

REQUEST FOR QUOTATION

For

Janitorial Services

Research & Development Centre
BRANDON MB

Tender Notice # 01R11-21-C002

Contracting Authority :
Agriculture & Agri-Food Canada

(Back of Cover Page)

Agriculture & Agri-Food Canada's requires Janitorial Services for the Research & Development Centre located in BRANDON, MB.

1. Requests for Explanations

Direct requests for explanations to :
Desta Kissack, Materiel Management Advisor
E-mail : desta.kissack@canada.ca

Any request for explanations regarding this Request for Quotation (RFQ), must be submitted, in writing, to the above on or before 12:00 pm (CST), Thursday, October 1, 2020. Oral explanations or instructions given will not be binding.

2. Modifications

Canada reserves the right to revise or amend this RFQ prior to the submission deadline. Such revisions or amendments, if any, will be announced by addendum or addenda.

3. R F Q Submission Deadline

Electronic Mail Submissions **MUST** be delivered to and received by the Contracting Authority no later than 2:00 p.m. CST (local Winnipeg time) **Thursday, October 15, 2020. Please Email your Submission to:**

Desta Kissack, Materiel Management Advisor
Email; desta.kissack@canada.ca AND
aafc.wscprocurementmanitoba-csoapprovisionnementmanitoba.aac@canada.ca

RFQ # 01R11-21-C002 - JANITORIAL SERVICES – Brandon, MB

Late submissions will not be considered and will be returned unopened. It is the responsibility of any company or individual submitting a bid to ensure submissions are received by the submission deadline.

4. Electronic Submissions

Electronic mail submissions will be accepted. The maximum email file size that AAFC is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size. Emails with links to bid documents will not be accepted.

5. Payment for Submissions

No payment will be made for a submission in response to this RFQ.

6. Taxes

The Harmonized Sales Tax (HST) Goods and Services Tax (GST) and Provincial Sales Tax (PST) are not to be considered an applicable tax for the purposes of this RFQ.

7. Rejection of Submissions

Canada reserves the right to reject any and all submissions when such rejection is in the interest of Canada.

8. Contract Period

The initial Term of the Contract will be for a one (1) year period.

The Contractor grants to Canada the irrevocable options to extend the period of the Contract by up to four (4) additional one (1) year periods under the same terms and conditions. Canada may exercise these options by sending a written amendment to the Contractor at least 30 calendar days prior to the Contract Expiry date, or any extension of the Contract.

The Contractor agrees that during the extended period of the Contract, the rates and prices will be in accordance with the provisions of the Contract.

The option periods may only be extended by the Contracting Authority through a formal written Contract Amendment.

9. Contracting Authority

The Contracting Authority for the Resulting Contract will be :

Desta Kissack, Materiel Management Advisor
Agriculture & Agri-Food Canada
Western Service Centre
400-303 Main Street
Winnipeg MB R3C3G7

Telephone No. : (204) 259-4096

Email Address : desta.kissack@canada.ca

10. Reference Documents

The following Appendices are included:

- A - General Conditions, Additional Terms and Conditions
- B - Statement of Work
- C - Contractor Responsibility
- D - AAFC Responsibility
- E - Mandatory Requirements
- F - Submission Format
- G - Evaluation Method
- H - Certification Requirements
- I - Bid Document
- J - Minimum Cleaning Standards
- K- Services – ‘as and when required’ Basis

The following Annex is enclosed:

- A – Guidance for Contractors Working in AAFC Buildings

GC1. INTERPRETATION

1.1 In the contract,

"**Applicable Taxes**" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013;

"**Canada**", "**Crown**", "**Her Majesty**" or "**the Government**" means Her Majesty the Queen in right of Canada; "**Contractor**" means the person, entity or entities named in the Contract to supply goods, services or both to Canada;

"**Minister**" means the Minister of Agriculture and Agri-Food Canada or anyone authorized;

"**Party**" means Canada, the Contractor, or any other signatory to the contract and "**Parties**" means all of them;

"**Work**" unless otherwise expressed in the Contract, means everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contractor's obligations under the Contract.

GC2. Powers of Canada

All rights, remedies and discretions granted or acquired by Canada under the Contract or by law are cumulative, not exclusive.

GC3. General Conditions

The Contractor is an independent contractor engaged by Canada to perform the Work. Nothing in the Contract is intended to create a partnership, a joint venture or an agency between Canada and the other Party or Parties. The Contractor must not represent itself as an agent or representative of Canada to anyone. Neither the Contractor nor any of its personnel is engaged as an employee or agent of Canada. The Contractor is responsible for all deductions and remittances required by law in relation to its employees.

GC4. Conduct of the Work

4.1 The Contractor represents and warrants that:

- (a) It is competent to perform the Work;
- (b) It has the necessary qualifications, including knowledge, skill and experience, to perform the Work, together with the ability to use those qualifications effectively for that purpose; and
- (c) It has the necessary personnel and resources to perform the Work.

4.2 Except for government property specifically provided for in the Contract, the Contractor shall supply everything necessary for the performance of the Work, including all the

resources, facilities, labor and supervision, management, services, equipment, materials, drawings, technical data, technical assistance, engineering services, inspection and quality assurance procedures, and planning necessary to perform the Work.

4.3 The Contractor shall:

- (a) Carry out the Work in a diligent and efficient manner;
- (b) Apply as a minimum, such quality assurance tests, inspections and controls consistent with those in general usage in the trade and that are reasonably calculated to ensure the degree of quality required by the Contract; and
- (c) Ensure that the Work:
 - (1) is of proper quality, material and workmanship;
 - (2) Is in full conformity with the Statement of Work; and
 - (3) Meets all other requirements of the Contract.

4.4 Notwithstanding acceptance of the Work or any part thereof, the Contractor warrants that the Work shall be of such quality as to clearly demonstrate that the Contractor has performed the Work in accordance with the undertaking in subsection 4.3.

GC5. Inspection and Acceptance

5.1 The Work will be subject to inspection by Canada. Should any part of the Work whether it be a report, document, good or service not be in accordance with the Contract or not be done to the satisfaction of the Canada, as submitted, Canada will have the right to reject it or require its correction at the sole expense of the Contractor before making payment.

5.2 The Contractor will be in default of the Contract if the Work is rejected by Canada or if he fails to correct the Work within a reasonable delay.

GC6. Amendments and Waivers

6.1 No design change, modification to the Work, or amendment to the Contract shall be binding unless it is incorporated into the Contract by written amendment or design change memorandum executed by the authorized representatives of Canada and of the Contractor.

6.2 While the Contractor may discuss any proposed changes or modifications to the scope of the Work with the representatives of Canada, Canada shall not be liable for the cost of any such change or modification until it has been incorporated into the Contract in accordance with subsection 6.1.

6.3 No waiver shall be valid, binding or affect the rights of the Parties unless it is made in writing by, in the case of a waiver by Canada, the Contracting Authority and, in the case of a waiver by the Contractor, the authorized representative of the Contractor.

6.4 The waiver by a Party of a breach of any term or condition of the Contract shall not prevent the enforcement of that term or condition by that Party in the case of a subsequent breach, and shall not be deemed or construed to be a waiver of any subsequent breach.

GC7. Time of the Essence

It is essential that the Work be performed within or at the time stated in the Contract.

GC8. Excusable delay

- 8.1 Any delay by the Contractor in performing the Contractor's obligations under the Contract which occurs without any fault or neglect on the part of the Contractor its subcontractors, agents or employees or is caused by an event beyond the control of the Contractor, and which could not have been avoided by the Contractor without incurring unreasonable cost through the use of work-around plans including alternative sources or other means, constitutes an excusable delay.
- 8.2 The Contractor shall give notice to the Minister immediately after the occurrence of the event that causes the excusable delay. The notice shall state the cause and circumstances of the delay and indicate the portion of the Work affected by the delay. When requested to do so by the Minister, the Contractor shall deliver a description, in a form satisfactory to the Minister, of work-around plans including alternative sources and any other means that the Contractor will utilize to overcome the delay and Endeavour to prevent any further delay. Upon approval in writing by the Minister of the work-around plans, the Contractor shall implement the work around plans and use all reasonable means to recover any time lost as a result of the excusable delay.
- 8.3 Unless the Contractor complies with the notice requirements set forth in the Contract, any delay that might have constituted an excusable delay shall be deemed not to be an excusable delay.
- 8.4 If an excusable delay has continued for thirty (30) days or more, Canada may, by giving notice in writing to the Contractor, terminate the Contract. In such a case, the Parties agree that neither will make any claim against the other for damages, costs, expected profits or any other loss arising out of the termination or the event that contributed to the excusable delay. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.
- 8.5 Unless Canada has caused the delay by failing to meet an obligation under the Contract, Canada will not be responsible for any cost incurred by the contractor or any subcontractors or agents as a result of an excusable delay.
- 8.6 If the Contract is terminated under this section, Canada may require the Contractor to deliver to Canada, in the manner and to the extent directed by Canada, any completed parts of the Work not delivered and accepted before the termination and anything that the Contractor has acquired or produced specifically to perform the Contract. Canada will pay the Contractor:
 - (a) The value, of all completed parts of the Work delivered to and accepted by Canada, based on the Contract price, including the proportionate part of the Contractor's profit or fee included in the Contract price; and
 - (b) The cost to the Contractor that Canada considers reasonable in respect of anything else delivered to and accepted by Canada.

8.7 The total amount paid by Canada under the Contract to the date of termination and any amounts payable under this subsection must not exceed the Contract price.

GC9. Termination of convenience

9.1 Notwithstanding anything in the Contract, the Minister may, by giving notice to the Contractor, terminate or suspend the Contract immediately with respect to all or any part or parts of the Work not completed.

9.2 All Work completed by the Contractor to the satisfaction of Canada before the giving of such notice shall be paid for by Canada in accordance with the provisions of the Contract and, for all Work not completed before the giving of such notice, Canada shall pay the Contractor's costs as determined under the provisions of the Contract in an amount representing a fair and reasonable fee in respect of such Work.

9.3 In addition to the amount which the Contractor shall be paid under section GC9.2, the Contractor shall be reimbursed for the Contractor's cost of and incidental to the cancellation of obligations incurred by the Contractor pursuant to such notice and obligations incurred by or to which the Contractor is subject with respect to the Work.

9.4 The Contractor shall have no claim for damages, compensation, loss of profit, allowance or otherwise by reason of or directly or indirectly arising out of any action taken or notice given by Canada under the provisions of section GC9 except as expressly provided therein.

9.5 Upon termination of the Contract under section GC9.1, Canada may require the Contractor to deliver and transfer title to Canada, in the manner and to the extent directed by Canada, any finished Work which has not been delivered prior to such termination and any material, goods or Work-in-progress which the Contractor specifically acquired or produced for the fulfillment of the Contract.

GC10. Termination due to Default of Contractor

10.1 Canada may by notice to the Contractor, terminate the whole or any part of the Contract:

- (a) If the Contractor fails to perform any of the Contractor's obligations under the Contract or in Canada's view, so fails to make progress so as to endanger performance of the Contract in accordance with its terms;
- (b) To the extent permitted under law, if the Contractor becomes bankrupt or insolvent, or a receiving order is made against the Contractor, or an assignment is made for the benefit of creditors, or if an order is made or resolution passed for the winding up of the Contractor, or if the Contractor takes the benefit of a statute relating to bankrupt or insolvent debtors; or
- (c) If the Contractor makes a false declaration under GC 37 or GC 38 or fails to comply with the terms set out in GC 16.3 or GC 39.

10.2 Upon termination of the Contract under section GC10, the Contractor shall deliver to Canada any finished Work which has not been delivered and accepted prior to such termination, together with materials and Work-in-progress relating specifically to the Contract and all materials, texts and other documents supplied to the Contractor in

relation to the Contract.

- 10.3 Subject to the deduction of any claim which Canada may have against the Contractor arising under the Contract or out of termination, payment will be made by Canada to the Contractor for the value of all finished Work delivered and accepted by Canada, such value to be determined in accordance with the rate(s) specified in the Contract, or, where no rate is specified, on a proportional basis.
- 10.4 If the contract is terminated pursuant to GC 10.1(c), in addition to any other remedies that may be available against the Contractor, the Contractor will immediately return any advance payments.

GC11. Suspension of Work

- 11.1 The Minister may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so.

GC12. Extension of Contract

- 12.1 Where the Minister determines that additional work of the same nature as the Work described in this Contract is required, the Contractor shall do such work and where required the term of the Contract shall be extended accordingly and confirmed in writing between the parties.
- 12.2 Payment for the work described in subsection 1 shall be calculated and paid on the same basis as in section GC12 and where required prorated.
- 12.3 Where the Minister has determined that the Contractor shall be paid expenses related to the Work described in section GC12.1, the type of expenses and amounts shall be confirmed in writing between the parties.

GC13. Method of Payment

- 13.1 Payment in the case of progress payments:
- (a) Payment by Canada to the Contractor for the Work shall be made within 30 days following the date on which a claim for progress payment is received according to the terms of the Contract; and
 - (b) If the Minister has any objection to the form of the claim for payment or the substantiating documentation, shall, within 15 days of its receipt, notify the Contractor in writing of the nature of the objection.
- 13.2 Payment in the case of payment on completion:
- (a) Payment by Canada to the Contractor for the Work shall be made within 30 days following the date on which the Work is completed or on which a claim for payment and substantiating documentation are received according to the terms of the Contract, whichever date is the later;
 - (b) If the Minister has any objection to the form of the claim for payment or the substantiating documentation, shall, within 15 days of its receipt, notify the Contractor in writing of the nature of the objection.

GC14. Basis of Payment

- 14.1 A claim in the form of an itemized account certified by the Contractor with respect to the accuracy of its contents shall be submitted to the Minister.
- 14.2 Travel and other expenses, where allowed by the Contract, shall be paid in accordance with Treasury Board Guidelines and Directives, certified by the Contractor as to the accuracy of such claim.

GC15. Interest on Overdue Accounts

- 15.1 For the purposes of this clause:
- (a) "Average Rate" means the simple arithmetic mean of the bank rates in effect at 4:00 p.m. Eastern Standard Time each day during the calendar month which immediately precedes the calendar month in which payment is made;
 - (b) "Bank rate" means the rate of interest established from time to time by the Bank of Canada as the minimum rate at which the Bank of Canada makes short term advances to members of the Canadian Payments Association;
 - (c) "Date of payment" means the date of the negotiable instrument drawn by the Receiver General for Canada and given for payment of an amount due and payable;
 - (d) an amount is "due and payable" when it is due and payable by Canada to the Contractor in accordance with the terms of the Contract; and
 - (e) An amount becomes "overdue" when it is unpaid on the first day following the day upon which it is due and payable.
- 15.2 Canada shall be liable to pay to the Contractor simple interest at the Average Bank of Canada discount rate from the previous month plus 3 percent per annum on any amount that is overdue from the date such amount becomes overdue until the day prior to the date of payment, inclusive. The Contractor is not required to provide notice to Canada for interest to be payable.
- 15.3 Canada shall not be liable to pay interest in accordance with this clause if Canada is not responsible for the delay in paying the Contractor.
- 15.4 Canada shall not be liable to pay interest on overdue advance payments.

GC16. Records to be kept by Contractor

- 16.1 The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
- 16.2 If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.

- 16.3 Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six (6) years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as required so the representatives of Canada may perform a complete audit of the Contract.
- 16.4 The amount claimed under the Contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other Contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

GC17. Invoice Submission

- 17.1 Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
- 17.2 Invoices must show:
- (a) the date, the name and address of the client department, item or reference numbers, deliverable and/or description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s);
 - (b) details of expenditures (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
 - (c) deduction for holdback, if applicable;
 - (d) the extension of the totals, if applicable; and
 - (e) if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
- 17.3 Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
- 17.4 By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

GC18. Right of Set off

Without restricting any right of set off given by law, the Minister may set off against any amount payable to the Contractor under the Contract, any amount payable to Canada by the Contractor under the Contract or under any other current contract. Canada may, when

making a payment pursuant to the Contract, deduct from the amount payable to the Contractor any such amount payable to Canada by the Contractor which, by virtue of the right of set off, may be retained by Canada.

GC19. Assignment

- 19.1 The Contract shall not be assigned in whole or in part by the Contractor without the prior written consent of Canada and an assignment made without that consent is void and of no effect.
- 19.2 An assignment of the Contract does not relieve the Contractor from any obligation under the Contract or impose any liability upon Canada.

GC20. Subcontracting

- 20.1 The Contractor must obtain the consent in writing of the Minister before subcontracting.
- 20.2 Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor.
- 20.3 In any subcontract, the Contractor will bind the subcontractor by the same conditions by which the contractor is bound under the Contract.

GC21. Indemnification

- 21.1 The Contractor shall indemnify and save harmless Canada from and against all claims, losses, damages, costs, expenses, actions and other proceedings, made, sustained, brought, prosecuted, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury to or death of a person or damage to or loss of property arising from any willful or negligent act, omission or delay on the part of the Contractor, the Contractor's servants, subcontractors or agents in performing the Work or as a result of the Work.
- 21.2 The Contractor's liability to indemnify or reimburse Canada under the Contract shall not affect or prejudice Canada from exercising any other rights under law.

GC22. Confidentiality

The Contractor shall treat as confidential, during as well as after performance of the Work, any information to which the Contractor becomes privy as a result of acting under the Contract. The Contractor shall use its best efforts to ensure that its servants, employees, agents, subcontractors or assigned observe the same standards of confidentiality.

GC23. Indemnification - Copyright

The Contractor shall indemnify Canada from and against all costs, charges, expenses, claims, actions, suits and proceedings for the infringement or alleged infringement of any copyright resulting from the performance of the Contractor's obligations under the

Contract, and in respect of the use of or disposal by Canada of anything furnished pursuant to the Contract.

GC24. Indemnification - Inventions, etc.

The Contractor shall indemnify Canada from and against all costs, charges, expenses, claims, actions, suits and proceedings for the use of the invention claimed in a patent, or infringement or alleged infringement of any patent or any registered industrial design resulting from the performance of the Contractor's obligations under the Contract, and in respect of the use of or disposal by Canada of anything furnished pursuant to the Contract.

GC25. Ownership of Copyright

25.1 Anything that is created or developed by the Contractor as part of the Work under the Contract in which copyright subsists belongs to Canada. The Contractor must incorporate the copyright symbol and either of the following notices, as appropriate:

© HER MAJESTY THE QUEEN IN RIGHT OF CANADA (year)

or

© SA MAJESTÉ LA REINE DU CHEF DU CANADA (année).

25.2 At the request of the Minister, the Contractor must provide to Canada, at the completion of the Work or at such other time as the Minister may require a written permanent waiver of Moral Rights, in a form acceptable to the Minister, from every author that contributed to the Work. If the Contractor is an author, the Contractor permanently waives the Contractor's Moral Rights.

