



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

Title - Sujet Janitorial Srv, Stadacona Hospital	
Solicitation No. - N° de l'invitation W684H-210010/A	Date 2020-10-16
Client Reference No. - N° de référence du client W684H-21-0010	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-122-6070	
File No. - N° de dossier HAL-0-84033 (122)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-11-24	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Chinye (HAL), Chukwudi	Buyer Id - Id de l'acheteur hal122
Telephone No. - N° de téléphone (902) 401-7604 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE REAL PROPERTY OPERATIONS SECTION HALIFAX, CANADIAN FORCES STATION P.O. BOX 99000 HALIFAX NOVA SCOTIA B3K5X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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Support the use of apprentices

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

Security

This notice is to advise ALL interested bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Chukwudi Chinye by facsimile 902-496-5016 or by e-mail to

Chukwudi.Chinye@pwgsc-tpsgc.gc.ca

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site:

<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

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List of Annexes:

Annex "A"	Statement of Work
Annex "B"	Basis of Payment
Annex "C"	Security Requirements Check List
Annex "D"	<i>Electronic Payment Instruments</i>
Annex "E"	<i>Federal Contractors Program for Employment Equity - Certification</i>
Annex "F"	Voluntary Certification to Support the Use of Apprentices

TITLE (*Janitorial Services, Stadacona Hospital*)

PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Statement of Work, *the Basis of Payment*, the Security Requirements Checklist, *the Electronic Payment Instruments*, *the Federal Contractors Program for Employment Equity - Certification*, the Voluntary Certification to Support the Use of Apprentices and any other annexes.

2. Summary

Work of this Contract comprises the furnishing of all labour, material, tools, equipment and transportation required to provide a complete and satisfactory janitorial service at S80 (Stadacona Hospital) and Satellite clinic at 12 Wing Shearwater.

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

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

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled [Federal Contractors Program for Employment Equity - Certification.](#)"

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

3. Debriefings

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

4. Phased Bid Compliance Process.

The Phased bid Compliant Process applies to this procurement.

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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

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

RETURN BIDS TO:

Bid Receiving

Public Works and Government Services Canada

1713 Bedford Row,

Halifax, N.S.

B3J 1T3

TPSGC.RAReceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca

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

Facsimile number: [\(902-496-5016\)](tel:902-496-5016)."

3. Former Public Servant

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

Definitions

For the purposes of this clause,

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

- (1) an individual;
- (2) an individual who has incorporated;
- (3) a partnership made of former public servants; or
- (4) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

YES () NO ()

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;

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- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

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

6. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at building S80, 2685 Sextant Lane Halifax NS on 06 November 2020. The site visit will begin at 0900 AST in the cargo bay doors at the rear of the building.

Bidders must communicate with the Contracting Authority no later than 1600 AST 05 November 2020 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

Bidders must follow hospital guidelines:

- All visitors will register at the entrance and will be issued a pass.
- The wearing of non-medical masks is required.
- 6 feet spacing is required.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

Section I: Technical Bid (One hard copy)
Section II: Financial Bid (One hard copy)
Section III: Certifications (One hard copy)

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

- 1.1** Bidders must submit their financial bid in accordance with the "Basis of Payment in Annex "B").
The total amount of Applicable Taxes must be shown separately.

1.2 Electronic Payment of Invoices – Bid

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

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

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the "technical", & "financial" evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) Canada will use the Phased bid Compliance Process described below.

4.1.1 Phased Bid Compliance Process

4.1.1.1 (2018-07-19) General

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY

REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.

- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2020-05-28) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 (2018-03-13) Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.

- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 (2018-03-13) Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional

information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 (2018-03-13) Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.2 Technical Evaluation

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The Phased Offer Compliance Process will apply to all mandatory technical criteria's (1.1) below.

1.1.1. Mandatory Technical Criteria

1.1 Mandatory Contractor's Experience and Past Performance

The bidder must provide evidence of its experience and past performance by referencing projects or contracts satisfactorily rendered for a minimum of two (2) consecutive years within the past five (5) years, wherein the range of janitorial services provided are comparable to those described in this Request for Proposal (RFP). **The bidder's start and completion date for all referenced projects or contracts must total two years. The start and completion dates for each project must be completed by each bidder. For evaluation purposes, projects on or after January 01, 2015 constitutes past five (5) years.**

A space that is a minimum of 50% of the size (10,862 m²), which is 5,431 m².

Bidders can provide more projects and contracts to demonstrate two (2) years. Please provide the information in the format shown below and submit a separate table for each Project.

PROJECT/CONTRACT REFERENCE NO. 1	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____	

PROJECT/CONTRACT REFERENCE NO. 2	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or	From: Month _____ Year _____

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contract (indicate month and year)	To: Month _____ Year _____
Description of Project or Contract: _____	

PROJECT/CONTRACT REFERENCE NO. 3	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____	

2. Basis of Selection

Basis of Selection - Mandatory Technical Criteria

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

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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors](#)

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[Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

PART 6 - SECURITY REQUIREMENT

6.1 Security Requirement

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. **For additional information on security requirements, bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.**

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

1.1 Task Authorization

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

1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in Annex H.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within **two (2)** calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.1.1.2 Task Authorization Limit

The *Project Authority* may authorize individual task authorizations up to a limit of \$10,000.00, Applicable Taxes included, inclusive of any revisions.

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

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

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

1.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

The data must be submitted on a "*quarterly basis*" to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than (14) calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

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1.1.1.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Fleet Maintenance Facility Cape Scott. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

2. Standard Clauses and Conditions

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

2.1 General Conditions

2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Security Requirement

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. W684H-21-0010

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.

3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.

4. The Contractor/Offeror must comply with the provisions of the:

- a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
- b) *Industrial Security Manual* (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from _____ to _____ inclusive (Three Years from contract award)

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the

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Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

"At the time of the exercise of each option year (from Option Year 1 - for contracts with 3 year period), the rates in the Basis of Payment (Annex B) will be increased or decreased by multiplying the rates by the percentage change in "The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted" ("CPI") for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract ("period"). The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above.

Consumer Price Index for Canada is published by Statistics Canada and is available at:

- <http://www5.statcan.gc.ca/bsolc/olc-cel/olc-cel?catno=62-001-X&chroptg=1&lang=eng>;
- <http://www.statcan.gc.ca/daily-quotidien/130823/dq130823a-eng.htm>; or
- <http://www5.statcan.gc.ca/cansim/pick-choisir?lang=eng&p2=33&id=3260020>

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Chukwudi Chinye
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 1713 Bedford Row, Halifax, NS B3J 1T3
Telephone: 902-401-7604
Facsimile: 902-496-5016
Email: chukwudi.chinye@pwgsc.gc.ca

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

5.2 Project Authority (To be determined at contract award)

The Project Authority for the Contract is:

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

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the

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Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative (To be completed by the Bidder)

Name: _____
Telephone Number: _____
Cellular Number: _____
Facsimile Number: _____
Email: _____

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor shall be paid firm prices as identified below. Applicable Taxes are extra, if applicable.

- a) Firm rates shall be paid in accordance with **ANNEX-B-Table A** in *twelve (12) payments at the end of each month*.
- b) "As and When Requested" Work
Any costs incurred for **Extra Work** in accordance with **Annex B-Table B** shall be paid, on an "as and when requested" basis, in accordance with the Specification, Annex A, after completion, inspection and acceptance of the work performed.

Canada's total liability under the "as and when requested" portion of the Contract shall not exceed **\$26,086.95**. Applicable Taxes are extra, if applicable

The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor shall notify the Contracting Authority in writing as to the adequacy of this sum when:

- (a) it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority.

whichever comes first.

In the event that the notification refers to inadequate funds, the Contractor shall provide to the Contracting Authority, in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority, prior to their incorporation into the Work.

7.2 Limitation of Expenditure

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

whichever comes first.

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

7.3 Monthly Payment

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

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

7.4 SACC Manual Clauses

T1204 - Direct Request by Customer Department

7.5 Determination of Cost

Canada may from time to time notify the contractor in writing of any changes to the amount of space to be cleaned. In the case of the addition or elimination of cleanable space, the change in the amount of the contract shall be calculated using the firm monthly rate per m² identified in Pricing Schedule, and in accordance with the following formula:

The firm monthly rate per m² in the contract Basis of Payment for routine and scheduled cleaning operations will be multiplied by twelve months and divided by two hundred and fifty working days. This amount will then be multiplied by the additional or eliminated m². The ensuing amount will then be multiplied by the number of days the additional space will be cleaned or eliminated. The resulting amount will represent the amount by which the contract will be increased or decreased.

7.6 Discretionary Audit

Discretionary Audit- C0705C- 2010-01-11

7.7 Time Verification

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Time Verification- 2008-05-12- C0711C

7.8 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

8. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly maintenance report described in Annex A Statement of Work" of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.

2. The Contractor must distribute the invoices and reports as follows:
The original and two (2) copies of the invoices and monthly maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

9. Certifications and Additional Information

9.1 Compliance

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

9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions (Higher Complexity – Services- 2035- 2020-05-28);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Federal Contractors Program for Employment Equity - Certification;
- (g) Annex E, Insurance Requirements;
- (h) Annex F, Complete List of names of all individuals who are currently directors of the Bidder
- (i) the Contractor's bid dated _____, (*insert date of bid*)

12. SACC Manual Clauses

A7017C (2008-05-12) Replacement of Specific Individuals
A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

13. Insurance - Specific Requirements

13.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the **following article 13.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

13.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply

to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

14. Contract Financial Security - Janitorial Services

1. The Contractor must provide one of the following contract financial securities within 30 calendar days after the date of contract award:

- a. a performance bond form [PWGSC-TPSGC 505](#) in the amount of 5 percent of the Contract Price; or
- b. a performance bond form [PWGSC-TPSGC 505](#) and a labour and material payment bond form [PWGSC-TPSGC 506](#), each in the amount of 5 percent of the Contract Price (3 years); or
- c. a labour and material payment bond form [PWGSC-TPSGC 506](#) in the amount of 5 percent of the Contract Price (3 years); or
- d. a security deposit as defined in clause [E0008C](#) in the amount of 5 percent of the Contract Price (3 years).

Any bond must be accepted as security by one of the bonding companies listed in [Treasury Board Contracting Policy, Appendix L](#), Acceptable Bonding Companies.

- 2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.

3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

14.1 SACC Manual clause E0008C (2014-09-25) Financial Security Definition

15. Canadian Forces Site Regulations

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

16. Voluntary Reports for Apprentices Employed during the Contract

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

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

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

Number of apprentices hired	Trade specialty

(Add lines if needed)

17 Minimum Acceptable Appearance Levels (MAAL)

- 1.0 RPOS(H) has committed to provide a high level of service to its customers. The appearance levels set out in the following table are the standard against which the Contractor performance will be inspected and assessed by DND. The overall Minimum Acceptable Appearance Level (MAAL) has been established at Level 2. Regardless of the MAAL, clinical areas in CDUs, treatment rooms, minor surgery room, endoscopy area and all other patient treatment areas as well as washrooms and locker rooms must be maintained at Level 1 at all times.

APPEARANCE LEVEL	PHYSICAL DESCRIPTION / DEFECTS
Level 1 - Orderly Spotlessness	<ul style="list-style-type: none">Floors and base mouldings shine/carpets vacuumed clean; no build-up in corners or along walls.All surfaces clean and no dust, dirt, streaks or marks.Washroom fixtures and tile gleam. Supplies are adequate.Trash containers hold only daily waste, are clean & odour-free.Exterior steps and walkways swept clean; no sign of litter on ground.

Level 2 - Ordinary Tidiness	<ul style="list-style-type: none"> Floors and base mouldings shine/carpets vacuumed clean; no build-up in corners but two days of dust, dirt, and stains may be seen. All vertical and horizontal surfaces are clean but marks, dust and fingerprints noticeable up close. Washroom fixtures and tile gleam & are odour-free. Trash containers hold only daily waste, are clean and odour-free. Exterior steps and walkways swept clean; grounds free of litter.
Level 3 - Casual Inattention	<ul style="list-style-type: none"> Floors are swept/vacuumed clean, but on close observation have stains. A build-up of dirt/floor finish in corners and along walls is visible. Dull spots and/or matted carpet in walking lanes. Streaks & splashes on base moulding. Vertical & horizontal surfaces have obvious dust, dirt, smudges. Trash containers have daily waste but are clean and odour-free. Exterior steps and walkways dusty; some litter may be found on closer inspection.
Level 4 – Moderate Dinginess	<ul style="list-style-type: none"> Floors are swept or vacuumed clean, but dull, dingy and stained. Noticeable build-up of dirt, floor finish, in corners and along walls. Dull path and/or obviously matted carpet in walking lanes. Base moulding is dull, dingy with streaks or splashes. All surfaces have conspicuous dust, dirt, smudges. Trash containers hold old trash. They are stained, marked and smell sour. Noticeable dirt build-up on exterior steps and walkways; obvious litter.
Level 5 – Unkempt Neglect	<ul style="list-style-type: none"> Floors are dull, dirty, and dingy. Conspicuous build-up of dirt. Surfaces have major accumulation of dust, dirt. Washroom fixtures and tile have obvious lack of attention. Supplies are depleted. Trash containers over-flowing and smell sour. Exterior steps and walkways encrusted with dirt; litter noticeable all around.

Table 1 – Definition of Appearance Levels

2.0 Inspection Areas

2.1 The following building areas shall be inspected for compliance with the above noted MAAL using the Statement of Work Appendix 4 – Janitorial Inspection Report:

- 2.1.1 lobbies / entrances;
- 2.1.2 corridors / hallways;
- 2.1.3 offices / physician offices;
- 2.1.4 washrooms / showers / locker rooms;
- 2.1.5 stairwells and landings;
- 2.1.6 lounges;
- 2.1.7 treatment rooms;
- 2.1.8 sterilization room;
- 2.1.9 physiotherapy area;

- 2.1.10 dental clinic area;
- 2.1.11 minor surgery room / endoscopy room / isolation room;
- 2.1.12 patient waiting areas;
- 2.1.13 laboratories / research facilities;
- 2.1.14 lunchrooms / kitchenettes
- 2.1.15 elevators; and
- 2.1.16 Conference rooms / classrooms.

3.0 **Appearance Level Non-Compliance**

- 3.1 Failure by the Contractor to maintain the applicable MAAL standard may result in the application of non-compliance (NC) deductions against the basic monthly building charge for each building that does not meet the standard.

