    - .4 Minimum of 14.5 gallon recovery tank.
  - .2 Daily**
    - .1 Clip loose threads during vacuuming operation.
    - .2 Remove spots and stains from carpeting and rugs using methods and solutions approved by carpet manufacturers and clean up spills as soon as possible after observation or notification. Report spots on carpeting and rugs that cannot be removed by normal means and any damage to or lifting of carpeting to the Ministerial Representative.
  - .3 Offices/Office Areas**
    - .1 Daily**
      - .1 Pick up litter (paper, paper clips, elastics, etc.)
    - .2 Weekly**
      - .1 Vacuum traffic lanes, desk wells and common areas.
  - .4 Conference Rooms, Board Rooms, Corridors and Elevator Lobbies**
    - .1 Weekly**
      - .1 Vacuum.
  - .5 Scheduled Cleaning Opérations**
    - .1 Clean all carpets and rugs using the **Dry Foam and light Hot Water Extraction Method**, twice per year, as per Appendix A.

## **8. Entrance Mats**

- .1 General**
  - .1 The Contractor shall use an industrial type, wet and dry vacuum cleaner equipped with the proper floor tools and of sufficient suction to remove wet or dry sand, water, etc., from the mats.
  - .2 The Contractor shall provide mats with directional patterns for the reception area of the building. The Contractor shall install, maintain, remove, clean both sides of mats and store them in a designated area when not in use..
  - .3 Mats shall be in place from November 1 to April 30 inclusive. In case of unusual weather conditions, the Ministerial Representative may shorten or extend the period.
  - .4 Mats are to be rolled up to complete floor cleaning operations. Clean the underside of mats before replacing.
  - .5 The quantity, type, size and location shall be acceptable to the Ministerial Representative.
  - .6 Prior to storing, each walk away mat shall be cleaned using the **Dry Foam and Hot Water Extracting Method** and shall be dried.
- .2 Daily**
  - .1 Vacuum mats at 9 a.m. and at 2 p.m. On rainy days or snowfall, vacuum once more between these times.
- .3 Weekly – November to April**
  - .1 Clean all entrance mats using the “Dry Foam & Hot Water Extraction Method” followed by hot water extraction.
  - .2 Vacuum boot trays and/or mats.
- .4 Monthly - May to October**
  - .1 Clean entrance mats by application of dry foam shampoo followed by hot water extraction.

## **9. Entrances, Exits, Lobbies, Main Floor Elevator Lobbies and Adjacent Corridors**

### **.1 Daily**

- .1 Clean both sides of door glass and push bars.
- .2 Remove gum, spider webs and other foreign residue.
- .3 Sweep floors. Provide additional damp mopping of floors during inclement weather.
- .4 Vacuum on each floor
- .5 Empty garbage and recycling containers, replace plastic bags, and clean and disinfect garbage cans.
- .6 If necessary, change the lighting tubes or bulbs, height of 3 meters or less.

### **.2 Weekly**

- .1 Clean both sides of all glass windows and wood or metal surrounds.
- .2 Empty the content and/or receptacles of electric boot wash stations. Clean and polish chrome.
- .3 Clean all glazed windows on both sides as well as wooden or metal frames as well as horizontal and vertical surfaces (eg: Windows edges, heaters, switches, door handles, walls, indicators and elevator buttons).

### **.3 Once monthly during summer and twice per month during winter**

- .1 Remove foot grills and clean out recessed pan and drain.
- .2 The two electric boot scraper at the main entrance are the property of the Department, however it is the responsibility of the contractor to clean it.

### **.4 Scheduled Cleaning Operations**

- .1 Scrub and spray-buff floors four times a year as per Appendix A.
- .2 Strip and refinish floors four times a year as per Appendix A.

## **10. Elevators**

### **.1 Daily**

- .1 Clean and polish the interior and exterior of cabs, doors, door frames and walls, including control panels.
- .2 Scrape and vacuum door sill/track grooves in both the cab and on each landing.
- .3 Sweep and damp mop floors when mats are not in use.
- .4 Vacuum carpeted floors.
- .5 Change the tubes, lighting bulbs as needed inside a maximum height of 3 meters.

### **.2 Monthly (First week of the month)**

- .1 Clean carpets by applying a dry foam shampoo followed by hot water extraction.

### **.3 Weekly**

- .1 Scrub and spray-buff floors four times a year as per Appendix A.
- .2 Strip and refinish floors four times a year as per Appendix A.

## **11. Stairs & Landings**

### **.1 Daily (starting from the 6th floor to the basement)**

- .1 Clean the frames and doors daily.

### **.2 Weekly (starting from the 6th floor to the basement)**

- .1 Sweep and damp mop stairs and landings.
- .2 Remove gum and other foreign residue.
- .3 Clean handrails, balusters, balustrades, baseboards, stringers and ledges.
- .4 Vacuum carpeted stairs and landings.

### **.3 Monthly (second week of the month)**

- .1 Clean handrails, balusters, balustrades, baseboards, stringers and ledges.
- .2 Clean the railings .

### **.4 Scheduled Cleaning Operations**

- .1 Strip and refinish resilient, terrazzo and marble surfaces according to Appendix A.
- .2 Strip and reseal unpainted concrete surfaces according to Appendix A.

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## 12. Miscellaneous

### .1 Weekly

- .1 Clean frame and glass of notice boards and directory boards.
- .2 Clean display case glass and remove tape and tape residue.

### .2 Daily

- .1 Wipe public telephones and intercoms with a damp cloth.
- .2 Dust displays and remove stains from glass.

### .3 Monthly

- .1 Clean and polish all decorative metal surfaces.
- .2 Damp-wipe window ledges, radiators and convactor covers.

### .4 Scheduled Cleaning Operations

- .1 With a backpack vacuum, clean exposed air ducts, pipes and other raised surfaces, including the tops of pendant lights and ducts installed at heights of up to 3 meters, 2 times per year, according to Appendix A .

The Contractor must use INDUSTRIAL HEAVY-DUTY BACK PACK VACUUMS with the following features:

- .1 Maximum noise level of 60 dB;
  - .2 Maximum 0.3 Micron particulate filter (HEPA type);
  - .3 Minimum of 102 inches of water lift; and
  - .4 Proper accessories
- .2 Clean all air intake grills and air diffusers, twice per year, as per Appendix A. (All air intake grills and air diffusers shall not be removed during cleaning operations).

## 13. Washrooms

### .1 General

- .1 The Contractor shall supply and stock all washrooms with good quality double ply toilet paper approved by the Departmental Representative.
  - .1 In the event of a change in the toilet spaces to + or - 2 washrooms, the amount of the contract will not be increased or decreased.
- .2 Make cleaning rounds in the washrooms including those of the changing rooms twice a day, at 10:30 am and after 5:00 pm.
- .3 With the exception of toilets located between the main entrance and the cafeteria where there are 9 washrooms as well as those located on the 2nd floor where there are 2 washrooms, cleaning must be done 3 times a day around 9:30 a.m., 1:00 p.m. and after 5:00 p.m., for reasons of coming and going.
  - .1 The main entrance is the meeting room area as well as the auditorium.
  - .2 The main entrance is the cafeteria area.
  - .3 The Atrium multipurpose space located on the 2nd floor, whether used as an office or a living room, creates constant back and forth.

### .2 Daily

- .1 Sweep and damp mop floors.
- .2 Remove all trash from strainers in base of urinals.
- .3 Clean both sides of toilet seats, interior and exterior of bowls, urinals and wash basins.
- .4 Clean all water taps, dispensers, door plates and flush valves.
- .5 Clean flush tanks, shelves, high ledges, mirrors, window ledges and exposed piping.
- .6 Spot clean walls, partitions and doors.
- .7 Empty and damp wipe exterior of all waste receptacles, supply and insert new plastic bags of correct size.
- .8 Supply and replenish soap, toilet paper and paper towel dispensers and urinal disinfectant (odor block).

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### **.3 Weekly**

- .1 Descale toilet bowls and urinals.
- .2 Wash and disinfect waste receptacles including metal containers.