GC26. Taxes

26.1 Municipal Taxes

Municipal Taxes do not apply.

26.2 Federal government departments and agencies are required to pay Applicable Taxes.

26.3 Applicable Taxes will be paid by Canada as provided in the Invoice Submission section. It is the sole responsibility of the Contractor to charge Applicable Taxes at the correct rate in accordance with applicable legislation. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

26.4 The Contractor is not entitled to use Canada's exemptions from any tax, such as provincial sales taxes, unless otherwise specified by law. The Contractor must pay applicable provincial sales tax, ancillary taxes, and any commodity tax, on taxable goods or services used or consumed in the performance of the Contract (in accordance with applicable legislation), including for material incorporated into real property.

26.5 In those cases where Applicable Taxes, customs duties, and excise taxes are included in the Contract Price, the Contract Price will be adjusted to reflect any increase, or decrease, of Applicable Taxes, customs duties, and excise taxes that will have occurred between

bid submission and contract award. However, there will be no adjustment for any change to increase the Contract Price if public notice of the change was given before bid submission date in sufficient detail to have permitted the Contractor to calculate the effect of the change.

26.6 Tax Withholding of 15 Percent

Pursuant to the Income Tax Act, 1985, c. 1 (5th Supp.) and the Income Tax Regulations, Canada must withhold 15 percent of the amount to be paid to the Contractor in respect of services provided in Canada if the Contractor is a non-resident, unless the Contractor obtains a valid waiver. The amount withheld will be held on account for the Contractor in respect to any tax liability which may be owed to Canada.

GC27. International Sanctions

27.1 Persons in Canada, and Canadians outside of Canada, are bound by economic sanctions imposed by Canada. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to economic sanctions.

Details on existing sanctions can be found at:

<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>.

27.2 The Contractor must not supply to the Government of Canada any goods or services which are subject to economic sanctions.

27.3 The Contractor must comply with changes to the regulations imposed during the period of the Contract. The Contractor must immediately advise Canada if it is unable to perform the Work as a result of the imposition of economic sanctions against a country or person or the addition of a good or service to the list of sanctioned goods or services. If the Parties cannot agree on a work around plan, the Contract will be terminated for convenience in accordance with section GC9.

GC28. T1204 Government Service Contract Payment

28.1 Pursuant to regulations made pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies to Contractors under applicable services Contracts (including Contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payment. To enable client departments and agencies to comply with this requirement, Contractors are required to provide information as to their legal name and status, business number, and/or Social Insurance Number or other supplier information as applicable, along with a certification as to the completeness and accuracy of the information.

GC29. Successors and Assigns

The Contract shall enure to the benefit of and be binding upon the parties hereto and their lawful heirs, executors, administrators, successors and assigns as the case may be.

GC30. Conflict of Interest and Values and Ethics Codes for the Public Service

The Contractor acknowledges that individuals who are subject to the provisions of the Conflict of Interest Act, 2006, c. 9, s. 2, the Conflict of Interest Code for Members of the House of Commons, any applicable federal values and ethics code or any applicable federal policy on conflict of interest and post-employment shall not derive any direct benefit resulting from the Contract unless the provision or receipt of such benefit is in compliance with such legislation and codes.

GC31. No Bribe

The Contractor declares that no bribe, gift, benefit, or other inducement has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such a person, with a view to influencing the entering into the Contract or the administration of the Contract.

GC32. Errors

Notwithstanding any other provision contained in this Contract, no amount shall be paid to the Contractor based on the cost of Work incurred to remedy errors or omissions for which the Contractor or his servants, agents or subcontractors are responsible, and such errors or omissions shall be remedied at the Contractor's cost, or, at the option of Canada, the Contract may be terminated and in that event the Contractor shall receive payment only as determined under section GC10.

GC33. Performance

The failure of Canada to require performance by the Contractor of any provision of this Contract shall not affect the right of Canada thereafter to enforce such provision, nor shall the waiver by Canada of any breach of any term of the Contract be taken or held to be a waiver of any further breach of the same or any other term or condition.

GC34. Gender

Whenever the singular or masculine is used throughout this Contract, it shall be construed as including the plural, feminine, or both whenever the context and/or the parties hereto so require.

GC35. Survival

All the Parties' obligations of confidentiality, representations and warranties set out in the Contract as well as any other the provisions, which by the nature of the rights or obligations might reasonably be expected to survive, will survive the expiry or termination of the Contract.

GC36. Severability

If any provision of the Contract is declared by a court of competent jurisdiction to be

invalid, illegal or unenforceable, that provision will be removed from the Contract without affecting any other provision of the Contract.

GC37. Contingency Fees

The Contractor certifies that it has not, directly or indirectly, paid or agreed to pay and agrees that it will not, directly or indirectly, pay a contingency fee for the solicitation, negotiation or obtaining of the Contract to any person, other than an employee of the Contractor acting in the normal course of the employee's duties. In this section, "contingency fee" means any payment or other compensation that depends or is calculated based on a degree of success in soliciting, negotiating or obtaining the Contract and "person" includes any individual who is required to file a return with the registrar pursuant to section 5 of the Lobbying Act, 1985, c. 44 (4th Supplement).

GC38. Integrity Provisions

The Ineligibility and Suspension Policy (the "Policy") and all related Directives (2016-04-04) are incorporated into, and form a binding part of the Contract. The Contractor must comply with the provisions of the Policy and Directives, which can be found on Public Works and Government Services Canada's website at [Ineligibility and Suspension Policy](#).

GC39. Public Disclosure

- 39.1 The Contractor consents, in the case of a contract that has a value in excess of \$10,000, to the public disclosure of basic information - other than information described in any of paragraphs 20(1)(a) to (d) of the Access to Information Act - relating to the contract.
- 39.2 The contractor consents, in the case of a contract with a former public servant in receipt of a Public Servant Superannuation (PSSA) pension, that the contractor'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 described in 39.1.

GC40. Notice

Any notice under the Contract must be in writing and may be delivered by hand, courier, mail, facsimile or other electronic method that provides a paper record of the text of the notice. It must be sent to the Party for whom it is intended at the address stated in the Contract. Any notice will be effective on the day it is received at that address. Any notice to Canada must be delivered to the Minister.

GC41. Accuracy

The Contractor represents and warrants that the information submitted with its bid is accurate and complete. The Contractor acknowledges that the Minister has relied upon such information in entering into this Contract. This information may be verified in such manner as the Minister may reasonably require.

GC42. Dispute Resolution Services

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

GC43. Contract Administration

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

GC44. Entire Agreement

The Contract constitutes the entire agreement between the Parties relative to the subject procurement and supersedes all previous negotiations, communications and other agreements, whether written or oral, unless they are incorporated by reference in the Contract. There are no terms, covenants, representations, statements or conditions relative to the subject procurement binding on the Parties other than those contained in the Contract.

ADDITIONAL TERMS AND CONDITIONS

1 Post Award / Kick-off Meeting

The Contractor may be required to attend a Post contract award / kick-off meeting with the Facility Manager to ensure all parties have a good understanding of Minimum cleaning standards (Appendix J), inspection frequency, Inspection Checklist, documentation and management and responsibility with respect to any required corrective actions.

2 Site Orientation

A walk through orientation may be provided by the Facility Manager prior to the commencement of any work. This walk through serves to facilitate the familiarization of the building layout and where specific safety devices such as emergency showers, eyewash stations, First Aid Kits, MSDS binders and fire extinguishers are located.

The walk through will include where all building exits are located and where the muster point is located in the event of an emergency situation.

The walk through will include providing the Contractor with all information required to perform the duties.

3 Security

- .1 Prior to Contract award, the Contractor's personnel requiring access to the work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS, granted or approved by Agriculture and Agri-Food Canada.

Each of the proposed staff, who do not hold a valid clearance, will be required to complete a "Security Clearance Form" (TBS 330-23E) upon request from Canada. AAFC will submit the names of the people proposed to do the work, as required in the mandatory section, to Government of Canada's Security Office to undergo screening for Reliability security clearances

No Contractor's personnel shall be allowed on site until clearances have been established.

- .2 The Contractor shall provide all employees with suitable name tags. Employees must wear their name tags whenever working on site
- .3 Only employees of the Contractor will be allowed into the buildings during 'Scheduled hours of work'
- .4 Access to the site outside of the 'Scheduled hours of work' specified herein must be approved by the Facility Manager in writing
- .5 The Contractor shall not allow any unauthorized people into the building under any circumstances
- .6 Necessary keys / Access cards will be issued to the Contractor's Security Cleared

Employees and must be fully protected at all times. If / when an employee's key / access card is misplaced or lost, the Contractor shall notify the Facility Manager immediately and a replacement will be issued. The Contractor shall NOT duplicate the keys

The Contractor must account for all keys issued and **return upon cessation of the Contract.**

- .7 The Contractor shall be responsible for keeping all locked doors closed and locked during 'Scheduled hours of work' and ensure all doors are securely closed and locked upon completion of duties. Doors will not be propped open and interior doors will not be locked unless otherwise instructed.
- .8 Any Resource that breaches any of the Security Clauses in this Contract will result in immediate cancellation of the Resource's key card and the Contractor will be required to replace that resource.

4 Publicity

- .1 The Contractor is not permitted to display any public ceremony; erect or permit the erection of any sign or advertising in connection with the work required under this contract
- .2 The Contractor may post notices to indicate the equipment is out of service or for repairs. Such notices shall not indicate the Contractor's name or contain advertising

5 Safety

- .1 The Facility Manager reserves the right to have equipment judged unsafe. The Contractor shall take such equipment out of service and repair or replace such items.
- .2 Machinery and equipment must not block a passageway, or present a trip hazard.
- .3 Caution signs must be placed adjacent to the affected area on all approaches.
- .4 Any refuse bags that are labeled as containing hazardous waste shall be disposed of by department staff.

6 The Contractor shall ensure that all applicable **personal protective equipment (PPE)** is used.

7 Space Assigned

- .1 The Contractor will be provided the required amount of space for the storage of equipment and supplies and will be responsible to keep the assigned space clean
- .2 Supply shelves are to be maintained in a clean and orderly state
- .3 Wash area will be maintained in a clean fashion
 - i. Sinks must be kept clean and free of any dirt or debris

- ii. Faucets and taps must be clean and polished
- iii. Persistent leakage will be reported to Senior Mechanic

8 Quality

- .1 All work under the contract shall be carried out to the satisfaction of / and inspected by the Facility Manager, who will be the judge of the adequacy and completeness of the work. Inspections will be based on the Schedule of Janitorial Services herein.
- .2 Work will be reviewed on an ongoing basis and deficiencies will be reviewed with the Contractor or his representative as required. Any deficiencies noted must be rectified within 10 days.
- .3 In case of ongoing deficiencies, a letter of complaint, detailing these deficiencies, will be forwarded to the Contractor by the Contracting Authority. If these deficiencies are not remedied to Canada's satisfaction within a reasonable period time, as AAFC may specify in its letter of complaint, Canada may terminate the Contract for just cause, and AAFC may deliver a further letter to the Contractor from AAFC's legal department detailing any additional legal action that may or will be taken.

9 Contractor's Resources

- .1 The Contractor must ensure that at least one (1) person who can communicate effectively in English is on site whenever cleaning staff are on site.
- .2 Under no circumstances will the Contractor regulate work on other projects from the work site or utilize assigned space as a general office. No business other than that which relates directly to the work site will be permitted.
- .3 The Department will not be responsible for damage to the Contractor's supplies, materials, or equipment in the building nor the Contractor's employees personal belongings brought into the building.

10 Miscellaneous

- .1 The Contractor and / or its resources shall report any maintenance work required to building, floor finishes, heating system, plumbing, electrical and landscaping to the Facility Manager
- .2 The Contractor will report any visible signs of mice
- .3 Any changes required to the 'Scheduled hours of work' will be pre-approved by the Facility Manager

11 Log

- .1 The Contractor shall maintain a log for all work performed as detailed in the 'Statement of Work'. The log shall be updated accordingly and posted in the Janitors Room

12 Materials & WHMIS Compliance

Upon request, Proof of up-to-date WHMIS training, for all employees working on site, must be supplied to the Project Authority.

- .1 The Contractor shall use as many low toxicity / environmentally friendly products as practical (use products displaying the Environmental Choice Program Certification Eco-logo). Samples of Controlled Products may be required for WHMIS Compliance testing to ensure that all materials used meet the Canadian General Standards Board Qualified Products criteria.
- .2 The Contractor shall ensure that, where substances classified as controlled products under the Control Products Regulations are to be used in Crown-owned facilities and their employees receive appropriate training as per Provincial / Federal Regulations and the Workplace Hazardous Materials Information System (WHMIS).
- .3 The Contractor shall ensure that all controlled products are identified to the Facility Manager. Where controlled products are to be used at Federal occupied facilities the Facility Manager will have the authority to review all work to be performed, and where applicable, stop contract work related to the use of controlled products until safety and health concerns are resolved.
- .4 The Contractor must advise the Facility Manager when controlled products are to be brought into Crown-owned or occupied facilities. Material Safety Data Sheets (MSDS), for all controlled products stored or used on site, are to be in a conspicuous WHMIS binder in the assigned Janitors Room.
- .5 All containers brought into Crown-owned facilities containing controlled products must be labeled in accordance with WHMIS regulations. The Contractor shall ensure that no down the drain disposal for controlled waste liquids will occur. MSDS instructions for product disposal must be followed at all times.
- .6 All Cleaning products must be biodegradable, phosphate-free, odorless / low odor, low volatile organic compounds products for all general purpose cleaning. All cleaning products used must meet the Environmental Choice Program Certification (“Eco-Logo”) criteria or equivalent. These products must be supplied at no extra cost
- .7 All paper products must contain a minimum of 10% post-consumer recycled fibres or equivalent. All products used must meet Environmental Choice Program Certification (“Eco-Logo”) criteria or equivalent. These products must be supplied at no extra cost

STATEMENT OF WORK

APPENDIX B

Agriculture and Agri-Food Canada's (AAFC) Brandon Research and Development Centre located in BRANDON, Manitoba requires janitorial services to provide Enhanced Cleaning services to avoid and contain COVID-19, in addition to Regular Cleaning services.

If at any time during the Contract Enhanced Cleaning is no longer required, the supplier will be provided a minimum of 30 days' notice advising the contractor to cease the Enhanced Cleaning and to continue with Regular Cleaning Services only.

This is a non-smoking, scent free Facility

ENHANCED CLEANING SERVICES

- Contractors will be required to adhere to the COVID-19 Guidance for Contractors working in AAFC Buildings – Refer to Annex A
- After cleaning/disinfecting each area the contractor will sign an AAFC supplied check sheet confirming all work has been completed and will provide to AAFC upon request.
- **NOTE;** Some of the Enhanced services listed below are already included in the Regular Service Schedule. Pricing must only include the Enhanced services being performed over and above what is already provided for in the Regular Cleaning Services portion of the contract.

The Enhanced Cleaning Services are to be completed weekdays before noon AND during the Regular Cleaning Services schedule.

Kitchenette/Cafeteria/Lunchroom - bldg. 93, 94, 110, 111

Clean and disinfect all countertops, table tops, chair touchpoints, taps, cabinet doors, microwaves, kettles, coffee maker, fridges, vending machine and drink machine touchpoints.

Entrances - bldg. 12, 93, 94, 98, 110, 111

Clean and disinfect touch points of carded entry doors, knobs, handles and exit buttons.

Elevators – bldg. 93

Clean and disinfect all touch points for East and West elevators.

Washrooms - bldg. 12, 93, 94, 98, 110, 111

Clean and disinfect taps, plunger handle, flush handles, toilet seat, partition and door touch points, all paper and soap dispensers, accessibility Rails, waste receptacle lids and light switches.

Conference rooms and meeting rooms – bldg. 93 and 111

Clean and disinfect tabletops, chair touchpoints, light switch, and door handles. This includes the tables and chairs located in the SE corner of the “clean room” in bldg. 111.

Stair Rails – bldg. 93

Clean and disinfect all stair rails and door touch points to stair wells.

REGULAR CLEANING SERVICES

to be performed during the following 'Scheduled Work Hours' :

- Weekdays between 4:00 p.m. to 11:00 p.m.
- Weekends between 4:00 p.m. Friday and 11:00 p.m. Sunday

BUILDING # / NAME

5 - Drier Building

12 - Cereal Building

15 - Research Building

38 - Beef Herdsman Building

91 - Agro Chemical Building

93 - Office / Laboratory Complex

94 - Mechanical Shop

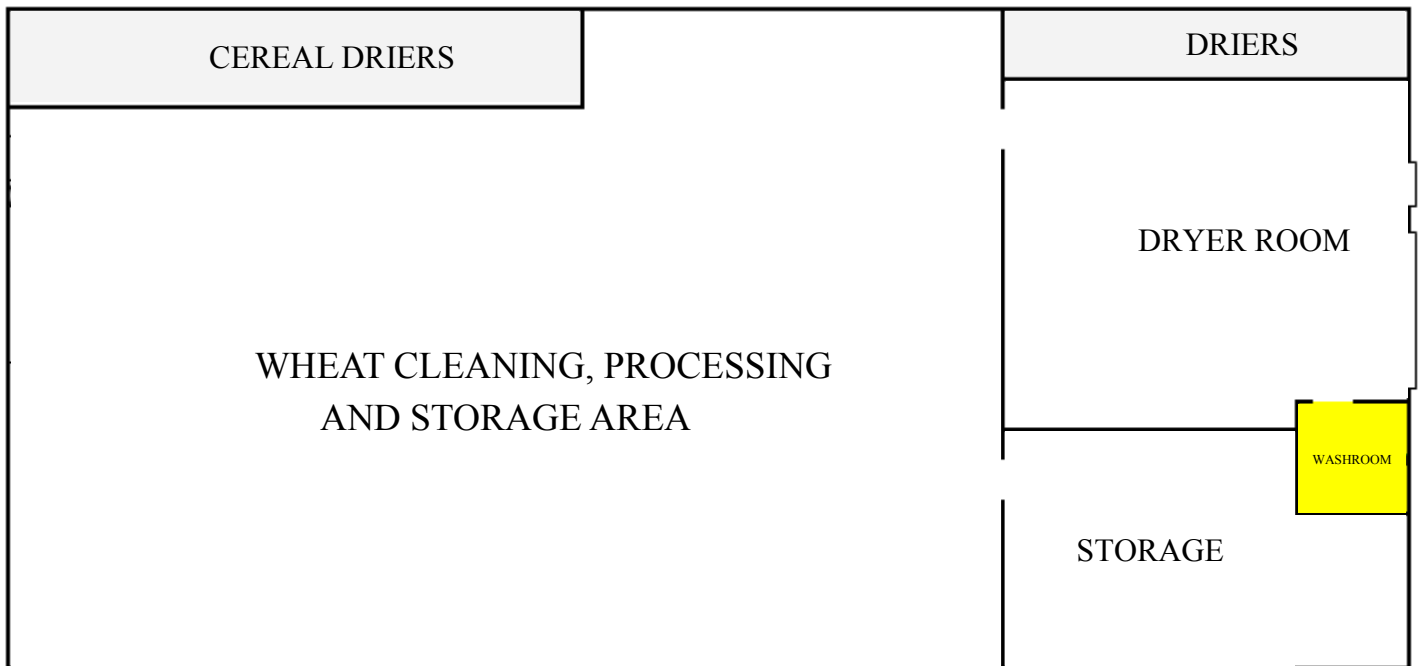
98 - Agronomy Building

110 - Cereal 2 Building

111 - Cereal 3 Building

112 - Carpentry Shop

5 - DRIER BUILDING



5 - DRIER BUILDING

WASHROOM (1)