- 3.1.1 Non-compliance deductions will be calculated by Canada at the end of each month as the percent deviation from the MAAL (2) as follows:

$$\% \text{ NC} = 100 \times (\text{monthly OAL} - \text{MAAL}) / \text{MAAL}$$

Where:

- Monthly OAL = Monthly Observed Appearance Level (Calculated utilizing the average of all OAL inspection scores from **Appendix 4 – Janitorial Inspection Report of the Statement of Work** for a given building in a particular month)
- MAAL = Minimum Acceptable Appearance Level

Example:

If 2 inspections of S80 building in July yield a monthly OAL of 2.7 and MAAL = 2, then:

$$\begin{aligned}\% \text{ NC} &= 100 \times (2.7 - 2) / 2 \\ \% \text{ NC} &= 35\%\end{aligned}$$

Therefore, a NC deduction in the form of a 35% discount would be applied to the basic monthly building charge for that S80 building for the applicable invoice. The remainder of the buildings would be handled likewise.

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ANNEX A

STATEMENT OF WORK (Attached)

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ANNEX B

BASIS OF PAYMENT

1) Firm all-inclusive rates for Routine, Schedule and Patrol Cleaning operations as detailed in the Statement of Work- Annex A

2) There will be no increase or decrease to the contract amount when an existing floor covering is converted to another type.

3) The bidder shall maintain the following minimum staff complement on site during schedule operational hours of **08:00-16:30 pm - Monday to Friday**.

Stadacona Hospital (S80).

Monday - Friday:

One (1) working supervisor; and

Seven (7) cleaners.

12 Wing Shearwater (SH100) .

Monday - Friday:

One (1) cleaner.

Total **9**

Year 1:

TABLE A- Scheduled Cleaning/Janitorial Services

Column A	Column B Description (Cleanable Area)	Column C Firm Monthly Rate per m ²	Column D Firm Monthly Rate/Price Column D= m ² estimate in Col B x Firm Monthly Rate per m ² in Col C)	Column E Estimated Quantity/Number of months	Column F Extended Price (Firm Annual Rate) (Column D*Column E)
1.	S80 Stadacona Hospital 9,393m² x	\$ _____ =	\$ _____ x	12 =	\$ _____
2.	SH100 12 Wing Shearwater 1,469m² x	\$ _____ =	\$ _____ x	12 =	\$ _____
Total-Table A					\$ _____

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Table B – Pricing for Task Authorization / Unscheduled Services Year 1

Firm all inclusive prices/rates including overhead, profit and all related costs for additional cleaning, Emergency Cleaning operations not described in Pricing Table A on an "AS AND WHEN REQUESTED" basis.

LABOUR: Our firm hourly rate per qualified personnel shall be:

Year 1

Column A	Column B Description of work	Column C Unit of Measure	Column D Estimated quantity	Column E Price per unit	Column F Extended price (column D *Column E)
LABOUR: Our firm hourly rate per qualified personnel shall be: Regular Hours 08:00 to 16:30, Monday to Friday					
1	Labour/cleaner	Per hour	200	\$	\$
LABOUR: Our firm hourly rate per qualified personnel shall be: Outside Regular Hours Monday to Saturday					
2	Labour/cleaner	Per hour	75	\$	\$
LABOUR: Our firm hourly rate per qualified personnel shall be: Sunday and Statutory Holidays					
3	Labour/cleaner	Per hour	50	\$	\$
Total-Table B					\$
					HST extra

TABLE C-Year 1

Column A	Column B Mark up per year	Column C Estimated Expenditure per year	Column D Extended Price
1	%	\$500	\$
Total Table C			\$ HST extra

* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00)

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

Year 1- Total (Table A) + Total (Table B) + Total (Table C)= \$ _____ HSTextra

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1) Firm all-inclusive rates for Routine, Schedule and Patrol Cleaning operations as detailed in the Statement of Work- Annex A

2) There will be no increase or decrease to the contract amount when an existing floor covering is converted to another type.

3) The bidder shall maintain the following minimum staff complement on site during schedule operational hours of **08:00-16:30 pm - Monday to Friday**.

Stadacona Hospital (S80).

Monday - Friday:

One (1) working supervisor; and

Seven (7) cleaners.

12 Wing Shearwater (SH100) .

Monday - Friday:

One (1) cleaner.

Total **9**

Year 2:

TABLE A- Scheduled Cleaning/Janitorial Services

Column A	Column B Description (Cleanable Area)	Column C Firm Monthly Rate per m²	Column D Firm Monthly Rate/Price Column D= m² estimate in Col B x Firm Monthly Rate per m² in Col C)	Column E Estimated Quantity/Number of months	Column F Extended Price (<i>Firm Annual Rate</i>) (Column D*Column E)
1.	S80 Stadacona Hospital 9,393m² x	\$ _____ =	\$ _____ x	12 =	\$ _____
2.	SH100 12 Wing Shearwater 1,469m² x	\$ _____ =	\$ _____ x	12 =	\$ _____
Total-Table A					\$ _____

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Table B – Pricing for Task Authorization / Unscheduled Services Year 2

Firm all inclusive prices/rates including overhead, profit and all related costs for additional cleaning, Emergency Cleaning operations not described in Pricing Table A on an "AS AND WHEN REQUESTED" basis.

LABOUR: Our firm hourly rate per qualified personnel shall be:

Year 2

Column A	Column B Description of work	Column C Unit of Measure	Column D Estimated quantity	Column E Price per unit	Column F Extended price (column D *Column E)
LABOUR: Our firm hourly rate per qualified personnel shall be: Regular Hours 08:00 to 16:30, Monday to Friday					
1	Labour /cleaner	Per hour	200	\$	\$
LABOUR: Our firm hourly rate per qualified personnel shall be: Outside Regular Hours Monday to Saturday					
2	Labour/cleaner	Per hour	75	\$	\$
LABOUR: Our firm hourly rate per qualified personnel shall be: Sunday and Statutory Holidays					
3	Labour/cleaner	Per hour	50	\$	\$
Total-Table B					\$
					Hst extra

TABLE C-Year 2

Column A	Column B	Column C	Column D
	Mark up per year	Estimated Expenditure per year	Extended Price
1	%	\$500	\$
Total Table C			\$ HST extra

* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00)

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

Year 2- Total (Table A) + Total (Table B) + Total (Table C)= \$_____HSTextra

IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.

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CCC No./N° CCC - FMS No./N° VME

1) Firm all-inclusive rates for Routine, Schedule and Patrol Cleaning operations as detailed in the Statement of Work- Annex A

2) There will be no increase or decrease to the contract amount when an existing floor covering is converted to another type.

3) The bidder shall maintain the following minimum staff complement on site during schedule operational hours of 08:00-16:30 pm - Monday to Friday.

Stadacona Hospital (S80).

Monday - Friday:

One (1) working supervisor; and

Seven (7) cleaners.

12 Wing Shearwater (SH100) .

Monday - Friday:

One (1) cleaner.

Total 9

Year 3:

TABLE A- Scheduled Cleaning/Janitorial Services

Column A	Column B Description (Cleanable Area)	Column C Firm Monthly Rate per m ²	Column D Firm Monthly Rate/Price Column D= m ² estimate in Col B x Firm Monthly Rate per m ² in Col C)	Column E Estimated Quantity/Number of months	Column F Extended Price (Firm Annual Rate) (Column D*Column E)
1.	S80 Stadacona Hospital 9,393m ² x	\$ _____ =	\$ _____ x	12 =	\$ _____
2.	SH100 12 Wing Shearwater 1,469m ² x	\$ _____ =	\$ _____ x	12 =	\$ _____
Total-Table A					\$ _____

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Table B – Pricing for Task Authorization / Unscheduled Services Year 3

Firm all inclusive prices/rates including overhead, profit and all related costs for additional cleaning, Emergency Cleaning operations not described in Pricing Table A on an "AS AND WHEN REQUESTED" basis.

LABOUR: Our firm hourly rate per qualified personnel shall be:

Year 3

Column A	Column B Description of work	Column C Unit of Measure	Column D Estimated quantity	Column E Price per unit	Column F Extended price (column D *Column E)
LABOUR: Our firm hourly rate per qualified personnel shall be: Regular Hours 08:00 to 16:30, Monday to Friday					
1	Labour /cleaner	Per hour	200	\$	\$
LABOUR: Our firm hourly rate per qualified personnel shall be: Outside Regular Hours Monday to Saturday					
2	Labour/cleaner	Per hour	75	\$	\$
LABOUR: Our firm hourly rate per qualified personnel shall be: Sunday and Statutory Holidays					
3	Labour/cleaner	Per hour	50	\$	\$
Total-Table B					\$ Hst extra

TABLE C-Year 3

Column A	Column B	Column C	Column D
	Mark up per year	Estimated Expenditure per year	Extended Price
1	%	\$500	\$
Total Table C			\$ HST extra

* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00)

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

Year 3- Total (Table A) + Total (Table B) + Total (Table C)= \$_____HSTextra

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1) Firm all-inclusive rates for Routine, Schedule and Patrol Cleaning operations as detailed in the Statement of Work- Annex A

2) There will be no increase or decrease to the contract amount when an existing floor covering is converted to another type.

3) The bidder shall maintain the following minimum staff complement on site during schedule operational hours of 08:00-16:30 pm - Monday to Friday.

Stadacona Hospital (S80).

Monday - Friday:

One (1) working supervisor; and

Seven (7) cleaners.

12 Wing Shearwater (SH100) .

Monday - Friday:

One (1) cleaner.

Total 9

Option Year 1:

TABLE A- Scheduled Cleaning/Janitorial Services

Column A	Column B Description (Cleanable Area)	Column C Firm Monthly Rate per m ²	Column D Firm Monthly Rate/Price Column D= m ² estimate in Col B x Firm Monthly Rate per m ² in Col C)	Column E Estimated Quantity/Number of months	Column F Extended Price (Firm Annual Rate) (Column D*Column E)
1.	S80 Stadacona Hospital 9,393m ² x	\$ _____ =	\$ _____ x	12 =	\$ _____
2.	SH100 12 Wing Shearwater 1,469m ² x	\$ _____ =	\$ _____ x	12 =	\$ _____
Total-Table A					\$ _____

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Table B – Pricing for Task Authorization / Unscheduled Services Option Year 1

Firm all inclusive prices/rates including overhead, profit and all related costs for additional cleaning, Emergency Cleaning operations not described in Pricing Table A on an "AS AND WHEN REQUESTED" basis.

LABOUR: Our firm hourly rate per qualified personnel shall be:

Option Year 1

Column A	Column B Description of work	Column C Unit of Measure	Column D Estimated quantity	Column E Price per unit	Column F Extended price (column D *Column E)
LABOUR: Our firm hourly rate per qualified personnel shall be: Regular Hours 08:00 to 16:30, Monday to Friday					
1	Labour /cleaner	Per hour	200	\$	\$
LABOUR: Our firm hourly rate per qualified personnel shall be: Outside Regular Hours Monday to Saturday					
2	Labour/cleaner	Per hour	75	\$	\$
LABOUR: Our firm hourly rate per qualified personnel shall be: Sunday and Statutory Holidays					
3	Labour/cleaner	Per hour	50	\$	\$
Total-Table B					\$ Hst extra

TABLE C-Option Year 1

Column A	Column B	Column C	Column D
	Mark up per year	Estimated Expenditure per year	Extended Price
1	%	\$500	\$
Total Table C			\$ HST extra

* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00)

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

Option Year 1- Total (Table A) + Total (Table B) + Total (Table C)=
\$ HSTextra

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1) Firm all-inclusive rates for Routine, Schedule and Patrol Cleaning operations as detailed in the Statement of Work- Annex A

2) There will be no increase or decrease to the contract amount when an existing floor covering is converted to another type.

3) The bidder shall maintain the following minimum staff complement on site during schedule operational hours of 08:00-16:30 pm - Monday to Friday.

Stadacona Hospital (S80).

Monday - Friday:

One (1) working supervisor; and

Seven (7) cleaners.

12 Wing Shearwater (SH100) .

Monday - Friday:

One (1) cleaner.

Total 9

Option Year 2:

TABLE A- Scheduled Cleaning/Janitorial Services

Column A	Column B Description (Cleanable Area)	Column C Firm Monthly Rate per m ²	Column D Firm Monthly Rate/Price Column D= m ² estimate in Col B x Firm Monthly Rate per m ² in Col C)	Column E Estimated Quantity/Number of months	Column F Extended Price (Firm Annual Rate) (Column D*Column E)
1.	S80 Stadacona Hospital 9,393m ² x	\$ _____ =	\$ _____ x	12 =	\$ _____
2.	SH100 12 Wing Shearwater 1,469m ² x	\$ _____ =	\$ _____ x	12 =	\$ _____
Total-Table A					\$ _____

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Table B – Pricing for Task Authorization / Unscheduled Services Option Year 2

Firm all inclusive prices/rates including overhead, profit and all related costs for additional cleaning, Emergency Cleaning operations not described in Pricing Table A on an "AS AND WHEN REQUESTED" basis.

LABOUR: Our firm hourly rate per qualified personnel shall be:

Option Year 2

Column A	Column B Description of work	Column C Unit of Measure	Column D Estimated quantity	Column E Price per unit	Column F Extended price (column D *Column E)
LABOUR: Our firm hourly rate per qualified personnel shall be: Regular Hours 08:00 to 16:30, Monday to Friday					
1	Labour /cleaner	Per hour	200	\$	\$
LABOUR: Our firm hourly rate per qualified personnel shall be: Outside Regular Hours Monday to Saturday					
2	Labour/cleaner	Per hour	75	\$	\$
LABOUR: Our firm hourly rate per qualified personnel shall be: Sunday and Statutory Holidays					
3	Labour/cleaner	Per hour	50	\$	\$
Total-Table B					\$
					Hst extra

TABLE C- Option Year 2

Column A	Column B	Column C	Column D
	Mark up per year	Estimated Expenditure per year	Extended Price
1	%	\$500	\$
Total Table C			\$ HST extra

* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00)

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

Option Year 2- Total (Table A) + Total (Table B) + Total (Table C)=

\$ HSTextra

Grand Total =Total (Year 1+ Year 2 +Year 3)+ Total OptionYear1+Total Option Year 2=\$ HST extra

Grand Total: The Grand total amount will be considered during evaluation of all bids tendered.

