



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions\Travaux publics et Services
gouvernementaux Canada
See herein for bid submission
instructions/
Voir la présente pour les
instructions sur la présentation
d'une soumission
NA
Ontario

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

Title - Sujet Janitorial Cleaning Services Services de nettoyage et d'entretien	
Solicitation No. - N° de l'invitation W0113-20CS06/A	Date 2020-11-06
Client Reference No. - N° de référence du client W0113-20CS06	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-024-7988	
File No. - N° de dossier TOR-0-43051 (024)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2020-12-14 Heure Normale du l'Est HNE	
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: Brewster, Shannon	Buyer Id - Id de l'acheteur tor024
Telephone No. - N° de téléphone (647) 273-1369 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB Borden Rations Quarters & Support Services (RQ&SS) 675 Dieppe Road (Building P-144) BORDEN Ontario L0M1C0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Ontario Region
10th Floor, 4900 Yonge Street
Toronto
Ontario
M2N 6A6

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	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

Solicitation No. - N° de l'invitation
W0113-20CS06/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
tor024

Client Ref. No. - N° de réf. du client
W0113-20CS06

File No. - N° du dossier
TOR-0-43051

CCC No./N° CCC - FMS No./N° VME

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

BID SOLICITATION

for

JANITORIAL SERVICES

required by

DEPARTMENT OF NATIONAL DEFENCE (DND)

Canadian Forces Base Borden

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PART 1 - GENERAL INFORMATION

1.1 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, if applicable, 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 Insurance Requirements and any other annexes or attachments.

1.2 Summary

- (a) A contract for the supply of all labour, materials, equipment, tools, supervision, and transportation required to provide janitorial and related services for facilities operated by the Department of National Defence at the Canadian Forces Base Borden in accordance with Annex A, Statement of Work.
- (b) The period of the Contract is for one (1) year from contract award and up to four (4) additional one (1) year periods under the same conditions.

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

At the time Option Year 3 – Year 4 and Option Year 4 – Year 5 are each exercised, 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:
<https://www150.statcan.gc.ca/n1/dai-quo/cal3-eng.htm>

- (c) There are security requirements 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 organizational security screening or security clauses, 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>) website.
- (d) The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity – Certification.

- (e) 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.
- (f) The Phased Bid Compliance Process applies to this requirement.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- (a) 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>) issued by Public Works and Government Services Canada.
- (b) 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.
- (c) The 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.
- (d) The following modification is to the standard instructions 2003:
Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:
Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

PWGSC Ontario Region Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

TPSGC.oreceptiondessoumissions-orbidreceiving.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.

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

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

2.3 Former Public Servant

- (a) 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.
- (b) **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:
 - (i) an individual;
 - (ii) an individual who has incorporated;
 - (iii) a partnership made of former public servants; or
 - (iv) 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.

(c) **Former Public Servant in Receipt of a Pension**

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

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

- (i) name of former public servant;
- (ii) 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](#).

(d) **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:

- (i) name of former public servant;
- (ii) conditions of the lump sum payment incentive;
- (iii) date of termination of employment;
- (iv) amount of lump sum payment;
- (v) rate of pay on which lump sum payment is based;
- (vi) period of lump sum payment including start date, end date and number of weeks;
- (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

- (a) Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- (b) Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.6 Mandatory Site Visit

- (a) 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 CFB Borden, from November 23 to November 27, 2020, Monday to Friday. One site visit per day during this time frame will be given in order to comply with the guidelines that have been put in place due to COVID-19. Each site visit will begin at 9am, in Building P144. An additional week will be added, if necessary.
- (b) Bidders must communicate with the Contracting Authority the week of November 16, 2020 to advise which day they will attend and provide the name(s) of the person(s) who will attend. Only two (2) representatives from each bidder (company) will be allowed to attend the site visit. Bidders will be required to sign an attendance sheet. Attendees that are not on the attendance sheet will not be able to participate and ask to leave the base. Site visit dates will be given out on a first come first basis.
- (c) Bidders are to supply and wear their own PPE including masks and gloves at all times on the site visit, in accordance with the Health Canada Safety requirements and guidelines.
- (d) It is mandatory the each group, per site visit, stay together and follow the tour. Attendees may be asked to leave if they wander into unauthorized areas. No questions are to be asked during the tour. All questions must be sent to the Contracting Authority after the site visit.
- (e) 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.

2.7 Ontario Labour Legislation

- (a) In accordance with the requirements of section 77(1) of the *Employment Standards Act, 2000, S.O. 2000, c. 41, the following information concerning each employee of the previous supplier providing services at the premises will be given out at the mandatory site visit:*

 - (i) the employee's job classification or job description;
 - (ii) the wage rate actually paid to the employee;
 - (iii) a description of the benefits, if any, provided to the employee including the cost of each benefit and the benefit period to which the cost relates;
 - (iv) the number of hours that the employee works in a regular work day and in a regular work week, or if the employee's hours of work vary from week to week, the number of the employee's non-overtime hours for each week that the employee worked during the thirteen (13) weeks before the date of the request for information;
 - (v) the date on which the employer hired the employee;
 - (vi) any period of employment attributed to the employer under section 10 of the Act;
 - (vii) the number of weeks that the employee worked at the premises during the twenty-six (26) weeks before the request date. The 26-week period must be calculated without including any period during which the provision of services at the premises was temporarily discontinued, or during which the employee was on leave of absence under Part XIV of the Act;
 - (viii) a statement indicating whether either of the following subparagraphs applies to the employee:

- (A) The employee's work, before the request date, included the provision of services at the premises, but the employee did not perform his or her job duties primarily at those premises during the thirteen (13) weeks before the request date.
- (B) The employee's work included the provision of services at the premises, but the employee was not actively at work immediately before the request date, and did not perform his or her job duties primarily at the premises during the most recent thirteen (13) weeks of active employment.
- (b) The name, residential address and telephone number of each employee as they appear in the previous employer's records will be provided to the successful Bidder after contract award.
- (c) In addition to the above information, a copy of either the collective agreement union certificate, or pending union application(s) regarding these employees at the premises is also attached, if applicable.
- (d) Bidders must use the information referred to in subparagraphs 1.(i) to 1.(viii) and paragraph c (if applicable) only for the purposes of preparing their bids and complying with the Act. Bidders must not disclose such information except as may be authorized by Canada in writing.
- (e) The enclosed information concerning the employees of the previous employer providing services at the premises has been received from the previous employer and Canada does not warrant its accuracy or completeness. Canada will not be responsible for any damage or loss which may result from use of or reliance upon any of this information.
- (f) Bidders who require clarification or further information may contact: Contracting Authority

2.8 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's Buy and Sell website, under the heading "Bid Challenge and Recourse Mechanisms" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

Section IV: Additional Information

Bids transmitted by facsimile or hardcopy will not be accepted.

3.2 Section I: Technical Bid

- (a) 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.
- (b) 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.

3.3 Section II: Financial Bid

- (a) 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.
- (b) **Electronic Payment of Invoices – Bid**
- (i) If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "E" Electronic Payment Instruments, to identify which ones are accepted.
 - (ii) If Annex "E" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
 - (iii) Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.
- (c) **Exchange Rate Fluctuation**
SACC Manual Clause C3011T (2013-11-06) Exchange Rate Fluctuation

3.4 Section III: Certifications

It is a requirement that bidders submit the certifications and information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Phased Bid Compliance Process

4.1.1.1 General

- (a) Canada is conducting the Phased Bid Compliance Process 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 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 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 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 – Mandatory Technical Criteria

- (a) Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation identified with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
- (b) The mandatory technical criteria are described in Attachment 4.1, Bid Evaluation Criteria.

4.3 Financial Evaluation

(a) Mandatory Financial Evaluation Process

- (i) The Bidder must complete and submit with its bid, pricing in accordance with Annex B - Basis of Payment, in Canadian funds.
- (ii) The evaluated price will be the Total Evaluated Price which is the aggregated total of the Contract Period – Year 1, Option Period 1 - Year 2 and Option Period 2 – Year 3 (all applicable taxes extra) from Annex B, Basis of Payment. The price used in the evaluation will be the Total Evaluated Price which is calculated as follows:
- In the case of error in the extension of prices, the unit price will govern.
- (iii) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.4 Basis of Selection – Minimum Point Rating

- (a) To be declared responsive, a bid must:
- (i) comply with all the requirements of the bid solicitation;
 - (ii) meet all mandatory criteria; and
 - (iii) obtain the required minimum of 139 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 200 points.
- (b) Bids not meeting (i) or (ii) or (iii) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

ATTACHMENT 4.1

Bid Evaluation Criteria

The Phased Bid Compliance Process will apply to all mandatory technical criteria.

Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Bids that do not meet each and every Mandatory Technical Criteria in the table below will be considered non-compliant and will receive no further consideration. Simply stating 'yes' or 'no' does not meet the technical evaluation and will not be considered compliant. The bidder must provide specific information in order to meet each criteria in the technical evaluation.