1. DAILY (STAT Holidays excluded)

1. Clean and disinfect all dispensers, door handle, light switch, shelves, sink, taps, toilet and toilet paper holder
2. Clean and polish mirror
3. Damp mop floor
4. Empty garbage can and replace bag when used or soiled
5. Replace / replenish all consumables as required
6. Spot clean door and walls

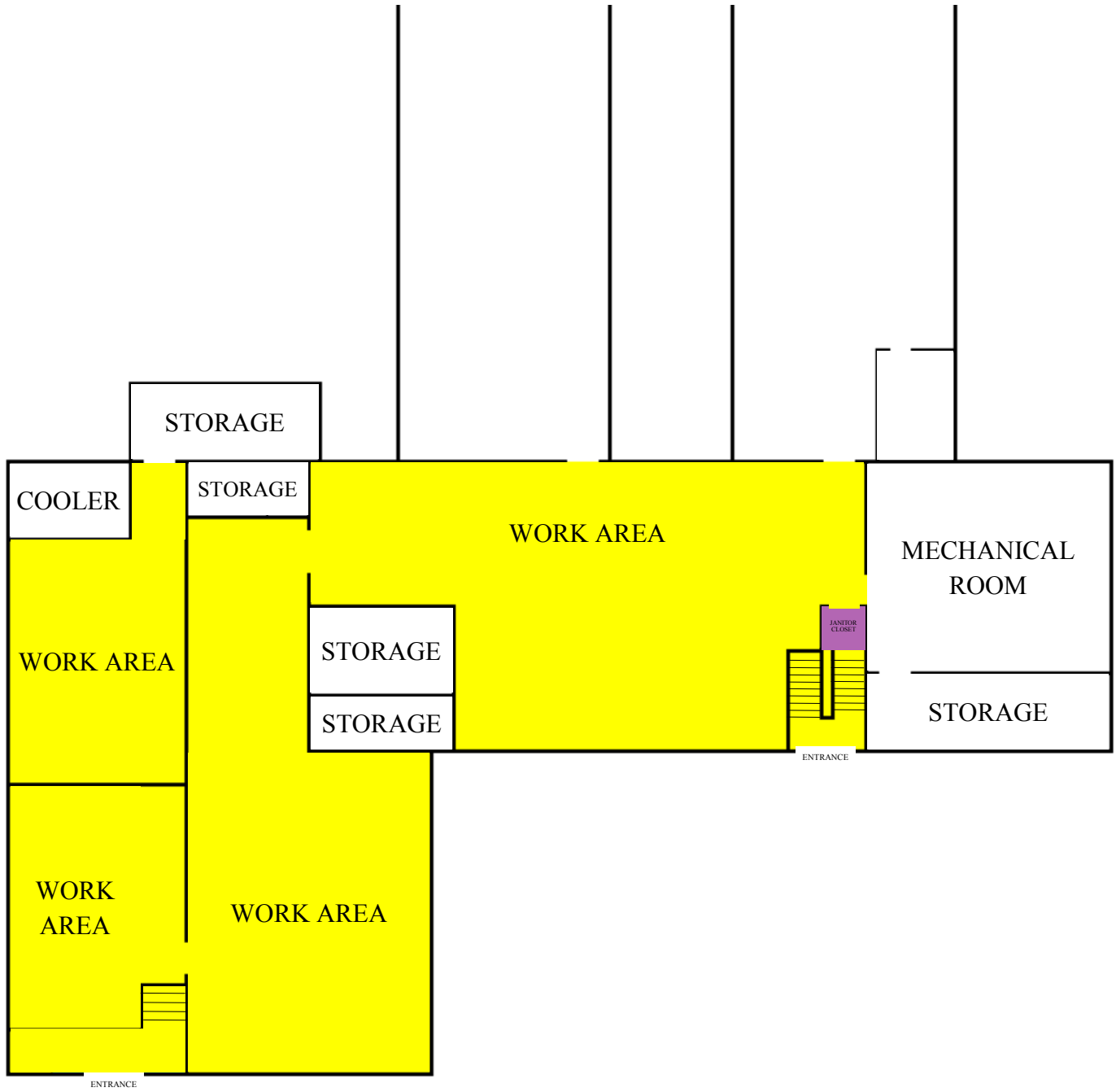
2. MONTHLY

1. Clean and disinfect garbage can
2. Clear any blockages from sink drain and toilet
- If unable to fix, report to the Facility Manager immediately
3. Descale toilet as required
4. Wash door

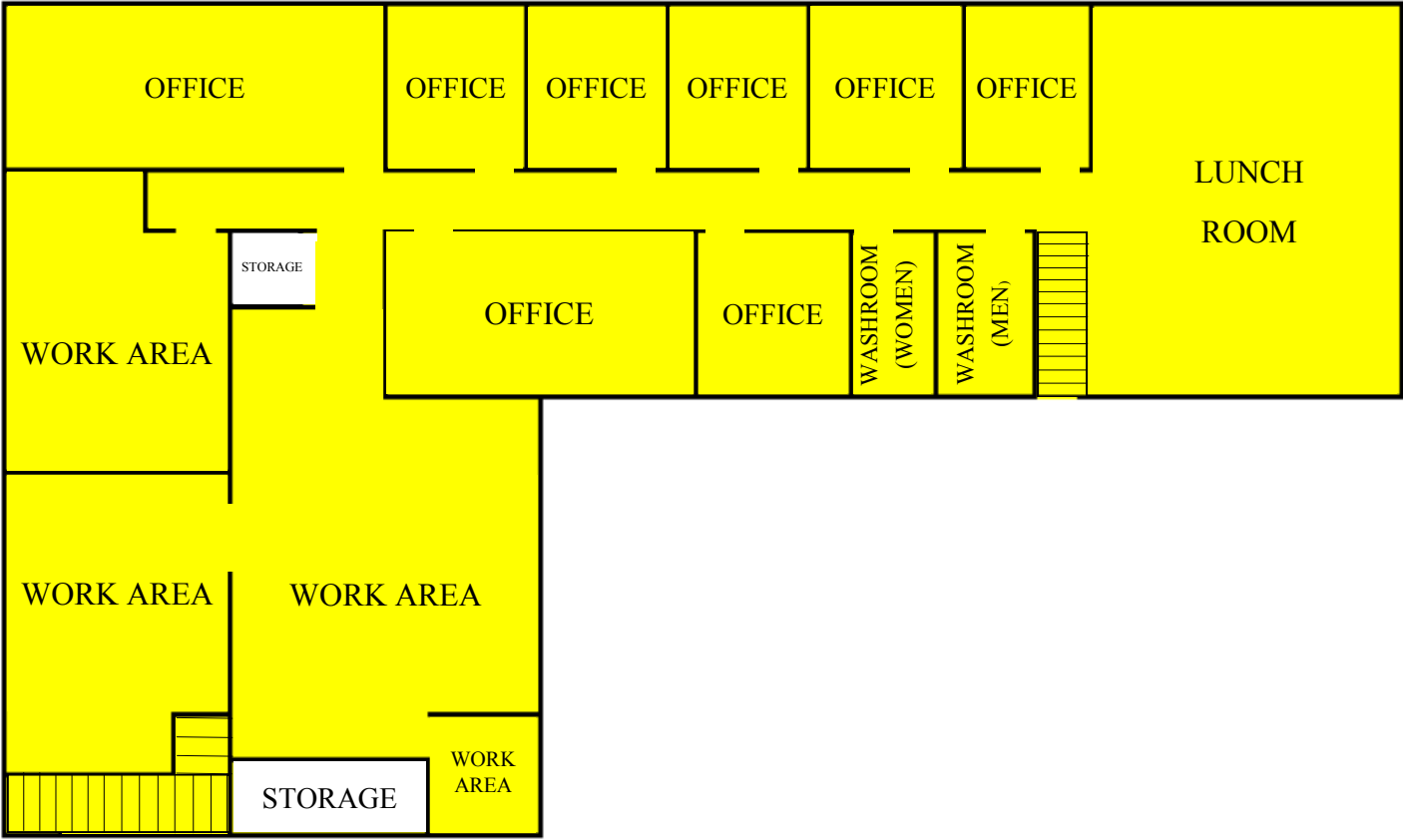
3. ANNUAL (June)

1. Machine Scrub concrete floor

12 - CEREAL BUILDING -1st FLOOR



12 - CEREAL BUILDING - 2nd FLOOR



12 - CEREAL BUILDING

LUNCHROOM (1) / OFFICES (8) / WASHROOMS (2) / WORK AREAS (8)

1. DAILY (STAT Holidays Excluded)

1. Damp mop all floors
2. Damp wipe all countertops and tables in Lunchroom
3. Empty all garbage cans and replace bags when used or soiled
4. Empty all recycle containers, replace recycle bag and take recyclables to designated area
5. Sweep all floors and flights of stairs
6. WASHROOMS (2)
 - a) Clean and disinfect all countertops, dispensers, shelves, sinks, taps, toilets and urinals
 - b) Clean and polish all mirrors
 - c) Damp mop floors
 - d) Empty all garbage cans and replace bags when used or soiled
 - e) Empty all used bags in sanitary napkin disposal receptacles and replace bag
 - f) Replace / replenish all consumables as required
 - g) Spot Clean all doors, door frames, partitions and walls

2. WEEKLY

1. Clean and polish glass in Entrance doors
2. Empty all exterior ashtrays into fire proof container
3. Spot clean all doors, door frames and walls
4. Wash all garbage cans and recycle containers in Lunchroom
5. STAIRWELLS
 - a) Clean, disinfect and polish handrails
 - b) Damp mop all flights of stairs
 - c) Spot clean all walls
6. WASHROOMS (2)
 - a) Clean and disinfect all garbage cans, light switches, sanitary napkin disposal receptacles and toilet paper holders
 - b) Descale all toilets and urinals as required
 - c) Wash all doors, door frames, partitions and walls

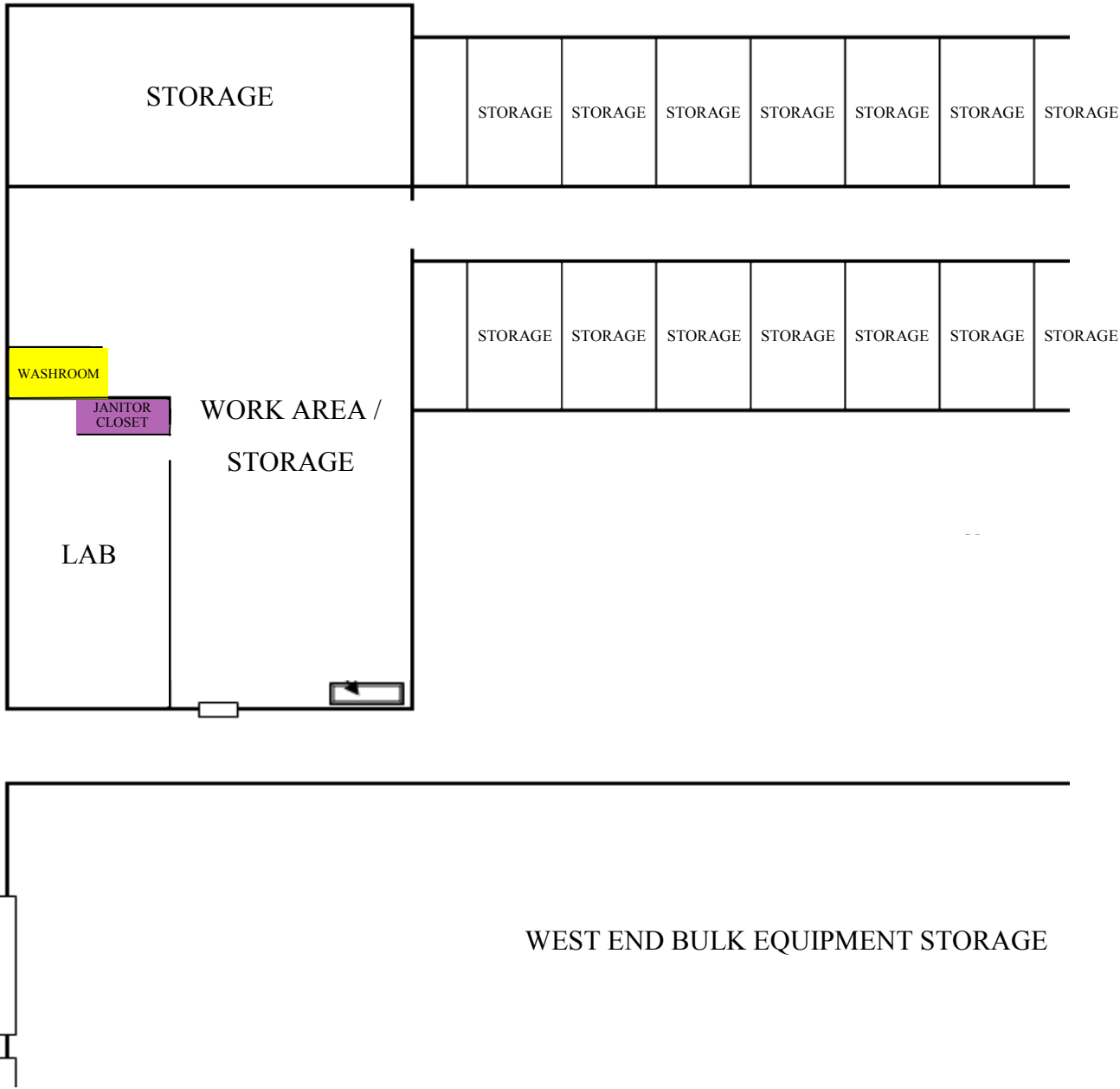
3. ANNUAL (June)

1. Machine scrub all concrete floors
2. Strip and refinish all tile floors

4. ANNUAL (September)

1. Clean all INTERIOR window ledges
2. Clean and Polish all INTERIOR Windows
3. Wash all EXTERIOR Windows

15 - RESEARCH BUILDING



15 - RESEARCH BUILDING

WASHROOM (1)

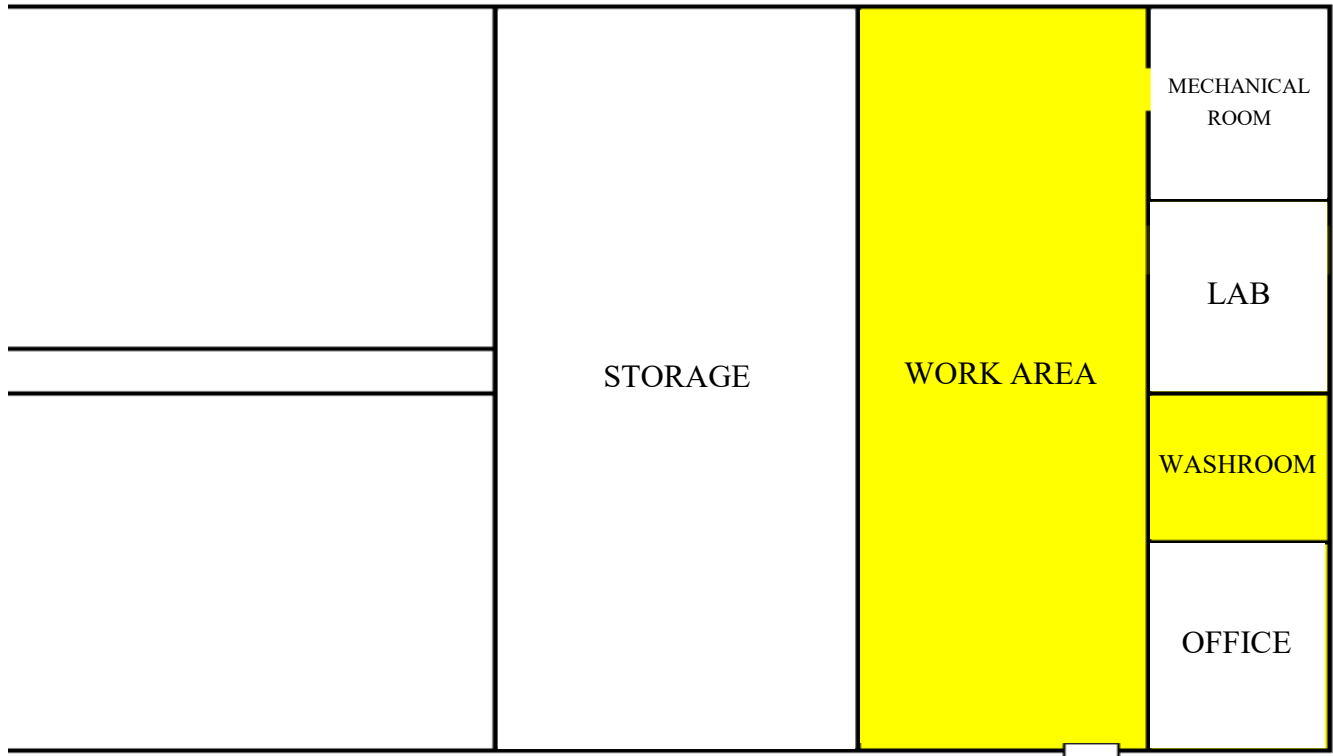
1. BI-MONTHLY

1. Clean and disinfect all dispensers, door handles, garbage cans, light switches, shelves, sink, taps, toilet and toilet paper holders
2. Clean and polish mirror
3. Damp mop floor
4. Empty garbage can and replace bag when used or soiled
5. Replace / replenish all consumables as required
6. Spot clean door and all walls

2. QUARTERLY (March / June / September / December)

1. Clear any blockages from sink drain and toilet
- If unable to fix, report to the Facility Manger immediately
2. Descale toilet as required
3. Wash door and all walls

38 - BEEF HERDSMAN BUILDING



38 - BEEF HERDSMAN BUILDING

WASHROOM (1) / WORK AREA (1)