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ANNEX C

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY- CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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ANNEX “D” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);
- ☐ Large Value Transfer System (LVTS) (Over \$25M)

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ANNEX E

SECURITY REQUIREMENTS CHECK LIST

(Attached)

ANNEX F

Voluntary Certification to Support the Use of Apprentices

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

In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios¹ and to respect any hiring requirements prescribed by provincial or territorial statutes.

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

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

Name:

Signature:

Company Name:

Company Legal Name:

Solicitation Number:

Optional information to provide:

Number of apprentices planned to be working on this contract:

Trades of those apprentices:

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ANNEX G

Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

Chukwudi.chinye@pwgsc.gc.ca

Or

Facsimile: (902) 401-7604

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ANNEX H

DND 626 FORM

Department of National Defence



Janitorial Specifications

Service Contract

for

Stadacona Hospital and Satellite Clinic

CFB Halifax, NS

Job No.W684H-210010

2020-04-09

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	General Instructions	24
01 35 30	Health and Safety Requirements	8
01 35 35	DND Fire Safety Requirements	5
01 35 43	Environmental Procedures	2
01 61 00	Material and Equipment	6
01 70 00.00	Appendix 1 - MARLANT Solid Waste Management Program	2
01 70 00.01	Appendix 2 - Cleaning Standards	8
01 70 00.02	Appendix 3 - Cleaning Frequency Rate	5
01 70 00.03	Appendix 4 - Inspection Report	4
01 70 00.04	Appendix 5 - Sample Invoice	1

PART 1 - GENERAL

1.1 REFERENCES

- .1 Environmental Cleaning and Disinfection Standards for Canadian Forces Health Services Centres and 1 Dental Unit Detachments.
- .2 Best Practices for Environmental Cleaning for Prevention and Control of Infections in All Health Care Settings.

1.2 GLOSSARY TERMS

- .1 As Required:
 - .1 Frequencies are subject to change at any time without warning in order to maintain the established cleaning standard. When the frequency of a cleaning operation is "As Required (AR)", the final decision as to when this service must be carried out with the approval of the Janitorial Administrator.
- .2 CGSB:
 - .1 Canadian General Standards Board.
- .3 Cleaning:
 - .1 It is the removal of foreign material (e.g. dust, soil, organic material such as blood, secretions, excretions and its primary role is to reduce the organism load by physical removal using water, detergents and mechanical action. Cleaning must always precede disinfection.
- .4 Hotel Clean:
 - .1 A measure of cleanliness based on visual appearance that includes dust and dirt removal, waste disposal and cleaning of windows and surfaces. Hotel clean is the basic level of cleaning that takes place in all areas of a health care setting.
- .5 Hospital Clean:

1.2 GLOSSARY TERMS
(Cont'd)

- .5 (Cont'd)
- .1 The measure of cleanliness routinely maintained in client/patient/resident care areas of the health care setting. Hospital clean is "hotel clean" with the addition of disinfection, increased frequency of cleaning, auditing and other infection control measures in client/patient/resident care areas.
- .6 Disinfection:
- .1 Refers to the killing (or otherwise rendering inert) of unwanted/harmful organisms, usually through use of chemical agents.
- .7 Clinic Areas:
- .1 Public Areas:
- .1 These areas are not used for patient care and include offices, staff rooms, corridors, and service areas. Generally, these areas only require cleaning with a detergent.
- .2 Clinical Areas:
- .1 These includes areas where patient care is provided and/or where patients wait for care. Example include reception areas, examination rooms, radiography rooms, procedure rooms, patient bathrooms, soiled and clean utility rooms, and diagnostic and treatment areas. These locations require treatment with detergent to clean surfaces followed by application of a low to intermediate level hospital-grade disinfectant.
- .8 IPAC:
- .1 Infection Prevention and Control Nurse.
- .9 SSM:
- .1 Support Services Manager.

1.2 GLOSSARY TERMS
(Cont'd)

- .10 Surfaces:
 - .1 High Touch Areas:
 - .1 Surfaces in the clinical areas which are frequently touched or contaminated with splatter or spray and may be a reservoir for pathogens. These pathogens are transmitted directly or indirectly by the hands of the Health Care Provider.
 - .2 Low Touch Areas:
 - .1 Surfaces that have minimal contact with hands. Examples are floors, walls, ceilings, mirrors and window sills.
- .11 Complete and Satisfactory Janitorial Service:
 - .1 The continual janitorial, housekeeping, laundry and minor maintenance procedures as specified in this document to the satisfaction of the Client and the Janitorial Administrator.
- .12 Duty Coordinator:
 - .1 A Real Property Operations Section - Halifax (RPOS(H)) employee assigned on a rotating basis whose responsibility is to coordinate after-hours jobs.
- .13 Inspector:
 - .1 The Janitorial Contract Inspector that acts on behalf of the Janitorial Administrator to oversee janitorial service delivery.
- .14 Litter:
 - .1 Any discarded material foreign to the environment including but not limited to the following:
 - .1 paper;
 - .2 beverage containers;

1.2 GLOSSARY TERMS
(Cont'd)

- .14 (Cont'd)
- .1 (Cont'd)
- .3 bottles;
- .4 broken glass;
- .5 wood;
- .6 scattered bricks and stones;
- .7 leaves;
- .8 pieces of metal;
- .9 plastic/paper bags;
- .10 empty containers; and
- .11 cloth.
- .15 MAAL:
- .1 Minimum Acceptable Appearance Level.
- .16 WHMIS:
- .1 Workplace Hazardous Materials Information System.
- .17 Working Supervisor:
- .1 A Contractor representative who may be assigned janitorial duties combined with supervisory duties.

1.3 DESCRIPTION OF WORK

- .1 Work of this Service Contract comprises the furnishing of all labour, material, tools, equipment and transportation required for the complete and satisfactory janitorial service as specified herein.
- .2 The Contract bid will be based upon the Contractor providing sufficient resources as defined above to achieve and maintain the cleaning standards provided in Appendix 2 and the cleaning frequency rate provided in Appendix 3 for building S80 (Stadacona Hospital) and its satellite clinic at 12 Wing Shearwater.

1.4 JANITORIAL
ADMINISTRATOR

- .1 All reference to the Janitorial Administrator in this specification, is to be understood, who is the Janitorial Administrator which is representing the Real Property Operations Section - Halifax (RPOS(H)).

1.5 WORK INCLUDED

- .1 Work included in this Service Contract comprises the following:
- .1 The Contractor must furnish all managerial, administrative and direct labour personnel, as well as all clinic-specific equipment and materials necessary to provide complete and satisfactory janitorial service for the buildings in the manner described in this specification.
 - .1 Provide clinic-specific materials include such as the increased volume of mop heads, toilet brushes, rags and gloves for cleaning to hospital standards. Contractor mop heads and rags are cleaned via clinic laundry service.
 - .2 Conduct snow and ice removal of entrances as prescribed in Section 01 11 00 - General Instructions.
 - .3 Perform cleaning of minor incidents such as toilet overflow, minor spills etc.
- .2 The Contractor will be notified of additional work or requirements as requested by the Janitorial Administrator with the issue of a DND 626 "Task Authorization" form for the following:
- .1 provide labour and/or materials above and beyond cleaning specified in this requirement;
 - .2 during an outbreak/pandemic provide additional labour and/or personal protective equipment (PPE) in order to comply with the federal, provincial and Base specific public health directives.

1.6 WORK NOT INCLUDED

- .1 The following will be excluded from this Contract:
- .1 building control, machinery or electronics rooms;

1.6 WORK NOT INCLUDED
(Cont'd)

- .1 (Cont'd)
- .2 emptying of cigarette butt receptacles;
- .3 workshop or storage areas (except janitorial storage areas);
- .4 interior of trophy and display cases;
- .5 interior of refrigerators and microwaves ovens;
- .6 indoor games equipment (e.g. billiards tables);
- .7 NPF operated facilities;
- .8 removal of books from bookcases;
- .9 replacement of fluorescent tubes;
- .10 galleys;
- .11 dining rooms;
- .12 rented vending machines or water coolers covered by other service agreements;
- .13 desks of facility/staff;
- .14 chalkboards and whiteboards;
- .15 medical, dental and patient equipment;
- .16 office equipment, workstations (including computers etc.) and personal property of occupants; and
- .17 disaster recovery services such as:
 - .1 water damage restoration;
 - .2 fire damage restoration;
 - .3 oil leak/spill clean up; and
 - .4 odour removal.

1.7 SPECIAL INSTRUCTIONS

- .1 Telephones:
 - .1 Telephones are not to be cleaned under this Contract and are not to be disconnected for any reason. Any costs associated with loss of telephone service, equipment repairs or re-programming of telephones attributed to the Contractor will be borne by the Contractor as determined by the Base Telecom Officer.
 - .2 Electrical Outlets (Computers):
 - .1 Electrical outlets dedicated to or associated with computer equipment will not be used to provide electrical power for cleaning equipment.
 - .3 Washrooms:
 - .1 Washroom service check-sheets must be provided by the Contractor and utilized accordingly. Patient washrooms are to be cleaned according to risk category as identified in Appendix 3 - Cleaning Frequency Rate.
 - .2 Six (6) washrooms on the fifth floor will be cleaned daily, the 41 other washrooms will only be cleaned when required.
 - .4 Carpets:
 - .1 All carpets located in office areas must be vacuumed once per week with a maximum of eight (8) days in-between.
 - .5 Glass Surfaces:
 - .1 For purposes of this paragraph the word glass will also refer to Plexiglas or other materials used as a substitute for glass.
 - .1 Glass in all doors will be cleaned on both sides.
 - .2 All ground level glass at entrances (e.g. lobbies, foyers, etc.) will be cleaned on both exterior and interior surfaces.
-

1.7 SPECIAL INSTRUCTIONS
(Cont'd)

- .5 (Cont'd)
- .1 (Cont'd)
- .3 All glass wholly located within a building (e.g. office windows or glass partitions) will be serviced on both sides.
- .4 Exterior facing windows will have interior surfaces cleaned.
- .5 Inward facing side of exterior storm windows must be cleaned.
- .6 Desk-Side and Office Garbage Containers:
- .1 The Contractor will empty the desk-side and office garbage containers in areas where no hallway sorting stations have been installed. Occupants will be responsible for the correct separation of recyclables. Where recycling stations have been installed, occupants will be responsible to placement in the appropriate centralized sorting stations.
- .7 Entrances:
- .1 At times of inclement weather, the Contractor will routinely patrol heavy traffic areas such as entranceways, lobbies and stairs and keep them clear of hazards such as litter, water, snow, ice, slush, sand, and salt.
- .2 Due to volume of patient activity/traffic, provide priority cleaning/disinfecting of main entrance and Specialty Services Clinic (SSC) entrance door handles, automatic door press plates, patient side of reception counter and as well cleaning of floors and main doors glass.
- .8 Linen Exchange:
- .1 Linen pick-ups must be done on an "as and when" required basis with street clothes covered and the covering smock to be placed in laundry. Smocks to be supplied by the Unit.

1.7 SPECIAL INSTRUCTIONS
(Cont'd)

- .8 (Cont'd)
- .2 Janitorial staff must allow for ad hoc linen pick-ups with 24 hour notice for endoscopy clinic as it requires two (2) linen pick-ups per clinic and clinics do not happen on a routine shedule. Linen pickups for other clinics will also be on an "as and when" required basis.
- .9 Floors:
- .1 Floor mopping within the clinic must be damp mopping using a germicidal solution with two bucket rinse system.
- .10 Hand Sanitizer:
- .1 All wall mounted hand sanitizer dispensers must be replenished as required with solution provided by the Unit.
- .2 Janitorial personnel must notify appropriate delegate (General Stores or IPAC coordinator) when hand sanitizer refills are running low and require ordering, as solution is stored in janitorial closets.
- .11 Patient Waiting Areas:
- .1 All patient waiting areas to be replenished of facial tissues provided by the Unit. All refuse containers in patient waiting areas must be checked periodically throughout the day and emptied as required. Receptacles are to be wiped down weekly. Seating in patient waiting areas as well as tables are to be wiped down daily with germicidal detergent and damp cloth.
- .12 Corridors:
- .1 Only one half of the length of any corridor is to be washed at a time to enable commuting on the other side of the floor which is dry.
- .2 All corridors, lobbies and other open floor spaces are to be dry mopped daily with a microfiber mop by 1400 hours and wet mopped by 1430 hours. All corridors are to be buffed at least weekly and more often in high traffic areas.

1.7 SPECIAL INSTRUCTIONS
(Cont'd)

.13 Standards:

- .1 Environmental and Disinfection Standards for Canadian Forces Health Services Centres and 1 Dental Unit Detachments (02 Nov 15, Reviewed 21 June 16) are incorporated when performing terminal cleaning of patient rooms. Cleaning must progress from cleanest area to dirtiest area. Standards to be supplied by the Unit to the Contractor.

.14 Infection Control:

- .1 In order to prevent outbreaks, hospital standard cleaning procedures must be performed in accordance with references in order for prevention and control of infections.
 - .1 Janitorial staff will not wear gloves throughout the clinic as they work. Gloves will be used for single task only, then disposed and hand hygiene must be performed (e.g. janitorial staff should not clean a toilet and leave gloves on while cleaning the remainder of the washroom, as this increases the risk of outbreaks).

.15 Audit:

- .1 Auditing is intended to assess frequency and thoroughness of cleaning. Conducted monthly by the Unit to ensure best practice standards are benchmarked. UV Marker will be utilized as audit tool as identified in Environmental and Disinfection Standards for Canadian Forces Health Services Centres and 1 Dental Unit Detachments.
- .2 Washrooms, waiting areas, and patient care areas are formally audited, but all areas of clinic are subject to audits based on contractual obligations.
- .3 Contractor supervisor will review audit reports minimum quarterly or when concerns arise with SSM/IPAC coordinator.

1.7 SPECIAL INSTRUCTIONS
(Cont'd)

- .15 (Cont'd)
- .4 Contractor supervisor and SSM/IPAC coordinator must set review date for any deficits to assess if corrective changes have been implemented.
- .16 Minor Surgery Room:
- .1 Cleaning of minor surgery room (room 4077) following each minor surgical procedure is to be completed to the same standard as the Operating Room Suite. The same holds true for the endoscopy area.
- .17 Treatment Room:
- .1 Daily cleaning of treatment room to include mopping with germicidal solution, spot cleaning walls as required and frequent removal of garbage during the day.
- .18 Physician Offices:
- .1 Physician offices and triage rooms located within the Care Delivery Units (CDU) on the fourth floor are to be cleaned and emptied of garbage at least once daily. Offices are to be checked frequently through the day and emptied of garbage as necessary.
- .19 Isolation Room/Area:
- .1 Cleaned to the same level as minor surgery/endoscopy room after room is used.
- .2 Isolation room cleaning is ad hoc, as it is not used routine patient care areas and Janitorial staff will be paged when cleaning is required in this area.
- .20 Waste:
- .1 It is the cleaner's responsibility to empty waste containers in all clinical areas at least once daily, first thing in the morning. Clinical areas are to be checked frequently through the day and emptied of garbage as necessary. Occupants of non-clinical offices are responsible for emptying their waste containers.