1. Mandatory Technical Criteria

#	Mandatory Criteria
Corporate Experience:	
M1	<p>The Bidder must demonstrate that they have experience providing janitorial services through two (2) projects that are a minimum of three (3) consecutive years in duration within the last 10 years from the date of bid closing.</p> <p>To be compliant, each project example must demonstrate how they carried out and managed each of the janitorial services listed under Article 4.3.2 in the Statement of Work and each project example must include the following information:</p> <ul style="list-style-type: none"> a) Name and location of organization for whom the janitorial services was provided; b) The type of operating environment such as but limited to, factory, office or medical facility; c) Length of time your firm provided the janitorial services to the organization named at a) above (month and year); and d) Square meters of area covered by the janitorial services.
M2	<p>Management Plan</p> <p>The Bidder must submit a detailed management plan which contains, at a minimum, a description of the Management Structure proposed to employ on site at Borden and an organization chart* to demonstrate how DND and the bidder's management team would interface and functionally support each other.</p> <p>The organization chart must identify and name a proposed resource for each of the following positions:</p> <ul style="list-style-type: none"> a) Site Manager; b) Working Supervisor; c) Supervisor; and d) Supervisor's Assistant. <p>The Bidder must provide their proposed resources, based on the incumbent's individuals NOT accepting a job.</p> <p><i>Please note that the management plan will be evaluated further in the point rated section R2.</i></p>

2. Point Rated Criteria

The point rated criteria will be used to evaluate each proposal that has met all of the mandatory criteria. Bidders are advised to address each of the criteria in the order in which they appear and in sufficient depth in their proposals to enable a thorough assessment. Assessments will be based solely on the information contained within the proposal.

Only those proposals which are responsive (compliant) with all of the mandatory criteria and then achieve (or exceed) the stated minimum points required for the point rated technical criteria section will be further considered for award of a contract. Proposals not meeting the minimum points required will be deemed non-responsive.

#	Rated Criteria	Maximum Points
R1	<p>Approach and Methodology – (52 points minimum)</p> <p>The Bidder should outline the comprehensive approach to be followed in completing all aspects of the Statement of Work, Annex A. Bidders should provide a detailed work plan, stating the methodology, specific activities planned, and the timing and associated level of effort by labour category or individual, to complete all requirements. The work plan should include:</p> <ul style="list-style-type: none"> i. A detailed Scope of Work for each building listed in Appendix 1 to Annex A. The Scope of Work should show all tasks to be carried out on daily, weekly, monthly, quarterly, semi-annual and annual basis. In addition, a daily completion time is to be provided for each building. That is, the point in time, daily, at which DND inspection can be carried out observing that all tasks identified in your Scope of Work have been completed. 20 points ii. A detailed plan for floor maintenance including, scrubbing, buffing, stripping, and waxing that meet the outcomes described in article 4.3.2 of Annex A. 5 points iii. A detailed plan for washroom cleaning and maintenance that meet the outcomes described in article 4.3.2 of Annex A. 5 points iv. A detailed equipment list showing the equipment that will be used in the performance of the work for each building listed in Appendix 1 to Annex A. 10 points v. A detailed approach to the procurement and distribution of materials, supplies and consumables that will be used to carry out the services described in 4.3.2 of Annex A. 10 points vi. A detailed approach to inventory control, maintaining adequate stock levels, and the method or means used to replenish inventory for the buildings listed in Appendix 1 to Annex A. Your approach should clearly describe on what basis material is ordered including how it is ordered and who has the authority to order it. 10 points vii. A proposed materials list including the brand name, manufacturer and descriptive literature for the products listed below, that will be use to carry out the services. 10 points <ul style="list-style-type: none"> a. Paper hand towels b. Toilet tissue c. Liquid hand soap to be used in washroom soap dispensers d. All materials and supplies for cleaning washrooms. viii. A detailed Quality Assurance and internal inspection plan that includes an understanding of how, when and by whom the work is to be carried out. 5 points 	75
R2	<p>Management Plan – (28 points minimum)</p> <p>Further to M2: for each proposed resources identified in M2, bidders should provide a curricula vitae that demonstrates that the individual proposed is fully qualified and capable of fulfilling the requirements of that position including a detailed work description that clearly shows authorities, responsibilities, and accountability.</p> <ul style="list-style-type: none"> a) Site Manager. 10 points b) Working Supervisor. 10 points c) Supervisor. 10 points d) Supervisor's Assistant. 10 points 	40
R3	<p>Personal Plan – (31 points minimum)</p> <p>The Bidder should demonstrate that sufficient staff will be provided on an ongoing basis to meet the requirement. To demonstrate compliance, the Bidder should provide the following information:</p>	45

	<ul style="list-style-type: none"> i. An outline showing: <ul style="list-style-type: none"> . The number of full time and part time resources that will be dedicated to each building; 10 points . the type or labour category of personnel dedicated to each building; 5 points . the hours of work for each resource dedicated to each building; 5 points and . the total number of hours of service that will be provided to each building. 5 points ii. A plan describing your approach to reducing and minimizing staff turnover. 10 points iii. A plan describing how you propose to cover staff absences due to: <ul style="list-style-type: none"> . illness; 2 points . vacation periods; 2 points . personnel replacement; 2 points . resignations; 2 points and . Attrition and other departures from employment. 2 points 	
R4	<p>Start-Up Plan – (28 points minimum)</p> <p>The Bidder should demonstrate the ability to manage the implementation process by providing a proposed start up plan detailing:</p> <ul style="list-style-type: none"> i. The engagement of management and staff. 5 points ii. Staff orientation training. 10 points iii. An operations implementation plan. 10 points iv. Implementation timetable. 10 points v. A description of the probable risks related to start-up and staffing and the risk mitigation strategies you propose to implement to mitigate the risks. 5 points 	40
Maximum Available Points:		200
Minimum Points:		139

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. 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.

(a) Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the Forms for the Integrity Regime 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 within the time frame provided will render the bid non-responsive.

(a) Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the Ineligibility and Suspension Policy (<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.

(b) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

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 titled Federal Contractors 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.

5.3 Additional Certifications Precedent to Contract Award

(a) Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at

the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

(a) At the date of bid closing, the following conditions must be met:

- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

(b) 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>) website.

6.2 Financial Capability

SACC Manual clause [A9033T](#) (2012-07-16) Financial Capability

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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

(a) General Conditions

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

7.3 Security Requirements

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

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

7.4 Term of Contract

(a) Period of the Contract

The Work is to be performed during the period of _____ to _____. (*dates to be inserted at contract award*).

(b) Option to Extend the Contract

- (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 4 additional 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.
- (ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.
- (iii) At the time Option Year 3 – Year 4 and Option Year 4 – Year 5 are each exercised, 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:

<https://www150.statcan.gc.ca/n1/dai-quo/cal3-eng.htm>

Example:

Pricing Schedule 1, Firm all-inclusive rates

Option Year 1 firm pricing is \$2,500.00 per month. The CPI rate as of May 31, 2016 is 3.9%.
 $\$2,500.00 \times 3.9\% = \97.50 . Therefore the firm monthly rate for Option Year 2 would be
\$2,597.50.

7.5 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Shannon Brewster
Title: Supply Specialist
Organization: Public Works and Government Services Canada
Acquisitions Branch, Ontario Region
Address: 4900 Yonge Street, Toronto ON M2N
Telephone: 647-273-1369
E-mail address: shannon.brewster@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.

(b) Site Authority (to be provided at Contract Award)

The Site Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
E-mail address: _____

The Site Authority named above 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 Site Authority, however the Site 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.

(c) Contractor's Representative (to be filled out by Bidder)

Name: _____
Title: _____
Organization: _____
Procurement Business Number: _____
Address: _____
Telephone: _____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

(a) Basis of Payment - Firm Prices

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.

- (i) Firm rates shall be paid in accordance with Pricing Schedule 1 in twelve (12) payments at the end of each month.

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.

(b) Limitation of Price

SACC Manual Clause C6000C (2017-08-17) Limitation of Price

(c) Monthly Payment

SACC Manual Clause H1008C (2008-05-12) Monthly Payment

(d) SACC Manual Clauses

SACC Manual Clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department

(e) Determination of Cost

- (i) 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.

(f) Electronic Payment of Invoices - Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): *(to be confirmed at Contract Award)*

- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) Direct Deposit (Domestic and International);
- (iv) Electronic Data Interchange (EDI);
- (v) Wire Transfer (International Only); or
- (vi) Large Value Transfer System (LVTS) (Over \$25M)

7.8 Invoicing Instructions

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

- (b) Invoices must be distributed as follows:

- (i) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (ii) One (1) copy must be emailed to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

(a) 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.

(b) 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.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. *(insert the name of the province or territory as specified by the Bidder in its bid, if applicable).*

7.11 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) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) the general conditions 2035 (2020-05-28), General Conditions - Higher Complexity – Services
- (c) Annex A, Statement of Work;
 - (i) Appendix 1 to Annex A – Area Sites and Inspection Schedule for Assessment Services
 - (ii) Appendix 2 to Annex A - Environmental Cleaning and Disinfection Standards for Canadian Forces Health Services Centres and Dental Units
 - (iii) Appendix 3 to Annex A - Frequency and Area Information for Building Cleaning Services
 - (iv) Appendix 4 to Annex A - Snow Removal Building List
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex E, Security Requirements Check List; and
- (g) the Contractor's bid dated _____. *(insert at time of contract award)*

7.12 Foreign Nationals (Canadian Contractor or Foreign Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

OR

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

7.13 Insurance – Specific Requirements

- (a) The Contractor must comply with the insurance requirements specified in Annex C. 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.