### **.4 Monthly**

- .1 Pour a bucket of clean water into the floor drains.
- .2 Machine wash glass and porcelain tiles and concrete floors, then wash resilient, terrazzo and marble floors.
- .3 Wash and disinfect waste containers, including metal containers.
- .4 Wash both sides of partitions, partition doors and ceramic walls surrounded by partitions.
- .5 Clean the air grilles and air diffuser.

### **.5 Scheduled Cleaning Operations**

- .1 Brush and refinish resilient, terrazzo and marble floors as per Appendix A.
- .2 Strip and refinish resilient, terrazzo and marble floors in accordance with Appendix A.
- .3 Strip and refinish glass and porcelain stoneware tiles according to Appendix A.
- .4 Strip and reseal concrete floors according to appendix A.
- .5 Wash ceilings according to appendix A.
- .6 Wash all walls according to appendix A.

## **14. Locker Rooms**

### **.1 Daily**

- .1 Empty waste receptacles.
- .2 Sweep and damp mop floors.

### **.2 Weekly**

- .1 Dust exposed surfaces of lockers including tops. Remove marks and stains from front and sides.

### **.3 Monthly**

- .1 Wash metal base of windows and window ledges.
- .2 Remove stains from walls, doors and door frames.

### **.4 Scheduled Cleaning Operations**

- .1 Wash the exterior of lockers and interior of vacant lockers, twice per year, as per Appendix A.

## **15. Showers**

### **.1 General**

- .1 Take care not to obstruct floor drains at all times.

### **.2 Daily**

- .1 Remove all pieces of soap.
- .2 Wipe down walls.
- .3 Scrub floor and duck boards.
- .4 Polish handles, shower heads and other fixtures.

### **.3 Weekly**

- .1 Wash walls, shower curtains and shower doors to remove soap residue.
- .2 Scrub floors to remove soap residue.

### **.4 Scheduled Cleaning Operations**

- .1 Clean all air intake grilles and air diffusers twice a year as per Appendix A.

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## 16. Cafeterias

### .1 General

- .1 This provision only applies to the dining area located in front of the counter and does not take into account furniture, ashtrays and vending machines.
- .2 Make cleaning rounds twice a day, at 9:00 a.m. and 2:00 p.m. (break and meal times should be avoided).

### .2 Daily

- .1 Dust surfaces
- .2 Clean up spills, floor and walls when necessary.
- .3 Vacuum rugs and carpets and remove stains.
- .4 Sweep and mop floors with a damp mop.
- .5 Empty, wash and disinfect garbage cans and waste containers and replace plastic bags.
- .6 Empty the multi-use recovery bins; replace and insert new clear plastic bags.

### .3 Weekly

- .1 Spray polish floors whenever necessary (minimum once a week).

### .4 Scheduled Cleaning Operations

- .1 Wash floors with a brush and refinish according to Appendix A.
- .2 Strip and refinish floors according to appendix A.
- .3 Wash walls according to appendix A.

## 17. Kitchens, Kitchenettes, Lunchrooms and Rest Areas

### .1 General

- .1 Patrol clean twice daily, at 9:00 a.m. and at 2:00 p.m. (Break and meal times should be avoided).
- .2 Cleaning includes vending machines.

### .2 Daily

- .1 Dust all surfaces.
- .2 Wash all furniture, tables, chairs, sinks, etc.
- .3 Sweep and mop floors with a damp mop.
- .4 Vacuum and spot clean carpeting.
- .5 Supply and replenish all soap and paper towel dispensers.
- .6 Empty, wash and disinfect garbage cans, waste receptacles and replace plastic bags.

### .3 Weekly

- .1 Clean the interior and exterior of appliances, including refrigerators, toaster ovens, microwave ovens, stoves, toasters, coffeemakers and kettles, etc. (Use a clean cloth each time).
- .2 Spot-clean all walls, floors and exterior of cupboards.

### .4 Scheduled Cleaning Operations

- .1 Wash floors with a brush and refinish according to Appendix A.
- .2 Strip and refinish floors according to appendix A.
- .3 Wash walls according to appendix A.

## 18. Infirmary

### .1 Weekly

- .1 Dust all furniture.
- .2 Empty and disinfect waste containers..
- .3 Remove stains from walls.
- .4 Wash and disinfect toilet accessories, including sinks, wash basins, bowls, mirrors, dispensers, etc..
- .5 Provide and fill dispensers for soap, toilet paper and paper and tissue paper towels...

### .2 Monthly

- .1 Dust the blinds.



- .2 Empty and disinfect all waste receptacles.
- .3 Vacuum curtains and blackout curtains.
- .4 Spray polish floors.

### **.3 Scheduled Cleaning Operations**

- .1 Wash the floors by brushing it and refinish according to Appendix A.
- .2 Strip and refinish floors according to appendix A.
- .3 Wash walls according to appendix A.

## **19. Auditorium**

### **.1 Daily**

- .1 Remove stains from doors and door frames.
- .2 Clean handles, toe guards and cover plates.
- .3 Take an interior tour and collect paper, glasses, cups etc.
- .4 Empty garbage cans .

### **.2 Weekly**

- .1 Wash floors.
- .2 Vacuum..
- .3 Clean tables, lectern, counters etc.
- .4 Never touch and / or move the computer and technical equipment in the room.

### **.3 Scheduled Cleaning Operations**

- .1 Wash floors with a brush and refinish according to Appendix A.
- .2 Strip and refinish floors according to appendix A..
- .3 Clean rugs and carpets according to appendix A

## **20. Furniture, desks and accessories**

### **.1 Preliminary Instructions**

- .1 Cleaners should not move any paper or file left on furniture or move any computer equipment whatsoever.

### **.2 Daily**

- .1 Remove dust and stains from furniture in board rooms, executive offices, entryways and / or hallways.
- .2 Wipe counters with a damp cloth and remove stains from facings.
- .3 Remove all debris from flower potss

### **.3 Weekly**

- .1 Dust and spot clean all boardroom, executive office and entrance/vestibule furniture.
- .2 Wipe down counters with a damp cloth and remove stains from siding.
- .3 Dust and remove stains from all surfaces such as desks, chairs, etc. .
- .4 Dust empty stacks, shelves, pictures and wall hangings (excluding paintings and art objects).
- .5 Remove spots, stains and gum from upholstered furniture.

### **.4 Monthly**

- .1 Vacuum all upholstered furniture.
- .2 Dust and clean the tops of bookcases and cabinets.

### **.5 Scheduled Cleaning Operations**

- .1 Clean all leather, vinyl and leatherette upholstered furniture, once per year, as per Appendix A.
- .2 Clean inside of cabinets, once per year, per Appendix A.
- .3 Vacuum the self-supporting padded partitions and other partition walls according to Appendix A .

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## 21. Blinds and Drapes

### .1 Scheduled Cleaning Opérations

- .1 Vacuum blinds, twice per year, as per Appendix A.
- .2 Damp wipe blinds, once per year, as per Appendix A.

## 22. White Boards

### .1 General

- .1 **CAUTION! DO NOT CLEAN** boards containing written information.
- .2 Do not use oiled or dust treated cloths when cleaning boards.

### .2 Daily

- .1 Dry clean white boards..

### .3 Weekly

- .1 Damp-wipe frames of paintings.
- .2 Clean chalk holders and pencil holders.

## 23. Waste Receptacles

### .1 Daily

- .1 Empty waste receptacles.
- .2 Supply and install plastic bags of appropriate dimensions in waste containers. Replace dirty or torn bags as needed.

### .2 Scheduled Cleaning Operations

- .1 Wash and disinfect interior and exterior of waste receptacles, 4 times per year, as per Appendix A.

## 24. Interior Glass

### .1 Weekly

- .1 Remove tape, and spot clean all door glass, partition glass, glass topped furniture, bookcase glass, mirrors, draft deflectors and display boards up to a height of 3 meters.
- .2 Clean mirrors and both sides of door glass up to a height of 3 meters.

### .2 Monthly

- .1 Clean both sides of partition glass up to a height of 3 meters..

### .3 Scheduled Cleaning Operations

- .1 Remove and clean the glass or plastic sheets covering the furniture on both sides, and clean the top of the furniture before reinstalling the plates according to appendix A.
- .2 Clean and polish on both sides the parts of bookcases, convex mirrors and baffles according to appendix A.