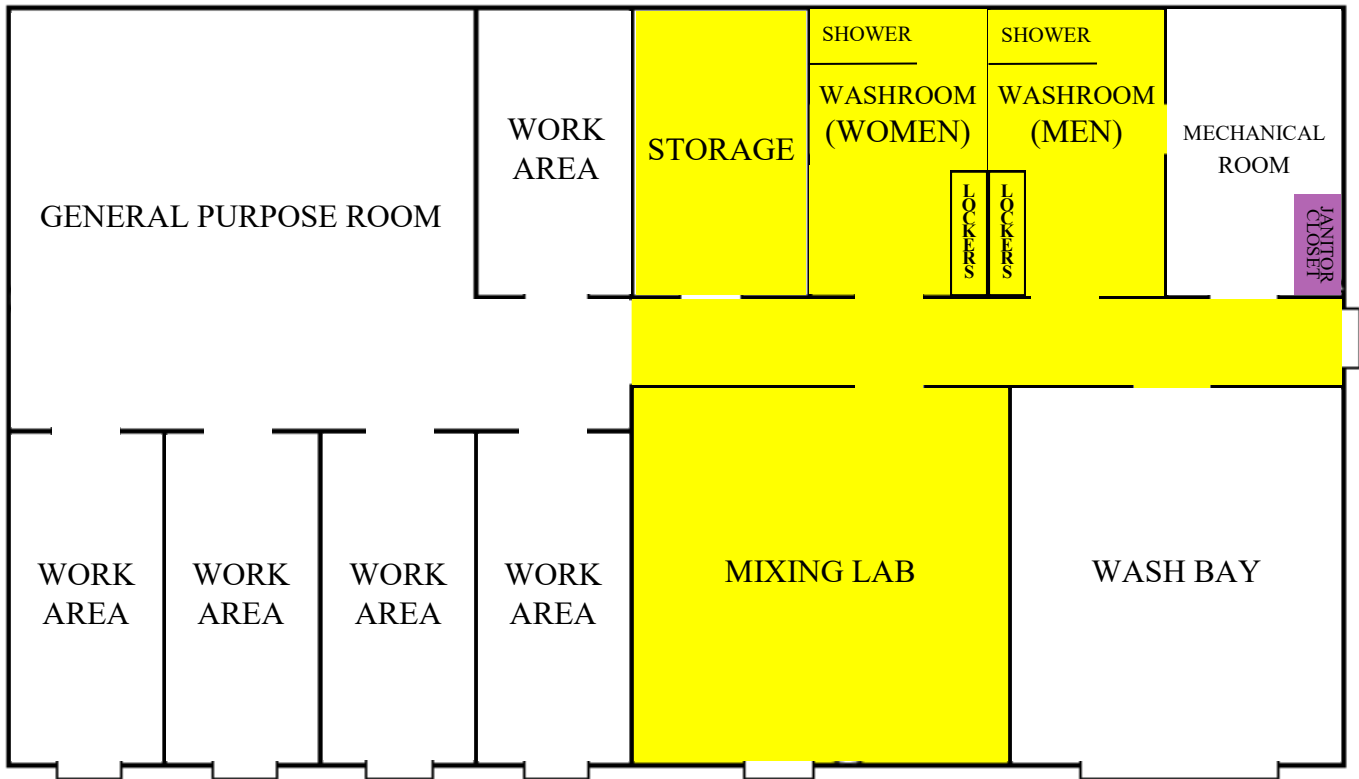
- 1. WEEKLY (May 1 to October 31)**
 1. Damp mop all floors
 2. Empty all garbage Cans and replace bags when used or soiled
 3. **WASHROOM**
 - a) Clean and disinfect all countertop, dispensers, door handles, garbage cans, light switches, sink, taps, toilets and toilet paper holders
 - b) Clean and polish mirror
 - c) Damp mop floor
 - d) Empty all garbage cans and replace bags when used or soiled
 - e) Replace / replenish all consumables as required
 - f) Spot clean all doors and walls

- 2. BI-ANNUAL (November / April)**
 1. Damp wipe all desks and tables
 2. Spot clean all doors, light switches and walls
 3. **WASHROOMS (2)**
 - a) Clear any blockages from sink drain and toilet
- If unable to fix, report to the Facility Manager immediately
 - b) Descale toilet as required
 - c) Wash all doors and walls

- 3. ANNUAL (June)**
 1. Machine scrub all concrete floors

- 4. ANNUAL (September)**
 1. Clean all INTERIOR window ledges
 2. Clean all venetian blinds
 3. Clean and Polish all INTERIOR windows.
 4. Wash all EXTERIOR windows

91 - AGRO CHEMICAL BUILDING



91 - AGRO CHEMICAL BUILDING

MIXING LAB (1) / SHOWER (2) / STORAGE ROOM (1) / WASHROOMS (2)

1. DAILY

1. Damp mop all floors
2. Spot clean all doors, door frames, light switches and walls
3. Empty all garbage cans and replace bags when used or soiled
4. WASHROOMS / LOCKERS / SHOWERS (2)
 - a) Clean and disinfect all dispensers, sinks, taps and toilets
 - b) Clean and polish all mirrors
 - c) Damp mop all floors
 - d) Empty all garbage cans and replace bags when used or soiled
 - e) Replace / replenish all consumables as required
 - f) Spot Clean all doors and walls, including stalls

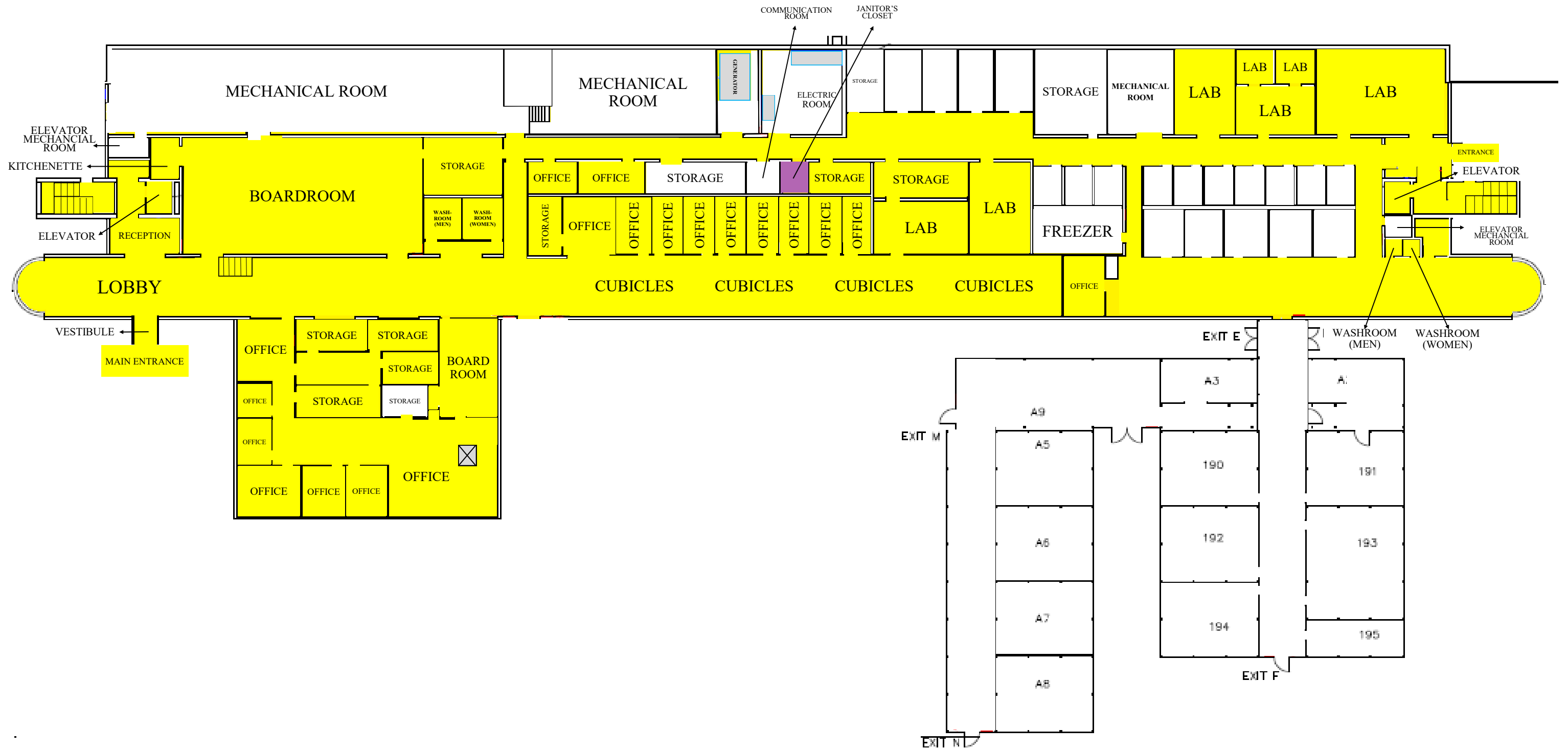
2. WEEKLY

1. WASHROOMS / LOCKERS / SHOWERS (2)
 - a) Clean and disinfect all door handles, garbage cans, light switches and toilet paper holders
 - b) Clean and disinfect all Shower doors and walls
 - c) Clear any blockages from shower and sink drains and toilets
- If unable to fix, report to the Facility Manger immediately
 - d) Descale showers and toilets as required

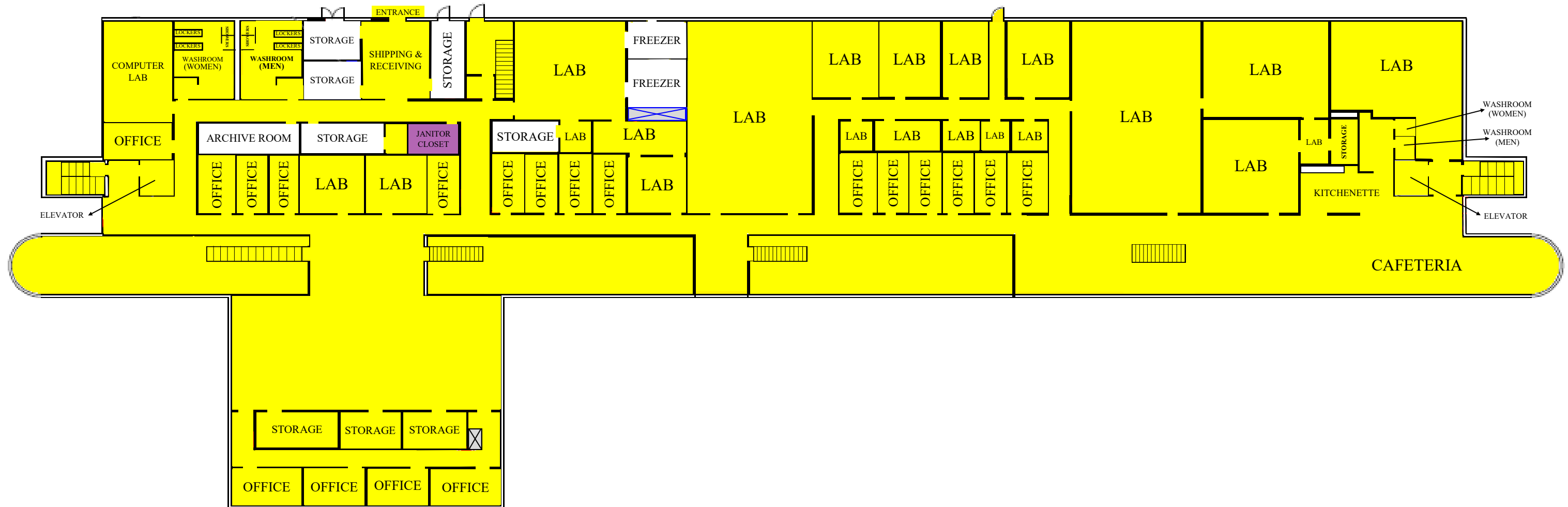
3. MONTHLY

1. WASHROOMS / LOCKERS / SHOWERS (2)
 - a) Damp wipe exposed exterior of all lockers
 - b) Wash all doors and walls including stalls

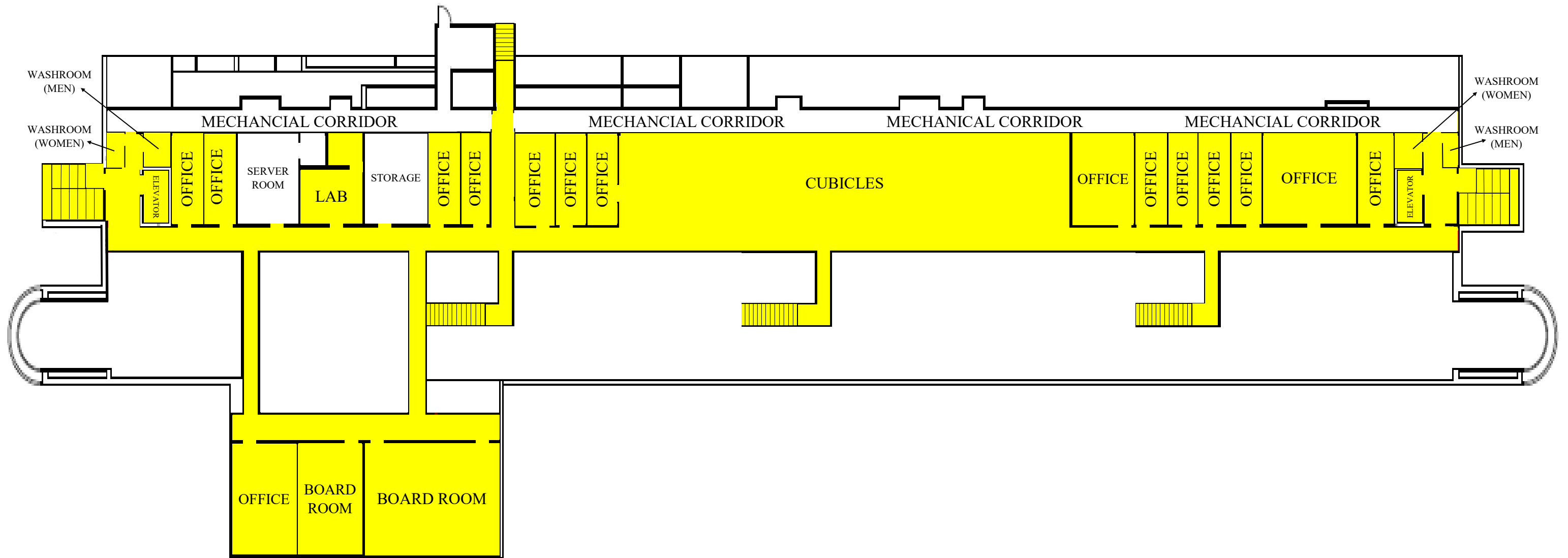
93 - OFFICE / LAB COMPLEX - 1st FLOOR



93 - OFFICE / LAB COMPLEX - 2nd FLOOR



93 - OFFICE / LAB COMPLEX - 3rd FLOOR



93 - OFFICE & LAB COMPLEX

BOARD ROOMS (5) / CAFETERIA (1) / KITCHENETTE (1) / ELEVATORS (2) / LABS (30) / LOBBY (1) / OFFICES (53) / SHOWERS (4) / STORAGE ROOMS (12) / WASHROOMS (12)

1. DAILY (STAT Holidays excluded)

1. Clean metal floor grating in vestibule
2. Clean and disinfect water fountain
3. Clean Board Room Tables
4. Clear area within a three (3) meter radius outside Front Entrance of all dirt and debris
5. Damp mop all floors including both elevators and all flights of stairs
6. Damp wipe all plastic chairs, countertops and tables in Cafeteria
7. Damp wipe both sides of both elevator doors and door frames
8. Empty all garbage Cans and replace bags when used or soiled
10. Empty all recycle containers, replace recycle bag and take to area designated by Facility Manager
11. Vacuum and spot clean all carpets and Entrance mats
12. **WASHROOMS, LOCKERS AND SHOWERS**
 - a) Clean and disinfect all countertops, dispensers, door handles grab bars, light switches, shelves, sinks, taps, toilets, toilet paper dispensers and urinals
 - b) Clean and disinfect all Shower curtains, curtain rods and doors
 - c) Clean and polish all mirrors
 - d) Damp mop all floors
 - e) Empty all garbage cans and replace bags when used or soiled
 - f) Empty all used bags in sanitary napkin disposal receptacles and replace bag
 - g) Replace / replenish all consumables as required
 - h) Spot clean all doors and door frames, partitions and walls

2. WEEKLY

1. Clean benches, chairs and tables in the Front Lobby
2. Clean all Window ledges to a height of 2.0m
3. Empty all exterior ashtrays into fire proof container
4. Spot clean all doors, door frames and walls
5. Wash all garbage cans and recycle containers in the Cafeteria
6. **KITCHENETTES (Board Room - 1st Floor / Cafeteria - 2nd Floor)**
 - a) Clean and disinfect faucets and sinks
 - b) Damp wipe counters
 - c) Replenish all towel dispensers as required
 - d) Spot Clean Cabinets
7. **STAIRWELLS**
 - a) Clean, disinfect and polish handrails
 - b) Spot clean all walls
8. **WASHROOMS, LOCKERS AND SHOWERS**
 - a) Clean and disinfect all garbage cans and sanitary napkin disposal receptacles
 - b) Clear any blockages from sink and shower drains, toilets and urinals
- If unable to fix, report to the Facility Manger immediately
 - c) Wash all doors, door frames, partitions and walls
 - d) Wash all floors

3. MONTHLY

1. Clean and disinfect all garbage Cans
2. Clean and polish all interior glass around lab and office doors
3. Clean and polish Vestibule glass doors and windows
4. Damp wipe all desks, file cabinets and telephones
5. Damp wipe all fire extinguishers and first aid kits
6. Damp wipe all stringers in all stairwells
7. Dust all air diffusers, air intake grills, door and radiator grilles and metal work
8. Machine scrub all concrete and epoxy floors
9. Polish all hand rails in both elevators
10. Wash all walls in both elevators
11. **WASHROOMS, LOCKERS AND SHOWERS**
 - a) Damp wipe exposed exterior of all lockers
 - b) Descale all showers, toilets and urinals as required

4. MONTHLY - SEASONAL (May 1 to November 30)

1. **EXTERIOR (MAIN ENTRANCE)**
 - a) Clean all metal work including sash and sills, doors and panels
 - b) Clean glass sidelights and transom outside vestibule entrance doors including metal frames

5. ANNUAL (June)

1. Hot water extraction clean all carpets
2. Strip and Refinish all tile and vinyl floors, including both elevators and all flights of stairs

6. ANNUAL (July)

1. Wash all walls including walls in stairwells
2. Wash all rubber stair treads on all flights of stairs
3. Wash all ceilings in all Washrooms