-
- (b) 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.
 - (c) 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.14 SACC Manual Clauses

A0075C (2014-11-27) Ontario Labour Legislation – Contract
A3015C (2014-06-26) Certifications - Contract
A9062C (2011-05-16) Canadian Forces Site Regulations
A9065C (2006-06-16) Identification Badge
D3015C (2014-09-25) Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance

7.15 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

7.16 Contract Financial Security

- (a) The Contractor must provide one of the following contract financial securities within 10 calendar days after the date of contract award:
 - (i) a performance bond form PWGSC-TPSGC 505 in the amount of 20 percent of the Contract Price;
or
 - (ii) a security deposit as defined in clause E0008C in the amount of 20 percent of the Contract Price.Any bond must be accepted as security by one of the bonding companies listed in [Treasury Board Contracting Policy, Appendix L](#), Acceptable Bonding Companies.
- (b) Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmaturing, 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.
- (c) 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.
- (d) **Security Deposit Definition**
SACC Manual Clause E0008C (2018-06-21) - Security Deposit Definition

ANNEX A STATEMENT OF WORK

1. REQUIREMENT

The Department of National Defence has a requirement for the supply of all labour, materials, equipment, tools, supervision, and transportation required to provide janitorial and related services for facilities at the Canadian Forces Base in Borden, Ontario.

2. BACKGROUND

- (a) Canadian Forces Base Borden is located approximately 80 km north-west of Toronto, in the south-western portion of Simcoe County near the town of Angus, Ontario. Borden was opened on July 9th, 1916, as Camp Borden - a training base for the Canadian Expeditionary Force. Today the camp occupies 85 square kilometers and is Canada's largest training ground for military classifications and trades, with over 15,000 graduates per year.
- (b) Training at Borden is carried out by units of Military Personnel Generation Training Group (MPGTG) which include: Canadian Forces Logistics Training Center, Conduct after Capture Training Centre, Canadian Forces Fire and CBRN Academy, Canadian Forces Chaplain School Centre, Canadian Forces Training Development Centre, the Canadian Forces Language School.
- (c) In addition to the above, Borden supports many other military organizations such as 16 Wing, Air Command Professional Development and Training, Real Property Operations Detachment Borden, Canadian Forces Health Services Training Centre, Canadian Forces School of Aerospace Technology and Engineering, Canadian Forces Military Police Academy, Deputy Judge Advocate, 706 Communication Squadron, Royal Canadian Electrical and Mechanical Engineers School, Canadian Forces Ammunition Depot, RCAF Academy, 400 Tactical Helicopter Squadron, Shared Services Canada, 1 Dental Unit, Canadian Forces Recruiting Group, 31 Canadian Forces Health Services Centre, Civilian Human resources center, Conflict and complaint management services, Barrie Armoury, Owen Sound Armoury, as well as Cadet Training Centers and activities. Schools and other lodger units carry out training and operational activities using a series of traditional classrooms, computer based training, as well as practical "hands-on" training and physical repair and maintenance activities. Consequently, in addition to the multitude of classrooms, conference rooms and theatres there are a large number of shops, garages, ranges and specialty trade areas throughout the Base.
- (d) Schools and other lodger units are supported by the MPGTG. This organization manages all CFB Borden and its infrastructure to enable the lodger units to accomplish their objectives. MPGTG is comprised of the Headquarters, Administration Branch Base Technical Services, Base Operations, Review and Compliance Services, and the Base Comptroller. Through its respective units, MPGTG provides for accommodations, meals, infrastructure maintenance, renovation and upkeep, including telecommunications and variety of recreational facilities such as the sports complex, movie theatre and military service clubs known as messes.

3. SCOPE OF WORK

- (a) The Contractor must provide janitorial cleaning services meeting the performance requirements stipulated herein. The Contractor is solely responsible for the cleanliness of all areas, fixtures, furnishing, exits and entrances to the buildings included in the Contract. Buildings included in the Contract are all listed under 4.2. Service Requirements.
- (b) Primary cleaning requirements are stipulated in Section 4.3.2 Specific Tasks and Outcomes. That a specific task may not be included in Section 4.3.2 does not alleviate the Contractor's responsibility to clean the item (for example, benches are not listed but if they exist within the building, they must be cleaned. Radiators and cloak racks are not listed; however, if they are located in an included building, they must be cleaned).

(c) **Additional Information**

- (i) Appendix 1 to Annex A: Includes a list of all the buildings and provides information on the number of washrooms per building as well as each buildings total square meters.
- (ii) Appendix 2 to Annex A: Is a DND document containing the guidelines and standards that are to be followed when cleaning Hospital facilities and Dental Clinics.
- (iii) Appendix 3 to Annex A: Includes a list of tables that provides a frequency schedule for each building; how often and what areas are to be cleaned.
- (iv) Appendix 4 to Annex A: Is a list of the building, out of the list in Appendix 1 to Annex A, that will require snow removal.

3.1 Hours of Work

The Contractor must arrange its work in a manner that will cause the least inconvenience or disturbance to the building's occupants and schedule all of its work with the Site Authority. Normal working hours for most building occupants is from 0700 to 1600 hrs, Monday to Friday. The Contractor must arrange its work schedule for the various buildings during, or within the time frames stated by the site authority this will be between the hours of 0700 to 2400hrs unless otherwise specified.

3.1.1 Designated Statutory Holidays for the Department of National Defence are as follows:

- New Year's Day
 - Good Friday
 - Easter Monday
 - Victoria Day
 - Canada Day
 - Civic Holiday
 - Labour Day
 - Thanksgiving Day
 - Remembrance Day
 - Christmas Day
 - Boxing Day
- (i) The Site Authority will specify buildings that are open on statutory holidays that must receive janitorial service at no additional cost. For example, Mess/Dining Halls may open on these days.
 - (ii) The Contractor must provide full janitorial service on the Ontario Family Day Statutory holiday (3rd Monday in February) at no extra charge as Canada does not observe this day as a holiday.
 - (iii) During leap years, the Contractor must change its schedule to provide janitorial services on February 29 at no extra charge to Canada.

3.2 Security

The Contractor's personnel will be involved in opening and closing of various buildings. The Contractor must ensure that each building that was locked upon entry is locked when cleaning is completed and the building is left. All members cleaning those unattended buildings must have the proper security clearance to do so.

3.3 Key and Cardkey Control

- (a) The Contractor must establish and implement methods of ensuring that all keys and cardkeys issued to the Contractor by DND are not lost or misplaced and are not used by unauthorized persons. No keys issued to the Contractor by DND will be duplicated. The Contractor must develop procedures covering key/cardkey control. The Contractor must report the occurrence of a lost key or cardkey to the Site Authority, no later than the start of the next duty day after the Contractor or employee becomes aware of the loss;
- (b) In the event keys, other than master keys, are lost or duplicated, the Contractor must, upon direction of the Site Authority, to re-key or replace the affected lock or locks. However, DND, at its option, may replace the affected lock or locks or perform re-keying;
- (c) When the replacement of locks or re-keying is performed by DND, the total cost of re-keying or the replacement of the lock or locks must be deducted from the Contractors monthly invoice; and

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- (d) DND-issued keys and cardkeys must not be used by any person(s) other than the Contractor's employees. Contractor employees must not open locked areas to permit entrance of persons other than Contractor's employees. The Contractor must retrieve keys and cardkeys from terminated employees. All keys and cardkeys must be returned to the Site Authority upon completion of the contract and prior to final payment.

3.4 DND Maintenance / Construction / Operational Directives / Activities

There may be times when DND maintenance/construction/Operational Directives or activities will affect the contractor's schedule. When possible, the Contractor will be provided with at least a 48-hour notification of those occasions. In addition, there may be occasion where entire buildings are subjected to renovation in which case they may be taken "off-line" during the period of renovation. As well, as building maintenance, construction or activities evolve, there may be instances where additional buildings or areas of a building are added to the Contract. In such instances the Contractor must provide the Site Authority a firm written quotation for the addition, within 5 days of the Site Authority's request. The Determination of Cost will apply to calculate the firm monthly rate.

3.5 Acceptability of Materials

The acceptance of materials other than those specified in the Contractor's Proposal must be determined by the Site Authority or his/her representative. Permission when granted must be in writing.

- (a) The Contractor must use for all hard surface disinfecting a disinfectant that contains one of the following:
Accelerated hydrogen peroxide (AHP) 0.5 %
Quaternary ammonium
- (b) Use of non-scented products is highly recommended. The Site Authority reserves the right to request specific products not be used and or specific products will be used at no additional cost to DND.
- (c) The Contractor must use HOSPITAL GRADE DISINFECTANTS for cleaning the Hospital facility and Dental clinic. No other products are acceptable. Refer to Appendix 2 to Annex A for additional information; and
- (d) Use of green products is highly recommended. The Site Authority reserves the right to request specific products not be used and or specific products will be used at no additional cost to DND.

3.6 Sanitary Facilities

Sanitary facilities for the Contractor's employees are available at each job site.

3.7 Parking

Parking space is not assigned but available at each site.

3.8 Power and Water

Power and water is available to the Contractor, at no cost.

3.9 Safety Requirements

The Contractor must:

- (a) Observe and enforce safety measures required by the Occupational Health and Safety Act, Provincial Government (WSIB), or additional info provided by the Site Authority;
- (b) Properly label all materials and products brought on to the Base as to their composition and the safety precautions necessary for the use and storage in accordance with WHMIS legislation and HMRA regulations;
- (c) Provide Safety Training to all of their employees working on the Contract, prior to commencement of the Contract and provide proof such as copies of their certification;
- (d) Provide proper personnel protective equipment to all their employees;

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- (e) Submit all Safety Data Sheets (SDS) to the Site Authority, within two (2) weeks following the Start-up Site Meeting; and
 - (f) Submit all storage location quantities of chemicals to the Site Authority, within one (1) month following the cleaning start date.