## 25. Drinking water fountains and refrigerated fountains

### .1 Daily

- .1 Clean and disinfect
- .2 Replace empty bottles with full ones.
- .3 Place empty bottles in identified places

### .2 Monthly

- .1 Clean and disinfect devices according to methods recognized by Health Canada .

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## 26. Walls, Partitions, Baseboards and Ceilings

### .1 Daily

- .1 Spot clean walls and partitions.
- .2 Remove cobwebs from ceilings.

### .2 Weekly

- .1 Dust marble walls, columns and frames.
- .2 Spot clean fabric and carpeted walls, columns and partitions.
- .3 Damp wipe baseboards, ledges and mouldings.

### .3 Scheduled Cleaning Operations

- .1 Vacuum fabric and carpeted walls, columns and partitions, twice per year, as per Appendix A.

## 27. Doors and Door Frames

### .1 Daily

- .1 Spot clean doors and door frames.
- .2 Dust door grills.

### .2 Weekly

- .1 Clean push bars, kick plates and hand plates.
- .2 Damp wipe doors and door frames.
- .3 Wash door grills.

## 28. Emergency Fire Equipment

### .1 Scheduled Cleaning Operations

- .1 Clean interior and exterior of fire hose cabinets including glass and related equipment, twice per year, as per Appendix A.
- .2 Clean fire extinguishers, once per year, as per Appendix A.

## 29. Electronic Data Processing Areas

See specific needs in Appendix A

### .1 General

- .1 Area includes tape library, computer room, key edit, equipment room, computer output microfiche room, printer room and attached washrooms.
- .2 Flooring - Antistatic tiles. This flooring shall not have a floor refinish applied to it.
- .3 The vacuum cleaner used in this area shall be of the industrial canister type equipped with a three prong grounded plug and non-metallic floor tools. The filter is to be cleaned prior to each operation.
- .4 **CAUTION!** Malfunctioning equipment shall be immediately removed from the area and replaced so that the extremely sensitive nature of the computer equipment is not affected.
- .5 Damp mopping - Use a mop, well wrung out in clean water so that there will be no seepage under the equipment or between the tiles.
- .6 Food and beverages are **NOT** permitted in the E.D.P. areas.
- .7 While performing the underfloor cleaning, cabling shall be disturbed as little as possible.
- .8 Cleaning equipment shall **NOT** be plugged into any computer equipment or coloured electrical outlets (yellow/orange).
- .9 **DO NOT** place anything on top of computer equipment.

### .2 Daily

- .1 Empty waste receptacles.

### .3 Weekly

- .1 Vacuum and damp mop entire floor.

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### **30. Telephone and telecommunication Rooms**

See specific needs in Appendix A

#### **.1 Scheduled Cleaning Operations**

- .1 Access will be given to cleaning staff to sweep all floors once a year as per Appendix A.

### **31. Contractor's Space**

#### **.1 General**

- .1 All equipment must be in good working order. If it is not, the Contractor must dispose of it immediately. No on-site repairs will be tolerated.
- .2 Keep all equipment clean and materials neatly stored.

#### **.2 Daily**

- .1 Wash all mops before hanging and storing them.

#### **.3 Scheduled Cleaning Operations**

- .1 Wash walls and shelves, twice per year, as per Appendix A.

### **32. Light fixtures**

#### **.1 General**

- .1 At all times, the contractor must comply with the safety requirements for changing bulbs and tubes. He must also provide replacement tubes and bulbs, as well as safety equipment (glove, glasses, etc.) as well as safety ladders or stepladders (have the grade of the equipment approved by the departmental representative) for a height 3 meters or less. During this task, if a problem is identified (eg: ballast), it will be necessary to immediately inform the Ministerial representative.
- .2 Clean lenses and the interior and exterior of light fixtures when replacing tubes and bulbs.
- .3 Clean lenses when there are insects.

### **33. Aires de réception des marchandises**

#### **.1 Daily**

- .1 Pick up trash.
- .2 Clean floors as type floors corresponding to specifications

#### **.2 Monthly**

- .1 Dust walls and doors.

### **34. Garages and workshops**

#### **.1 General**

- .1 Always keep entrance surveillance mirrors clean.
- .2 Apply absorbent material to oil and grease spills as soon as they occur.
- .3 Remove oil and grease stains from the floor with a degreaser.
- .4 In case of bad weather, remove water and snow slurry accumulated on the entry floor.
- .5 Clean the garage floor with an industrial motorized floor sweeper / washer, equipped with the necessary accessories to pick up dry or wet rubbish and powered by propane or battery. Submit equipment data to departmental representative for approval.
- .6 Never use, move or use tools and / or equipment on site.

#### **.2 Daily**

- .1 Pick up trash..
- .2 Check floors for any grease or oil spills.

#### **.3 Weekly**

- .1 Sweep all floors with an industrial motorized sweeper.

#### **.4 Monthly**

- .1 Wash garage floors with an industrial motorized sweeper / washer.
- .2 Remove the floor drains, remove the receptacle, empty it, clean it and put it back in place (in bad weather, repeat more often).

### **35. Recyclage, conteneurs et installations polyvalentes**

#### **.1 General**

- .1 Place plastic bags or garbage containers at the garbage collection point before the scheduled pick-up time..

#### **2 Daily**

- .1 Empty waste into bulk carts, compactors, plastic bags or waste containers, depending on the system used.
- .2 Sweep the floor and pass a damp mop after picking.

#### **.3 Weekly (after garbage collection / recycling)**

- .1 Wash and disinfect walls and floors .

### **36. Paper savings, recycling containers and multipurpose facilities**

#### **.1 Part 1 - Multi-material recycling program**

- .1 The contractor must provide and maintain a sufficient number of multi-material recycling stations (at least one station per floor of the premises) to allow sorting at the source of the various recyclable materials. Each of the stations must:
  - .1 be placed in a well-lit area with heavy traffic and be acceptable to the tenant;
  - .2 Include compartments for material categories (eg, metal, rigid plastic, clear glass, etc.) depending on the recycling facilities existing in the locality and as per the tenant's agreement;
  - .3 include the necessary bilingual signs;
  - .4 be equipped with transparent plastic garbage bags or meet any other requirement of the transporter of recyclable materials;
  - .5 be cleaned, maintained and repaired as necessary to remain in good condition.

#### **.2 Part 2 - Paper recycling program**

- .1 All paper and cardboard boxes to be recycled are, unless otherwise indicated, the property of the Department and must not be disposed of as waste.
- .2 All paper and cardboard to be recycled must be recovered in the paper recycling bins located at each workstation and elsewhere in the rented premises and placed in the storage rooms designated and supplied by the contractor (here -after named the "designated area").
- .3 The designated area must be located in a location easily accessible by the transporter of recyclable materials and acceptable to the Department.
- .4 Cardboard removed from leased premises must be flattened and stacked in designated area.
- .5 Obsolete directories must be collected and placed in the designated area, if applicable.

#### **.3 Daily cleaning**

- .1 Collect paper contained in recycling bins placed in places where paper production is highest (such as the photocopier room).
- .2 Remove surface contaminants and garbage from central paper collection bins and multi-material recycling stations, if applicable.
- .3 Collect overflowing materials from multi-material recycling stations as needed in order to avoid overflows, bad odors and maintain healthy hygienic conditions.

#### **.4 Weekly**

- .1 Transfer the paper collected in the paper recycling bins at each workstation to the central paper collection bins and store them in the designated area.
- .2 Collect recyclable materials from multi-material recycling stations by removing the bags and replacing them with new transparent plastic bags.
- .3 Clean the exterior of multi-material recycling stations.

---

## **.5 Monthly cleaning**

- .1 Wash and disinfect the interior and exterior of central paper collection bins and multi-material recycling stations.

## **37. Premises maintenance**

### **.1 Daily**

- .1 Pick up trash in the following areas: Sidewalks, driveways, patios, parking lots and garbage containers.

## **38. Ejecto-convectors and convectors**

### **.1 Scheduled Cleaning Operations**

- .1 Interior cleaning of ejecto-convectors and convectors, twice a year, according to appendix A.