1.7 SPECIAL INSTRUCTIONS
(Cont'd)

- .21 Procedure Manual:
- .1 Prepare and maintain a housekeeping procedures manual for your staff, including housekeeping job descriptions. The manual will cover safety, infection control, WHMIS, incident reporting, and back care, as well as information on equipment, cleaning products, waste management, quality assurance, cleaning techniques/routines, schedules and staffing patterns. All employees must be familiar with and trained in procedures prior to commencing work.
 - .2 A list of clinic staff who support housekeeping team functions. Listing should be listed by position (as well as name) and the point of contact. Staff should include:
 - .1 Support Services Manager (SSM);
 - .2 IPAC Coordinator; and
 - .3 General Stores (biomedical waste disposal).
- .22 Policy Compliance:
- .1 The Health Care Clinic requires that all individuals employed within are in compliance with policies regarding smoking, fires, infection control, waste handling, incident reporting, their conduct at work, their appearance, the maintenance of confidentiality regarding clients and staff as well as any other policies and procedures that the Clinic Commanding Officer deems appropriate.
- .23 Biomedical Hazardous Waste:

1.7 SPECIAL INSTRUCTIONS
(Cont'd)

- .23 (Cont'd)
- .1 For each week day that the clinic is open, the Contractor will provide one cleaner to handle biomedical hazardous waste. This cleaner must be qualified to the level which the Province of Nova Scotia deems to be a minimum level of qualification for a person performing such duties. Contractor must ensure an equally qualified standby cleaner is immediately available to fill in for any absence of regular cleaner assigned these duties. Clinic staff will instruct cleaners on location of pick up and disposal of such waste and will provide special protective clothing to be worn while performing this work.
- .2 Janitorial staff must receive training for the handling of biomedical waste from IPAC coordinator. If employee has previously received training, a certificate must be provided to IPAC coordinator for verification.
- .3 Janitorial staff with certified training must still orient to Unit practice. Janitorial staff should sign off with IPAC coordinator for training, General Stores for orientation to biomedical waste and SSM as point of contact for any major concerns with biomedical waste.
- .4 The pickup of biomedical waste will be done daily for the 3rd, 4th and 5th floors of the Unit.
- .24 All walls, doors, door frames, door glass, fire extinguisher cabinets, pictures and kick plates must be spot cleaned daily and thoroughly cleaned weekly.
- .25 Loading Dock:
- .1 Loading dock on first floor is to be dry mopped daily, washed weekly.
- .26 Stairwells:
- .1 All stairwells must be swept and mopped three (3) times weekly, corners and edges vacuumed weekly, treads and risers scrubbed and demarked weekly. Railing banisters are to be washed and dried at least three (3) times weekly.

1.7 SPECIAL INSTRUCTIONS
(Cont'd)

- .27 Elevators:
- .1 Elevator doors are spot cleaned daily inside and out and thoroughly polished weekly. Inside walls are to be spot cleaned daily and washed weekly. Grooves and tracks are vacuumed and cleaned weekly; more often if necessary. Elevator floors must be swept and washed three (3) times per week.
- .28 Conference Rooms:
- .1 Conference rooms on second, third and fifth floors, are to be dry mopped or vacuumed and dusted twice weekly with the exception of conference room (room 5000) which must be done daily.
- .29 Staff Areas:
- .1 Staff change/shower/washrooms (3) on second floor are cleaned daily and checked twice daily for supplies. Floors are to be dry mopped and damp mopped daily and power scrubbed once a week or more often as needed. Benches, showers, sinks and toilets are to be cleaned and sanitized daily.
- .30 Clinic Orderly Rooms:
- .1 Clinic Orderly Rooms on second and third floors are cleaned daily. Thorough cleaning is done weekly.
- .31 Dental Clinic:
- .1 Dental Clinic Oral Surgery Unit and self prep are cleaned, swept and wet mopped daily. Floors are scrubbed twice monthly. Treatment areas, storage, CSR, Lab, X-ray, dental chair bases, dark room and hygienist's rooms are thoroughly cleaned daily. Treatment bays are power scrubbed every two (2) months. Cobalt, prosthesis, and porcelain labs are dry mopped daily, scrubbed weekly. All equipment in this area are user cleaned. Cleaning of treatment bays and oral surgery areas must be coordinated with the clinical coordinator.

1.7 SPECIAL INSTRUCTIONS
(Cont'd)

- .32 Central Sterilization Room (CSR):
 - .1 Janitorial staff cannot work in the CSR until oriented by IPAC coordinator and CSR staff.
 - .2 Personnel cleaning in the CSR must wear appropriate PPE as per CSR regulations. Janitorial staff must don bonnet, gloves, shoe covers, and hospital gowns when cleaning in the CSR.
 - .3 A clean mop head must be solely used each day in the CSR, as well as for any emergency or spot cleaning.
- .33 Physiotherapy Department:
 - .1 Physiotherapy department is to be dry mopped and wet mopped daily. Floors are not buffed. Equipment is user cleaned. Washrooms and showers are thoroughly cleaned daily including floors and locker areas.
- .34 Drinking Fountains:
 - .1 Drinking fountains throughout the clinic are to be cleaned with a germicidal detergent as per area risk frequency rate in Appendix 3.
- .35 Counter Tops, Hand Rails and Door Knobs:
 - .1 All counter tops, hand rails and door knobs will be wiped down with a germicidal detergent as per area risk cleaning frequency rate in Appendix 3.

1.8 CLEANING
PRIORITIZATION

- .1 In order to support infection prevention and control measures and minimize impact on care provision, the cleaning schedule for certain areas must be coordinated with the clinic coordinator.
- .2 Fourth floor patient washrooms are to be cleaned first thing in the morning followed by the treatment rooms, third floor patient showers and physician offices.
- .3 Physiotherapy Department areas will be cleaned in the afternoon.

1.9 LOCATIONS OF JOB
SITES AND AREAS TO BE
SERVICED

- .1 The following buildings of this specification to be serviced, the cleanable area in square meters and mandatory minimum daily person-hours for each building:
 - .1 Stadacona Hospital (S80) - 9,393 m².
 - .1 Monday - Friday:
 - .1 one (1) working supervisor (8 hrs); and
 - .2 seven (7) cleaners (56 hours).
 - .2 12 Wing Shearwater (SH100) - 1,469 m².
 - .1 Monday - Friday:
 - .1 one (1) cleaner (8 hours).
 - .2 Total area: 10,862 m².
 - .3 For reasons including but not limited to realty rationalization, any buildings or portion thereof may be deleted from this Contract at any time with 30 days notice.

1.10 SNOW/ICE REMOVAL

- .1 The Contractor will be responsible seven (7) days per week for removing snow and ice from entrance ways, fire exits sufficiently to allow Property Services to clear any remaining snow and ice as described below.
- .2 During normal working hours, the Contractor will be responsible to provide personnel separate from the normal janitorial staff for clearing ice and snow from main entrances, fire escapes and their associated steps, landings and walkways in accordance with the following points:
 - .1 Main entrances must be cleared of snow and ice by 0700, primary fire escape routes by 0730, and secondary fire escape routes by 0800. Thereafter, these areas must be checked and re-cleared as needed every two (2) hours or after the accumulation of five (5) centimetres, whichever occurs first.

1.10 SNOW/ICE REMOVAL
(Cont'd)

- .2 (Cont'd)
- .2 Snow and ice removal is to be complete to a maximum of 10 feet of doors, and as directed by the Janitorial Administrator.
- .3 The Contractor must spread salt/urea and/or sand as necessary and as directed by the Janitorial Administrator to prevent and remove snow and ice build-up.
- .3 The cleaning standards specified in Appendix 2 must not be compromised by snow/ice clearing efforts.
- .1 The Contractor will estimate an allowance for the minimum additional resources (personnel and equipment) required to conduct snow/ice removal by doors related to five (5) heavy snowfalls per year, and must incorporate this amount into the Contract bid.
- .2 The Contractor may employ personnel separate from the normal janitorial staff for snow/ice removal so long as they meet the security requirements described in this Contract.

1.11 SITE ACCESS AND KEYS

- .1 Access to the site is under the direction of the Department of National Defence (DND). All visitors entering areas where a daily pass is issued will be aware of the possible requirement for search as a condition of issue.
- .2 While within the confines of CFB Halifax, all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base Authorities. The Janitorial Administrator will provide copies of relevant Standing Orders as required.
- .3 Except as noted below, Contractor staff must not hold or be given access to keys for any MARLANT building.
- .1 Contractor may be granted temporary access to keys for certain rooms that require cleaning after normal working hours (e.g. due to occupant's requests). The keys must be returned upon completion of the work.
- .2 Contractors may be given keys for janitorial storage areas.

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| <u>1.11 SITE ACCESS AND KEYS</u>
<u>(Cont'd)</u> | .4 | Contractors should not be expected or relied upon to open any building for CF/DND personnel. |
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 | | |
| <u>1.12 PRE-JOB MEETING</u> | .1 | Immediately upon receipt of award of Contract, the successful Contractor will contact Janitorial Administrator to arrange a pre-job meeting prior to commencement of any work. |
| | .2 | The Janitorial Administrator will provide a list of authorized representatives. |
|
 | | |
| <u>1.13 PARKING</u> | .1 | In limited areas, a parking space will be made available on site for Contractor vehicles to drop off equipment and supplies. The Contractor will maintain and administer this space as directed. |
| | .2 | The Contractor will have to pay for parking at the following locations: |
| | .1 | Stadacona - Halifax, NS. |
|
 | | |
| <u>1.14 STAFF COMPETENCE, TRAINING AND CONDUCT</u> | .1 | All Janitorial staff should be trained and capable of completing critical clinic duties; including hospital clean of washrooms and client care areas, linen collection, and handling of biomedical waste. |
| | .2 | For very high risk/critical and high risk/sub-critical areas, training will be provided by Health Care Clinic for specialized cleaning to be performed to ORNAC standards for critically important clinical areas. |
| | .3 | Prior to start of work at the Health Care Clinic, janitorial staff must receive an orientation and safety training. The half day training will include: |
| | .1 | required onsite training for hand hygiene; |
| | .2 | donning and doffing of PPE, when to use PPE; |
| | .3 | biomedical waste management/disposal; |
| | .4 | occupational injury exposure; and |
-

1.14 STAFF COMPETENCE,
TRAINING AND CONDUCT
(Cont'd)

- .3 (Cont'd)
.5 audit processes.
- .4 When new Janitorial staff are hired, Contractor must notify SSM/IPAC coordinator so that training can be arranged for employee start date. Individual assignment for new employees should be provided to IPAC coordinator prior to training, so that any specifics for their area can be reviewed during training.
- .5 Copies of training certificates (both internal from clinic as well as external certificates) are required to be held by both the clinic and the Contractor.
- .6 All employees must be in good general health, free from communicable diseases, and physically capable of performing all assigned duties. Immunization against Hepatitis B is strongly encouraged for those Contractor employees performing functions at building S80 Health Care clinic and the satellite clinic.
- .7 Disorderly conduct, use of abusive or offensive language, quarrelling, intimidation by words, actions, or fighting, and participation in any activity that interferes with MARLANT operations must not be condoned.
- .8 The Janitorial Administrator reserves the right to require the dismissal from the site any workers deemed, unproductive, incompetent, careless, insubordinate or otherwise objectionable.
- .9 In disputes regarding the fitness of employees, the Janitorial Administrator's decision is final.

1.15 SUPERVISION

- .1 The Contractor will provide the Janitorial Administrator with the name of the authorized Supervisor (s) containing the following items:
- .1 full name;
- .2 contact numbers (cellular phone, pager, etc.).

1.15 SUPERVISION
(Cont'd)

- .2 The Contractor will provide a Supervisor with a means by which the Janitorial Administrator will have direct and immediate communications to the Supervisor. Acceptable methods include pagers and cellular phones.
- .3 When a cleaning task that is infrequently performed (e.g. 3 months, 6 months, yearly) is to be carried out, the Supervisor must give personal and supervision to the work as it is being performed to ensure it is done safely and correctly.
- .4 It is the Supervisor's responsibility to ensure all work is completed to the quality standard specified herein prior to departure from the worksite.

1.16 QUALITY AND
INSPECTION

- .1 The Contractor is responsible to ensure the quality of the work meets the Minimum Acceptable Appearance Level (MAAL) specified in the Contract and the frequency rate specified in - Appendix 3 - Cleaning Frequency Rate.
- .2 Contractor's supervisor will conduct routine daily quality assurance inspections and ensure deficiencies are rectified in a timely manner.
- .3 If deficiencies are found in critical/sub-critical areas, IPAC coordinator should be engaged for visual or UV audit. IPAC coordinator will then engage with the Janitorial Inspector and Contractor as appropriate to address and correct deficiencies.
- .4 If deficiencies are found in non-critical /fringe areas, Janitorial Inspector will complete inspection report found in Appendix 4, and engage the Contractor.
- .5 The Janitorial Administrator must conduct periodic Contractor performance evaluation inspections to assess the quality of work and verify compliance with the cleaning standards.
 - .1 The Inspector must conduct inspections or other personnel so authorized by the Janitorial Administrator.
 - .2 All aspects of this contract are subject to audit/verification/inspection at any time.

1.16 QUALITY AND
INSPECTION

(Cont'd)

- .6 There will be zero tolerance of sub-standard washroom services.
- .7 In disputes regarding the quality of workmanship, the Janitorial Administrator's decision is final.

1.17 USE OF WORKSITE

- .1 The Janitorial Administrator will brief the Contractor on use of the worksite.
- .2 The Contractor must not unreasonably encumber the worksite with supplies or equipment, and must move such items that interfere with the operations of the Janitorial Administrator or other Contractors.
- .3 The Contractor must turn off all non-essential lights upon completion of work.
- .4 Upon completion of work in an area that was secure at the commencement of such work, the Contractor's staff must close and lock all windows and doors, and return any keys that were signed out to perform the work.