3.10 Fire Safety Plan

- (a) The Contractor and his personnel must be briefed on fire safety by the Base Fire Chief or his representative before work can commence.
- (b) The Contractor's personnel must know the location of the nearest fire alarm box and telephone and report immediately all fire incidents to the Fire Dept. as follows:
 - (i) Activate nearest fire alarm box;
 - (ii) Telephone; and
 - (iii) The person activating the fire alarm must remain at the designated safe area.
- (c) Contractor's personnel may work in more than one location during a normal shift. The Contractor must develop a tracking method to be used within each building to indicate when Contractor's personnel are arriving / departing a building for fire or safety reasons.

3.11 Flammable Liquids

The Contractor must ensure:

- (a) Transfer of flammable liquids is not carried out in the vicinity of open flames or any type of heat-producing devices;
- (b) Liquids having a flash point below 38 degrees C such as gasoline are not used as solvents or cleaning agents; and
- (c) Flammable liquids, for disposal, are stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.

3.12 Rubbish & Waste Materials

- (a) The burning of rubbish is prohibited.
- (b) The following applies to all buildings:

The Contractor must ensure:

 - (i) Metal butt containers are emptied into garbage containers with lids;
 - (ii) Combustible containers are not used for the collection from waste containers or other garbage receptacles;
 - (iii) Cleaning supplies are kept to a minimum and stored in the proper storage rooms provided; and
 - (iv) Dust mops, brooms, and floor mops are stored clear of floor such as hung from a hook.

3.13 Broken and Damaged Property

The Contractor must ensure that no damage to property occurs while performing work. The Contractor will be held liable for the cost of repair or replacement of Government or personal items within work areas damaged by Contractor Employees.

3.14 Warning Signs

The Contractor must provide and place appropriate warning signs for wet or slippery floor areas and must remove the warning signs after the area has been restored to a safe and orderly condition. Mops, brooms, trash containers, and cleaning equipment must not be stored, used, or placed in locations or utilized in such a manner that a safety hazard(s) is created.

3.15 Safety Hazards

The Contractor must report all perceived safety hazards to the Site authority immediately upon discovery, including, but not limited to, broken glass and fluorescent bulbs placed in trash receptacles. The Site Authority may, at its discretion refuse contractor admittance to such location due to activities being performed.

3.16 Equipment

The Contractor's equipment must be kept in good and proper working order at all times. The Contractor must ensure that a sufficient amount of equipment is on-site, such as vacuums, floor scrubber, and mops, at all time to meet work requirements.

3.17 Storage

To the extent available, the Contractor will be provided with accommodation (janitor closet) in each building for storage of mops, brooms, etc. No accommodation is available for the storage of bulk materials but an approved site can be assigned at no extra cost to DND to have a container, provided by the Contractor, located at CFB Borden.

3.18 Log Sheet

The Contractor must maintain a log sheet of the cleaning and disinfection in each location. The Contractor must ensure that a log sheet is placed in on-site in each building and signed by the employee who provide the services at the frequencies stated in the Service Requirements at 4.2. Log sheets must be handed in to the Site Authority monthly.

4. REQUIREMENTS

4.1 General

The Contractor must provide all management, supervision, labor, materials, supplies and equipment, and must plan, schedule, coordinate, and assure effective completion of the janitorial cleaning services described herein. The Contractor will determine how much labor is needed to perform the tasks, what methods will be used to complete the job and which supplies, materials and equipment are needed. This Statement of Work expresses DND's requirements in the form of General Work Quality Standards (GWQS). Part 4.3 General Work Quality Standards are provided as DND's professional assessment of the minimum quality standards to be met. The results of the work performed under this contract must conform to Specific Tasks and Outcomes described in 4.3.2. Additionally, any building can be added, deleted, or service requirements modified throughout the duration of this contract. Deletions and or modifications where reductions in services are required, costs will be calculated using the Determination of Cost.

4.2 Service Requirements

4.2.1 Services must be provided every day, on a five (5) day a week basis for the buildings listed in the table below. If some or all of these buildings are open during any of the statutory holidays service must be provided at no extra charge to DND.

Reference Appendix 3 to Annex A – 3c, 3f, 3g, 3h

Building	Description	Address
A-74	RCSU	51 Maple Leaf Drive
A-78	Dyde Hall	62 Centre Drive
A-121	South Side MP HQ	620 Ortona Road
A-142	Croil Hall	264 Lundy's Lane
A-146	CFSEME	231 Craftsman Road
A-154	RP Ops - Steam Plant	21 Spitfire Lane
A-165	Office Building Imagery	220 Craftsman Lane
A-171	CFSATE	83 Argus Crescent
A-175	RCEME	151 Hangar Road

Building	Description	Address
A-176	Billy Bishop/CBRN Training Sqn	94 Craftsman Road
A-218	RCEME	167 Hangar Road
A-243	CFSATE Refinishing	17 Hangar Road
A-245	RCEME	325 Lundy's Lane
A-249	CFFCA	384 Hangar Road
A-252	CFFCA Maint/Supply	361 Hangar Road
A-253	RCEME Materials Platoon	31 Hangar Road
A-254	CFSEME	221 Craftsman Road
A-256	CFFCA	190 Hangar Road
A-262	CFFCA Training	457 Hangar Road
A-276	CFSATE	83H Argus Crescent
A-277	CFSATE	83D Argus Crescent
A-283	CFSATE	83J Argus Crescent
A-289	CFSATE	83K Argus Crescent
A-296	Sub Gym/Sprung Shelter	26 Maple Leaf Drive
E-41	B Ops - BASF	135 Ortona Road
E-102	Library	41 Kapyong Road
E-108	LCC	18 Waterloo Road East
E-123	PMFRC Day Care	56 Gibraltar Road
E-146	TIS - Small Ware House	37 Ram Street
E-181	Office Building CDA	74 Ortona Road
E-182	Family Resource Centre	54 Gibraltar Road
E-186	Firehall	150 Ortona Road
E-211	Military Police Academy	538 Cambrai Road
E-212	TIS	450 Cambrai Road
H-3	CFSATE	174 Hangar Road
H-5	RCSU	146 Hangar Road
H-7	CFSATE	118 Hangar Road
H-11	Military Museum	44 Hangar Road
H-17	CFSATE	26 Mitchel Street
H-18	400 Squadron Tac Hel	60 Mitchel Street
O-95	Maint/Transport	45 Maintenance Road
O-97	RP Ops - Sewage Plant	164 Cambrai Road
O-111	Base Supply	247 Cambrai Road
O-114	Old Dental Bldg.	72 El Alamein Road West
O-144	RP Ops - Sewage Plant	164B Cambrai Road
O-158	Investigation CFNIS	96 Centurion Close
O-161	Maint/Transport	45B Maintenance Road
O-166	Training Hospital	30 Ortona Road
O-177	Maint/Transport	45A Maintenance Road
O-208	Recruiting Centre	25 Centurion Close

Building	Description	Address
P-27	Transport Training	91 Ramillies Road
P-72	Terra Theatre	14 Torbruk Road
P-151	700 Communication 400 Sqn	61 Ramillies Road
P-153	National Sports/RCEME/CFTDC	633 Dieppe Road
P-154	RP Ops Building	16 Ramillies Road
P-156	400 Squadron	80 Ramillies Road
P-157	Military Police	681 Cambrai Road
P-167	RP Ops - Green House	16C Ramillies Road
P-171	RP Ops - Roads & Grounds	16F Ramillies Road
P-188	Car Wash	45B Ramillies Road
P-189	Car Wash	61A Ramillies Road
P-210	Health Services	641 Cambrai Road
R-86	Range Control	10 Range Road
S-114	Drill Hall	550 Ortona Road
S-136	RCAF Academy	90 Rafah Crescent
S-165	RCEME (New Building)	83 Lundy's Lane
T-47	Firehall - Small Bldg.	141 Falaise Road
T-119	Office building	36 Atlantic Road
T-145	CFLTC School	110 Atlantic Road
T-150	Telecommunication	322 Ortona Road
T-151	CFLTC School	120 Atlantic Road
T-153	TIS	15B Cyprus Road
T-158	Trailers PSP	85 Atlantic Road
T-161	DCC Trailers	63A Atlantic Road
T-162	DCC Trailers	63B Atlantic Road
T-163	DCC Trailers	63C Atlantic Road
T-164	DCC Trailers	63D Atlantic Road
T-173	Trailers PSP	85A Atlantic Road
T-174	Trailers	85B Atlantic Road
T-175	TIS	15E Cyprus Road
CFAD 200	AMMO	
CFAD 208	AMMO	
CFAD 231	AMMO	

4.2.2 Service must be provided on a seven (7) day a week basis for the buildings listed in the table below. If some or all of these buildings are open during any of the statutory holidays; service must be provided at no extra charge to DND.

Reference Appendix 3 to Annex A – 3d

Building	Description	Address
P-160	Officers Mess	32 Caen Circle
T-117	Huron Club	253 Ortona Road
T-126	Andy Anderson Arena	100 Ramillies Road
T-147	Juno Beach Mess	201 Falaise Road

4.2.3 Service must be provided on a three (3) day a week basis for the buildings listed in the table below. If some or all of these buildings are open during any of the statutory holidays; service must be provided at no extra charge to DND.