**Note: This service will be provided only under the direction of technical and operations personnel.**

## **39. Windows – interior and exterior**

### **.1 Weekly**

- .1 Clean interior and exterior windows of gatehouse.

### **.2 Monthly**

- .1 Wash metal base of windows and window ledges.
- .2 Clean the windows on the main floor facing the sidewalk.

### **.3 Scheduled Cleaning Operations**

- .1 Clean interior windows up to a height of 3 meters, twice a year, as per Appendix A..

## **40. Cold room**

### **.1 General**

- .1 Eating or drinking in these areas is FORBIDDEN.
- .2 It is FORBIDDEN to open the doors of the cold rooms that are in operation, if there was to be cleaning to meet an urgent need, it would be coordinated and supervised by a PWGSC employee and his client.
- .3 It is FORBIDDEN to move any object, any movement must be executed by the PWGSC client.

### **.2 Daily – Only exterior**

- .1 Remove stains from doors and door frames.

### **.3 Weekly – exterior only (Thrid week of the month)**

- .1 Clean push bars, toe guards and cover plates.
- .2 Clean doors and door frames with a damp cloth.
- .3 Wash the screens.
- .4 Clean windows.

### **.4 Scheduled Cleaning Operations**

- .1 Clean and disinfect interior and exterior of cold rooms, including walls, floors, ceilings, windows, lighting system and ventilation system.
  - .1 Note: Scheduled cleaning will be performed and provided only under the direction of technical and operations personnel. Depending on their availability, cleaning can be done day or night.
  - .2 Note: Provide one cleaning per year on each cold room. Cleaning will be coordinated according to the needs of the client's operations.

## **41. Training and weight room**

### **.1 General**

- .1 It is **FORBIDDEN** to use and / or activate training and weight training equipment.
- .2 Clean the switchboards according to point 22.

---

## **.2 Daily**

- .1 Empty, wash and disinfect garbage cans and waste containers and replace plastic bags.
- .2 Sweep and mop floors with a damp mop.
- .3 Vacuum rugs and carpets and remove stains.
- .4 Remove stains from walls, doors and door frames.
- .5 Remove stains from training and weight training equipment.
- .6 Dust all surfaces.
- .7 Wash furniture, tables, chairs, telephone, sinks, etc.
- .8 Provide and fill soap and paper towel dispensers.

## **.3 Weekly**

- .1 Wash floors with antiseptic detergent.
- .2 Empty a bucket of clean water into floor drains.
- .3 Spray polish floors.
- .4 Clean exterior surfaces of appliances, including tops. Remove marks and stains from the front and sides.
- .5 Polish chrome and mirrors.

## **.4 Monthly**

- .1 Dust blinds.
- .2 Wash metal window sills and sills.
- .3 Clean the air inlet grilles and air diffusers.

## **.5 Scheduled Cleaning Operations**

- .1 Strip and refinish all floors according to appendix A, floors section, according to points 2 to 6.

## **42. Pool room**

### **.1 General**

- .1 **CAUTION!** Immediately replace any defective equipment so as not to interfere with the extremely delicate operation of the experiments.
- .2 Eating or drinking in these areas is **FORBIDDEN**.
- .3 It is **FORBIDDEN** to plug cleaning devices into computer outlets or colored outlets (yellow / orange).
- .4 It is **FORBIDDEN** to place objects on computer equipment and / or on counters and / or tables.
- .5 It is **FORBIDDEN** to move any object, any movement must be supervised and authorized by the PWGSC client.
- .6 It is **FORBIDDEN** to disconnect or reconnect an appliance to the sockets. Any problem must be reported as quickly as possible to the CNAS (1-800-463-1850).
- .7 Clean floors with an industrial motorized floor sweeper / washer, equipped with the necessary accessories to pick up dry or wet garbage and battery operated. Submit equipment data to Ministerial representative for approval.
- .8 All other sections of the specifications are applicable except for the following points:

### **.2 Daily**

- .1 Sweep and clean steps and landings.
- .2 Remove stains from doors and door frames.
- .3 Pick up trash on stairs and landings.
- .4 Check floors that they are free of debris or puddles.
- .5 Clean up spills.

### **.3 Biweekly cleaning (every two weeks)**

- .1 Wash all floors

### **.4 Monthly – exterior only (third week of the month)**

- .1 Clean the push bars, toe guards and cover plates.
- .2 Clean doors and door frames with a damp cloth

### **.5 Scheduled Cleaning Operations**

- .1 Strip and reseal and / or refinish floors according to Appendix A, according to points 2 to 6.

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## 43. Electrical and mechanical rooms

### .1 General

- .1 Food and beverages are **NOT** permitted in these areas.
- .2 Do **NOT** move any objects. A PWGSC employee must supervise the movement of any object.
- .3 All other sections in the specifications apply except for the following:

### .2 Daily – exterior only

- .1 Spot-clean doors and door frames (exterior only).

### .3 Scheduled Cleaning Operations

- .1 Clean push bars, kick plates and hand plates twice a year as per Appendix A.
- .2 Damp-wipe doors and door frames twice a year as per Appendix A.
- .3 Clean all air intake grilles and air diffusers twice a year as per Appendix A.
- .4 Dust machines and ducts twice a year as per Appendix A.
- .5 Clean interior and exterior of light fixtures twice a year as per Appendix A.
- .6 Clean floors with a motorized industrial floor sweeper/scrubber equipped for wet and dry pickup that is battery-operated four times a year as per Appendix A.

**Note** : Scheduled cleaning will be performed and delivered solely under the direction of technical and operations staff. Depending on availability, cleaning may be performed during the day or in the evening.

## 44. Laboratory

### .1 General

- .1 **WARNING!** Immediately replace any defective equipment so as not to interfere with the extremely delicate operation of the experiments.
- .2 Eating or drinking in these areas is **FORBIDDEN**
- .3 It is **FORBIDDEN** to plug cleaning devices into computer outlets or colored outlets (yellow / orange).
- .4 It is **FORBIDDEN** to place objects on computer equipment and / or on counters and / or tables.
- .5 **CAUTION! DO NOT CLEAN** counters and / or tables on which an experiment is in progress.
- .6 It is **FORBIDDEN** to move any object, any movement must be supervised and authorized by the PWGSC client.
- .7 It is **FORBIDDEN** to disconnect or reconnect an appliance to the sockets. Any problem must be reported as quickly as possible to the CNAS (1-800-463-1850)
- .8 All other sections of the specifications are applicable except for the following points:

### .2 Daily

- .1 Sweep and mop the floors.
- .2 Remove stains from doors and door frames.
- .3 Check floors, that they are free of debris or puddles.
- .4 Clean up spills

### .3 Weekly

- .1 Remove stains from doors and door frames.
- .2 Clean and polish chrome accessories.
- .3 Clean and polish sinks and accessories.
- .4 Dust the furniture.

### .4 Monthly

- .1 Clean the tops of cabinets and bookcases.

### .5 Scheduled Cleaning Operations

- .1 Strip and reseal and / or refinish floors according to Appendix A, according to points 2 to 6.



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#### 45. Snow and ice removal \*

**\*\* PLEASE NOTE THAT THIS PART IS ON REQUEST. REFER TO THE BASIS OF PAYMENT \*\***

##### **.1 General– Daily and as needed**

- .1 If necessary, provide the labor, materials and equipment necessary to remove any accumulation of snow, snow slurry, ice, sand or gravel in order to ensure the safety of the public and employees / visitors and free from vehicles, from the first to the last snow, 7 days a week.
  - .1 entrances;
  - .2 emergency exits;
  - .3 exits, stairs;
  - .4 sidewalks;
  - .5 aisles;
  - .6 access for people with reduced mobility;
  - .7 trucking areas;
  - .8 access ramp;
  - .9 loading-receiving docks;
  - .10 passages;
  - .11 access roads;
  - .12 the edges of the awnings;
  - .13 copings;
  - .14 electrical inputs;
  - .15 access to propane installations;
  - .16 all pedestal and wall hydrants.
- .2 Supply and spread abrasives on hazardous surfaces. Any abrasive must be biodegradable and non-toxic. In addition, it must be harmless to the concrete. The product must be pre-approved by the ministry representative.
- .3 When snow removal is not completed by 7:00 a.m. and conditions are unsafe, Departmental Representative reserves the right to have someone else complete the work and reduce charges incurred in the monthly payment to be made to the contractor.
- .4 The contractor shall keep all fire hydrants and V.I.P. water valves free of access and free of ice.
- .5 At the end of the winter season, the contractor must remove its urea containers. He must also pick up, dispose of and transport off the site at his own expense all debris accumulated during the winter season.
- .6 The contractor must install and remove a carport at the rear entrance of Block D for the winter period between November 1 and April 30 of each year. Shelter is provided by the Departement.