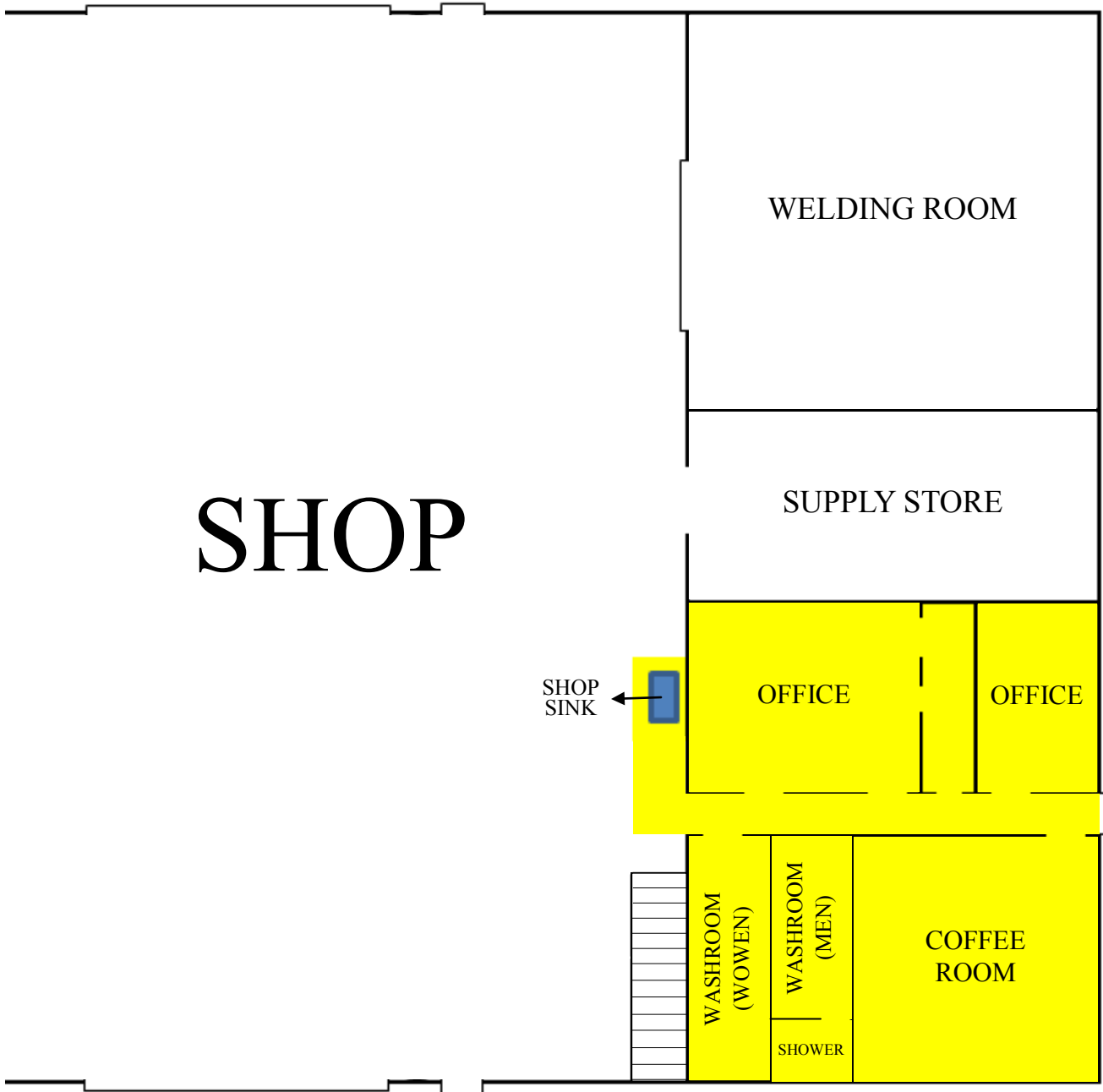
7. ANNUAL (September)

1. Clean all INTERIOR window ledges
2. Clean and Polish all INTERIOR windows
3. Wash all EXTERIOR windows
4. Vacuum all venetian blinds
5. Vacuum and spot clean all cloth partitions

8. ANNUAL (October)

1. High Dusting. Dust all surfaces up to a height of 4m on all levels of buildings (i.e. Light fixtures, ducting, structural steel, etc.)

94 - MECHANICAL SHOP



94 - MECHANICAL SHOP

COFFEE ROOM (1) / OFFICES (2) / SHOWER (1) / WASHROOM (2)

1. DAILY

1. Damp mop all floors
2. Damp wipe table and counters
3. Empty all garbage cans and replace bags when used or soiled
4. Empty all recycle containers, replace recycle bag and take to area designated by Facility Manager
5. Vacuum Entrance mat and mat at shop entrance
6. WASHROOMS (2)
 - a) Clean and disinfect all countertops, dispensers, door handles, light switches, shelves, sinks, taps, toilet paper holders, toilets and urinals
 - b) Clean and polish all mirrors
 - c) Damp mop all floors
 - d) Empty all garbage cans and replace bags when used or soiled
 - e) Replace / replenish all consumables as required
 - f) Spot clean all doors, door frames and walls

2. WEEKLY

1. Clean and disinfect sink and taps in Coffee Room
2. Clean shop sink
3. Spot clean all doors and walls
4. Wash all garbage cans and recycle containers
5. WASHROOMS (2)
 - a) Clean and disinfect all garbage cans
 - b) Clear any blockages from sink drains, shower drain, toilets and urinal
- If unable to fix, report to the Facility Manager immediately
 - c) Descale shower, toilets and urinal as required
 - d) Wash all floors

3. MONTHLY

1. Damp wipe all desks, bookcases and file cabinets
2. WASHROOMS (2)
 - a) Clean and disinfect shower door and walls
 - b) Wash doors and all walls

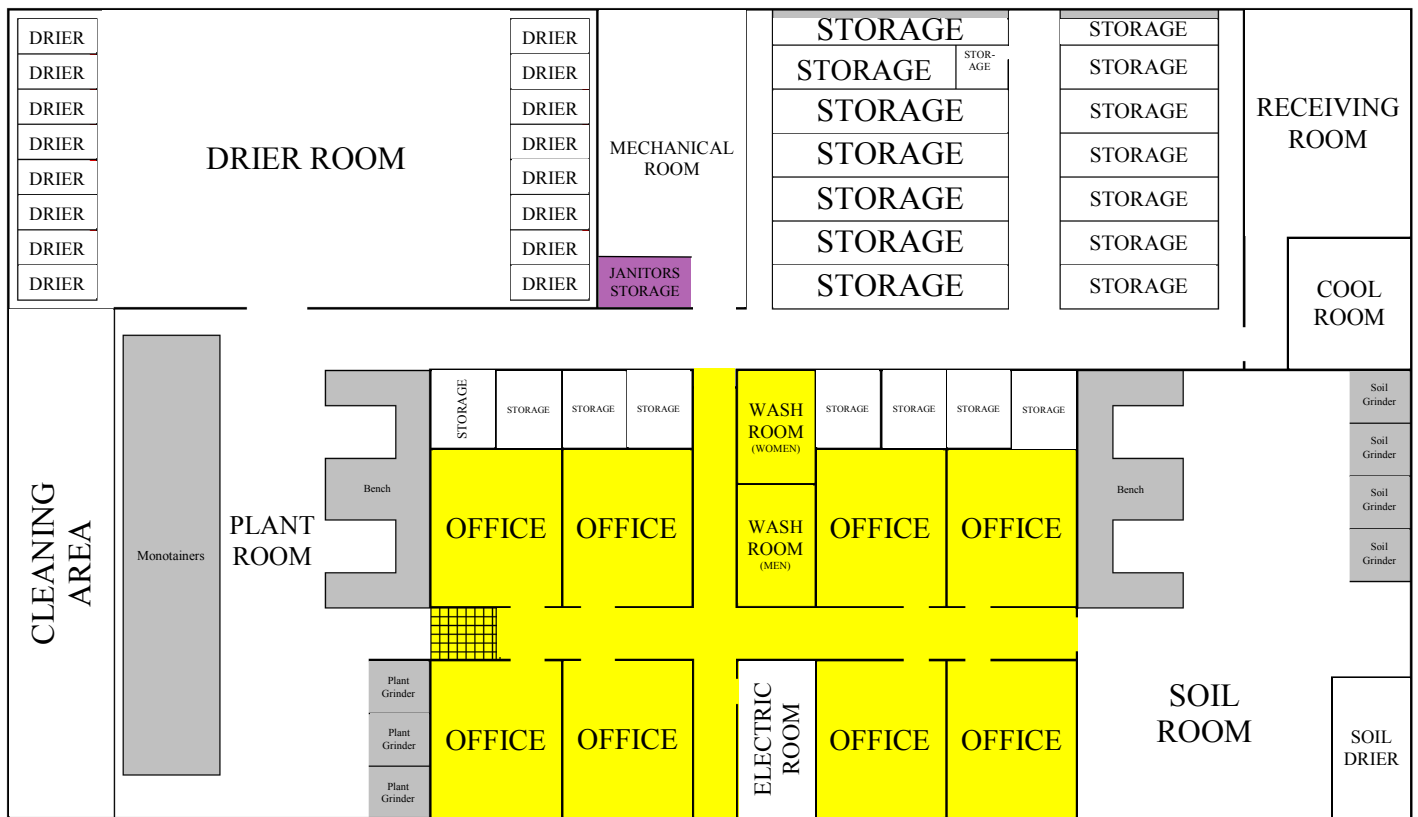
4. BI-MONTHLY - SEASONAL (May 1 to November 30)

1. Machine Scrub all polyaspartic floors

5. ANNUAL (September)

1. Clean all INTERIOR window ledges
2. Clean all lighting lens covers
3. Clean and polish all INTERIOR Windows
4. Wash all EXTERIOR Windows

98 - AGRONOMY BUILDING



ENTRANCE

98 - AGRONOMY BUILDING

OFFICES (8) / WASHROOMS (2)

1. DAILY

1. Damp mop all floors
2. Empty all garbage cans and replace bags when used or soiled
3. Empty all recycle containers, replace recycle bag and take to area designated by Facility Manager
4. **WASHROOM (2)**
 - a) Clean and disinfect all countertops, dispensers, door handles, grab bars shelves, light switches, sinks, taps, toilet paper holders, toilets and urinals
 - b) Clean and polish all mirrors
 - c) Damp mop all floors
 - d) Empty all garbage cans and replace bags when used or soiled
 - e) Empty all used bags in sanitary napkin disposal receptacles and replace bag
 - f) Replace / replenish all consumables as required
 - g) Spot clean all doors and door frames, partitions and walls

2. WEEKLY

1. Clean sink and polish taps
2. Damp wipe all desks, table, file cabinet, bookcases
3. Empty all exterior ashtrays into fire proof container
4. Spot clean doors, light switches and walls
5. Wash all garbage cans and recycle containers
6. **WASHROOMS (2)**
 - a) Clean and disinfect all garbage cans and sanitary napkin disposal receptacles
 - b) Descale toilets and urinals as required
 - c) Clear any blockages from sink drains, toilets and urinals
- If unable to fix, report to the Facility Manager immediately
 - d) Wash all doors, door frames, partitions and walls
 - e) Wash all floors

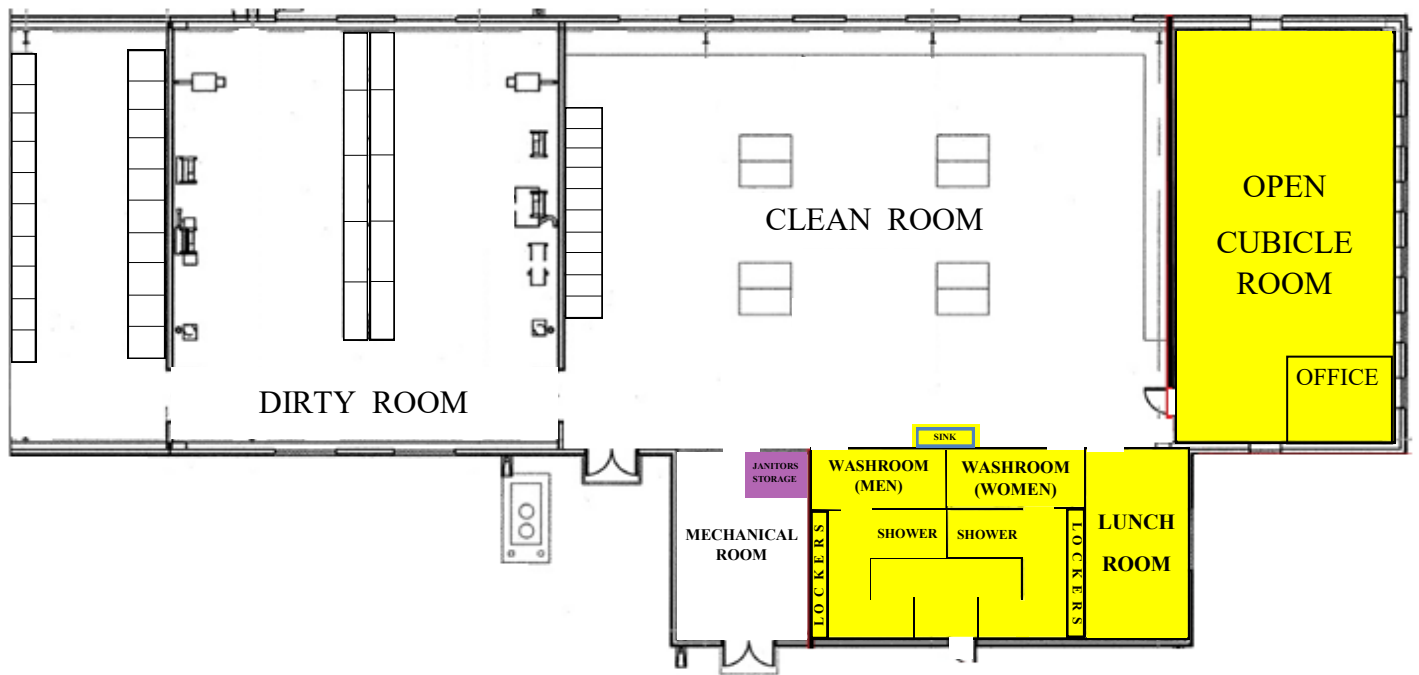
3. ANNUAL (June)

1. Strip and refinish all vinyl floors

4. ANNUAL (September)

1. Clean all INTERIOR window ledges
2. Clean all horizontal venetian blinds
3. Clean and polish all INTERIOR Windows
4. High dusting – Dust all surfaces up to height of 4m
5. Wash all EXTERIOR Windows

110 - CEREAL 2 BUILDING



BUILDING 110 - CEREALS 2 BUILDING

LUNCHROOM (1) / OFFICE (1) / OPEN CUBICLE ROOM (1) / WASHROOMS (2)

1. DAILY

1. Damp mop all floors
2. Damp wipe all countertops in lunch room
3. Empty all garbage cans and replace bags when used or soiled
4. Empty all recycle containers, replace recycle bag and take to designated area
5. Replace / Replenish all consumable in lunch room and sink area in the Clean Room as required
6. WASHROOMS (2), LOCKERS
 - a) Clean and disinfect all countertops, dispensers, door handles, grab bars, light switches, shelves, sinks, taps, toilet paper holders and toilets
 - b) Clean and polish all Mirrors
 - c) Clear any blockages from sink drains and toilets
- If unable to fix, report to the Facility Manager immediately
 - d) Damp mop all floors
 - e) Empty all garbage cans and replace bags when used or soiled
 - f) Remove and replace all used bags in sanitary napkin disposal receptacles
 - g) Replace / replenish all consumables as required
 - h) Spot clean all doors, door frames, partitions and walls

2. WEEKLY

1. Clean Sink in Clean Room and Lunch Room
2. Spot clean all doors and walls
3. Wash all garbage cans and recycle containers
4. WASHROOMS
 - a) Clean and disinfect all sanitary napkin disposal receptacles
 - b) Wash all floors

3. MONTHLY

1. Damp wipe all desks, file cabinet, bookcases
2. WASHROOMS (2), LOCKERS
 - a) Clean and disinfect all garbage cans
 - b) Damp wipe exposed exterior surface of all lockers
 - c) Descale all toilets and urinals as required
 - d) Wash all doors, door frames, partitions and walls, including stalls

4. ANNUAL (June)

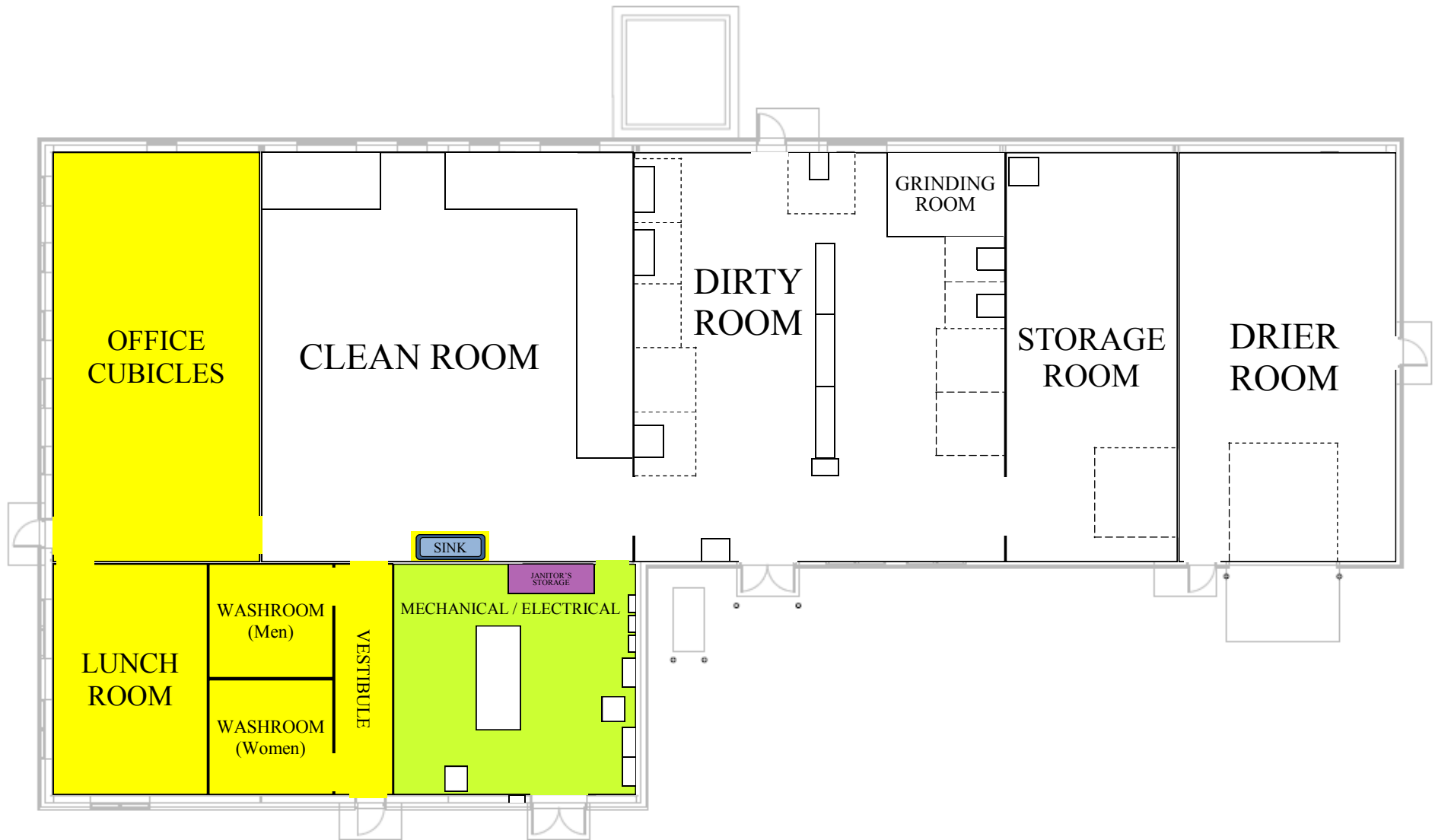
1. Strip and refinish all vinyl floors

5. ANNUAL (September)

1. Clean all INTERIOR window ledges
2. Clean all lighting lens covers
3. Clean all venetian blinds
4. Clean and polish all INTERIOR windows
5. Wash all EXTERIOR windows