Reference Appendix 3 to Annex A – 3b

Building	Description	Address
A-267	Landfill Site	6896 County Road 15
O-187	North Gatehouse	10 Cambrai Road
R-58	Lisle Gatehouse	Range Road
R-96	RPO Range Building	717 Range Road
T-149	Youth Centre	14 Typhoon Lane
	NPF/Canex Bank Offices	

4.2.4 Service must be provided on a one (1) day a week basis for the buildings listed in the table below. If some or all of these buildings are open during any of the statutory holidays; service must be provided at no extra charge to DND.

Reference Appendix 1 to Annex A – 3a

Building	Description	Address
A-170	CFFCA	436 Hangar Road
A-278	TIS	180 Lundy's Lane

4.2.5 Service must be provided on a seasonal basis for the buildings listed in the table below. Start date and end dates will come from PSP management. Services must be performed daily as per frequency attachment. If some or all of these buildings are open during any of the statutory holidays; service must be provided at no extra charge to DND.

Reference Appendix 3 to Annex A – 3e

Building	Description	Address
P-193 Baseball Field	Outdoor washrooms (standalone building)	351 Ortona Road

4.2.6 For building T-118, 122 Ramillies Road, service must be provided Monday to Friday from 0700 - 2400 hrs. Saturday and Sunday service must be provided from 0700 – 2200 hrs. The occupancy of T-118 increases during the winter months and during seasonal sporting tournaments, day camps and organized scheduled yearly events. The site authority will provide a tentative schedule of yearly activities and when able give a 48 hour reminder notice so contractor can coordinate extra staff and supplies if required at no extra cost to DND. For building T-188, all specified task and outcomes in 4.3.2 must be monitored and provided continually during those hours.

4.2.6.1 T-118, located at 122 Ramillies Road, requires Pool area cleaning services including the following:

- (i) Pool deck (daily service);
- (ii) All windows (weekly service);
- (iii) Office's and staff change area (daily service);
- (iv) Observation area (daily service); and
- (v) Hot tub stairs and surrounding area (daily service)

4.2.6.2 T-118, located at 122 Ramillies Road and A-296, located at 26 Maple Leaf Drive, requires aerobic and weight room areas cleaning services including the following:

- (i) All aerobic equipment (daily service);
- (ii) All weight machines (daily service); and
- (iii) All fixed and movable weight equipment (daily service)

4.2.6.3 T-118, located at 122 Ramillies Road requires special hardwood floor cleaning done twice daily on Basketball Court area. Cleaning and chemical used must following guidelines provided upon award of contract.

4.2.7 P-210 located at 641 Cambrai Road must follow the Environmental Cleaning and Disinfection Standards for Canadian Forces Health Services Centres and Dental Units as indicated at **Annex A - Appendix 2**.

4.3 General Work Quality Standards

4.3.1 General

The Site Authority will arrange for inspection of the Contractor's work and bring any deficiencies to the Contractor's attention. The Contractor must remedy such deficiencies within 24 hours for daily tasks, 2 days for weekly tasks and 4 days for all other tasks. The Contractor must accomplish the specific janitorial tasks described in 4.3.2 below, for all areas in the buildings listed in 4.2 above and maintain the different frequency schedule of areas attached in Appendix 3 to Annex A. The Contractor must provide all management, planning, supervision, administration, equipment, supplies and personnel necessary to ensure the tasks described in 4.3.2 below are performed in a manner that will maintain a satisfactory facility condition and present a clean, neat and professional appearance. The Contractor must keep the facilities clean, free of litter, and ensure that washrooms are stocked with adequate quantities of the necessary supplies throughout the day. The Contractor must wash shower curtains and replace them with DND provided new shower curtains when required. Heavily used areas, such as washrooms, may have to be cleaned and restocked more than once per day. Washrooms are to be kept open at all times during normal building business hours except for minimum time required for restocking or cleaning. Trash containers must be emptied frequently. Floors are to be maintained to the descriptions provided under 4.3.2.

4.3.2 Specific Tasks and Outcomes

1. Washrooms

Washrooms must be free of trash/garbage build up; all surfaces of washrooms must be disinfected and there must be no streaks, stains, urine, excess stagnant liquids, unpleasant odours, marks, detergent residue, dirt accumulations, mould, fungus, mineral deposits, gum, or soiling on any surface, including but not limited to: showers, shower curtains, toilets, urinals, partitions, exposed pipes, sinks, mirrors, windows and walls. Shower curtains must be removed, cleaned and installed weekly. Toilet paper and paper towel dispensers must be stocked and maintained to meet the needs of personnel.

2. Floors and Thresholds

Floor surfaces and baseboards must be maintained clean and free of marks, dirt, gum, and other foreign matter. All floor drains cleaned and disinfected. All resilient and hard floor areas must be spray-buffed and / or stripped, sealed and refinished and have a uniform high luster without unsightly finish buildup on floor, baseboard or walls. Hard floor surfaces and grout must be kept free of dirt buildup and must be machine scrubbed and disinfected, when applicable, to maintain cleanliness. Stone floors and other speciality flooring must be maintained to industry and manufacturer standards.

3. Machine Scrub

After machine scrubbing, the floor surface must have a uniform appearance and must be free of streaks, detergent residue, grease, oils, hydraulic fluids, tar balls, gum, dirt and standing water. Hard-to-reach areas must be scrubbed with hand brush to achieve a uniform appearance. After machine scrubbing, the Contractor must remove all splash marks or mop streaks on furniture, walls and baseboards.

4. Strip and Seal Floors

- (a) Furniture and appliances must be moved to strip and seal floors. After the stripping and sealing has been completed, the floor and covering surfaces must be free of bubbles and uniform in appearance, all adjacent wall surfaces and fixture items must be free of stripping and sealing solutions, furniture and appliances must be returned to their original location.
- (b) A Schedule identifying all stripping, waxing, sealing, and buffing must be made known to the site authority and building occupants 48hrs prior to the work being performed. All buildings with appropriate floor covers must be done once per year preferably during periods in which buildings are more sparsely frequented such as summer holidays and during Christmas. (Block leave, Christmas leave period)

5. Dry Mopping

- (a) Dust mop.
After dust mopping, floor surface must be free of dust and dirt. Dust (dry) mops must be treated to prevent scattering of dust and buildup of static electricity. Products used to treat mops must be non-flammable and non-toxic and must not leave a slippery surface.
- (b) Sweeping.
After sweeping, all floor surfaces, including corners and abutments, must be free of litter, dust and foreign debris. Chairs, trash receptacles and easily moved items must be tilted or moved to sweep underneath. The moved items must be replaced back into their original location.

6. Wet/Damp Mop

All accessible areas must be wet/damp mopped. Chairs, trash receptacles, and easily moved items must be moved to be wet/damp mopped underneath. After being mopped, the floor must have a uniform appearance, with no streaks, swirl marks, detergent residue or any evidence of soil, stains, film, and debris on furniture, walls, baseboards or mop strands remaining in the area. All items moved are to be returned to their original location following the work being completed.

7. Carpets

- (a) General Cleaning.
After being vacuumed, the carpet must be free of visible litter, soil, dust.
- (b) Spot cleaning
All spillage, gum, dirt accumulation or crusted material must be removed along with spots and stains. There must be no evidence of fusing caused by harsh rubbing or brushing. Cleaned spots must blend with adjacent areas of carpet.

8. Stairways and Handrails

Surfaces (horizontal and vertical) must be swept, mopped or scrubbed and must be free of dirt, dust, grime, cobwebs, debris and other foreign substances and must present an overall appearance of cleanliness. All hand rails must be wiped and disinfected.

9. Aluminium, Brass/Bronze and Stainless Steel

Surfaces must be free of dirt, dust, grime, gum, debris and other foreign substances and must have a polished lustrous appearance without any dry brass polish residue visible.

10. Dusting

- (a) Surface level.
There must be no obvious signs of dust on any surface on all levels up to and including 10 feet in height. All horizontal, vertical and under surface areas must be free of dust, smudges or spots. When dusting horizontal surfaces, particularly desk tops, items may be moved to dust under, but in no case will papers be moved.

- (b) High dusting.
Surfaces must be free of obvious signs of dust and cobwebs.

11. Walls, Doors, Partitions and Dividers

After cleaning walls, doors, partitions, dividers, and the like, must be uniform in appearance and free of grime, gum, marks, streaks, dirt and dust. These must have been removed without obvious discoloration to the wall finish. In washrooms (including shower walls and ceilings) all signs of water stains, soap build up, film or smudges must be removed from all surfaces using a cleaner disinfectant deodorizer to ensure sanitary conditions.

12. Wood

Wood surfaces must be free of dirt, dust streaks, spots and film.

13. Fixtures, Bright Metal Surfaces and Water Fountains

Fixtures must be clean and bright, free of streaks, and dried. There must be no obvious dust, gum, trash, dirt, stains or encrustation. Drinking fountains must be disinfected and kept free of debris, and nozzles free from encrustation. Metal surfaces must have a polished lustrous appearance. There must be no polish residue on walls or floors around fixtures.

14. Servicing and Policing

Throughout the day the entire facility must be maintained free of discarded materials, gum, and trash and present an overall appearance of cleanliness. The Contractor must keep the washrooms supplied at a rate which will ensure continual availability of all items until the next scheduled service.

15. Soap and Hand Sanitizer Dispensers

All soap, hand sanitizer dispensers must be stocked and maintained to meet the needs of personnel. All dispensers and vanity shelves must be clean and dry.

16. Glass, Mirrors, Windows and Ledges

All glass, mirrors, windows (interior only) and ledges must be clean and free of dust, smudges, soil substances or spots. Window blinds, tapes, cords and valances must be free of dust. If any water has been spilled on the floors during cleaning, the water must be cleaned up.