#### 46. Additional cleaning (COVID-19 or other)

##### **.1 Daily (with a clean cloth and an approved disinfectant solution for a minimum of 4 times per day)**

- .1 Wipe down the entrance, revolving doors, frames;
- .2 Handles, door knobs and automatic door openers
- .3 Door glass below 6 feet;
- .4 Wipe down walls, light switches
- .5 Wipe the elevator buttons;
- .6 Staircase and elevator guardrails;
- .7 Toilet and kitchen surfaces, refrigerator and microwave handles and knobs, tables, chairs, faucets and sinks.
- .8 All surfaces not listed which are in regular contact with hands.

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## SECTION 3

### DEFINITION OF TERMS AND QUALITY STANDARDS

#### DEFINITION OF TERMS

**The Definition of Terms and Quality Standards described in Section 3 shall be strictly adhered to. All inspections made by the Ministerial Representative shall be rated according to these Quality Standards.**

**1. Routine Cleaning Operations**

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

**2. Patrol Cleaning Operations**

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. Flight of Stairs**

Includes steps and risers situated between two floor levels including landing(s) and leading to the Contractd Premises, if applicable.

**5. Products**

Products consist of items such as light bulbs and fluorescent tubes, toilet tissue, paper hand towels, hand soap, deodorant blocks, plastic bags and sani-bags, as required for the performance of the work, in addition to the supplies necessary for the physical cleaning of the Contractd Premises and common areas of the Building.

**6. Trash**

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

**7. Ministerial Representative**

Means that person identified by the Ministry, from time to time, as its Representative to act for the Ministry in all matters associated with any Sub-agreements.

**8. High Traffic Areas (includes)**

Entrance lobbies, elevator lobbies, 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, styrofoam, paper, cardboard, etc.

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## QUALITY STANDARDS

The Quality Standards, in this section, where applicable, shall be strictly adhered to.  
All inspections made by the Ministerial Representative shall be rated according to these standards.

### 1. Sweeping

All areas shall be free of trash and soil.

### 2. Dust Mopping

All areas shall be free of dust film and all furniture shall be relocated to its original location.

### 3. Damp Mopping

All areas shall be clean and free of surface stains, mop streaks and loose mop strands. Walls, baseboards and other surfaces shall be free of watermarks and splashing.

### 4. Wash Floors

All areas shall be free of dirt, stains, mop strands, splashing and cleaning solution.

### 5. Machine Scrub

All areas shall be free of dirt, stains, splashing and cleaning solutions.

### 6. Spray Buffing

All areas shall present an overall appearance of cleanliness, have a shine and be dust free.

### 7. Buff Floors (Restore)

All areas shall present an overall appearance of cleanliness, have a shine and be dust free.

### 8. Wet Scrub (Recoat)

All areas shall have an overall appearance of cleanliness and an even shine and be free of minor scrapes and marks.

### 9. Strip and Refinish

All areas shall present an overall appearance of cleanliness, a deep clean look and a crisp even shine and be free of scrapes and marks.

### 10. Strip and Reseal

All areas shall present a clean appearance and shall be free of dirt, stains and marks.

### 11. Vacuuming

#### .1 Carpet

All carpet surfaces shall present an overall appearance of cleanliness and shall be free of dust, dirt and soil.

#### .2 Walk-away Mats

Walk-away mats shall be clean and free of dust and dirt.

#### .3 Upholstered Furniture

Upholstered furniture shall be free of dust, dirt and other debris.

### 12. Stain Removal

All carpets, walk-away mats and upholstered furniture shall have no visible stains and no discoloration after stain removal operation.

### 13. Hot Water Extraction Method

All carpets, walk-away mats and upholstered furniture shall be clean and free of dust, dirt, sand, slush, salt and water.

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#### **14. Cleaning Floor Grills**

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

#### **15. Cleaning of Notice Boards and Fire Hose Cabinets**

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

#### **16. Glass Cleaning**

All glass shall be clean on both sides and free of streaks and finger marks.

#### **17. Cleaning of Stairways and Landings**

All areas shall present an overall appearance of cleanliness and be free of dirt, dust, streaks and trash.

#### **18. Elevator Cleaning**

All elevator cab surfaces shall be free of dust, marks and soil. Walls, ceilings, floors, handrails and doors shall be free of soil film, producing a freshly washed appearance.

#### **19. Dusting**

##### **.1 Furniture, Fixtures and Equipment**

All surfaces shall be free of dust, streaks and finger marks.

##### **.2 High Dusting**

All surfaces shall be free of dust accumulation.

##### **.3 Blinds and Drapes**

Blinds and drapes shall be free of dust, cobwebs, water marks and loose soil.

#### **20. Metal Cleaning**

All metal surfaces shall be free from marks, stains and have a clean shine.

#### **21. Cleaning of Washrooms**

- .1 All washrooms shall have a clean scent and no odour at all. All surfaces shall be free of stains, water marks, scale and shall be clean and bright.
- .2 All waste and sanitary receptacles shall be empty, clean and all dispensers replenished.

#### **22. Waste Receptacles**

All waste receptacles shall be empty and the exterior surface wiped clean.

#### **23. Cleaning of Whiteboards**

All surfaces shall be wiped clean and chalk tray shall be clean and free of dust.

#### **24. Cleaning of 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.

#### **25. Clean water fountains**

All surfaces must be free of streaks, stains and streaks.

Clean and disinfect devices using methods recognized by Health Canada:

Note: The information below is available on the Health Canada WEB site at:

[http://www.hc-sc.gc.ca/fn-an/securit/facts-faits/faqs\\_bottle\\_water-eau\\_embouteillee-eng.php](http://www.hc-sc.gc.ca/fn-an/securit/facts-faits/faqs_bottle_water-eau_embouteillee-eng.php)

Under the heading << Questions and answers on bottled water))

#### **26. Cleaning of 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.

#### **27. Cleaning of Light Fixtures**

All light fixtures shall be free of dust, dirt, stains and streaks.

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**28. Cleaning of Garbage Rooms**

Garbage rooms and empty garbage containers shall be clean and free of odours.

**29. Contractor's Space**

All surfaces shall be free of waste paper, garbage, dust, stains and free of odours.

**30. Clean blinds and shades**

All shades and shades must be free of dust, dirt, stains and streaks.

**31. Clean ceilings and acoustic tiles**

Remove dirt, dust and spider webs

**32. Wood pallets**

Transport the wooden pallets to the location designated by the ministry.