1.18 CODES AND
STANDARDS

- .1 The Contractor must meet the requirements of Contract documents, specified standards, codes and referenced documents. The Contractor must ensure that all employees understand and comply with all regulations outlined in this specification at all times when employed within the confines of CFB Halifax, NS.
- .2 Environmental Cleaning and Disinfection Standards for Canadian Forces Health Services Centres and 1 Dental Unit Detachments.
- .3 Best Practices for Environmental Cleaning for Prevention and Control of Infections in All Health Care Settings.
- .4 Cleaning must abide by "Hospital Clean" definition.
- .5 Contractor Site Supervisors and staff must be conversant with MARLANT Solid Waste Management Program as outlined in Appendix 1.

1.18 CODES AND
STANDARDS

(Cont'd)

.6 Contractor should create binder with references resources making them readily available to janitorial staff on site. Binder to be updated annually to reflect changes to the Unit Standing Operating Procedures (SOPs). Binder should include latest editions copies of:

- .1 Environmental Cleaning and Disinfection Standards for Canadian Forces Health Services Centres and 1 Dental Unit Detachments;
- .2 Best Practices for Environmental Cleaning for Prevention and Control of Infections in All Health Care Settings.
- .3 CAF environmental audit tool; and
- .4 Unit SOPs relevant specifically to housekeeping, or considered to be functional/part of the Unit orientation for all clinic staff:
 - .1 Prevention of Transmission in the clinic setting;
 - .2 Biohazardous Waste;
 - .3 Occupational Injuries (blood borne pathogen);
 - .4 PPE;
 - .5 Respiratory Etiquette;
 - .6 Handling of Soiled or Contaminated Linens; and
 - .7 Hand Hygiene.

1.19 SIGNS AND NOTICES

- .1 Safety and instruction signs and notices such as wet floor signs must be in both official languages (English and French) and conspicuously placed while in use.
- .2 Wet floor signs must be collapsible and conform to the latest version of "Signs and Symbols for the Workplace".

1.20 WORKSITE
IRREGULARITIES

- .1 The Contractor must notify the Janitorial Administrator of irregularities in the worksite such as:

1.20 WORKSITE
IRREGULARITIES
(Cont'd)

- .1 (Cont'd)
 - .1 mechanical, electrical, or structural defects;
 - .2 vandalism or cases of wilful neglect by building occupants;
or
 - .3 any other situations beyond the scope of work.
- .2 In the case of vandalism or wilful neglect by building occupants, the Janitorial Administrator will determine the most suitable course of action to rectify the situation.
 - .1 In these cases, the Janitorial Administrator reserves the right to recoup all expenses incurred through rectification of the situation from the Unit or individual(s) responsible.

1.21 UNIFORMS

- .1 All Contractor cleaning staff must wear uniforms while at the worksite; uniforms will be provided at the expense of the Contractor.
- .2 Employee uniforms should be identical and bear the company name in a prominent location. They may be industrial type shirts, knee-length duster coats, or heavyweight T-shirts, so long as they are maintained in good condition and professional appearance.
- .3 Supervisors' uniforms must identify them as such.

1.22 SERVICE CALLS

- .1 The Contractor will provide a 24-hour "call-in" service as and when requested by the Janitorial Administrator, in which case the Contractor must report to the worksite within two (2) hours of being called.
- .2 The Contractor must notify the Janitorial Administrator of the telephone number at which the Contractor or his/her representative may be contacted at all times.
- .3 The Contractor must report service calls executed outside normal working hours to the Janitorial Administrator immediately on the next working day.

1.22 SERVICE CALLS
(Cont'd)

- .4 The Janitorial Administrator will advise the Contractor of those personnel authorized to request emergency service, typically a Duty Engineer.
- .5 Services undertaken at the request of unauthorized persons will be done at the Contractor's risk, with regards to payment. That is, the Janitorial Administrator assumes no financial responsibility for payment of said services.

1.23 NOTICE OF
ADDITIONAL
REQUIREMENTS

- .1 Occasionally, a DND 626 "Task Authorization" form will be issued by the Janitorial Administrator to notify the Contractor of additional requirements against this Contract. Whenever possible, 24 hours notice will be given.
 - .1 All call-ups supported with a DND 626 will be invoiced separately.
- .2 Prior to commencing work, the Contractor must submit a written cost estimate to the Janitorial Administrator that includes the total costs for all work to be performed as requested, exclusive of regular inspections.
- .3 Upon completion of the Work, the Contractor must provide the Janitorial Administrator with an itemized breakdown to illustrate how costs were incurred (labour, materials, attendance, etc.).
- .4 Invoices must be submitted to the Janitorial Administrator.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

1.1 WORK SAFETY
MEASURES

- .1 Observe and enforce construction safety measures by complying with the requirements of the following statutes and authorities:
 - .1 Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
 - .2 The Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
 - .3 Most recent amendments to the National Building Code of Canada, Part 8 and National Fire Code of Canada.
 - .4 Health Canada/Workplace Hazardous Materials Information System (WHMIS).
- .2 Refer to Section 01 35 35 - DND Fire Safety Requirements.
- .3 Janitorial Administrator will provide a copy of any relevant special written instructions to be followed.
- .4 Before Work Begins
 - .1 Bidder/Tender to provide documentation if requested by the Crown, indicating all safety training attained for each person who will be involved with the Contract.
- .5 The following disciplinary measures will be taken for any violations of safety under this Contract.
 - .1 First Violation:
 - .1 Verbal warning issued to the Contractor for the first violation of a safety regulation (Violation will be documented on Contract file, copy to Contractor and PSPC.
 - .2 Second Violation:

1.1 WORK SAFETY
MEASURES
(Cont'd)

- .5 (Cont'd)
- .2 (Cont'd)
 - .1 Written warning to Contractor for second violation of a safety regulation (Violation will be documented on Contract file, copy to Contractor and PSPC).
- .3 Third Violation:
 - .1 A third violation of a safety regulation may result in the termination of the Contract.
- .4 Serious Violation:
 - .1 For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract/Standing Offer (Violation documented on Contract file, copies to Contractor and PSPC).

1.2 HAZARD ASSESSMENTS

- .1 Contractor must implement and carry out a health and safety hazard assessment program as part of the Work. Program to include:
 - .1 Initial Hazard Assessment:
 - .1 Carried out upon notification of Contract award and/or prior to commencement of Work.
 - .2 On-going Hazard Assessments:
 - .1 Performed during the progress of Work identifying new or potential health risks and safety hazards not previously known. As a minimum, hazards assessments must be carried out when:
 - .1 new sub-trade work, new sub-contractor(s) or new workers arrive at the site to commence another portion of the Work;
 - .2 the scope of Work has been changed;

1.2 HAZARD ASSESSMENTS
(Cont'd)

- .1 (Cont'd)
- .2 (Cont'd)
- .3 Work conducted in confined spaces; and/or
- .4 potential hazard or weakness in current health and safety practices are identified by the Janitorial Administrator.
- .2 Hazard assessments will be project and site specific, based on review of Contract documents and site.
- .3 Each hazard assessment to be made in writing. Keep copies of all assessments on site for duration of Work. Upon request, make available to Janitorial Administrator.
- .4 The Contractor must notify the Janitorial Administrator of suspected hazardous material during work and not apparent from drawings, specifications, or report pertaining to work (e.g. lead, asbestos etc.). Do not disturb such material pending instructions from the Janitorial Administrator. The Janitorial Administrator will make the necessary arrangements for testing the material as required.

1.3 ASBESTOS PRODUCT & ASBESTOS ACTIVITY

- .1 Within the confines of the Base, the provision of new products containing fibrous asbestos materials is prohibited.
- .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Janitorial Administrator immediately. Do not proceed until written instructions have been received from Janitorial Administrator.

1.4 HAZARDOUS MATERIAL SPILL

- .1 The Contractor or sub-contractors must report to the DND Fire Department and the Janitorial Administrator for any incident or spill involving hazardous materials (HAZMAT).
- .2 In the event of a hazardous material spill, the following procedures for initial actions must be followed:
 - .1 ensure safety of all personnel;

1.4 HAZARDOUS MATERIAL
SPILL

(Cont'd)

- .2 (Cont'd)
- .2 assess spill hazards and risks;
- .3 ventilate area if release is indoors and remove all sources of ignition;
- .4 stop the spill if safely possible (e.g. shut off pump, replace cap, tip drum upward, patch leaking hole etc.);
- .5 no matter the volume is, contact the DND Fire Department and provide the following information:
- .1 time of the spill;
- .2 location;
- .3 special considerations:
- .1 personal safety; and
- .2 environmental.
- .4 type and amount of spill;
- .5 person reporting the spill:
- .1 name;
- .2 company; and
- .3 telephone number.
- .6 contain the spill;
- .7 isolate the area as required;
- .8 contact the Janitorial Administrator; and
- .9 clean up minor spills using appropriate protective equipment and supplies.

1.5 FASTENING DEVICES
EXPLOSIVE ACTUATED

- .1 Explosive actuated devices must not be used.

1.6 HOT WORK

- .1 All hot work activity is to take place with Janitorial Administrator's approval and written permission from the DND Fire Department (Hot work permit). Hot work permits and fire watch requirements will be provided by the DND Fire Department.
- .2 The ventilation system in the area of any hot work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
- .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any hot work for a minimum of 30 minutes after activity has ceased.

1.7 CONFINED SPACES

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
 - .1 The personnel entering and working in confined spaces must have at all times valid certifications when working in confined spaces. The employees must provide proof of training and qualifications when requested by the Janitorial Administrator or Unit Safety Officer.
- .4 The Contractor to provide the Janitorial Administrator with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .5 The Contractor to have a hazard assessment of the confined space performed.
 - .1 The Contractor to provide the Janitorial Administrator with a copy of the hazard assessment.
- .6 The Contractor must have a written rescue plan posted on site.

1.8 FALL PROTECTION

- .1 All work carried out above the mandatory height restrictions, from unguarded structure and/or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
- .2 The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

1.9 ARC FLASH

- .1 The Contractor is to ensure all electrical equipment such as switchboards, panel boards, motor control centers and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new and modified installations.
- .2 The warning label must also include information regarding "arc flash hazard category (0 to 4)" and the "Flash Protection Boundary" as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.
- .3 In accordance with the CSA Standards Z462 Workplace Electrical Safety, electrical Contractors are required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical Contractors are required arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object.

1.10 SAFETY

- .1 It is the Contractor's responsibility to be familiar with all applicable safety acts, regulations, codes and requirements. These must be identified and addressed in the safety plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
- .2 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted safety plan, safety rules, procedures, safe work practices and applicable safety acts, regulations, and codes. Any person not complying with these will not be permitted on the site.
- .3 Contractor must ensure that all applicable personal protective equipment (PPE) is used.
 - .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1, Industrial Protective Headwear.
 - .2 All personnel are required to wear safety footwear, in accordance with CSA Z195, Protective Footwear.
 - .3 All personnel are required to wear eye & face protection, in accordance with CSA Z94.3.1, Selection, Use, and Care of Protective Eyewear.
 - .4 When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CSA Z94.2, Hearing Protection Devices - Performance, Selection, Care and Use.
 - .5 Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health; all personnel are required to wear respiratory protection, in accordance with CSA Z94.4, Selection, Use, and Care of Respirators.
- .4 The Janitorial Administrator will coordinate arrangements for the Contractor to be briefed on site safety within 14 days of award of Contract.

1.11 SECURITY INCIDENT
RESPONSE

- .1 Security incident can be defined as any fact or event which could affect your personal or organizational security.
- .2 When performing Work on the premises of CFB Halifax, security incidents or threats could occur at any time such as bomb threats, active intruder, lockdowns, etc.
- .3 When a security incident occurs, the Contractor shall:
 - .1 stop the work safely;
 - .2 account for all your personnel in a secure area;
 - .3 report to the building main office or facility manager for further directives; and
 - .4 call the Janitorial Administrator.
- .4 The above actions must be taken also during Base security training exercises.

1.12 SITE SIGNS AND
NOTICES

- .1 Safety and instruction signs and notices:
 - .1 Signs and notices for safety and instruction must be in both official languages. Graphic symbols must conform to latest version of "Signs and Symbols for the Workplace".

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

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| <u>1.1 EMERGENCY REPORTING</u> | .1 | Telephone numbers for emergency reporting will be provided by the Janitorial Administrator at the first safety meeting. |
| <u>1.2 FIRE SAFETY ENFORCEMENT</u> | .1 | Within the confines of the Base, the prescription and enforcement of mandatory fire safety measures will be exercised under the authority of the DND Fire Department. |
| | .2 | Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada (NBC) and the National Fire Code of Canada (NFC), including all subsequent revisions issued by the National Research Council of Canada. |
| <u>1.3 FIRE SAFETY BRIEFING</u> | .1 | Prior to commencement of work under this requirement, the Janitorial Administrator will arrange a meeting of all parties concerned to review and clarify requirements for fire safety measures. This may involve a briefing by the DND Fire Department. |
| <u>1.4 FIRE WATCH</u> | .1 | For hot work activity, the Contractor will provide the service of fire-watch persons on a scale and schedule as prescribed by the DND Fire Department at the time of issuance of the hot work permit. |
| <u>1.5 FIRE EXTINGUISHERS</u> | .1 | The Contractor will supply fire extinguishers, as scaled by the DND Fire Department, necessary to protect work in progress and Contractor's physical plant on site. |
| <u>1.6 SMOKING PRECAUTIONS</u> | .1 | Smoking not permitted on DND property except in designated smoking areas. This includes smoking in passenger motor vehicles. |
| | .2 | In accordance with these fire safety requirements particular to the work area and site, the Janitorial Administrator and the DND Fire Department will designate hazardous areas as well as non restricted areas where smoking may be permitted. |

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| 1.6 SMOKING PRECAUTIONS
<u>(Cont'd)</u> | .3 | Smoking is prohibited in all buildings. |
| | .4 | In all other areas, exercise care and comply with written or oral directives of the Janitorial Administrator for the use of smoking materials. |
| 1.7 REPORTING FIRE INCIDENTS
<u></u> | .1 | Report immediately all fire incidents as follows: |
| | .1 | activate nearest fire alarm; or |
| | .2 | dial 9-1-1 or designated number given at the time of briefing; and |
| | .3 | telephone the Janitorial Administrator. |
| | .2 | Persons activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire. |
| | .3 | When reporting a fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire. |
| 1.8 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS
<u></u> | .1 | Notify DND Fire Department at least 48 hours prior to scheduling any work that may require fire alarm and/or protection systems to be: |
| | .1 | obstructed in any way; |
| | .2 | shut-off; and/or |
| | .3 | left inactive at the end of a working day or shift without authorization from DND Fire Department. |
| | .2 | Do not commence any such work until Janitorial Administrator confirms approval and direction by the DND Fire Department. |
| | .3 | Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the Janitorial Administrator and the DND Fire Department. |

1.9 BLOCKAGE OF ACCESS
FOR FIRE APPARATUS

- .1 Advise DND Fire Department of work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the DND Fire Department, erecting of barricades and digging of trenches.