17. Display Cases, Hose Cabinets and Kick Plates

All must be clean and free of dust, smudges, soil substances or spots.

18. Trash Removal

- (a) All interior and exterior trash containers must be emptied into designated dumpsters in such a way to prevent littering adjacent areas. Trash containers must be returned to their initial location. Boxes, cans and papers placed near trash receptacles and marked "TRASH" must be removed. Empty boxes must be broken down before disposing in trash dumpsters. Upon completion of trash removal, all trash containers and the areas adjacent to trash containers must be left clean, free of foreign substances and odors; and a clean, new trash can liner must be placed in the container. Except for office areas, all trash containers must be double-lined.
- (b) Recycling containers must be collected and must be emptied into the relevant recycling bin (fine papers, cans, glass/plastic bottles, cardboard, newspapers, magazines, etc.).

19. Light fixture covers

The light fixture covers must be washed and free of cobwebs, insects, dirt, dust, foreign objects and smears.

20. Entrance Mats/Grates

After vacuuming grates and carpet-type entrance mats, the mats/grates must be free of soil, grit, debris, and the carpet pile restored to resilience. After cleaning rubber or polyester-type entrance mats, the mats must be free of soil, grit, and debris. The Contractor may sweep, vacuum or hose down outside rubber- or polyester-type entrance mats to remove soil and grit. Mats/grates lifted and moved in order to clean under.

21. Gum

Gum must be removed immediately upon detection from any and all areas and surfaces, leaving no gum mark or residue. All gum removal must be performed in a manner that will prevent harm to any surface by scratching or staining.

22. High traffic touch zones, Hand Plates, Door knobs and Light switches

All must be clean and free of dust, smudges, soil substances or spots.

All high traffic touch zones must be disinfected and there must be no streaks and stains.

23. Snow Removal

- (a) The Contractor is responsible to ensure that all walkways, entrances, exits, wheelchair ramps, stairs, patios and fire escapes areas are kept free and clear of snow, ice and slush at all times; for the full width (min 4 feet) of walkway and within a 10 foot perimeter of the building. The Contractor is to ensure snow banks do not in any manner obstruct the walkways, entrances, exits, wheelchair ramps, stairs, patios and fire escapes.
- (b) Walkways must be clear of snow, ice, and or debris extending from the building exit, traveling in all directions within a 10 foot perimeter, until it meets the sidewalk way that runs parallel to the nearest roadway before the work day starts for that building occupants.
- (c) On heavy snow days it must be monitored accordingly and ice melt salt/sand must be used to ensure a slip free surfaces. The Contractor must supply and use environmentally friendly ice melt salt/sand products.
- (d) It is recommended that the contractor implements a dedicated snow removal team as this will ensure that no cleaning or snow removal tasks will be done in an unsatisfactory manner. If extra personnel is hired for snow removal during the winter months this will be at no extra charge to DND.
- (e) A list of buildings requiring snow removal is found at Appendix 4 to Annex A.

Appendix 1 to Annex A
Additional Building Information

The sq m for the Building Totals along with the number of the Washrooms that have provided in the table below. The information provide is accurate and in accordance with DND's current data.

Item	Building	Description	Address	Total Washrooms	Building Total (Sq M)
1	A-74	RCSU	51 Maple Leaf Drive	4	1088.81
2	A-78	Dyte Hall	62 Centre Drive	4	2984.92
3	A-121	South Side MP HQ	620 Ortona Road	5	883.5
4	A-142	Croil Hall	264 Lundy's Lane	16	16003.85
5	A-146	CFSEME	231 Craftsman Road	2	1175.1
6	A-154	RP Ops - Steam Plant	21 Spitfire Lane	3	1155
7	A-165	Office Building Imagery	220 Craftsman Lane	2	746.16
8	A-170	CFFCA	436 Hangar Road	2	59.7
9	A-171	CFSATE	83 Argus Crescent	6	8692.65
10	A-175	RCEME	151 Hangar Road	2	2352.65
11	A-176	Billy Bishop/CBRN Training Sqn	94 Craftsman Road	8	4175.75
12	A-218	RCEME	167 Hangar Road	2	941.92
13	A-243	CFSATE Refinishing	17 Hangar Road	3	2063.02
14	A-245	RCEME	325 Lundy's Lane	4	3434.63
15	A-249	CFFCA	384 Hangar Road	2	969
16	A-252	CFFCA Maint/Supply	361 Hangar Road	2	910.41
17	A-253	RCEME Materials Platoon	31 Hangar Road	2	1342.2
18	A-254	CFSEME	221 Craftsman Road	7	13317.49
19	A-256	CFFCA	190 Hangar Road	4	1825.68
20	A-262	CFFCA Training	457 Hangar Road	2	21.16
21	A-267	Landfill Site	6896 County Road 15	1	32.00
22	A-276	CFSATE	83H Argus Crescent	4	1055.05
23	A-277	CFSATE	83D Argus Crescent	0	135.4
24	A-278	TIS	180 Lundy's Lane	1	153.4
25	A-283	CFSATE	83J Argus Crescent	0	380.9
26	A-289	CFSATE	83K Argus Crescent	0	273.8
27	A-296	Sub Gym/Sprung Shelter	26 Maple Leaf Drive	2	1256.6
28	E-41	B Ops - BASF	135 Ortona Road	3	1649
29	E-102	Library	41 Kapyong Road	2	686.72
30	E-108	LCC	18 Waterloo Road East	3	861.37
31	E-123	PMFRC Day Care	56 Gibraltar Road	5	1026.44
32	E-146	TIS - Small Ware House	37 Ram Street	1	1040.9
33	E-181	Office Building CDA	74 Ortona Road	4	852.9
34	E-182	Family Resource Centre	54 Gibraltar Road	4	1555.59
35	E-186	Firehall	150 Ortona Road	4	1399.17
36	E-211	Military Police Academy	538 Cambrai Road	16	5542.04

Item	Building	Description	Address	Total Washrooms	Building Total (Sq M)
37	E-212	TIS	450 Cambrai Road	3	478.8
38	H-3	CFSATE	174 Hangar Road	2	878.09
39	H-5	RCSU	146 Hangar Road	1	980.51
40	H-7	CFSATE	118 Hangar Road	2	1006.46
41	H-11	Military Museum	44 Hangar Road	2	927.44
42	H-17	CFSATE	26 Mitchel Street	5	5465.5
43	H-18	400 Squadron Tac Hel	60 Mitchel Street	6	6983.82
44	O-95	Maint/Transport	45 Maintenance Road	7	10029.68
45	O-97	RP Ops - Sewage Plant	164 Cambrai Road	1	165.97
46	O-111	Base Supply	247 Cambrai Road	7	8740.22
47	O-114	Old Dental Bldg.	72 El Alamein Road West	2	1393.32
48	O-144	RP Ops - Sewage Plant	164B Cambrai Road	2	469.82
49	O-158	Investigation CFNIS	96 Centurion Close	2	300.6
50	O-161	Maint/Transport	45B Maintenance Road	1	204.34
51	O-166	Training Hospital	30 Ortona Road	28	13814.54
52	O-177	Maint/Transport	45A Maintenance Road	2	758.29
53	O-187	North Gatehouse	10 Cambrai Road	1	27.78
54	O-208	Recruiting Centre	25 Centurion Close	2	2221.07
55	P-27	Transport Training	91 Ramillies Road	4	2786.9
56	P-72	Terra Theatre	14 Torbruk Road	6	1701.35
57	P-151	700 Communication 400 Sqn	61 Ramillies Road	4	4010.09
58	P-153	National Sports/RCEME/CFTDC	633 Dieppe Road	13	6603.09
59	P-154	RP Ops Building	16 Ramillies Road	8	8027.38
60	P-156	400 Squadron	80 Ramillies Road	4	2112.06
61	P-157	Military Police	681 Cambrai Road	3	899.77
62	P-160	Officers Mess	32 Caen Circle	8	3325.89
63	P-167	RP Ops - Green House	16C Ramillies Road	1	74.00
64	P-171	RP Ops - Roads & Grounds	16F Ramillies Road	2	900.58
65	P-188	Car Wash	45B Ramillies Road	1	460.25
66	P-189	Car Wash	61A Ramillies Road	2	570
67	P-193 Baseball Field	Outdoor washrooms (standalone building)	351 Ortona Road	2	98
68	P-210	Health Services	641 Cambrai Road	26	7189.16
69	R-58	Lisle Gatehouse	Range Road	1	30.5
70	R-86	Range Control	10 Range Road	2	329.8
71	R-96	RPO Range Building	717 Range Road	1	27.00
72	S-114	Drill Hall	550 Ortona Road	2	1628.28
73	S-136	RCAF Academy	90 Rafah Crescent	8	4297.56
74	S-165	RCEME (New Building)	83 Lundy's Lane	10	14031.56
75	T-47	Firehall - Small Bldg.	141 Falaise Road	1	137.05
76	T-117	Huron Club	253 Ortona Road	4	1604.15