## APPENDIX A TO SECTION 2

### SCHEDULED CLEANING OPERATIONS

Section	POINT	OPÉRATION	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
Exterior cleaning	1.3.1	Clean the walls and columns of metal, marble, granite and enamelled tiles of the entrances						X						
Floors - Resilient, terrazzo, marble, ceramic and vitreous tiles	3.3.1	Strip and refinish all floor		X				X				X		
	3.3.2	Strip and refinish all floors					X							
Floors - Glass and porcelain tiles	4.3.1	Brush floors		X				X				X		
	4.3.2	Strip and refinish all floors					X							
Floors - Concrete	6.2.2.1	Stripping and reseal floors					X							
Carpeting and rugs	7.5.1	Clean all carpets and rugs using the Dry Foam and light hot water extraction method				X						X		
Entrances, exits, halls, ground floor elevator vestibules and adjacent corridors	9.4.1	Brush floors		X				X				X		
	9.4.2	Strip and refinish all floors					X							
Stairs and landing	11.4.1	Strip and refinish resilient, terrazzo and marble surfaces					X							
	11.4.2	Strip and reseal unpainted concrete surfaces					X							
Miscellaneous	12.4.1	Vacuum exposed air ducts, pipes and overhead lights up to 3 meters				X						X		
	12.4.2	Clean all air intake grilles and air diffusers				X						X		
Washrooms	13.5.1	Brush wash and refinish resilient, terrazzo and marble floors			X						X			
	13.5.2	Strip and refinish resilient, terrazzo and marble floors			X						X			
	13.5.3	Strip and refinish glass and porcelain tiles			X						X			
	13.5.4	Strip and reseal concrete floors			X						X			
	13.5.5	Wash ceilings			X						X			
	13.5.6	Clean all walls			X						X			

Section	POINT	OPÉRATION	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
Locker Rooms	14.4.1	Wash the exterior of lockers and interior of vacant lockers			X						X			
Showers	15.4.1	Clean all air intake grilles and air diffusers.			X						X			
Cafeterias	16.4.1	Brush floors and refinish					X							
	16.4.2	Strip and refinish all floors					X							
	16.4.3	Clean the walls			X						X			
Kitchens, kitchenettes ,dining rooms and break rooms	17.4.1	Brush floors and refinish					X							
	17.4.2	Strip and refinish all floors					X							
	17.4.3	Clean the walls			X						X			
Infirmary	18.3.1	Brush floors and refinish					X							
	18.3.2	Strip and refinish all floors					X							
	18.3.3	Clean the walls			X						X			
Auditorium	19.3.1	Brush floors and refinish					X							
	19.3.2	Strip and refinish all floors					X							
	19.3.3	Clean rugs and acrpets				X						X		
Furniture & Fixtures	20.5.1	Clean all leather, vinyl and leatherette upholstered furniture		X										
	20.5.2	Clean inside cabinets		X										
	20.5.3	Vacuum the self-supporting padded partitions and other partition walls			X						X			
Blinds and Drapes	21.1.1	Vacuum blinds	X								X			
	21.1.2	Damp wipe blinds						X						
Containers Scraps and recoveries	23.2.1	Wash and disinfect the interior and exterior of waste containers			X			X			X			X
Interior glasses	24.3.1	Remove and clean the glass or plastic sheets covering the furniture on both sides, and clean the tops of the furniture				X						X		
	24.3.2	Clean and polish on both sides the library parts, convex mirrors and deflectors				X						X		
Walls, partitions, Plinths and ceilings	26.3.1	Vacuum the walls, columns and partitions covered with fabric or rugs	X						X					
Emergency Fire	28.1.1	Clean interior and exterior of fire hose cabinets, including glass and related equipment					X					X		

Section	POINT	OPÉRATION	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
Equipment	28.1.2	Clean fire extinguishers					X							
Telephone and telecommunication rooms	30.1.1	Sweep floors							X					
Contractor's space	31.3.1	Clean walls and shelves				X						X		
Ejecto-convectors and convectors	38.1.1	Interior cleaning of ejector convectors and convectors				X						X		
Windows Indoor and outdoor	39.3.1	Clean interior windows up to a height of 3 meters					X					X		
Cold room	40.4.1	Clean and disinfect the interior and exterior of cold rooms. (Walls, floors, ceilings, windows, lighting and ventilation system)					X							
Training and weight room	41.5.1	Strip and refinish all floors					X							
Pool room	42.5.1	Strip and reseal and / or refinish floors					X							
Electrical and mechanical	43.3.1	Clean push bars, kick plates and hand plates				X						X		
	43.3.2	Damp-wipe doors and door frames				X						X		
	43.3.3	Clean all air intake grilles and air diffusers.				X						X		
	43.3.4	Dust machines and ducts.				X						X		
	43.3.5	Clean interior and exterior of light fixtures.				X						X		
	43.3.6	Clean floors with a motorized industrial floor sweeper/scrubber equipped for wet and dry pickup that is battery-operated.	X			X			X			X		
Laboratory	44.5.1	Strip and reseal and / or refinish floors					X							



Solicitation No. - N° de l'invitation  
EE517-210214/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
MTC115

Client Ref. No. - N° de réf. du client  
EE517-210214/A

File No. - N° du dossier  
MTC-0-43038

CCC No./N° CCC - FMS No./N° VME

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## **ANNEX B - BASIS OF PAYMENT**



Services publics et  
Approvisionnement Canada    Public Services and  
Procurement Canada

Canada



Au service du  
**GOUVERNEMENT,**  
au service des  
**CANADIENS.**

#### **BASIS OF PAYMENT**

Maurice-Lamontagne Institut  
850, de la Mer Rd, Sainte-Flavie, Mont-Joli G5H 3Z4  
R.004269.099



[www.spac-pspc.gc.ca](http://www.spac-pspc.gc.ca)

**INSTRUCTIONS :**

a) To be considered the cells must be filled and readable



**There are a total of 4 sheets to complete** (one sheet per year). The sheet titled "5 Year Total" represents the sum of the five years.

c) **Hourly rates:** Hourly rates, for the duration of the contract, include the rate paid to the employee plus to include overhead, fringe benefits and profits (vacation + employment insurance + pension plan + benefits + insurance + contributions + CSST + administration + others .....). Applicable taxes such as GST and QST are not included in hourly rates.

In addition, hourly rates include direct or productive labor devoted only to work including the call for service. Time is running out from the moment the contractor is on the premises. Hourly rates do not apply to meal times or travel time off site.

d) **Estimated annual quantities:** The estimated annual quantities in the tables below are provided for evaluation purposes only. No number of hours is guaranteed, regardless of the category.

e) **Establishment of Hourly Rates:** The Contractor must enter in the following tables, all-inclusive hourly rates for the actual hours of work to be performed throughout the period covered by the contract.

- (1) Foreman: only as needed, depending on the scope of the project, but the number of hours loaded will not exceed 15% of the number of hours of the duration of the work
- (2) In lines 1 to 18 of the Section table, please enter a monthly unit price for each section listed.

f) **Other costs (Tables 3 Materials and 4 Subcontracting)**

- (1) In line 3.2 below, please enter the increase applicable to the materials.  
example: if you enter the number 5 as an increase, 5% will be added to the amount of \$ 10,000 for a total of \$ 10,500
- (2) In line 4.2 below, please enter the mark-up applicable to the subcontracting.  
example: if you enter the number 10 as an increase, 10% will be added to the amount of \$ 20,000 for a total of \$ 22,000

EE517-210214 - Janitorial services

Section 1 Firm part - First two years of the contract						
Section	Monthly					Estimated total annual value per section
	Unit price	Cleanable area	Unit	Estimated monthly price	Number of months	
1.1 Block A - 5th floor		3308	m <sup>2</sup>	0.00 \$	24	- \$
1.2 Block A - 6th floor		667	m <sup>2</sup>	0.00 \$	24	- \$
1.3 Block A - AM-1		915	m <sup>2</sup>	0.00 \$	24	- \$
1.4 Bridge		323	m <sup>2</sup>	0.00 \$	24	- \$
1.5 Block B - BM-1		664	m <sup>2</sup>	0.00 \$	24	- \$
1.6 Block B - 1st floor		3119	m <sup>2</sup>	0.00 \$	24	- \$
1.7 Block B - 2nd floor		2295	m <sup>2</sup>	0.00 \$	24	- \$
1.8 Block B - 3rd floor		1837	m <sup>2</sup>	0.00 \$	24	- \$
1.9 Block B - 4th floor		1865	m <sup>2</sup>	0.00 \$	24	- \$
1.10 Block B - 5e étage		1938	m <sup>2</sup>	0.00 \$	24	- \$
1.11 Block B - 6e étage		96	m <sup>2</sup>	0.00 \$	24	- \$
1.12 Block C - 1er étage		3296	m <sup>2</sup>	0.00 \$	24	- \$
1.13 Block C - 2e étage		1493	m <sup>2</sup>	0.00 \$	24	- \$
1.14 Block D		1820	m <sup>2</sup>	0.00 \$	24	- \$
1.15 Block E		35	m <sup>2</sup>	0.00 \$	24	- \$
1.16 Block F		130	m <sup>2</sup>	0.00 \$	24	- \$
1.17 Block G		88	m <sup>2</sup>	0.00 \$	24	- \$
1.18 All exterior		1	lot	0.00 \$	24	- \$
Total for the first two years - Section 1						- \$