1.10 RUBBISH AND WASTE
MATERIAL

- .1 Keep rubbish and waste materials at minimum quantities.
- .2 Storage:
 - .1 Where it is necessary to store oily waste in work areas exercise extreme care to ensure maximum possible safety and cleanliness.
 - .2 Greasy or oily rags or materials subject to spontaneous combustion must be deposited and kept in a receptacle approved by the DND Fire Department and removed as directed by the Janitorial Administrator.
- .3 The burning of rubbish is prohibited.
- .4 Removal:
 - .1 All rubbish must be removed from the work site at the end of the work day or shift or as directed by the Janitorial Administrator.

1.11 FLAMMABLE AND
COMBUSTIBLE LIQUIDS

- .1 Handling, storage and use of flammable and combustible liquids governed by current National Fire Code of Canada and guided by the requirements established by the DND Fire Department.
- .2 Keep flammable and combustible liquids such as gasoline, kerosene and naphtha for ready use in quantities not exceeding 30 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 30 litres for work purposes requires permission of DND Fire Department.
- .3 The Janitorial Administrator reserves the right to require removal from the site any storage containers not acceptable to the DND Fire Department.

1.11 FLAMMABLE AND
COMBUSTIBLE LIQUIDS
(Cont'd)

- .4 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .5 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
- .6 Do not use flammable liquids having flash point below 38 degrees C such as naphtha or gasoline as solvents or cleaning agents.
- .7 Store flammable and combustible waste liquids, for disposal, in approved containers located in safe ventilated area. Keep quantities minimum and DND Fire Department is to be notified when disposal is required.

1.12 HAZARDOUS
SUBSTANCES

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, in accordance with National Fire Code of Canada.
- .2 Obtain from DND Fire Department a "hot work permit" for work involving welding, burning or use of blowtorches and salamanders in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for fire watch is at discretion of DND Fire Department. Contractors are responsible for providing fire watch service for work on scale established and in conjunction with DND Fire Department at pre-work meeting.
- .4 Provide ventilation where flammable liquids, such as lacquers or urethanes are used, eliminate sources of ignition. Inform DND Fire Department prior to and at cessation of such work.

1.13 FIRE INSPECTION

- .1 Co-ordinate site inspection by DND Fire Department through the Janitorial Administrator.
- .2 Allow DND Fire Department unrestricted access to work site.

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|--|----|---|
| <u>1.13 FIRE INSPECTION</u>
<u>(Cont'd)</u> | .3 | Co-operate with DND Fire Department during routine fire safety inspection of work site. |
| | .4 | Immediately remedy unsafe fire situations observed by the DND Fire Department. |

PART 2 - PRODUCTS

- | | | |
|---------------------|----|-----------|
| <u>2.1 NOT USED</u> | .1 | Not used. |
|---------------------|----|-----------|

PART 3 - EXECUTION

- | | | |
|---------------------|----|-----------|
| <u>3.1 NOT USED</u> | .1 | Not used. |
|---------------------|----|-----------|

PART 1 - GENERAL

1.1 DEFINITIONS

- .1 Environmental Pollution and Damage:
 - .1 Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade environment aesthetically, culturally and/or historically.
- .2 Environmental Protection:
 - .1 Prevention/control of pollution and habitat or environment disruption during construction. Control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources; and includes management of visual aesthetics; noise; solid, chemical, gaseous, and liquid waste; radiant energy and radioactive material as well as other pollutants.

1.2 GENERAL

- .1 Contractors must take all reasonable steps to ensure they and their employees comply with all pertinent legislation to protect the environment.
- .2 The Janitorial Administrator will provide the Contractor with copies of MARLANT and RPOS(H) Environmental Standard Operating Procedures (SOPs) as required.
- .3 All relevant information pertaining to the MARLANT recycling program may be found in Appendix 1 - MARLANT Solid Waste Management Program.

1.3 DISPOSAL OF WASTES

- .1 The Contractor will ensure that the disposal of all cleaning waste or by-products is carried out in accordance with all applicable product-specific instructions such as WHMIS.
- .2 The Contractor must not dispose of volatile materials such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

- 1.3 DISPOSAL OF WASTES (Cont'd)
- .3 The burning or burying of rubbish and/or waste materials on-site is prohibited.
- .4 Disposal of bio-hazardous waste will be carried out in accordance with:
- .1 CCME-EPC-WM-42E February 1992 - Guidelines for the Management of Biomedical Waste in Canada.
- 1.4 SPILL RESPONSE
- .1 In the event of a spill of any potentially hazardous materials, the Contractor will proceed as follows:
- .1 Report the spill to the DND Fire Department (See Section 01 35 35 - DND Fire Requirements);
- .2 Notify the Janitorial Administrator for directions on how to proceed; and
- .3 Initiate clean-up in accordance with MARLANT and RPOS(H) Environmental Standard Operating Procedures (SOPs) if it is safe to do so.

PART 2 - PRODUCTS

- 2.1 NOT USED
- .1 Not used.

PART 3 - EXECUTION

- 3.1 NOT USED
- .1 Not used.

PART 1 - GENERAL

1.1 GENERAL
REQUIREMENTS

- .1 Only the use of Janitorial Administrator approved materials and equipment will be permitted.
- .2 The Contractor must provide and use equipment of industrial design and quality, performing to typical industry standards and for which replacement parts are readily available.
- .3 The Contractor will deliver copies of Material Safety Data Sheets (MSDS) for all proposed products to the Janitorial Administrator at least seven (7) days prior to the Contract start date.
- .4 The Contractor must have all of the necessary equipment and materials specified in this document in place prior to the Contract start date.

1.2 MANUFACTURER'S
INSTRUCTIONS

- .1 The Contractor will, unless otherwise directed by the Janitorial Administrator, comply with manufacturer's latest printed instructions for materials and equipment use.
- .2 The Contractor will notify the Janitorial Administrator in writing of any conflict between this specification and manufacturer's instructions. The Janitorial Administrator will determine which document is to be followed.

1.3 STORAGE AND
DELIVERY OF
MATERIALS

- .1 Storage will only be in areas approved by the Janitorial Administrator.
- .2 Where space permits, the Janitorial Administrator will provide a central, secure location within the Contract Area for the storage of up to one month's supply of cleaning products and replenishment materials.
- .3 Where possible, the Janitorial Administrator will provide sufficient storage areas within the individual buildings for a minimum of one week's supply of cleaning products and replenishment materials.

1.3 STORAGE AND
DELIVERY OF
MATERIALS
(Cont'd)

- .4 The Contractor will ensure that all containers holding products deemed under WHMIS to be hazardous bear correct WHMIS labelling.
- .5 The Contractor will deliver, store and maintain packaged material in accordance with supplier's instructions and with manufacturer's seals and labels intact.
- .6 The Contractor must prevent damage, adulteration and spoiling of cleaning materials during delivery, handling and storage. Rejected material must be immediately removed from the site.
- .7 Entrance doors to cleaning supply storage areas will bear the following items:
 - .1 correct WHMIS signage, provided by and installed at the expense of the Contractor; and
 - .2 an up-to-date set of Material Safety Data Sheets permanently affixed to the storage room door.
- .8 The Contractor must keep storage areas clean and free from clutter at all times.
- .9 Storage areas are to be closed and locked when not being immediately used, but must not be closed while persons are inside.

1.4 SUPPLY REQUIREMENTS

- .1 The Contractor will provide all materials including but not limited to the following:
 - .1 toilet tissue;
 - .2 hand towel (roll or multi-fold);
 - .3 germicidal/viricidal disinfectants as approved;
 - .4 liquid hand soap;
 - .5 gloves, reusable or disposable, in sizes to fit all staff and comply with sensitivities and allergies (e.g. latex, vinyl, nitrile rubber);

1.4 SUPPLY REQUIREMENTS
(Cont'd)

- .1 (Cont'd)
 - .6 heavy duty, clear plastic bags for shredded paper, recyclables, and dry garbage; and
 - .7 sani-bags.
- .2 In accordance with health care settings standards, materials used to clean critical and sub-critical areas such washrooms are not to be used from room to room. Contractor must provide a mop head for each washroom, endo clinic, CSR and minor surgery room.
 - .1 Contractor must provide a toilet brush and mop head for each washroom.
 - .2 Mop heads and rags to be cleaned daily by the Unit laundry facility.
- .3 All cleaning and disinfecting products must:
 - .1 be Environmental Protection Agency (EPA) registered for use in hospitals, clinics, dental offices, and other medical facilities, and must kill microorganisms often found in healthcare
 - .2 have a drug identification number (DIN) from Health Canada;
 - .3 be compatible with items and equipment to be cleaned and disinfected; and
 - .4 be used according to the manufacturers' recommendations.
- .4 The estimated monthly usage of the major supply items is shown below:
 - .1 Stadacona Hospital:
 - .1 Supply item / Estimated Monthly Requirement:
 - .1 toilet tissue (2 ply) / 960 rolls;
 - .2 paper hand towel / 120 rolls;

1.4 SUPPLY REQUIREMENTS
(Cont'd)

- .4 (Cont'd)
- .1 (Cont'd)
- .3 multi fold paper hand towel / 35 cases ; and
- .4 liquid hand soap (anti-microbial) / 60 litres.
- .2 12 Wing Shearwater Medical / Dental Satellite Clinic:
- .1 Supply item / Estimated Monthly Requirement:
- .1 toilet tissue (2 ply) / 300 rolls;
- .2 paper hand towel / 75 rolls;
- .3 liquid hand soap (anti-microbial) / 20 litres.
- .5 The Contractor must ensure that all supplies are maintained at appropriate levels in sufficient advance of requirements.
- .6 In the event that actual use exceeds the minimum shown above, the Janitorial Administrator will supply the necessary amount of materials to make up any shortages.
- .7 Salt or urea for steps and landings will be supplied on site by DND.

1.5 EQUIPMENT
REQUIREMENTS

- .1 All equipment will be provided by Contractor as needed and agreed upon by Janitorial Administrator.
- .1 All equipment will be located and used as directed by Janitorial Administrator.
- .2 Floor machines must be dual speed capable.
- .3 All vacuums must be equipped with HEPA filters.
- .2 The following equipment is required for the buildings:
- .1 Stadacona Hospital (S80):
- .1 three (3) floor machines 350 RPM;
- .2 one (1) burnishing floor machine;

1.5 EQUIPMENT
REQUIREMENTS
(Cont'd)

- .2 (Cont'd)
 - .1 (Cont'd)
 - .3 one (1) automatic floor scrubber, 20 inches;
 - .4 100 mop heads;
 - .5 78 toilet brushes;
 - .6 one (1) carpet steam cleaner (shared);
 - .7 one (1) water vacuum (shared); and
 - .8 four (4) vacuums complete with power head and HEPA filter.
 - .2 12 Wing Shearwater (SH100):
 - .1 one (1) floor machine 350 RPM;
 - .2 one (1) vacuum complete with power head and HEPA filter.
- .3 All equipment will be of industrial type and quality, and will be in fully satisfactory operating condition at all times while on site. All equipment must be maintained in like-new appearance.
- .4 The Janitorial Administrator may order the removal from the worksite any unsuitable, unserviceable or unsafe equipment at any time without warning. The Contractor will replace at its own expense any unsuitable, unserviceable or unsafe equipment within 24 hours of it becoming unserviceable or being deemed unsuitable.

PART 2 - PRODUCTS

2.1 STANDARDS/
ACCEPTABILITY

- .1 All cleaning materials such as soaps, detergents, scouring materials, cleaners, waxes and sealers must comply with the Environmental Cleaning and Disinfection Standards for Canadian Forces Health Services Centres and 1 Dental Unit Detachments and the Canadian General Standards Board (CGSB) Specifications and must be certified Ecologo or Green Seal.

2.1 STANDARDS/
ACCEPTABILITY
(Cont'd)

- .2 The Contractor must use odourless or low-odour, environmentally friendly (fully biodegradable) products free of preservatives where possible for all general purpose cleaning.
- .3 Prior to the contract start date, the Contractor must submit to the Janitorial Administrator a list of proposed products that includes the following information:
 - .1 product name and supplier;
 - .2 MSDS;
 - .3 performance, description and test data; and
 - .4 manufacturer's instructions.
- .4 The Contractor will also submit the aforementioned information to the Janitorial Administrator for approval when a change in product is desired or required.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

Appendix 1 – MARLANT Solid Waste Management Program

1.0 Contact:

- 1.1 For information contact the Solid Waste Manager at cellular 902-497-1686.

2.0 Desk-Side Units and Office Garbage Containers

- 2.1 Office personnel are responsible for the correct separation of their own solid waste and its subsequent placement in the appropriate centralized sorting stations located in the hallways.

3.0 Hallway Sorting Stations

- 3.1 All hallway sorting stations will contain clear bags at all times.
- 3.2 The hallway sorting stations will be **emptied daily** (sometimes more than once per day) and the entire container (inside and out) will be kept clean at all times by the janitorial staff.
- 3.3 The contents of the hallway sorting station will be placed into the appropriate waste containers located outside of the buildings.
- 3.4 Refundables are the property of the Department of National Defence and **will not** be collected for individual gain.

4.0 Compost Containers

- 4.1 Compost containers will be placed at all lunchrooms and will be emptied daily into the green carts located outside of the buildings (no plastic bags allowed in the green carts).

5.0 Corrugated Cardboard

- 5.1 Boxes will be broken down by the owner and removed to the centralized hallway sorting stations. The Contractor will remove the broken down boxes from the hallway sorting stations to the recycling container on the outside of the buildings and marked *"CARDBOARD"*.
- 5.2 The owner will be responsible to remove the styrofoam and other packing materials from the boxes and place into the garbage of the hallway sorting station.