Item	Building	Description	Address	Total Washrooms	Building Total (Sq M)
77	T-118	Base Gym	122 Ramillies Road	11	15105.82
78	T-119	Office building	36 Atlantic Road	4	1554.32
79	T-126	Andy Anderson Arena	100 Ramillies Road	11	7228.53
80	T-145	CFLTC School	110 Atlantic Road	5	6489.01
81	T-147	Juno Beach Mess	201 Falaise Road	5	922.03
82	T-149	Youth Centre	14 Typhoon Lane	2	337.92
83	T-150	Telecommunication	322 Ortona Road	1	180.8
84	T-151	CFLTC School	120 Atlantic Road	2	1541.02
85	T-153	TIS	15B Cyprus Road	1	306.5
86	T-158	Trailers PSP	85 Atlantic Road	1	206.5
87	T-161	DCC Trailers	63A Atlantic Road	2	201.1
88	T-162	DCC Trailers	63B Atlantic Road	2	201.1
89	T-163	DCC Trailers	63C Atlantic Road	2	201.1
90	T-164	DCC Trailers	63D Atlantic Road	2	201.1
91	T-173	Trailers PSP	85A Atlantic Road	1	133.77
92	T-174	Trailers	85B Atlantic Road	1	133.77
93	T-175	TIS	15E Cyprus Road	1	167.7
94	CFAD 200	AMMO		1	1079.36
95	CFAD 208	AMMO		3	746.51
96	CFAD 231	AMMO		3	2717.67
97		NPF/Canex Bank Offices		1	119

Solicitation No. - N° de l'invitation
W0113-20CS06/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
tor024

Client Ref. No. - N° de réf. du client
W0113-20CS06

File No. - N° du dossier
TOR-0-43051

CCC No./N° CCC - FMS No./N° VME

Appendix 2 to Annex A
Environmental Cleaning and Disinfection Standards for Canadian Forces Health Services Centres and Dental Units

PDF VERSION - SEE ATTACHMENT

Solicitation No. - N° de l'invitation
W0113-20CS06/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
tor024

Client Ref. No. - N° de réf. du client
W0113-20CS06

File No. - N° du dossier
TOR-0-43051

CCC No./N° CCC - FMS No./N° VME

Appendix 3 to Annex A
Frequency and Area information for Cleaning Services for CFB Borden Facilities

PDF VERSION - SEE ATTACHMENT

Appendix 4 to Annex A

Snow Removal Building List

Item	Building	Description	Address
1	A-154	RP Ops - Steam Plant	21 Spitfire lane
2	A-165	Office Building Imagery	220 Craftsman Lane
3	A-278	TIS	180 Lundy's Lane
4	A-296	Sub gym/Sprung Shelter	26 Maple Leaf Drive
5	E-102	Library	41 Kapyong Road
6	E-108	LCC	18 Waterloo Road East
7	E-146	TIS - Small Ware House	37 Ram Street
8	E-181	Office Building CDA	74 Ortona Road
9	E-212	TIS	Cambrai Road
10	H-11	Military Museum	44 Hangar Road
11	O-97	RP Ops - Sewage Plant	164 Cambrai Road
12	O-216	TIS	44 Centurion Close
13	O-144	RP Ops - Sewage Plant	164B Cambrai Road
14	O-158	Investigation CFNIS	96 Centurion Close
15	O-187	North Gatehouse	10 Cambrai Road
16	P-72	Terra Theatre	14 Tobruk Road
17	P-153	National Sports/RCEME/CFTDC	633 Dieppe Road
18	P-154	RP Ops Building	16 Ramillies Road
19	P-160	Officers Mess	32 Caen Circle
20	P-188	Car Wash	45B Ramillies Road
21	P-189	Car Wash	61A Ramillies Road
22	R-58	Lisle Gatehouse	Range Road
23	S-114	Drill Hall	550 Ortona Road
24	S-138	Borden Citizen	48 Rafah Crescent
25	T-117	Huron Club	253 Ortona Road
26	T-119	Office building	36 Atlantic Road
27	T-126	Andy Anderson Arena	100 Ramillies Road
28	T-147	Juno Beach Mess	201 Falaise Road
29	T-149	Youth Centre	14 Typhoon Lane
30	T-150	Telecommunication	322 Ortona Road
31	T-153	TIS	15B Cyprus Road
32	T-158	Trailers PSP	85 Atlantic Road
33	T-161	DCC Trailers	63A Atlantic Road
34	T-162	DCC Trailers	63B Atlantic Road
35	T-163	DCC Trailers	63C Atlantic Road
36	T-164	DCC Trailers	63D Atlantic Road
37	T-173	Trailers PSP	85A Atlantic Road
38	T-174	Trailers	85B Atlantic Road
39	T-175	TIS	15E Cyprus Road

ANNEX B

BASIS OF PAYMENT

Bidders will provide firm, all-inclusive rates in Canadian dollars (exclusive of HST). H.S.T., if applicable, is extra to the price herein and shall be shown on any invoice as a separate item. Customs duties are included.

*It is **MANDATORY** that the Bidders submit firm prices/rates for the Contract Period, Option Period 1 and Option Period 2 for all items listed hereafter (Pricing Schedule 1). The total amount of applicable taxes must be shown separately, if applicable.*

NOTE: Number of Months and Firm Annual Rate is for evaluation purposes only and will not form part of the contract.

1. CONTRACT PERIOD – Year 1: (dates to be inserted at contract award)

1.1 PRICING SCHEDULE 1: Routine and Scheduled Cleaning Operation

Firm all-inclusive rates routine, schedules and frequency operations as detailed in Annex A, Statement of Work and all of its appendices, including, but are not limited to, overhead, profit, direct and indirect labour.

		A	B	C	D	E
Item	Building / Description	Cleanable Space (Area in m ²)	Firm Monthly Rate per m ²	Firm Monthly Rate (AxB)	Number of Months	Firm Annual Rate (CxD)
1	A-74 / RCS	1,088.81 m ²	\$ _____ / m ²	\$	12	\$
2	A-78 / Dyte Hall	2,984.92 m ²	\$ _____ / m ²	\$	12	\$
3	A-121 / South Side MP HQ	883.5 m ²	\$ _____ / m ²	\$	12	\$
4	A-142 / Croil Hall	16003.85 m ²	\$ _____ / m ²	\$	12	\$
5	A-146 / CRSEME	1175.1 m ²	\$ _____ / m ²	\$	12	\$
6	A-154 / RP Ops - Steam Plant	1155 m ²	\$ _____ / m ²	\$	12	\$
7	A-165 / Office Building Imagery	746.16 m ²	\$ _____ / m ²	\$	12	\$
8	A-170 / CFFCA	59.7 m ²	\$ _____ / m ²	\$	12	\$
9	A-171 / CFSATE	8692.65 m ²	\$ _____ / m ²	\$	12	\$
10	A-175 / RCEME	2352.65 m ²	\$ _____ / m ²	\$	12	\$
11	A-176 / Billy Bishop/CBRN Training Sqn	4175.75 m ²	\$ _____ / m ²	\$	12	\$
12	A-218 / RCEME	941.92 m ²	\$ _____ / m ²	\$	12	\$
13	A-243 / CFSATE Refinishing	2063.02 m ²	\$ _____ / m ²	\$	12	\$
14	A-245 / RCEME	3434.63 m ²	\$ _____ / m ²	\$	12	\$
15	A-249 /CFFCA	969 m ²	\$ _____ / m ²	\$	12	\$
16	A-252 / CFFCA Maint/Supply	910.41 m ²	\$ _____ / m ²	\$	12	\$
17	A-253 / RCEME Materials Platoon	1342.2 m ²	\$ _____ / m ²	\$	12	\$
18	A-254 / CFSEME	13317.49 m ²	\$ _____ / m ²	\$	12	\$

	A	B	C	D	E	
Item	Building / Description	Cleanable Space (Area in m²)	Firm Monthly Rate per m²	Firm Monthly Rate (AxB)	Number of Months	Firm Annual Rate (Cx D)
19	A-256 / CFFCA	1825.68 m ²	\$ _____ / m ²	\$	12	\$
20	A-262 / CFFCA Training	21.16 m ²	\$ _____ / m ²	\$	12	\$
21	A-267 / Landfill Site	32.00 m ²	\$ _____ / m ²	\$	12	\$
22	A-276 / CFSATE	1055.05 m ²	\$ _____ / m ²	\$	12	\$
23	A-277 / CFSATE	135.4 m ²	\$ _____ / m ²	\$	12	\$
24	A-278 / TIS	153.4 m ²	\$ _____ / m ²	\$	12	\$
25	A-283 / CFSATE	380.9 m ²	\$ _____ / m ²	\$	12	\$
26	A-289 / CFSATE	273.8 m ²	\$ _____ / m ²	\$	12	\$
27	A-296 / Sub Gym/Sprung Shelter	1256.6 m ²	\$ _____ / m ²	\$	12	\$
28	E-41 / B Ops - BASF	1649 m ²	\$ _____ / m ²	\$	12	\$
29	E-102 / Library	686.72 m ²	\$ _____ / m ²	\$	12	\$
30	E-108 / LCC	861.37 m ²	\$ _____ / m ²	\$	12	\$
31	E-123 / PMFRC Day Care	1026.44 m ²	\$ _____ / m ²	\$	12	\$
32	E-146 / TIS - Small Ware House	1040.9 m ²	\$ _____ / m ²	\$	12	\$
33	E-181 / Office Building CDA	852.9 m ²	\$ _____ / m ²	\$	12	\$
34	E-182 / Family Resource Centre	1555.59 m ²	\$ _____ / m ²	\$	12	\$
35	E-186 / Firehall	1399.17 m ²	\$ _____ / m ²	\$	12	\$
36	E-211 / Military Police Academy	5542.04 m ²	\$ _____ / m ²	\$	12	\$
37	E-212 / TIS	478.8 m ²	\$ _____ / m ²	\$	12	\$
38	H-3 / CFSATE	878.09 m ²	\$ _____ / m ²	\$	12	\$
39	H-5 / RCSU	980.51 m ²	\$ _____ / m ²	\$	12	\$
40	H-7 / CFSATE	1006.46 m ²	\$ _____ / m ²	\$	12	\$
41	H-11 / Military Museum	927.44 m ²	\$ _____ / m ²	\$	12	\$
42	H-17 / CFSATE	5465.5 m ²	\$ _____ / m ²	\$	12	\$
43	H-18 / 400 Squadron Tac Hel	6983.82 m ²	\$ _____ / m ²	\$	12	\$
44	O-95 / Maint/Transport	10029.68 m ²	\$ _____ / m ²	\$	12	\$
45	O-97 / RP Ops - Sewage Plant	165.97 m ²	\$ _____ / m ²	\$	12	\$