## Section 2 - Variable part - On request

2.1 Labor Category		Monday to Friday						Saturday, Sunday and legal holidays				Estimated total annual value by labor category	
		During opening hours 07h30 AM and 6h00 PM						Outside opening hours					
hourly rate	estimated annual quantity	unit	hourly rate	estimated annual quantity	unit	hourly rate	estimated annual quantity	unit	hourly rate	estimated annual quantity	unit		
2.1.1 Additional maintenance		100	hour		20	hour		20	hour		20	hour	- \$
2.1.2 Snow removal		40	hour		20	hour		20	hour		20	hour	- \$
Subtotal 2.1 - Labor category													- \$

2.2 Works on request		Monthly				Estimated total annual value by works on request
		Unit price	estimated quantity	unit	Monthly price estimated	
2.2.1	Cleaning water fountains		18	qte	- \$	- \$
2.2.2	Show removal from sidewalks		1	lot	- \$	- \$
Subtotal 2.2 Work on request						- \$

3	<b>Materials</b>					
3.1 Materials according to the estimate prepared by the Contractor and approved by the PWGSC technical authority			estimated annual quantity	Increase %	unit	
3.2	Charge each item at cost plus a percentage markup to cover costs and profit. Provide supporting documents for the cost price. Submit a percentage markup (if the markup is zero, the total amount will be \$ 10,000.00).		10 000		dollar (\$)	Subtotal 3

4	<b>Subcontracting</b>					
4.1 Subcontracting costs according to a detailed estimate prepared by the Contractor and approved by the technical authority of PWGSC.			estimated annual quantity	Increase %	unit	
4.2	Invoice at cost, plus a percentage mark-up to cover costs and profit, for work excluded from the cleaning specification that will be performed by a subcontractor. Provide supporting documents for the cost price. Submit a percentage markup (if the markup is zero, the total amount will be \$ 20,000).		20 000		dollar (\$)	Subtotal 4

Total estimated value for the first two years:						- \$
--	--	--	--	--	--	------

EE517-210214 - Janitorial services

## Section 1 Fixed part - Third year of the contract

Section	Monthly				Estimated total annual value per section
	Unit price	Cleanable area	Unit	Estimated monthly price	Number of months
1.1 Block A - 5th floor		3308	m <sup>2</sup>	0,00 \$	12
1.2 Block A - 6th floor		667	m <sup>2</sup>	0,00 \$	12
1.3 Block A - AM-1		915	m <sup>2</sup>	0,00 \$	12
1.4 Bridge		323	m <sup>2</sup>	0,00 \$	12
1.5 Block B - BM-1		664	m <sup>2</sup>	0,00 \$	12
1.6 Block B - 1st floor		3119	m <sup>2</sup>	0,00 \$	12
1.7 Block B - 2nd floor		2295	m <sup>2</sup>	0,00 \$	12
1.8 Block B - 3rd floor		1837	m <sup>2</sup>	0,00 \$	12
1.9 Block B - 4th floor		1865	m <sup>2</sup>	0,00 \$	12
1.10 Block B - 5e étage		1936	m <sup>2</sup>	0,00 \$	12
1.11 Block B - 6e étage		96	m <sup>2</sup>	0,00 \$	12
1.12 Block C - 1er étage		3296	m <sup>2</sup>	0,00 \$	12
1.13 Block C - 2e étage		1493	m <sup>2</sup>	0,00 \$	12
1.14 Block D		1820	m <sup>2</sup>	0,00 \$	12
1.15 Block E		35	m <sup>2</sup>	0,00 \$	12
1.16 Block F		130	m <sup>2</sup>	0,00 \$	12
1.17 Block G		88	m <sup>2</sup>	0,00 \$	12
1.18 All exterior		1	lot	0,00 \$	12
Total for the third year - Section 1					- \$

## Section 2 - Variable part - On request

2.1 Labor Category		Monday to Friday						Saturday, Sunday and legal holidays			Estimated total annual value by labor category				
		During opening hours 07h30 AM and 0h00 PM			Outside opening hours										
		hourly rate	estimated annual quantity	unit	hourly rate	estimated annual quantity	unit	hourly rate	estimated annual quantity	unit		hourly rate	estimated annual quantity	unit	
2.1.1	Additional maintenance			100	hour			20	hour			20	hour	-	\$
2.1.2	Snow removal			40	hour			20	hour			20	hour	-	\$
Subtotal 2.1 Labor category:														-	\$

2.2 Works on request		Monthly				Estimated total annual value by works on request
		Unit price	estimated quantity	unit	Monthly price estimated	
2.2.1	Cleaning water fountains		18	qte	- \$	- \$
2.2.2	Snow removal from sidewalks		1	lot	- \$	- \$
Subtotal 2.2 Work on request						- \$

3	Materials	estimated annual quantity	Increase %	unit	
3.1	Materials according to the estimate prepared by the Contractor and approved by the PWGSC technical authority				
3.2	Charge each item at cost plus a percentage markup to cover costs and profit. Provide supporting documents for the cost price. Submit a percentage markup (if the markup is zero, the total amount will be \$ 10,000.00).	10 000		dollar (\$)	Subtotal 3
4	Subcontracting	estimated annual quantity	Increase %	unit	
4.1	Subcontracting costs according to a detailed estimate prepared by the Contractor and approved by the technical authority of PWGSC.				
4.2	Invoice at cost, plus a percentage mark-up to cover costs and profit, for work excluded from the cleaning specification that will be performed by a subcontractor. Provide supporting documents for the cost price. Submit a percentage markup (if the markup is zero, the total amount will be \$ 20,000).	20 000		dollar (\$)	Subtotal 4
Total estimated value for the third :					- \$

EE517-210214 - Janitorial services

Section 1 Fixed part - Fourth year of the contract						
Section	Monthly					Estimated total annual value per section
	Unit price	Cleanable area	Unit	Estimated monthly price	Number of months	
1.1 Block A - 5th floor		3308	m <sup>2</sup>	0.00 \$	12	- \$
1.2 Block A - 6th floor		667	m <sup>2</sup>	0.00 \$	12	- \$
1.3 Block A - AM-1		915	m <sup>2</sup>	0.00 \$	12	- \$
1.4 Bridge		323	m <sup>2</sup>	0.00 \$	12	- \$
1.5 Block B - BM-1		664	m <sup>2</sup>	0.00 \$	12	- \$
1.6 Block B - 1st floor		3119	m <sup>2</sup>	0.00 \$	12	- \$
1.7 Block B - 2nd floor		2295	m <sup>2</sup>	0.00 \$	12	- \$
1.8 Block B - 3rd floor		1837	m <sup>2</sup>	0.00 \$	12	- \$
1.9 Block B - 4th floor		1865	m <sup>2</sup>	0.00 \$	12	- \$
1.10 Block B - 5e étage		1936	m <sup>2</sup>	0.00 \$	12	- \$
1.11 Block B - 6e étage		96	m <sup>2</sup>	0.00 \$	12	- \$
1.12 Block C - 1er étage		3296	m <sup>2</sup>	0.00 \$	12	- \$
1.13 Block C - 2e étage		1493	m <sup>2</sup>	0.00 \$	12	- \$
1.14 Block D		1820	m <sup>2</sup>	0.00 \$	12	- \$
1.15 Block E		35	m <sup>2</sup>	0.00 \$	12	- \$
1.16 Block F		130	m <sup>2</sup>	0.00 \$	12	- \$
1.17 Block G		88	m <sup>2</sup>	0.00 \$	12	- \$
1.18 All exterior		1	lot	0.00 \$	12	- \$
Total for the first two years - Section 1						- \$

## Section 2 - Variable part - On request

2.1 Labor Category	Monday to Friday						Saturday, Sunday and legal holidays				Estimated total annual value by labor category
	During opening hours 07h30 AM and 0600 PM		Outside opening hours								
	hourly rate	estimated annual quantity	unit	hourly rate	estimated quantity	unit	hourly rate	estimated annual quantity	unit		
2.1.1 Additional maintenance		100	hour		20	hour			20	hour	- \$
2.1.2 Snow removal		40	hour		20	hour			20	hour	- \$
Subtotal 2.1 Labor category:											- \$