111 - CEREALS 3 BUILDING

JANUARY 2018



Room to be cleaned as per SOW on a QUARTERLY BASIS ONLY

BUILDING 111 - CEREALS 3 BUILDING

LUNCHROOM (1) / OFFICE CUBICLES / WASHROOMS (2)

1. DAILY

1. Damp mop all floors
2. Damp wipe all counters and tables in lunch room
3. Empty all garbage cans and replace bags when used or soiled
4. Empty all recycle containers, replace recycle bag and take to designated area
5. Replace / Replenish all consumable in lunch room and sink area in the Clean Room as required
6. WASHROOMS (2)
 - a) Clean and disinfect all counters, dispensers, door handles, grab bars, light switches, lockers, shelves, sinks, taps, toilet paper holders, toilets and urinals.
 - b) Clean and polish all Mirrors
 - c) Clear any blockages from sink drains, toilets and urinal
- If unable to fix, report to the Facility Manager immediately
 - d) Damp mop all floors
 - e) Empty all garbage cans and replace bags when used or soiled
 - f) Remove and replace all used bags in sanitary napkin disposal receptacles
 - g) Replace / replenish all consumables as required
 - h) Spot clean all doors, door frames, and walls including stalls

2. WEEKLY

1. Clean and disinfect sinks in Clean Room and Lunch Room
2. Spot clean all doors, light switches and walls
3. Wash all garbage cans and recycle containers
4. WASHROOMS (2)
 - a) Clean and disinfect all sanitary napkin disposal receptacles
 - b) Wash all floors

3. MONTHLY

1. Damp wipe all desks, file cabinets, bookcases
2. WASHROOMS (2)
 - a) Clean and disinfect all garbage cans
 - b) Damp wipe exposed exterior surface of all lockers
 - c) Descale all toilets and urinal as required
 - d) Wash all doors, door frames and walls, including stalls

4. QUARTERLY (March / June / September / December)

1. Damp mop floor in Mechanical / Electrical Room

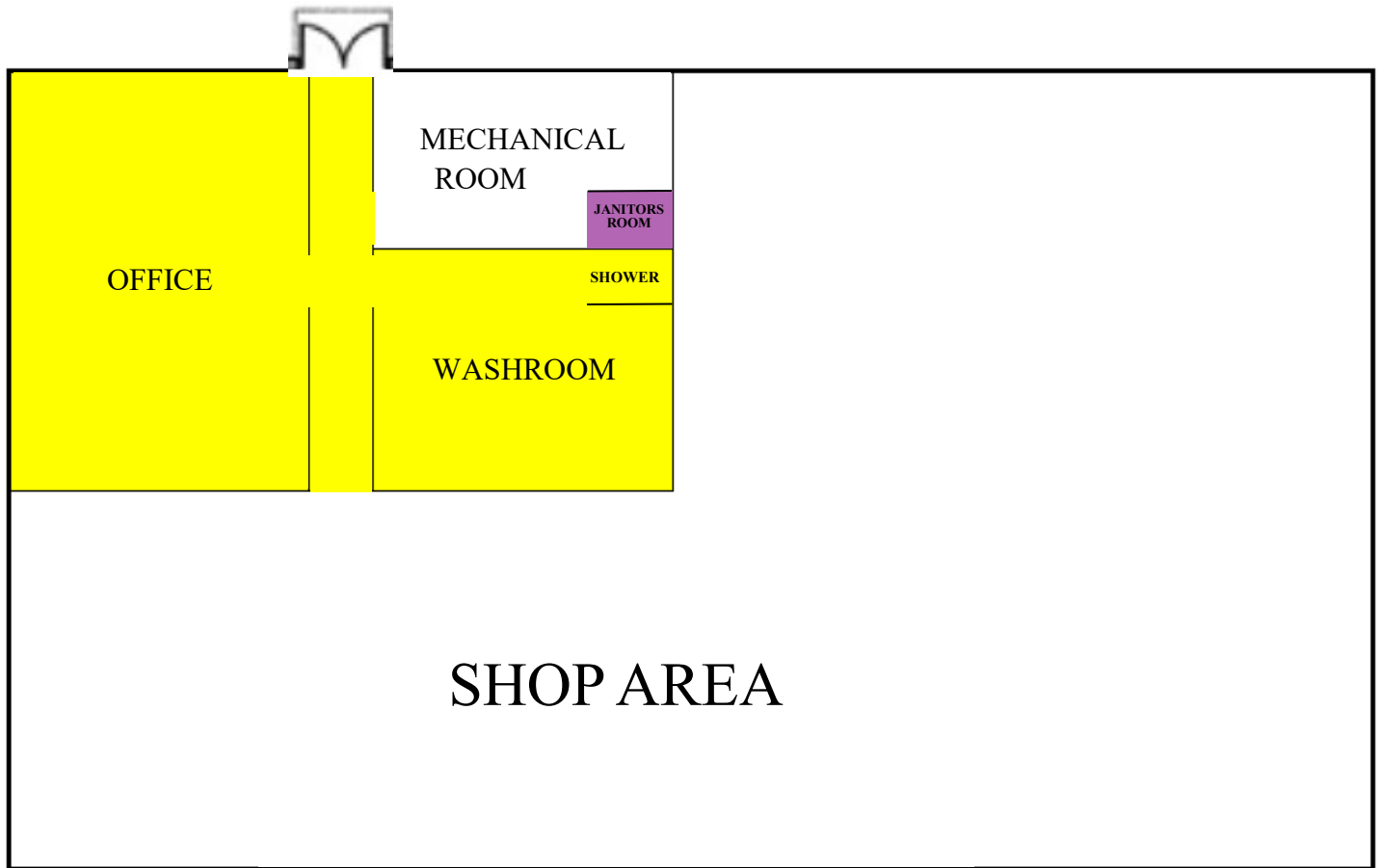
5. ANNUAL (June)

1. Strip and refinish all vinyl floors

6. ANNUAL (September)

1. Clean all lighting lens covers in entire building
2. Clean all INTERIOR window ledges
3. Clean all venetian blinds
4. Clean and polish all INTERIOR windows
5. Wash all EXTERIOR windows

112 - CARPENTRY SHOP



112 - CARPENTRY SHOP

OFFICE (1) / SHOWER (1) / WASHROOM (1)

1. BI-WEEKLY

1. Empty all garbage cans and replace bags when used or soiled
2. Sweep all floors
3. WASHROOM (1) AND SHOWER
 - a) Clean and disinfect all countertops, dispensers, sink, taps and toilet
 - b) Clean and polish all mirrors
 - c) Damp mop floors
 - d) Empty all garbage cans and replace bags when used or soiled
 - e) Replace / replenish all consumables as required
 - f) Spot clean door, door frame and walls

2. WEEKLY

1. Damp mop floors
2. Damp wipe desk and file cabinet
3. Spot clean all walls and doors
4. Wash all garbage cans
5. WASHROOM (1) AND SHOWER
 - a) Clean and disinfect door handle, light switch and toilet paper holder
 - b) Clean and disinfect Shower door and walls
 - c) Descale shower and toilet as required
 - d) Clear any blockages from shower and sink drains and toilet
- If unable to fix, report to the Facility Manager immediately
 - e) Wash door, door frame and all walls

3. BI-ANNUAL (January / June)

1. Machine Scrub all polyaspartic floors

4. ANNUAL (September)

1. Clean all INTERIOR Window ledges
2. Clean and polish all INTERIOR Windows
3. Wash all EXTERIOR Windows

1. CONSUMABLES

The Contractor must provide and maintain sufficient quantities of the following items on the premises:

1. Cleaners & disinfectants for toilets and urinals
2. Carpet cleaner / spot remover
3. Deodorant cakes
4. Floor strippers, finishes and waxes
5. Furniture cleaners & polishes
6. Garbage Bags, Plastic
7. General cleaning products
8. Glass cleaners
9. Paper towels (Washroom and Lunchroom)
10. Recycle bags
11. Sanitary napkin disposal receptacle bags
12. Stainless steel cleaner
13. Toilet paper, 2 ply
14. PPE for cleaning staff (if required)

These commodities shall meet the standards referred to in Appendix A - Additional Terms & Conditions #12 (Materials and WHMIS Compliance) and be appropriate for use in their respective dispensers and / or locations.

CLEANING PRODUCTS must be biodegradable, phosphate-free, odorless, low-odor, low volatile organic compounds (VOC) products for all general-purpose cleaning. All cleaning products used must meet the Environmental Choice Program Certification (“Eco-Logo”) criteria or equivalent. These products must be supplied at no extra cost.

PAPER PRODUCTS - All hygienic paper products must contain a minimum of 10% post-consumer recycled fibres or equivalent. All products used must meet the Environmental Choice Program Certification (“Eco-Logo”) criteria or equivalent. These products must be supplied at no extra cost.

2. EQUIPMENT

The Contractor must provide and maintain the following equipment required to carry out the work including but not limited to :

1. Floor polisher / scrubber
2. Mops and brooms
3. Pails / buckets / etc.
4. Vacuum, Carpet
5. Vacuum, Venetian Blinds
6. Wiping rags / cloths / dusters / etc.
7. Caution Signs
8. Ladders

1. CONSUMABLES

AAFC will be responsible to provide and maintain sufficient quantities of the following items in stock in the various Janitors Rooms

1. Hand Soap
Deb Foam Clear Wash for TP2 Touchless soap dispensers
2. Paper towels (Labs only)

MANDATORY REQUIREMENT

APPENDIX E

All mandatory requirements identified below must be met. Failure to comply with any of the mandatory requirements will render the submission non-compliant and will receive no further consideration. If documentation is required to demonstrate compliance the Proposer must include the necessary documentation with their proposal.

In order for proposals to be accepted for further evaluation, all of the following mandatory requirement must be met.

1. MANDATORY SITE VISIT

Bidders must attend the scheduled site visit where the services are to be rendered and make themselves familiar with the site and any conditions that may affect the nature or provision of the services required. Ignorance of the local conditions at no time will constitute a valid reason to justify additional cost or an inability to satisfactorily meet any one of the tasks stipulated.

Bidders will be required to sign an attendance sheet at the visit. By signing the attendance sheet, bidders are confirming that they have attended the visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant.

Note that the site visit will be by appointment only, and will be one (1) bidder per appointment. Bidders will be allowed a maximum of three (3) individuals to attend. Anyone sick and/or experiencing symptoms of COVID-19, or that should be self-isolating (see Government of Canada's online **COVID-19 Symptom Self-Assessment Tool**), must not attend.

Any relevant questions, and the answers, asked during the Site Visit will be posted on the Government Electronic Tendering System (GETS) Buyandsell.

DATE & TIME: **Week of September 21 to 25, 2020 (by appointment)**
LOCATION: Research & Development Centre
2701 Grand Valley Road
BRANDON MB

Please CONTACT Dan Froese, Facility Manager
to confirm your attendance Cell Phone : (204) 724-7369, dan.froese@canada.ca

2. RESOURCES

The submission must contain the names of at least five (5) resources who will be providing services 'on-site' under the resulting contract (please print). One (1) or more of these resources must have the ability to communicate effectively in English.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

The bidder must identify all resources who can effectively communicate in English by circling their name(s). AAFC will have the right to verify this information.

SUBMISSION FORMAT

APPENDIX F

THE FOLLOWING SUBMISSION FORMAT IS REQUIRED :

- 1) The first email attachment labelled **RFQ 01R11-21-C002 - JANITORIAL SERVICES, Brandon, MB**, MUST INCLUDE one (1) copy of each of the following :
 - A. Appendix E - Mandatory Requirements
 - List of Proposed Resources
 - B. Appendix H - Certification Requirements

- 2) The Second email attachment labelled **RFQ 1R11-21-C002 - JANITORIAL SERVICES, Brandon, MB**, MUST INCLUDE one (1) completed copy of:
 - A. Appendix I - Bid Document
 - The cost shall be in Canadian funds and exclusive of any applicable Taxes.

EVALUATION METHOD

APPENDIX G

Bids received will be assessed in accordance with the entire requirements of the Bid Solicitation including the Evaluation criteria specified below :

Mandatory Evaluation

It is understood by the parties submitting proposals that, to be considered compliant, a proposal must meet all the MANDATORY requirements as outlined in Appendix E of this document.

Where the words “must”, “shall”, “should” or “will” appear in this RFQ, the clause is to be considered as a mandatory requirement.

Accordingly, only the compliant proposals will be given further consideration .

Financial Evaluation

Your price proposal must be submitted in accordance with the proposed Appendix I – Bid Document. Price Proposals will be assessed as follows :

Step 1 - For each line item - Estimated # of Units (A) x Unit price (B) = Extended Cost (C)

Step 2 - Aggregate of Extended Totals - Evaluated Offer

Evaluation Procedure - All bidders will be assessed and accepted on a low aggregate basis (Applicable tax extra). Low aggregate will be determined by extending and totaling the unit prices (See Appendix I).

The lowest responsive bidder will be recommended for award of the Contract.

The following certification requirements apply to this RFQ document. Bidders must include this Appendix with their submission and sign each certification below.

1) ACCEPTANCE OF AGRICULTURE & AGRI-FOOD CANADA’S TERMS AND CONDITIONS

Bidders will accept Agriculture & Agri-Food Canada’s terms and conditions.

The General Conditions and Additional Terms and Conditions in Appendix A of this RFQ shall form part of the Resulting Contract.

Name	Signature	Date
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2) LEGAL ENTITY AND CORPORATE NAME (IDENTIFY CLEARLY WHETHER THE LEGAL ENTITY IS WITH THE UNIVERSITY / COLLEGE OR INDIVIDUAL)

Please certify that the Bidder is a legal entity that can be bound by the contract and sued in court and indicate i) whether the Bidder is a corporation, partnership or sole proprietorship, ii) the laws under which the Bidder was registered or formed, iii) together with the registered or corporate name. Also identify iv) the country where the controlling interest/ownership (name if applicable) of the Bidder is located.

- i) _____
- ii) _____
- iii) _____
- iv) _____

Any resulting Contract may be executed under the following i) corporate full legal name and ii) at the following place of business (complete address) iii) telephone and fax number and email:

- i) _____
- ii) _____
- iii) _____

Name	Signature	Date
------	-----------	------

3) EDUCATION / EXPERIENCE CERTIFICATION

We certify that all statements made with regard to the education and the experience of individuals proposed for completing the subject Work are accurate and factual, and we are aware that the Minister reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared non-responsive or in other action which the Minister may consider appropriate.

Name Signature Date

4) PRICE / RATE CERTIFICATION

"We hereby certify that the price quoted have been computed in accordance with generally accepted accounting principles applicable to all like services rendered and sold by us, that such prices are not in excess of the lowest prices charged anyone else, including our most favoured customer for like quality and quantity so the services, does not include an element of profit on the sale in excess of that normally obtained by us on the sale of services of like quality and quantity, and does not include any provision for discounts or commissions to selling agents".

Name Signature Date

5) VALIDITY OF SUBMISSION

It is requested that submissions offered in response to this RFQ be:

- (a) valid in all aspects, including price, for not less than 120 days from the closing date of this RFQ; and,
- (b) signed by an authorized representative of the Bidder in the space provided on the RFQ; and,
- (c) provide the name and telephone number of a representative who may be contacted for clarification or other matters relating to the Bidder's submission.

Name Signature Date

Contact name: _____
Telephone number: _____
Email address: _____
GST # / Business #: _____

6) AVAILABILITY AND STATUS OF PERSONNEL

The Bidder certifies that, should it be authorized to provide services under any contract resulting from this RFQ, the employees proposed in its proposal will be available to commence performance of the work within a reasonable time from contract award, or within the time specified herein.

If the Bidder has proposed any person in fulfilment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that it has written permission from such person to propose the services of such person in relation to the work to be performed in fulfilment of this requirement and to submit such person's résumé to the Contracting Authority.

During the proposal evaluation, the Bidder MUST upon the request of the Contracting Authority, provide a copy of such written permission, in relation to any or all non-employees proposed. The Bidder agrees that failure to comply with such a request may lead to disqualification of the Bidder's proposal from further consideration.

Name	Signature	Date
------	-----------	------

7) FEDERAL CONTRACTORS PROGRAM

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 :(http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada - Labour's website.

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

Name	Signature	Date
------	-----------	------

8) FORMER PUBLIC SERVANT - STATUS AND DISCLOSURE

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to

comply with Treasury Board policies and directives on contracts with FPS, Bidders must provide the information required below.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure report.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

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 reduction 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 \$5,000.00 including the Goods and Services Tax or Harmonized Sales Tax.

Name

Signature

Date

9) INTEGRITY PROVISIONS

1. Ineligibility and Suspension Policy (the “Policy”), and all related Directives (2016-04-04), are incorporated by reference into, and form a binding part of the procurement process. The Supplier must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Supplier, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Services and Procurement Canada (PSPC) that the Supplier is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PSPC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the procurement process, the Supplier must provide the following:
 - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Bidding, Contracting or Entering into a Real Property Agreement”; and
 - b. with its bid / quote / proposal, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting a bid / quote / proposal in response a request by AAFC, the Supplier certifies that:

- a. it has read and understands the *Ineligibility and Suspension Policy*;
 - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - c. it is aware that Canada may request additional information, certifications, and validations from the Supplier or a third party for purposes of making a determination of ineligibility or suspension;
 - d. it has provided with its bid / quote / proposal a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
 - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
 - f. it is not aware of a determination of ineligibility or suspension issued by PSPC that applies to it.
5. Where a Supplier is unable to provide any of the certifications required by subsection 4, it must submit with its bid/ quote / proposal a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any bid / quote / proposal in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Supplier provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Supplier to be ineligible for award of a contract for providing a false or misleading certification or declaration.