6.0 **Shredding Machines**

- 6.1 Clear bags are to be placed in the shredding machines by the janitorial staff and when full taken to the recycling container on the outside of the buildings marked "*MIXED PAPER*".

7.0 **Further Instruction**

- 7.1 The Contractor will empty the desk-side and office garbage containers in areas where no hallway sorting stations have been installed. Owner is responsible for the correct separation of the recyclable materials. Where hallway sorting stations are in place, the owner is responsible for the correct separation of their own solid waste and its subsequent placement in the appropriate centralized sorting stations.
- 7.2 Contractor staffing is responsible for removing all waste material (garbage, cardboard, mixed paper, refundables and recyclables) **daily** from the hallway centralized sorting stations and placing in the appropriate containers located outside of the buildings.
- 7.3 Contractor staffing is responsible for ensuring that the lids of the garbage, compost and recycling bins are closed after use.

8.0 **Bag Specifications**

- 8.1 Clear, extra strong bags (min. 3 mil thickness) will be used for all waste streams.

Appendix 2 – Cleaning Standards

1.0 Quality Standards: The supplier must meet the following standards:

1.1 Cleaning: General Practices for Health Care Settings

- 1.1.1 All surfaces and objects specified in the Contract must be free of dust, stains, spills, debris and soil immediately after cleaning operation.
- 1.1.2 Equipment must not block passageway, or present a trip hazard.
- 1.1.3 Caution signs must be placed adjacent to the affected area on all approaches.
- 1.1.4 Furnishings moved by cleaners must be relocated to their original location.
- 1.1.5 Progress cleaning from the least soiled areas (low-touch) to the most soiled areas (high-touch) and from high surfaces to low surfaces.
- 1.1.6 Remove gross soil prior to cleaning and disinfection.
- 1.1.7 Dry mop prior to wet/damp mop.
- 1.1.8 Minimize turbulence to prevent the dispersion of dust that may contain microorganisms (e.g. never shake mops).
- 1.1.9 No “double-dipping” of cloths.
- 1.1.10 Change cloths/mop heads frequently.
- 1.1.11 Change cleaning solutions as per manufacturer’s instructions; more frequently in heavily contaminated areas; when visibly soiled; and immediately after cleaning blood and body fluid spills.
- 1.1.12 Vacuum carpets using vacuum fitted with HEPA filter.
- 1.1.13 Be alert for needles and other sharp objects; pick up sharps using a mechanical device and place into sharps container; report incident to IPAC coordinator.
- 1.1.14 Collect waste, handling plastic bags from the top (do not compress bags with hands).
- 1.1.15 Clean hands on leaving the room.
- 1.1.16 Launder mop heads daily, all washed mop heads must be dried thoroughly before re-use.
- 1.1.17 Clean housekeeping cart and carts used to transport waste daily.

1.2 Spot Cleaning

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

1.3 Dry Dust Mopping

- 1.3.1 Work from clean areas to dirty areas.
- 1.3.2 Remove debris from floor and dry any wet spots.
- 1.3.3 Remove any sticky residue from floor.
- 1.3.4 Do not lift dust mop off the floor once you have started, use swivel motion of frame and wrist to change direction.

- 1.3.5 Move furniture and replace after dust mopping, including under and behind bed.
- 1.3.6 Carefully dispose of debris, being careful not to stir up dust.
- 1.3.7 Use microfiber mop.

1.4 Damp Mopping

- 1.4.1 Work from clean areas to dirty areas.
- 1.4.2 The floor must be dry dust mopped immediately before damp mopping.
- 1.4.3 Floor areas including open areas and flooring around furniture legs and into corners must be free of surface stains, soil, mop streaks, loose mop strands and water spotting.
- 1.4.4 Clean floor with microfiber mop and cleaning solution. Change cleaning solution frequently enough to maintain appropriate concentration of solution.
- 1.4.5 Remove mop head when soiled and set aside for laundering.
- 1.4.6 Critical areas such as CSR, minor surgery room, endoscopy area and washrooms require their own mop and cannot be used to clean other rooms.
- 1.4.7 Mop heads are to be cleaned daily through the Unit laundry services.
- 1.4.8 Walls, baseboards and other surfaces must be free of splash marks.

1.5 Wash Floors

- 1.5.1 All standards outlined in "Damp Mopping" apply.
- 1.5.2 In addition, surfaces must be rinsed free of cleaning solution after floors are washed.
- 1.5.3 All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations.

1.6 Machine Scrubbing

- 1.6.1 All areas must be free of dirt, stains, scuff marks, splashing, cleaning, chemical and water accumulations.
- 1.6.2 Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.

1.7 Spray Buffing

- 1.7.1 Following spray buffing, all areas must present an overall appearance of cleanliness, have a bright shine throughout and be free of debris and dust.
- 1.7.2 Spills, scuffs and stains must be removed prior to spray buffing.

1.8 Scrub and Refinish

- 1.8.1 Contractor must apply all performance standards as with "Machine Scrubbing".
- 1.8.2 In addition, Contractor must apply one coat of finish compatible with existing finish.

- 1.8.3 As a result of the "Scrub and Refinish" all areas must present an overall appearance of cleanliness free of scuffs and stains, have a bright shine and be free of debris and dust once the "Scrub and Refinish" is complete.

1.9 Strip and Refinish

- 1.9.1 Contractor must apply all performance standards as with "Scrub and Refinish".
- 1.9.2 All old finish must be removed and all residual stripper chemical cleaned away.
- 1.9.3 New finish must be applied to all portions of the floors.
- 1.9.4 Refinish must include two (2) coats of finishing material (wax, etc.).
- 1.9.5 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" is complete.

1.10 Vacuuming

- 1.10.1 All carpets surfaces must have an overall appearance of cleanliness and must be free of visible dust, dirt and grit.
- 1.10.2 A power head must be used. Vacuum must be two (2) motor design (1 for suction, 1 for power head).

1.11 Stain Removal

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

1.12 Damp Wiping

- 1.12.1 Surfaces must be free of dust, stains, streaks and water spotting following damp wiping.
- 1.12.2 Wiping cloths must be rinsed frequently and free of stains and odors.
- 1.12.3 Feather dusters are not acceptable.

1.13 Glass and Mirror Cleaning

- 1.13.1 All glass must be clean on both sides and free of streaks and finger marks.
- 1.13.2 Adjacent areas including frames, casing and ledges must be free of water spotting, splash marks and streaks.

1.14 High Dusting

- 1.14.1 High dusting up to 10 feet.
- 1.14.2 All surfaces must be free of dust.
- 1.14.3 High dusting must be effected using either microfiber cloth wiping or vacuuming. The method will be specified by IPAC coordinator.

- 1.14.4 Dust must be contained and prevented from floating freely in the air during operation.

1.15 Clean and Disinfect

- 1.16 Client approved, cleaning and disinfecting products must be used.
- 1.17 Cleaning and disinfecting products to be used according to the manufacturer's recommendations.
- 1.18 Follow the manufacturer's instructions for dilution and contact time of the of the hospital-grade disinfectant.
- 1.19 Apply disinfectant only after cleaning and visible soil and other impediments to disinfection have been removed.
- 1.20 If required, don appropriate personal protective equipment (PPE).

2.16 Hotel Clean

- 2.16.1 Is the basic cleaning performed in all areas of the health care settings and where clients/patients/residents care is not provided.
- 2.16.2 Floors and baseboards are free of stains, visible dust, spills and streaks.
- 2.16.3 Walls, ceilings and doors are free of visible dust, gross soil, streaks, spider webs and handprints.
- 2.16.4 All horizontal surfaces are free of dust and streaks (includes furniture, window ledges, overhead lights, picture frames, carpets, etc.).
- 2.16.5 Bathroom fixtures including toilets, sinks, tubs and showers are free of streaks, soil, stains and soap scum.
- 2.16.6 Mirrors are free of dust and streaks.
- 2.16.7 Dispensers are free of dust, soiling and residue and replaced when empty.
- 2.16.8 Appliances are free of dust, soiling and stains.
- 2.16.9 Waste is disposed of appropriately.

2.17 Hospital Clean

- 2.17.1 Cleaning performed in areas where clients/patients/residents care is provided.
- 2.17.2 Hotel clean components performed.
- 2.17.3 Cleaning and disinfecting - work from clean to dirty and from high to low areas.
- 2.17.4 High-touch surfaces are disinfected after cleaning with hospital-grade disinfectant.
- 2.17.5 Non-critical medical equipment is cleaned and disinfected.
- 2.17.6 Cleaning practices are periodically monitored and audited.

2.18 Patient Room Cleaning

- 2.18.1 Walk through room to determine what needs to be replaced (e.g. toilet paper, soap, etc.).
- 2.18.2 Assemble the required supplies.
- 2.18.3 Clean hands and put on gloves and any PPE required.

- 2.18.4 Perform hospital clean of room.
- 2.18.5 Waste emptied at least twice daily.
- 2.18.6 High dusting weekly.
- 2.18.7 Baseboards and corners cleaned weekly.
- 2.18.8 Clean floors.

2.19 Entrance/Lobby/Foyer/Vestibule Cleaning

- 2.19.1 Dust and damp mop floors daily, and as required during inclement weather to remove the salt, sand and water.
- 2.19.2 Spray buff the floors weekly.
- 2.19.3 Spot clean.
- 2.19.4 Clean and polish the ornamental hardware and metal weekly.
- 2.19.5 High and low dusting weekly.
- 2.19.6 Vacuum the entrance mats.
- 2.19.7 Spot clean all glass surfaces inside and out.
- 2.19.8 Due to high patient traffic, Main entrance and the Specialty Services Clinic (SSC) entrance to be "Hospital Clean" standard. Clean and disinfect high touch areas.

2.20 Hallway/Corridor Cleaning

- 2.20.1 Wash floors.
- 2.20.2 Empty hallway sorting stations and remove from building and place in appropriate exterior receptacles.
- 2.20.3 Spray buff floors weekly.
- 2.20.4 Low dusting weekly.
- 2.20.5 Spot clean.
- 2.20.6 Clean and disinfect high touch areas in critical and sub-critical areas.

2.21 Washrooms/Shower/Locker Room Cleaning

- 2.21.1 Cleaning must abide by "Hospital Clean" standard. Work from clean to dirty areas and from high to low.
- 2.21.2 Remove soiled linen from floor, wipe up any spills, and remove waste.
- 2.21.3 Clean door handle and frame, light switch.
- 2.21.4 Clean chrome wall attachments.
- 2.21.5 Clean inside and outside of sink, sink faucets and mirror, wipe plumbing under the sink; apply disinfectant to interior of sink, ensure sufficient contact time with disinfectant, rinse sink and dry fixtures.
- 2.21.6 Clean all dispensers and frames.
- 2.21.7 Clean support railings, ledges/shelves.
- 2.21.8 Clean shower/tub faucets, walls and railing, scrubbing as required to remove soap scum; apply disinfectant to interior surfaces of shower/tub, including soap dish, faucets and shower head; ensure sufficient contact time for disinfectant, rinse and wipe dry.
- 2.21.9 Clean entire toilet including handle and underside of flush rim; ensure sufficient contact time for disinfectant.

2.21.10 Remove gloves and wash hands.

2.21.11 Replenish washroom supplies.

2.22 Lunchroom/Kitchenette Cleaning

2.22.1 Clean the counters, sinks and faucets.

2.22.2 Wipe and clean the tables.

2.22.3 Wash the floors.

2.22.4 Empty the refuse and compost containers.

2.22.5 Spot clean.

2.22.6 Low dusting weekly.

2.23 Conference Room Cleaning

2.23.1 Dry mop or vacuum twice a week except room 5000 which is done daily.

2.23.2 Wipe and clean the tables.

2.23.3 Spot clean.

2.23.4 Empty the refuse receptacles.

2.23.5 Low dusting twice weekly.

2.24 Office Cleaning

2.24.1 Vacuum carpeted flooring.

2.24.2 Dust and damp mop hard floors weekly.

2.24.3 Spot clean.

2.24.4 Low dusting weekly.

2.25 Central Sterilization Room (CSR) Cleaning

2.25.1 Cleaning must abide by "Hospital Clean" standard.

2.25.2 Only staff that have received orientation from IPAC to clean in the CSR.

2.25.3 Janitorial staff must wear appropriate PPE as per CSR regulations when cleaning in the CSR.

2.25.4 Mop head must be clean and used only in the CSR.

2.25.5 Clean and disinfect high touch areas, ensure sufficient contact time with disinfectant; rinse and wipe dry.

2.26 Physiotherapy Department Cleaning

2.26.1 Area cleaned in the afternoon and coordinated with the Physiotherapy Department.

2.26.2 Wash floors.

2.26.3 Clean washrooms and locker areas.

2.26.4 Empty the refuse receptacles.

2.26.5 Clean and disinfect high touch areas.

2.27 Physician Offices and Triage Rooms Cleaning

- 2.27.1 Dry and damp mop floors.
- 2.27.2 Empty the refuse receptacles in the morning and as necessary.
- 2.27.3 Clean and disinfect high touch areas.
- 2.27.4 Low dusting weekly.

2.28 Minor Surgery Room/Endoscopy Room/Isolation Room Cleaning

- 2.28.1 Cleaning must abide by "Hospital Clean" standard.
- 2.28.2 Clean and disinfect after each minor surgical procedure.
- 2.28.3 Clean and disinfect isolation room when required.
- 2.28.4 Spot clean and disinfect.
- 2.28.5 Wash floors with germicidal solution.

2.29 Treatment Room Cleaning

- 2.29.1 Cleaning must abide by "Hospital Clean" standard.
- 2.29.2 Spot clean.
- 2.29.3 Wash floors with germicidal solution.

2.30 Clinic Orderly Rooms Cleaning

- 2.30.1 Clean daily.
- 2.30.2 Wash floors.
- 2.30.3 Spot clean.

2.31 Patient Waiting Areas

- 2.31.1 Wash floors.
- 2.31.2 Spot clean.
- 2.31.3 Clean high touch areas.
- 2.31.4 Wipe down daily the seating areas and tables with germicidal solution and damp cloth.
- 2.31.5 Empty the refuse receptacles as required. Wash the receptacles weekly.
- 2.31.6 Replenish the consumable supplies as required.