2.2 Works on request		Monthly				Estimated total annual value by works on request
		Unit price	estimated quantity	unit	Monthly price estimated	Number of months
2.2.1	Cleaning water fountains		18	qte	- \$	24
2.2.2	Snow removal from sidewalks		1	lot	- \$	12
Subtotal 2.2 Work on request						- \$

3	Materials		estimated annual quantity	Increase %	unit	
3.1	Materials according to the estimate prepared by the Contractor and approved by the PWGSC technical authority					
3.2	Charge each item at cost plus a percentage markup to cover costs and profit. Provide supporting documents for the cost price. Submit a percentage markup (if the markup is zero, the total amount will be \$ 10,000.00).		10 000		dollar (\$)	Subtotal 3
4	Subcontracting		estimated annual quantity	Increase %	unit	
4.1	Subcontracting costs according to a detailed estimate prepared by the Contractor and approved by the technical authority of PW GSC.					
4.2	Invoice at cost, plus a percentage mark-up to cover costs and profit, for work excluded from the ceiling specification that will be performed by a subcontractor. Provide supporting documents for the cost price. Submit a percentage markup (if the markup is zero, the total amount will be \$ 20,000).		20 000		dollar (\$)	Subtotal 4
Total estimated value for the fourth year :						- \$

EE517-210214 - Janitorial services

Section 1 Fixed part - Fifth year of the contract									
Section	Monthly					Estimated total annual value per section			
	Unit price	Cleanable area	Unit	Estimated monthly price	Number of months				
1.1 Block A - 5th floor		3308	m²	0.00 \$	12	- \$			
1.2 Block A - 6th floor		667	m²	0.00 \$	12	- \$			
1.3 Block A - AM-1		915	m²	0.00 \$	12	- \$			
1.4 Bridge		323	m²	0.00 \$	12	- \$			
1.5 Blok B - BM-1		664	m²	0.00 \$	12	- \$			
1.6 Blok B - 1st floor		3119	m²	0.00 \$	12	- \$			
1.7 Block B - 2nd floor		2295	m²	0.00 \$	12	- \$			
1.8 Block B - 3rd floor		1837	m²	0.00 \$	12	- \$			
1.9 Block B - 4th floor		1865	m²	0.00 \$	12	- \$			
1.10 Block B - 5e étage		1936	m²	0.00 \$	12	- \$			
1.11 Block B - 6e étage		96	m²	0.00 \$	12	- \$			
1.12 Block C - 1er étage		3296	m²	0.00 \$	12	- \$			
1.13 Block C - 2e étage		1493	m²	0.00 \$	12	- \$			
1.14 Block D		1820	m²	0.00 \$	12	- \$			
1.15 Block E		35	m²	0.00 \$	12	- \$			
1.16 Block F		130	m²	0.00 \$	12	- \$			
1.17 Block G		88	m²	0.00 \$	12	- \$			
1.18 All exterior		1	lot	0.00 \$	12	- \$			
Total for the fifth year - Section 1						- \$			

Section 2 - Variable part - On request												
2.1 Labor Category	Monday to Friday					Saturday, Sunday and legal holidays				Estimated total annual value by labor category		
	During opening hours 07h30 AM and 6h00 PM		Outside opening hours									
	hourly rate	estimated annual quantity	unit	hourly rate	estimated annual quantity	unit	hourly rate	estimated annual quantity	unit			
2.1.1 Additional maintenance		100	hour	20	hour		20	hour		20	hour	- \$
2.1.2 Snow removal		40	hour	20	hour		20	hour		20	hour	- \$
Subtotal 2.1 Labor category											- \$	

2.2 Works on request		Monthly				Estimated total annual value by works on request
		Unit price	estimated quantity	unit	Monthly price estimated	Number of months
2.2.1	Cleaning water fountains		18	qte	- \$	24
2.2.2	Snow removal from sidewalks		1	lot	- \$	12
Subtotal 2.2 Work on request						- \$

3	Materials		estimated annual quantity	Increase %	unit	
3.1	Materials according to the estimate prepared by the Contractor and approved by the PWGSC technical authority					
3.2	Charge each item at cost plus a percentage markup to cover costs and profit. Provide supporting documents for the cost price. Submit a percentage markup (if the markup is zero, the total amount will be \$ 10,000.00).		10 000		dollar (\$)	Subtotal 3
4	Subcontracting		estimated annual quantity	Increase %	unit	
4.1	Subcontracting costs according to a detailed estimate prepared by the Contractor and approved by the technical authority of PWGSC.					
4.2	Invoice at cost, plus a percentage markup to cover costs and profit, for work excluded from the cleaning specification that will be performed by a subcontractor. Provide supporting documents for the cost price. Submit a percentage markup (if the markup is zero, the total amount will be \$ 20,000).		20 000		dollar (\$)	Subtotal 4
Total estimated value for the fifth year :						- \$

	Section 1	2.1 Labor	2.2 Work on request	3. Materials	4 Subcontracting	Total value
Years 1 and 2	- \$	- \$	- \$	- \$	- \$	- \$
Year 3	- \$	- \$	- \$	- \$	- \$	- \$
Year 4	- \$	- \$	- \$	- \$	- \$	- \$
Year 5	- \$	- \$	- \$	- \$	- \$	- \$
Total value of the contract for the five (5) years :						- \$

## ANNEX C

### REFERENCE LETTER EXAMPLE

PROJECT/CONTRACT – REFERENCE NUMBER 1	
Organisation name or client company	Name : _____
Name and title of client contact	Name : _____ Title : _____
Client contact telephone number	Téléphone : _____
Client contact email address	Email : _____
Approximate square meters of surface to be cleaned, as per project or contract	Square meters : _____
Project or contract location	Location : _____
Project or contract value	Value : _____
Project or contract period	From : month _____ year _____ To : month _____ year _____
Project or contract description :	

Solicitation No. - N° de l'invitation  
EE517-210214/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
MTC115

Client Ref. No. - N° de réf. du client  
EE517-210214/A

File No. - N° du dossier  
MTC-0-43038

CCC No./N° CCC - FMS No./N° VME

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## **ANNEX D**

### **SECURITY REQUIREMENTS CHECK LIST (SRCL)**

**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 Bien immobiliers
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 Contrat d'entretien ménager - 2 ans ferme + 5 années d'option - 850, route de la Mer - Institut Maurice-Lamontagne		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

EE517-210214

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

☒ No ☐ Yes  
Non Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

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

Document Number / Numéro du document :

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

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

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITE | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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?

If Yes, will unscreened personnel be escorted?

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

☒ No ☐ Yes  
Non Oui

☒ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada





Government of Canada  
Gouvernement du Canada

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UNCLASSIFIED

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

EE517-210214

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Laplanche, Marie-Michèle	Agente des immeubles et installations		Laplanche, Marie-Michèle
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
418-649-2789	418-649-2898	marie-michèle.laplanche@tpsgc-pwgsc.gc.ca	2020/05/06

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Fleury, Jean-Michel	SO		Digitally signed by Bouchard, PierreLuc
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date: 2020/05/06
819-939-9758	-	jean-michel.fleury@tpsgc-pwgsc.gc.ca	09:02:06 -04'00'

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

☐ No  
Non ☐ Yes  
Oui

**16. Procurement Officer / Agent d'approvisionnement**

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

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Anik Farrell - CSO 613-946-5194			Digitally signed by Farrell, Anik
Telephone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date: 2020.05.08
anik.farrell@tpsgc-pwgsc.gc.ca			08:50:43 -04'00'

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada

## **ANNEX E**

### **Voluntary Certification to Support the Use of Apprentices**

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.

5. The Contractor hereby certifies the following:

*In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios<sup>1</sup> and to respect any hiring requirements prescribed by provincial or territorial statutes.*

<sup>1</sup> The journeyperson-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

(If you agree, please affix your signature)

*Name:*

*Signature:*

*Company Name:*

*Company Legal Name:*

*Solicitation Number:*

*Optional information to provide:*

*Number of apprentices planned to be working on this contract:*

*Trades of those apprentices:*