LIST OF NAMES:

Bidders who are a '**sole proprietorship**' must provide the name of the owner(s).

Bidders who are '**incorporated**' must provide:

- a) a complete list of all persons who are owners OR
- b) a list of all individuals who are on the current Board of Directors

Bidders who are a '**joint venture**' must provide a complete list of Company names under the Joint venture with:

- a) a complete list of all owners for each company OR
- b) a complete list all individuals who are on the current Board of Directors for each company

Bidders who are a '**society**' or '**partnerships**' do not need to provide lists of names.

CERTIFICATION:

I _____ (Suppliers name) understand that any information I submit in order for the department to confirm my eligibility to receive a contract may be shared and used by AAFC and / or PSPC as part of the validation process, and the results of verification may be publicly disseminated. Moreover, I am aware that any erroneous or missing information could result in the cancellation of my bid as well as a determination of ineligibility / suspension.

Signature

Date

10) INSURANCE REQUIREMENTS

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

Name

Signature

Date

11) JOINT VENTURES

In the event of a proposal submitted by a contractual joint venture, the proposal shall be signed by either all members of the joint venture or a statement shall be provided to the effect that the signatory represents all parties of the joint venture. The following will be completed if applicable:

1. The Bidder represents that the bidding entity is / is not (*delete as applicable*) a joint venture in accordance with the definition in paragraph 3.
2. A Bidder that is a joint venture represents the following additional information:
 - (a) Type of joint venture (mark applicable choice):
 - _____ Incorporated joint venture
 - _____ Limited partnership joint venture
 - _____ Partnership joint venture
 - _____ Contractual joint venture
 - _____ Other
 - (b) Composition (names and addresses of all members of the joint venture)
3. Definition of joint venture

A joint venture is an association of two or more parties who combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and each having some degree of control over the enterprise. Joint ventures may be carried on in a variety of legal forms divided into three categories:

- (a) The incorporated joint venture;
 - (b) The partnership venture;
 - (c) The contractual joint venture where the parties combine their resources in the furtherance of a single business enterprise without actual partnership or corporate designation.
4. The joint venture team arrangement is to be distinguished from other types of Contractor arrangements, such as:
- (a) Prime Contractor, in which, for example, the purchasing agency contracts directly with a Contractor (prime) who acts as the system assembler and integrator, with major components, assemblies and subsystems normally subcontracted;
 - (b) Associated Contractor, in which for example, the purchasing agency contracts directly with each of the major component suppliers and performs the integration tasks or awards a separate contract for this purpose.
5. If the Contract is awarded to an unincorporated joint venture, all members of the joint venture shall be jointly and severally responsible for the performance of the Contract.

Name

Signature

Date

For Janitorial Services, BRANDON, MANITOBA

Enhanced Cleaning - Initial Contract Year and All Option Years;

As stated in the Statement of Work (SOW) Some Enhanced services listed are already included in the Regular Service Schedule. When providing a price for the Enhanced Services, pricing must only include the Enhanced services that are over and above what is already provided for under the Regular Cleaning portion of the contract.

PRICING FOR INITIAL CONTRACT PERIOD: December 1, 2020 to November 30, 2021

5 - DRIER BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Monthly	Month	12		
3.1	Annual (June) Floors (concrete)	Each	1		
TOTAL					T1

12 - CEREAL BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Weekly	Month	12		
3.1	Annual (June) Floors (concrete)	Each	1		
3.2	Annual (June) Floors (tile)	Each	1		
4.1	Annual (September) Window Ledges - Interior	Each	1		
4.2	Annual (September) Windows - Interior	Each	1		
4.3	Annual (September) Windows - Exterior	Each	1		
TOTAL					T2

15 - RESEARCH BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Bi-Monthly	Month	12		
2	Quarterly (March / June / September / December)	EA	4		
TOTAL					T3

38 - BEEF HERDSMAN BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Weekly	Month	12		
2	Bi-Annual (November / April)	Each	2		
3.1	Annual (June) Floors (concrete)	Each	1		
4.1	Annual (September) Window Ledges - Interior	Each	1		
4.2	Annual (September) Venetian Blinds	Each	1		
4.3	Annual (September) Windows - Interior	Each	1		
4.4	Annual (September) Windows - Exterior	Each	1		
TOTAL					T4

91 - AGRO CHEMICAL BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		T5

93 - OFFICE / LAB COMPLEX

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Monthly Seasonal (May 1 to November 30) Exterior Main Entrance	Month	7		
5.1	Annual (June) Carpets	Each	1		
5.2	Annual (June) Floors	Each	1		
6.1	Annual (July) Walls	Each	1		
6.2	Annual (July) Rubber Stair Treads	Each	1		
6.3	Annual (July) Washroom ceilings	Each	1		
7.1	Annual (September) Window Ledges - Interior	Each	1		
7.2	Annual (September) Windows - Interior	Each	1		
7.3	Annual (September) Windows - Exterior	Each	1		
7.4	Annual (September) Venetian Blinds	Each	1		
7.5	Annual (September) Cloth Partitions	Each	1		
8.1	Annual (October) High dust	Each	1		
TOTAL					T6

94 - MECHANICAL SHOP

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Bi-Monthly Seasonal (May 1 to November 30) Floors	Each	7		
5.1	Annual (September) Window Ledges - Interior	Each	1		
5.2	Annual (September) Lighting Lens Covers	Each	1		
5.3	Annual (September) Windows - Interior	Each	1		
5.4	Annual (September) Windows - Exterior	Each	1		
TOTAL					T7

98 - AGRONOMY BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Weekly	Month	12		
3	Annual (June) Floors	Each	1		
4.1	Annual (September) Window Ledges - Interior	Each	1		
4.2	Annual (September) Venetian Blinds	Each	1		
4.3	Annual (September) Windows - Interior	Each	1		
4.4	Annual (September) High Dusting	Each	1		
4.5	Annual (September) Windows - Exterior	Each	1		
TOTAL					T8

110 - CEREALS 2 BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Annual (June) Floors	Each	1		
5.1	Annual (September) Window Ledges - Interior	Each	1		
5.2	Annual (September) Lighting Lens Covers	Each	1		
5.3	Annual (September) Venetian Blinds	Each	1		
5.4	Annual (September) Windows - Interior	Each	1		
5.5	Annual (September) Windows - Exterior	Each	1		
TOTAL					T9

111 - CEREALS 3 BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Quarterly (March / June / September / December) Floor in Mechanical / Electrical Room	Each	4		
5.1	Annual (June) Floors	Each	1		
6.1	Annual (September) Lighting Lens Covers	Each	1		
6.2	Annual (September) Window Ledges - Interior	Each	1		
6.3	Annual (September) Venetian Blinds	Each	1		
6.4	Annual (September) Windows - Interior	Each	1		
6.5	Annual (September) Windows - Exterior	Each	1		
TOTAL					T10

112 - CARPENTRY SHOP

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Bi-Weekly / Weekly	Month	12		
3.1	Bi-Annual (January / June) Floors	Each	2		
4.1	Annual (September) Window Ledges - Interior	Each	1		
4.2	Annual (September) Windows - Interior	Each	1		
4.3	Annual (September) Windows - Exterior	Each	1		
TOTAL					T11

ALL BUILDINGS

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Work on 'as and when required' basis	Hour	30		T12

TOTAL COST FOR ORIGINAL CONTRACT PERIOD - (T1...T12)**ENHANCED CLEANING SERVICES**

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Enhanced Cleaning due to COVID-19	Month	12		

TOTAL COST OF ENHANCED CLEANING FOR ORIGINAL CONTRACT PERIOD

PRICING FOR OPTION PERIOD ONE (1) : December 1, 2021 to November 30, 2022

5 - DRIER BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Monthly	Month	12		
3.1	Annual (June) Floors (concrete)	Each	1		
TOTAL					T13

12 - CEREAL BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Weekly	Month	12		
3.1	Annual (June) Floors (concrete)	Each	1		
3.2	Annual (June) Floors (tile)	Each	1		
4.1	Annual (September) Window Ledges - Interior	Each	1		
4.2	Annual (September) Windows - Interior	Each	1		
4.3	Annual (September) Windows - Exterior	Each	1		
TOTAL					T14

15 - RESEARCH BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Bi-Monthly	Month	12		
2	Quarterly (March / June / September / December)	EA	4		
TOTAL					T15

38 - BEEF HERDSMAN BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Weekly	Month	12		
2	Bi-Annual (November / April)	Each	2		
3.1	Annual (June) Floors (concrete)	Each	1		
4.1	Annual (September) Window Ledges - Interior	Each	1		
4.2	Annual (September) Venetian Blinds	Each	1		
4.3	Annual (September) Windows - Interior	Each	1		
4.4	Annual (September) Windows - Exterior	Each	1		
TOTAL					T16

91 - AGRO CHEMICAL BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		T17

93 - OFFICE / LAB COMPLEX

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Monthly Seasonal (May 1 to November 30) Exterior Main Entrance	Month	7		
5.1	Annual (June) Carpets	Each	1		
5.2	Annual (June) Floors	Each	1		
6.1	Annual (July) Walls	Each	1		
6.2	Annual (July) Rubber Stair Treads	Each	1		
6.3	Annual (July) Washroom ceilings	Each	1		
7.1	Annual (September) Window Ledges - Interior	Each	1		
7.2	Annual (September) Windows - Interior	Each	1		
7.3	Annual (September) Windows - Exterior	Each	1		
7.4	Annual (September) Venetian Blinds	Each	1		
7.5	Annual (September) Cloth Partitions	Each	1		
8.1	Annual (October) High dust	Each	1		
TOTAL					T18

94 - MECHANICAL SHOP

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Bi-Monthly Seasonal (May 1 to November 30) Floors	Each	7		
5.1	Annual (September) Window Ledges - Interior	Each	1		
5.2	Annual (September) Lighting Lens Covers	Each	1		
5.3	Annual (September) Windows - Interior	Each	1		
5.4	Annual (September) Windows - Exterior	Each	1		
TOTAL					T19

98 - AGRONOMY BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Weekly	Month	12		
3	Annual (June) Floors	Each	1		
4.1	Annual (September) Window Ledges - Interior	Each	1		
4.2	Annual (September) Venetian Blinds	Each	1		
4.3	Annual (September) Windows - Interior	Each	1		
4.4	Annual (September) High Dusting	Each	1		
4.5	Annual (September) Windows - Exterior	Each	1		
TOTAL					T20

110 - CEREALS 2 BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Annual (June) Floors	Each	1		
5.1	Annual (September) Window Ledges - Interior	Each	1		
5.2	Annual (September) Lighting Lens Covers	Each	1		
5.3	Annual (September) Venetian Blinds	Each	1		
5.4	Annual (September) Windows - Interior	Each	1		
5.5	Annual (September) Windows - Exterior	Each	1		
TOTAL					T21

111 - CEREALS 3 BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Quarterly (March / June / September / December) Floor in Mechanical / Electrical Room	Each	4		
5.1	Annual (June) Floors	Each	1		
6.1	Annual (September) Lighting Lens Covers	Each	1		
6.2	Annual (September) Window Ledges - Interior	Each	1		
6.3	Annual (September) Venetian Blinds	Each	1		
6.4	Annual (September) Windows - Interior	Each	1		
6.5	Annual (September) Windows - Exterior	Each	1		
TOTAL					T22

112 - CARPENTRY SHOP

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Bi-Weekly / Weekly	Month	12		
3.1	Bi-Annual (January / June) Floors	Each	2		
4.1	Annual (September) Window Ledges - Interior	Each	1		
4.2	Annual (September) Windows - Interior	Each	1		
4.3	Annual (September) Windows - Exterior	Each	1		
TOTAL					T23

ALL BUILDINGS

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Work on ' <i>as and when required</i> ' basis	Hour	30		T24

TOTAL COST FOR OPTION YEAR ONE (1) - (T13...T24) _____**ENHANCED CLEANING SERVICES**

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Enhanced Cleaning due to COVID-19	Month	12		

TOTAL COST OF ENHANCED CLEANING FOR OPTION YEAR ONE (1) _____

PRICING FOR OPTION PERIOD TWO (2) : December 1, 2022 to November 30, 2023

5 - DRIER BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Monthly	Month	12		
3.1	Annual (June) Floors (concrete)	Each	1		
TOTAL					T25

12 - CEREAL BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Weekly	Month	12		
3.1	Annual (June) Floors (concrete)	Each	1		
3.2	Annual (June) Floors (tile)	Each	1		
4.1	Annual (September) Window Ledges - Interior	Each	1		
4.2	Annual (September) Windows - Interior	Each	1		
4.3	Annual (September) Windows - Exterior	Each	1		
TOTAL					T26

15 - RESEARCH BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Bi-Monthly	Month	12		
2	Quarterly (March / June / September / December)	EA	4		
TOTAL					T27

38 - BEEF HERDSMAN BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Weekly	Month	12		
2	Bi-Annual (November / April)	Each	2		
3.1	Annual (June) Floors (concrete)	Each	1		
4.1	Annual (September) Window Ledges - Interior	Each	1		
4.2	Annual (September) Venetian Blinds	Each	1		
4.3	Annual (September) Windows - Interior	Each	1		
4.4	Annual (September) Windows - Exterior	Each	1		
TOTAL					T28

91 - AGRO CHEMICAL BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		T29

93 - OFFICE / LAB COMPLEX

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Monthly Seasonal (May 1 to November 30) Exterior Main Entrance	Month	7		
5.1	Annual (June) Carpets	Each	1		
5.2	Annual (June) Floors	Each	1		
6.1	Annual (July) Walls	Each	1		
6.2	Annual (July) Rubber Stair Treads	Each	1		
6.3	Annual (July) Washroom ceilings	Each	1		
7.1	Annual (September) Window Ledges - Interior	Each	1		
7.2	Annual (September) Windows - Interior	Each	1		
7.3	Annual (September) Windows - Exterior	Each	1		
7.4	Annual (September) Venetian Blinds	Each	1		
7.5	Annual (September) Cloth Partitions	Each	1		
8.1	Annual (October) High dust	Each	1		
TOTAL					T30

94 - MECHANICAL SHOP

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Bi-Monthly Seasonal (May 1 to November 30) Floors	Each	7		
5.1	Annual (September) Window Ledges - Interior	Each	1		
5.2	Annual (September) Lighting Lens Covers	Each	1		
5.3	Annual (September) Windows - Interior	Each	1		
5.4	Annual (September) Windows - Exterior	Each	1		
TOTAL					T31

98 - AGRONOMY BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Weekly	Month	12		
3	Annual (June) Floors	Each	1		
4.1	Annual (September) Window Ledges - Interior	Each	1		
4.2	Annual (September) Venetian Blinds	Each	1		
4.3	Annual (September) Windows - Interior	Each	1		
4.4	Annual (September) High Dusting	Each	1		
4.5	Annual (September) Windows - Exterior	Each	1		
TOTAL					T32

110 - CEREALS 2 BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Annual (June) Floors	Each	1		
5.1	Annual (September) Window Ledges - Interior	Each	1		
5.2	Annual (September) Lighting Lens Covers	Each	1		
5.3	Annual (September) Venetian Blinds	Each	1		
5.4	Annual (September) Windows - Interior	Each	1		
5.5	Annual (September) Windows - Exterior	Each	1		
TOTAL					T33

111 - CEREALS 3 BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Quarterly (March / June / September / December) Floor in Mechanical / Electrical Room	Each	4		
5.1	Annual (June) Floors	Each	1		
6.1	Annual (September) Lighting Lens Covers	Each	1		
6.2	Annual (September) Window Ledges - Interior	Each	1		
6.3	Annual (September) Venetian Blinds	Each	1		
6.4	Annual (September) Windows - Interior	Each	1		
6.5	Annual (September) Windows - Exterior	Each	1		
TOTAL					T34

112 - CARPENTRY SHOP

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Bi-Weekly / Weekly	Month	12		
3.1	Bi-Annual (January / June) Floors	Each	2		
4.1	Annual (September) Window Ledges - Interior	Each	1		
4.2	Annual (September) Windows - Interior	Each	1		
4.3	Annual (September) Windows - Exterior	Each	1		
TOTAL					T35

ALL BUILDINGS

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Work on ' <i>as and when required</i> ' basis	Hour	30		T36

TOTAL COST FOR OPTION YEAR TWO (2) - (T25...T36) _____**ENHANCED CLEANING SERVICES**

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Enhanced Cleaning due to COVID-19	Month	12		

TOTAL COST OF ENHANCED CLEANING FOR OPTION YEAR TWO (2) _____

PRICING FOR OPTION PERIOD THREE (3) : December 1, 2023 to November 30, 2024

5 - DRIER BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Monthly	Month	12		
3.1	Annual (June) Floors (concrete)	Each	1		
TOTAL					T37

12 - CEREAL BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Weekly	Month	12		
3.1	Annual (June) Floors (concrete)	Each	1		
3.2	Annual (June) Floors (tile)	Each	1		
4.1	Annual (September) Window Ledges - Interior	Each	1		
4.2	Annual (September) Windows - Interior	Each	1		
4.3	Annual (September) Windows - Exterior	Each	1		
TOTAL					T38

15 - RESEARCH BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Bi-Monthly	Month	12		
2	Quarterly (March / June / September / December)	EA	4		
TOTAL					T39

38 - BEEF HERDSMAN BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Weekly	Month	12		
2	Bi-Annual (November / April)	Each	2		
3.1	Annual (June) Floors (concrete)	Each	1		
4.1	Annual (September) Window Ledges - Interior	Each	1		
4.2	Annual (September) Venetian Blinds	Each	1		
4.3	Annual (September) Windows - Interior	Each	1		
4.4	Annual (September) Windows - Exterior	Each	1		
TOTAL					T40

91 - AGRO CHEMICAL BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		T41

93 - OFFICE / LAB COMPLEX

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Monthly Seasonal (May 1 to November 30) Exterior Main Entrance	Month	7		
5.1	Annual (June) Carpets	Each	1		
5.2	Annual (June) Floors	Each	1		
6.1	Annual (July) Walls	Each	1		
6.2	Annual (July) Rubber Stair Treads	Each	1		
6.3	Annual (July) Washroom ceilings	Each	1		
7.1	Annual (September) Window Ledges - Interior	Each	1		
7.2	Annual (September) Windows - Interior	Each	1		
7.3	Annual (September) Windows - Exterior	Each	1		
7.4	Annual (September) Venetian Blinds	Each	1		
7.5	Annual (September) Cloth Partitions	Each	1		
8.1	Annual (October) High dust	Each	1		
TOTAL					T42