2.32 Dental Clinic Cleaning

- 2.32.1 Dental Clinic Oral Surgery Unit and self-prep area cleaned daily and wash floors.
- 2.32.2 Machine scrub floors twice monthly.
- 2.32.3 Clean daily the treatment areas, storage, Lab, X-ray, dental chair bases, dark room and dental hygienists rooms.
- 2.32.4 Power scrub treatment bays areas floors monthly.
- 2.32.5 Dry mop daily the cobalt, prosthesis and porcelain labs and scrub weekly.

2.33 Elevator Cleaning

- 2.33.1 Spot clean daily the elevator doors inside and out and polish weekly.
- 2.33.2 Spot clean the walls and wash weekly.
- 2.33.3 Vacuum and clean grooves and tracks weekly.
- 2.33.4 Wash floors three (3) times weekly.

2.34 Drinking Fountain Cleaning

- 2.34.1 Clean with a germicidal solution as per area risk cleaning frequency rate in Appendix 3.

2.35 Stairwells

- 2.35.1 Dry and damp mop stairwells three (3) times weekly. Vacuum edges and corners.
- 2.35.2 Spot clean.
- 2.35.3 Wash railings three times weekly.

2.0 Quality Control

- 2.1 In order to ensure satisfactory cleaning standards are implemented and maintained on a regular basis, facility inspections will be conducted and a written evaluation generated. These inspections do not replace the audits conducted by the IPAC.
- 2.2 A minimum of a building per month will be inspected by Janitorial Inspector or other assigned personnel using the form found in Appendix 4 – Janitorial Inspection Report.
- 2.3 Random follow-up inspections will be conducted by Janitorial Inspector or other assigned personnel for quality assurance purposes.
- 2.4 The completed inspection report will be reviewed and signed by the Contractor's representative. A copy of the inspection report will be kept on file by the Janitorial Administrator.

Appendix 3 – Cleaning Frequency Rate

1.0 Risk Categories:

1.1 All healthcare facilities should pose minimal risk to healthcare facility users. However different functional areas represent different degrees of risk and therefore require different cleaning frequencies.

1.2 All functional areas will be assigned to one of four risk categories, set out below:

a) Very High Risk Functional/Critical Areas:

- 1) Consistently high levels of cleanliness must be maintained. Required outcomes will be achieved through intense and frequent cleaning followed by disinfection (germicidal detergents).
- 2) Very High Risk functional areas may include operating theatres, critical care areas (or intensive care units), accident and emergency departments and other departments where invasive procedures are performed.
- 3) Bathrooms, staff lounges, offices and any other areas adjoining very high risk functional areas should receive the same intensive levels of cleaning.

b) High Risk Functional/Sub-Critical Areas:

- 1) Outcomes should be maintained by regular and frequent cleaning with “spot cleaning” in between, followed by disinfection (germicidal detergents).
- 2) High risk areas may include general wards, sterile supplies, public thoroughfares, public toilets and waiting areas.
- 3) Bathrooms, showers, staff lounges, offices and any other areas adjoining high risk functional areas should receive the same levels of cleaning.

c) Significant Risk Functional/Non-Critical Areas:

1. In these areas, high levels of cleanliness are required for both hygiene and aesthetic reasons. Outcomes should be maintained by regular and frequent cleaning with “spot cleaning” in between, followed by disinfection (germicidal detergents).
2. Significant risk functional areas may include out-patient departments, laboratories, x-ray etc.

3. Staff lounges, offices and any other areas adjoining significant risk functional areas should receive the same levels of cleaning.

d) **Low Risk Functional/Fringe Areas:**

- 1) In these areas, high levels of cleanliness are required for aesthetic and, to a lesser extent, hygiene reasons. Outcomes should be maintained by regular and frequent cleaning with "spot cleaning" in between.
- 2) Low risk functional areas may include administrative areas, non-sterile supply areas, record storage and archives, building maintenance areas.
- 3) Staff lounges, offices and any other areas adjoining low risk functional areas should receive the same levels of cleaning.

2.0 **Frequency Rates:**

2.1 **Very High Risk Functional/Critical Areas:**

a) **Daily:**

- 1) sweep floors with microfiber mop;
- 2) wet mop floors with germicidal solution;
- 3) clean and disinfect washrooms;
- 4) clean and disinfect high touch areas (more frequently if the risk of environmental contamination is higher);
- 5) clean and disinfect low touch areas on regular (but not necessarily daily) basis;
- 6) empty refuse containers;
- 7) clean and disinfect drinking fountains twice daily;
- 8) spot clean and disinfect walls and floors as required;
- 9) replenish supplies as required.

b) **Weekly:**

- 1) low dusting;
- 2) hallways to be buffed at least weekly and more often in high traffic areas;
- 3) wipe down refuse containers.

c) **Monthly:**

- 1) high dusting (up to 10 feet).

d) **Yearly:**

- 1) strip and refinish floors as determined by Janitorial Administrator;
- 2) steam clean carpets as determined by Janitorial Administrator.

2.2 High Risk Functional/Sub-Critical Areas:

a) Daily:

- 1) sweep floors with microfiber mop;
- 2) wet mop floors with germicidal solution;
- 3) clean and disinfect washrooms;
- 4) clean and disinfect high touch areas (more frequently if the risk of environmental contamination is higher);
- 5) empty refuse containers;
- 6) clean and disinfect seating and tables in waiting areas;
- 7) clean and disinfect low touch areas on regular (but not necessarily daily) basis;
- 8) first thing in the morning, clean physician offices including removal of garbage;
- 9) spot clean walls and floors as required;
- 10) clean entrances' glass doors and side glass inside and out;
- 11) clean and disinfect drinking fountains twice daily;
- 12) sweep and mop elevators three (3) times weekly;
- 13) spot clean elevators including doors inside and outside;
- 14) qualified cleaner to pick up and dispose of biomedical hazardous waste;
- 15) if installed, empty hallway sorting stations as per Appendix 1 - MARLANT Solid Waste Management Program; and
- 16) replenish supplies as required.

b) Weekly:

- 1) low dusting;
- 2) wipe down refuse containers in waiting areas;
- 3) polish elevators doors;
- 4) hallways to be buffed at least weekly and more often in high traffic areas;
- 5) staff change/shower areas to be power scrubbed;
- 6) vacuum and clean elevator's door grooves/tracks;
- 7) vacuum carpets.

c) Monthly:

- 1) high dusting (up to 10 feet).

d) Yearly:

- 1) strip and refinish floors as determined by Janitorial Administrator;
- 2) steam clean carpets as determined by Janitorial Administrator.

2.3 Significant Risk Functional/Non-Critical Areas:

a) Daily:

- 1) sweep floors with microfiber mop;
- 2) wet mop floors with germicidal solution;

- 3) clean and disinfect washrooms/showers;
- 4) wipe down counters, railings and knobs with a germicidal detergent;
- 5) wipe stairwell banisters with a germicidal detergent;
- 6) sweep and mop stairwells three (3) times weekly;
- 7) empty refuse containers;
- 8) spot clean walls and floors as required;
- 9) clean and disinfect drinking fountains twice daily;
- 10) vacuum conference room (room 5000), other conference rooms twice weekly;
- 11) if installed, empty hallway sorting stations as per Appendix 1 - MARLANT Solid Waste Management Program;
- 12) replenish supplies as required.

b) Weekly:

- 1) low dusting;
- 2) hallways to be buffed at least weekly and more often in high traffic areas;
- 3) vacuum stairwell corners and edges;
- 4) vacuum carpets;

c) Monthly:

- 1) high dusting (up to 10 feet);

d) Yearly:

- 1) strip and refinish floors as determined by Janitorial Administrator;
- 2) steam clean carpets as determined by Janitorial Administrator.

2.4 Low Risk Functional/Fringe Areas:

a) Daily:

- 1) clean and disinfect washrooms;
- 2) sweep hallways with microfiber mop;
- 3) wet mop floors with germicidal solution;
- 4) clean and disinfect drinking fountains;
- 5) spot clean walls and floors as required;
- 6) empty refuse containers;
- 7) if installed, empty hallway sorting stations as per Appendix 1 - MARLANT Solid Waste Management Program;
- 8) replenish supplies as required.

b) Weekly:

- 1) sweep offices with microfiber mop;
- 2) wet mop offices' floors with germicidal solution;
- 3) hallways to be buffed at least weekly and more often in high traffic areas;
- 4) low dusting;

5) vacuum carpets.

c) **Monthly:**

1) high dusting (up to 10 feet).

d) **Yearly:**

- 1) strip and refinish floors as determined by Janitorial Administrator;
- 2) steam clean carpets as determined by Janitorial Administrator.

Janitorial Inspection Report		
Date of Inspection: _____		
Contractor's Rep: _____		
Contract Inspector: _____		
Each item is evaluated based on MAAL levels specified in the Contract documents and on a score of 1 - 5. 5 - Orderly spotlessness, 4 - Ordinary tidiness, 3 - Casual inattention, 2 - Moderate dinginess, 1 - Unkempt neglect		
Lobbies/Entrances/Vestibules/Foyers	Level	Comments
Floors / mats		
Hand and finger prints on glass		
Spot cleaning		
Corridors/Hallways	Level	Comments
Floors		
Low and high dusting		
Refuse containers empty and clean		
Spot cleaning		
Office Areas	Level	Comments
Floors		
Low and high dusting		
Spot cleaning		
Washrooms	Level	Comments
Floors		
Mirrors, countertops, sinks and chrome		
Toilet bowls & urinals (inside and out)		
Spot cleaning		
Stall partitions		
Supplies replenished (soap, toilet paper, etc.)		
Refuse containers empty and clean		

Showers/Locker Rooms	Level	Comments
Shower area		
Drains		
Floors		
Spot cleaning		
Low and high dusting		
Refuse containers empty and clean		
Stairwells	Level	Comments
Floors		
Landings, steps and handrails		
Spot cleaning		
Patient Waiting Areas	Level	Comments
Floors		
Counters, tables and seating		
Low and high dusting		
Spot cleaning		
Refuse containers empty and clean		
Kitchenettes/Lunchroom	Level	Comments
Floors		
Low and high dusting		
Spot cleaning		
Tables, counters, sinks and faucets		
Refuse containers empty and clean		
Physician offices	Level	Comments
Floors		
Spot cleaning		
Low and high dusting		
Refuse containers empty and clean		
Elevators	Level	Comments
Floors		
Elevator's door grooves / tracks		

Spot cleaning			
Dental Clinic		Level	Comments
Floors			
Spot cleaning			
Low and high dusting			
Refuse containers empty and clean			
Central Sterilization Room (CSR)		Level	Comments
Floors			
Spot cleaning			
Low and high dusting			
Minor Surgery Room		Level	Comments
Floors			
Spot cleaning			
Low and high dusting			
Treatment Room		Level	Comments
Floors			
Spot cleaning			
Low and high dusting			
Physiotherapy Clinic		Level	Comments
Floors			
Toilets/locker rooms			
Spot cleaning			
Low and high dusting			
Conference Rooms		Level	Comments
Floors			
Low and high dusting			
Desks / tables			
Spot cleaning			
Lounges/Lunchrooms		Level	Comments
Floors			
Low and high dusting			
Tables / furniture			
Spot cleaning			
General		Level	Comments

Water fountains			
Ornamental metals			
Custodial closet			
Entrance snow clearing			
Average Level			

Appendix 5 – Sample Invoice

Spiffy-Clean Ltd.

123 Anystreet
Halifax, NS B9B 9B9
Ph: (902) 454-XXXX
Fax: (902) 454-YYYY

Note:

Invoice style may vary and other details may be added as needed, but information shown herein is mandatory.

Customer(Bill to):

Accounts Payable
Real Property Operations Section - Halifax
Maritime Forces Atlantic
PO Box 99000 Stn Forces
Willow Park bldg. 7
Halifax, NS B3K 5X5

For Janitorial Services performed under Contract No. **210010 Stadacona Hospital**

during the month of _____ 2020.

Building No. and Name	Basic Monthly Bldg Charge
S80 Stadacona Hospital	0.00
SH100 Pavillon Warrior	0.00
Total Basic Monthly Charges	0.00
HST	
1% Discount	
Total Invoice Amount	
HST Total	



SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction			
DND		RPO Halifax - CE Section			
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant			
4. Brief Description of Work / Brève description du travail Janitorial Services- Stadacona Hospital and satellite clinics as laid out in W684H-21-0010 specifications Dated 4 april 2020.					
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis					
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/>	No Non	<input checked="" type="checkbox"/>	Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès					
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion					
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>					
Restricted to: / Limité à : <input type="checkbox"/>		Restricted to: / Limité à : <input type="checkbox"/>		Restricted to: / Limité à : <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays :		Specify country(ies): / Préciser le(s) pays :		Specify country(ies): / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information					
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



PART A (continued) / PARTIE A (suite)

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

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

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

☒ No ☐ Yes
Non Oui

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

Document Number / Numéro du document :

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

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



RELIABILITY STATUS
COTE DE FIABILITÉ



CONFIDENTIAL
CONFIDENTIEL



SECRET
SECRET



TOP SECRET
TRÈS SECRET



TOP SECRET- SIGINT
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL
NATO CONFIDENTIEL



NATO SECRET
NATO SECRET



COSMIC TOP SECRET
COSMIC TRÈS SECRET



SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

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

☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

☒ No ☐ Yes
Non Oui

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

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

☒ No ☐ Yes
Non Oui

PRODUCTION

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

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

☒ No ☐ Yes
Non Oui

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

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

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

☒ No ☐ Yes
Non Oui

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

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

☒ No ☐ Yes
Non Oui



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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Sgt Matthew Ridgway	Conts 2 I/C	RIDGWAY, MATTHEW 452 <small>Digitally signed by RIDGWAY, MATTHEW 452 Date: 2020.06.30 10:01:49 -03'00'</small>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
902 722-4906	902-722-1847	matthew.ridgway@forces.gc.ca	30 June 2020

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Sasa Medjovic	DGDS DPM SEC NDHQ OTTAWA		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-996-0286		SRCL-LVERS@forces.gc.ca	

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

☐ No ☐ Yes
☐ Non ☐ Oui

16. Procurement Officer / Agent d'approvisionnement

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

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Anik Farrell - CSO 613-946-5194			
Telephone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
anik.farrell@tpsgc-pwgsc.gc.ca			

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À Delivery location – Expédiez à Delivery/Completion date – Date de livraison/d'achèvement	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%; text-align: center;"> _____ Date </div> <div style="width: 55%; text-align: center;"> _____ for the Department of National Defence pour le ministère de la Défense nationale </div> </div>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <div style="margin-top: 20px;"> _____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux </div>		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.