94 - MECHANICAL SHOP

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Bi-Monthly Seasonal (May 1 to November 30) Floors	Each	7		
5.1	Annual (September) Window Ledges - Interior	Each	1		
5.2	Annual (September) Lighting Lens Covers	Each	1		
5.3	Annual (September) Windows - Interior	Each	1		
5.4	Annual (September) Windows - Exterior	Each	1		
TOTAL					T43

98 - AGRONOMY BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Weekly	Month	12		
3	Annual (June) Floors	Each	1		
4.1	Annual (September) Window Ledges - Interior	Each	1		
4.2	Annual (September) Venetian Blinds	Each	1		
4.3	Annual (September) Windows - Interior	Each	1		
4.4	Annual (September) High Dusting	Each	1		
4.5	Annual (September) Windows - Exterior	Each	1		
TOTAL					T44

110 - CEREALS 2 BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Annual (June) Floors	Each	1		
5.1	Annual (September) Window Ledges - Interior	Each	1		
5.2	Annual (September) Lighting Lens Covers	Each	1		
5.3	Annual (September) Venetian Blinds	Each	1		
5.4	Annual (September) Windows - Interior	Each	1		
5.5	Annual (September) Windows - Exterior	Each	1		
TOTAL					T45

111 - CEREALS 3 BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Quarterly (March / June / September / December) Floor in Mechanical / Electrical Room	Each	4		
5.1	Annual (June) Floors	Each	1		
6.1	Annual (September) Lighting Lens Covers	Each	1		
6.2	Annual (September) Window Ledges - Interior	Each	1		
6.3	Annual (September) Venetian Blinds	Each	1		
6.4	Annual (September) Windows - Interior	Each	1		
6.5	Annual (September) Windows - Exterior	Each	1		
TOTAL					T46

112 - CARPENTRY SHOP

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Bi-Weekly / Weekly	Month	12		
3.1	Bi-Annual (January / June) Floors	Each	2		
4.1	Annual (September) Window Ledges - Interior	Each	1		
4.2	Annual (September) Windows - Interior	Each	1		
4.3	Annual (September) Windows - Exterior	Each	1		
TOTAL					T47

ALL BUILDINGS

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Work on ' <i>as and when required</i> ' basis	Hour	30		T48

TOTAL COST FOR OPTION PERIOD THREE (3) - (T37...T48)**ENHANCED CLEANING SERVICES**

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Enhanced Cleaning due to COVID-19	Month	12		

TOTAL COST OF ENHANCED CLEANING FOR OPTION YEAR THREE (3)

PRICING FOR OPTION PERIOD FOUR (4) : December 1, 2024 to November 30, 2025

5 - DRIER BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Monthly	Month	12		
3.1	Annual (June) Floors (concrete)	Each	1		
TOTAL					T49

12 - CEREAL BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Weekly	Month	12		
3.1	Annual (June) Floors (concrete)	Each	1		
3.2	Annual (June) Floors (tile)	Each	1		
4.1	Annual (September) Window Ledges - Interior	Each	1		
4.2	Annual (September) Windows - Interior	Each	1		
4.3	Annual (September) Windows - Exterior	Each	1		
TOTAL					T50

15 - RESEARCH BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Bi-Monthly	Month	12		
2	Quarterly (March / June / September / December)	EA	4		
TOTAL					T51

38 - BEEF HERDSMAN BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Weekly	Month	12		
2	Bi-Annual (November / April)	Each	2		
3.1	Annual (June) Floors (concrete)	Each	1		
4.1	Annual (September) Window Ledges - Interior	Each	1		
4.2	Annual (September) Venetian Blinds	Each	1		
4.3	Annual (September) Windows - Interior	Each	1		
4.4	Annual (September) Windows - Exterior	Each	1		
TOTAL					T52

91 - AGRO CHEMICAL BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		T53

93 - OFFICE / LAB COMPLEX

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Monthly Seasonal (May 1 to November 30) Exterior Main Entrance	Month	7		
5.1	Annual (June) Carpets	Each	1		
5.2	Annual (June) Floors	Each	1		
6.1	Annual (July) Walls	Each	1		
6.2	Annual (July) Rubber Stair Treads	Each	1		
6.3	Annual (July) Washroom ceilings	Each	1		
7.1	Annual (September) Window Ledges - Interior	Each	1		
7.2	Annual (September) Windows - Interior	Each	1		
7.3	Annual (September) Windows - Exterior	Each	1		
7.4	Annual (September) Venetian Blinds	Each	1		
7.5	Annual (September) Cloth Partitions	Each	1		
8.1	Annual (October) High dust	Each	1		
TOTAL					T54

94 - MECHANICAL SHOP

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Bi-Monthly Seasonal (May 1 to November 30) Floors	Each	7		
5.1	Annual (September) Window Ledges - Interior	Each	1		
5.2	Annual (September) Lighting Lens Covers	Each	1		
5.3	Annual (September) Windows - Interior	Each	1		
5.4	Annual (September) Windows - Exterior	Each	1		
TOTAL					T55

98 - AGRONOMY BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Weekly	Month	12		
3	Annual (June) Floors	Each	1		
4.1	Annual (September) Window Ledges - Interior	Each	1		
4.2	Annual (September) Venetian Blinds	Each	1		
4.3	Annual (September) Windows - Interior	Each	1		
4.4	Annual (September) High Dusting	Each	1		
4.5	Annual (September) Windows - Exterior	Each	1		
TOTAL					T56

110 - CEREALS 2 BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Annual (June) Floors	Each	1		
5.1	Annual (September) Window Ledges - Interior	Each	1		
5.2	Annual (September) Lighting Lens Covers	Each	1		
5.3	Annual (September) Venetian Blinds	Each	1		
5.4	Annual (September) Windows - Interior	Each	1		
5.5	Annual (September) Windows - Exterior	Each	1		
TOTAL					T57

111 - CEREALS 3 BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Quarterly (March / June / September / December) Floor in Mechanical / Electrical Room	Each	4		
5.1	Annual (June) Floors	Each	1		
6.1	Annual (September) Lighting Lens Covers	Each	1		
6.2	Annual (September) Window Ledges - Interior	Each	1		
6.3	Annual (September) Venetian Blinds	Each	1		
6.4	Annual (September) Windows - Interior	Each	1		
6.5	Annual (September) Windows - Exterior	Each	1		
TOTAL					T58

112 - CARPENTRY SHOP

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Bi-Weekly / Weekly	Month	12		
3.1	Bi-Annual (January / June) Floors	Each	2		
4.1	Annual (September) Window Ledges - Interior	Each	1		
4.2	Annual (September) Windows - Interior	Each	1		
4.3	Annual (September) Windows - Exterior	Each	1		
TOTAL					T59

ALL BUILDINGS

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Work on ' <i>as and when required</i> ' basis	Hour	30		T60

TOTAL COST FOR OPTION PERIOD FOUR (4) - (T49...T60) _____**ENHANCED CLEANING SERVICES**

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Enhanced Cleaning due to COVID-19	Month	12		

TOTAL COST OF ENHANCED CLEANING FOR OPTION YEAR FOUR (4) _____

TOTAL OF ALL COSTS FOR ALL PERIODS

Total Cost for Initial Contract Period..... _____

Total Cost of Enhanced Cleaning for Initial Contract Period....+ _____

Total Cost for Option Year One (1)+ _____

Total Cost of Enhanced Cleaning for Option Year One (1).....+ _____

Total Cost for Option Year Two (2)+ _____

Total Cost of Enhanced Cleaning for Option Year Two (2).....+ _____

Total Cost for Option Year Three (3)+ _____

Total Cost of Enhanced Cleaning for Option Year Three (3)....+ _____

Total Cost for Option Year Four (4)+ _____

Total Cost of Enhanced Cleaning for Option Year Four (4).....+ _____

TOTAL COST for all periods = _____

<p>Supplier to indicate:</p> <p>Vendor / Company Name: _____</p> <p>Signature : _____</p> <p>Date: _____</p>

Definition :

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

QUALITY STANDARDS :

The Supplier must meet the following standards :

1. Clean - General

- a. IF REQUIRED, Chairs, floor mats and protectors, plants, tables, etc. must be moved by cleaners prior to general cleaning.
Chairs, wastebaskets shall not be placed on desks or tables during cleaning operations
- b. No abrasive cleaners shall be used.
- c. Caution signs must be placed adjacent to the affected area on all approaches.
- d. All surfaces and objects specified in the contract must present an overall polished appearance and be free of dust, stains, spills, debris and soil immediately after 'clean' process is complete.
- e. All items moved prior to the 'General Cleaning' process must be relocated to their original location.

2. Clean and Disinfect

- a. The Janitorial Staff must apply all performance standards as specified under 'Damp Wipe'.
- b. Client-approved, commercial disinfectant cleaner must be used.
- c. Manufacturer's instructions must be followed for best results.
- d. All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.
- e. All surfaces must present an overall polished appearance and be free of dust, finger prints, smears / smudges, stains, streaks and water spotting once the 'Clean and Disinfect' process is complete.

3. Clean and Polish - Glass and Mirrors

- a. All glass must be clean on both sides and free of film, finger marks and streaks.
- b. All mirrors must be free of film, finger marks and streaks.
- c. Adjacent areas including frames, casing and ledges must be free of water spots, splash marks and streaks once the 'Clean and Polish' process is complete.

4. *Damp Mop*

- a. The Janitorial Staff must apply all performance standards as specified under 'Sweep'.
- b. This process is started using clean water mixed with cleaning solution. The water should be changed as required.
- c. Mops must clean, free of odor and rinsed frequently during damp mopping.
- d. Walls, baseboards and other surfaces must be free of splash marks.
- e. All Floors including open areas and flooring around furniture legs and into corners must be clean and free of dust and dirt, loose mop strands, scuffs, spills, stains, streaks and water spots once the 'Damp Mop' process is complete.

5. *Damp Wipe*

- a. This process is started using clean water mixed with cleaning solution. The water should be changed as required.
- b. Cloths and rags must be clean and free of stains and odors and rinsed frequently during damp wiping
- c. All surfaces must present an overall polished appearance and be free of dust, finger prints, smears / smudges, streaks, surface stains and water spots once the 'Damp Wipe' process is complete.

6. *High Dusting*

- a. 'High dusting' must be effected by using a clean, stain and odor free damp cloth or by vacuuming.
- b. Feather dusters are not acceptable.
- c. Dust must be contained and prevented from floating freely in the air during the 'High Dusting' Process.
- d. All surfaces must be free from dust once the 'High Dusting' process is complete.

7. *Hot Water Extraction*

- a. IF REQUIRED, Chairs, floor mats and protectors, plants, tables, etc. must be moved by cleaners prior to 'Hot Water Extraction' process and relocated to their original location when completed
- b. Areas must be cleaned to walls and corners.
- c. All carpets and floor mats must be clean and free of accumulated dust and dirt and stains once the 'Hot Water Extraction' process is complete.

8. *Machine Scrub*

- a. Chairs, floor mats and protectors, plants, tables, etc. must be moved by cleaners prior to Machine Scrubbing.
- b. Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.
- c. Cleaning Solutions must not be allowed to seep under baseboards, furniture, file cabinets, partitions, etc.
- d. All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations once the 'Machine Scrub' process is complete.

- e. All items moved prior to the 'Machine Scrub' process must be relocated to their original location.

9. *Scrub and Refinish*

- a. The Janitorial Staff must apply all performance standards as specified under 'Machine Scrub'.
- b. In addition, supplier must apply one coat of finish compatible with existing finish.
- c. All areas must present an overall appearance of cleanliness and be free from scuffs and stains; have a bright shine and be free of debris and dust once the 'Scrub and Refinish' process is complete.
- d. All items moved prior to the 'Scrub and Refinish' process must be relocated to their original location.

10. *Spot Clean*

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

11. *Spray Buff*

- a. Supplier must apply all performance standards as with 'Damp mop'
- b. Attach a red buffing pad to the rotary floor machine.
- c. Using a spray bottle, apply a fine mist of SPRAYBUFF on a small section of the floor.
- d. Buff the sprayed area using overlapping strokes.
- e. Continue buffing until the desired gloss is achieved and entire area has been spray buffed
- f. Sweep floor to remove any loose debris.
- g. All areas must present an overall appearance of cleanliness, have a bright shine through out and be free of scuffs, debris and dust once the 'Spray Buffing' process is complete

12. *Stain Removal*

- a. Where stain removal involves wetting of a hard surface floor, caution signs must be in place around affected work area.
- b. All carpets and floor mats must have no visible stains or discoloration once the 'Stain Removal' process is complete.

13. *Steam Clean*

- a. The Janitorial Staff must apply all performance standards as specified under 'Vacuum'.
- b. Chairs, floor mats, plants, tables, etc must be moved by Janitorial staff prior to 'Steam Cleaning'.
- b. The steam cleaner used must be able to remove enough water to ensure the carpet is dry within 12 hours
- c. A small amount of cleaning solution, with a pH of less than 10 should be used - Refer to manufacturer's recommendation
- d. Ensure all cleaning solution is removed from the carpet

- e. If necessary, turn on fans / dehumidifier to dry carpet faster
- f. The carpet must have an overall appearance of cleanliness and must be free of all spots and stains once the 'Steam Clean' process is complete.

14. Strip and Refinish

- a. The Janitorial Staff must apply all performance standards as specified under 'Machine Scrub'.
- b. All old finish must be removed and all residual chemical must be cleaned away.
- c. New finish must be applied to all portions of the floors.
- d. Refinish must include two (2) coats of finishing material (wax, etc.).
- e. Finishing materials must not be allowed to seep under baseboards, furniture, file cabinets, partitions, etc.
- f. Finishing materials must not seep under, be left on or be visible on baseboards.
- g. All areas must be clean and clear of all stains, blemishes and dirt and have a consistent shine free of scrapes and marks once the 'Strip and Refinish' process is complete.
- h. All items moved prior to the 'Strip and Refinish' process must be relocated to their original location.

15. Sweep (Dry Mop)

- a. All stairs and floor areas including open areas and flooring around furniture legs and into corners must be free of dust, dirt, and debris.
- b. All surfaces must have an overall appearance of cleanliness and must be free of dust, dirt, debris once the 'Sweep' process is complete.

16. Vacuum

- a. All chair mats, floor mats and floor runners must be moved by Janitorial staff prior to the 'Vacuum' process.
- b. All surfaces must have an overall appearance of cleanliness and must be free of dust, dirt, debris and grit once the 'Vacuum' process is complete.
- c. All items moved prior to the 'Vacuum' process must be relocated to their original location.

17. Wash

- a. FOR FLOORING
 - Chairs, chair mats, floor mats, floor runners, plants, tables, etc must be moved by Janitorial staff prior to the 'Wash' process.
 - The Janitorial Staff must apply all performance standards as specified under 'Sweep (Dry Mop)'.
- b. This process is started using clean water mixed with cleaning solution. The water should be changed as required.
- c. Water mixture must not be allowed to seep under baseboards, furniture, file cabinets, partitions, etc.
- d. Cloths, Rags and Mops must be clean, free of stains and odor and rinsed frequently during the 'Wash process'.

- e. All surfaces must present an overall polished appearance and be free of cleaning solution, debris, dirt and dust, finger prints, scuff and splash marks, surface stains, smears, smudges, streaks and water accumulations and spots once the 'Wash' process is complete.

Clean emergency fire equipment

Clean and disinfect eyewash stations

Clean and polish glass doors on all bookcases, both sides

Clean and polish Interior windows of outer buildings

Damp wipe bookcases, tops and empty shelves

Damp wipe fire alarm covers

Damp wipe file cabinets

Damp wipe leather, vinyl and leatherette chairs

Damp wipe partition (cubicle divider) tops

Damp wipe shelving

Damp wipe tables, any open area

High Dust ledges and exposed pipes (in Lobby)

High Dust all high reach areas (between 2.8' and 10'). Ledges, pipes, conduits, ceiling fans, air vents, air diffusers, duct work, including tops of ceiling fans hung or wall mounted fixtures.

Machine Scrub Concrete Floors

Remove dead insects, bugs, debris from light fixtures

Shampoo cloth chairs in sitting areas

Shampoo cloth chairs in the Cafeteria and Boardroom

Vacuum Blinds (cloth)

Vacuum and spot clean all cloth chairs

Vacuum truss work (ceilings)

Wash Blinds (vinyl)

Wash Ceiling vents

Wash chairs (leather, vinyl and leatherette) in all offices

Wash chairs (plastic) in Boardrooms

Wash chairs (plastic) in Cafeteria

Wash diffusers in light fixtures

Wash floor in Mechanical Room and mechanical Corridor

Wash overhead door in Storage area

Wash stairwells walls

Wash Table legs in Cafeteria

Wash walls

Wash all interior windows in all buildings

Wash interior and exterior of all light fixtures (up to height of 10 feet)

Updated Guidance for Contractors Working in AAFC Buildings

- For the purposes of this document, the term Contractor will mean contractor, sub-contractor, consultants and sub-consultants. Contractors are responsible to ensure that all their hired sub-contractors also adhere to the requirements of this document.

- Prior to accessing AAFC building interiors, Contractors will hold a orientation meeting (tele or video conference) with AAFC Facility Manager and Project Manager, and the following will be agreed to in writing with the intent of maintain physical distancing:
 - Access/egress and material delivery door(s) for worksite.
 - Daily shift or specific occupancy times, including estimated number of personnel.
 - Construction or work zone limits.
 - Use of site: washrooms, drinking water, parking location, garbage and recycling disposal.
 - Protocol that whenever physical distancing cannot be achieved at the worksite, facial covering will be worn by all personnel involved (AAFC and Contractor).

- Contractors are to submit signed confirmation that they understand and will follow requirements set out in attached **COVID-19 Check List for Contractors Working in AAFC Buildings**.

COVID-19 Check List for Contractors Working in AAFC Buildings

Prior to beginning contracted work in an AAFC building, Contractors are to submit signed confirmation that they and their hired subcontractors agree to the following:

- Contractor will follow **Canadian Construction Association's COVID-19 – Standardized Protocols for All Canadian Construction Sites.**
(<https://www.cca-acc.com/covid-19-resources/>)

- All contractor personnel will complete Government of Canada's online **COVID-19 Symptom Self Assessment Tool** each day prior to work shift and will not come to AAFC site if Tool advises or recommends to self-isolate, stay at home or seek medical attention.
(<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>)

- Advise AAFC Representative as soon as possible if any of Contractor's personnel who have worked in an AAFC building begin to exhibit flu-like symptoms.

- All contractor and hired sub-contract personnel will follow local, provincial and federal public health guidance and requirements including that of **Public Health Agency of Canada (PHAC) for Coronavirus disease (COVID-19): Prevention and risk.**
(<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html?topic=tilelink>)

- While on AAFC property, all Contractor and sub-contractors will comply to all posted signage in AAFC buildings, or advise AAFC Representative immediately if unable to comply.

These above mentioned requirements will be complied while conducting work in AAFC buildings for the duration of the contract.

Signature of Contractor Representative