	A	B	C	D	E	
Item	Building / Description	Cleanable Space (Area in m²)	Firm Monthly Rate per m²	Firm Monthly Rate (AxB)	Number of Months	Firm Annual Rate (Cx D)
46	O-111 / Base Supply	8740.22 m ²	\$ _____ / m ²	\$	12	\$
47	O-114 / Old Dental Bldg.	1393.32 m ²	\$ _____ / m ²	\$	12	\$
48	O-144 / RP Ops - Sewage Plant	469.82 m ²	\$ _____ / m ²	\$	12	\$
49	O-158 / Investigation CFNIS	300.6 m ²	\$ _____ / m ²	\$	12	\$
50	O-161/ Maint/Transport	204.34 m ²	\$ _____ / m ²	\$	12	\$
51	O-166 / Training Hospital	13814.54 m ²	\$ _____ / m ²	\$	12	\$
52	O-177 / Maint/Transport	758.29 m ²	\$ _____ / m ²	\$	12	\$
53	O-187 / North Gatehouse	27.78 m ²	\$ _____ / m ²	\$	12	\$
54	O-208 / Recruiting Centre	2221.07 m ²	\$ _____ / m ²	\$	12	\$
55	P-27 / Transport Training	2786.9 m ²	\$ _____ / m ²	\$	12	\$
56	P-72 / Terra Theatre	1701.35 m ²	\$ _____ / m ²	\$	12	\$
57	P-151 / 700 Communication 400 Sqm	4010.09 m ²	\$ _____ / m ²	\$	12	\$
58	P-153 / National Sports/RCEME/C FTDC	6603.09 m ²	\$ _____ / m ²	\$	12	\$
59	P-154 / RP Ops Building	8027.38 m ²	\$ _____ / m ²	\$	12	\$
60	P-156 / 400 Squadron	2112.06 m ²	\$ _____ / m ²	\$	12	\$
61	P-157 / Military Police	899.77 m ²	\$ _____ / m ²	\$	12	\$
62	P-160 / Officers Mess	3325.89 m ²	\$ _____ / m ²	\$	12	\$
63	P-167 / RP Ops - Green House	74 m ²	\$ _____ / m ²	\$	12	\$
64	P-171 / RP Ops - Roads & Grounds	900.58 m ²	\$ _____ / m ²	\$	12	\$
65	P-188 / Car Wash	460.25 m ²	\$ _____ / m ²	\$	12	\$
66	P-189 / Car Wash	570 m ²	\$ _____ / m ²	\$	12	\$

		A	B	C	D	E
Item	Building / Description	Cleanable Space (Area in m²)	Firm Monthly Rate per m²	Firm Monthly Rate (AxB)	Number of Months	Firm Annual Rate (Cx D)
67	P-193 Baseball Field / Washroom Building	98 m ²	\$ _____ / m ²	\$	12	\$
68	P-210 / Health Services	7189.16 m ²	\$ _____ / m ²	\$	12	\$
69	R-58 / Lisle Gatehouse	30.5 m ²	\$ _____ / m ²	\$	12	\$
70	R-86 / Range Control	329.8 m ²	\$ _____ / m ²	\$	12	\$
71	R-96 / RPO Range Building	27.00 m ²	\$ _____ / m ²	\$	12	\$
72	S-114 / Drill Hall	1628.28 m ²	\$ _____ / m ²	\$	12	\$
73	S-136 / RCAF Academy	4297.56 m ²	\$ _____ / m ²	\$	12	\$
74	S-165 / RCEME (New Building)	14031.56 m ²	\$ _____ / m ²	\$	12	\$
75	T-47 / Firehall - Small Bldg.	137.05 m ²	\$ _____ / m ²	\$	12	\$
76	T-117 / Huron Club	1604.15 m ²	\$ _____ / m ²	\$	12	\$
77	T-118 / Base Gym	15105.82 m ²	\$ _____ / m ²	\$	12	\$
78	T-119 / Office building	1554.32 m ²	\$ _____ / m ²	\$	12	\$
79	T-126 / Andy Anderson Arena	7228.53 m ²	\$ _____ / m ²	\$	12	\$
80	T-145 / CFLTC School	6489.01 m ²	\$ _____ / m ²	\$	12	\$
81	T-147 / Juno Beach Mess	922.03 m ²	\$ _____ / m ²	\$	12	\$
82	T-149/ Youth Centre	337.92 m ²	\$ _____ / m ²	\$	12	\$
83	T-150 / Telecommunicati on	180.8 m ²	\$ _____ / m ²	\$	12	\$
84	T-151 / CFLTC School	1541.02 m ²	\$ _____ / m ²	\$	12	\$
85	T-153 / TIS	306.5 m ²	\$ _____ / m ²	\$	12	\$
86	T-158 / Trailers PSP	206.5 m ²	\$ _____ / m ²	\$	12	\$
87	T-161 / DCC Trailers	201.1 m ²	\$ _____ / m ²	\$	12	\$
88	T-162 / DCC Trailers	201.1 m ²	\$ _____ / m ²	\$	12	\$

	A	B	C	D	E	
Item	Building / Description	Cleanable Space (Area in m ²)	Firm Monthly Rate per m ²	Firm Monthly Rate (AxB)	Number of Months	Firm Annual Rate (CxD)
89	T-163 / DCC Trailers	201.1 m ²	\$ _____ / m ²	\$	12	\$
90	T-164 / DCC Trailers	201.1 m ²	\$ _____ / m ²	\$	12	\$
91	T-173 / Trailers PSP	133.77 m ²	\$ _____ / m ²	\$	12	\$
92	T-174 / Trailers	133.77 m ²	\$ _____ / m ²	\$	12	\$
93	T-175 / TIS	167.7 m ²	\$ _____ / m ²	\$	12	\$
94	CFAD 200 / AMMO	1079.36 m ²	\$ _____ / m ²	\$	12	\$
95	CFAD 208 / AMMO	746.51 m ²	\$ _____ / m ²	\$	12	\$
96	CFAD 231 / AMMO	2717.67 m ²	\$ _____ / m ²	\$	12	\$
97	NPF/Canex Bank Offices	119 m ²	\$ _____ / m ²	\$	12	\$
Total Estimated Firm Annual Rate for Contract Period – Year 1:						\$

2. Option Period 1 – Year 2 (dates to be inserted at contract award)

2.1 PRICING SCHEDULE 1: Routine and Scheduled Cleaning Operation

Firm all-inclusive rates routine, schedules and frequency operations as detailed in Annex A, Statement of Work and all of its appendices, including, but are not limited to, overhead, profit, direct and indirect labour.

	A	B	C	D	E	
Item	Building / Description	Cleanable Space (Area in m ²)	Firm Monthly Rate per m ²	Firm Monthly Rate (AxB)	Number of Months	Firm Annual Rate (CxD)
1	A-74 / RCS	1,088.81 m ²	\$ _____ / m ²	\$	12	\$
2	A-78 / Dyte Hall	2,984.92 m ²	\$ _____ / m ²	\$	12	\$
3	A-121 / South Side MP HQ	883.5 m ²	\$ _____ / m ²	\$	12	\$
4	A-142 / Croil Hall	16003.85 m ²	\$ _____ / m ²	\$	12	\$
5	A-146 / CRSEME	1175.1 m ²	\$ _____ / m ²	\$	12	\$
6	A-154 / RP Ops - Steam Plant	1155 m ²	\$ _____ / m ²	\$	12	\$
7	A-165 / Office Building Imagery	746.16 m ²	\$ _____ / m ²	\$	12	\$
8	A-170 / CFFCA	59.7 m ²	\$ _____ / m ²	\$	12	\$
9	A-171 / CFSATE	8692.65 m ²	\$ _____ / m ²	\$	12	\$
10	A-175 / RCEME	2352.65 m ²	\$ _____ / m ²	\$	12	\$
11	A-176 / Billy Bishop/CBRN Training Sqn	4175.75 m ²	\$ _____ / m ²	\$	12	\$

	A	B	C	D	E	
Item	Building / Description	Cleanable Space (Area in m²)	Firm Monthly Rate per m²	Firm Monthly Rate (AxB)	Number of Months	Firm Annual Rate (Cx D)
12	A-218 / RCEME	941.92 m ²	\$ _____ / m ²	\$	12	\$
13	A-243 / CFSATE Refinishing	2063.02 m ²	\$ _____ / m ²	\$	12	\$
14	A-245 / RCEME	3434.63 m ²	\$ _____ / m ²	\$	12	\$
15	A-249 / CFFCA	969 m ²	\$ _____ / m ²	\$	12	\$
16	A-252 / CFFCA Maint/Supply	910.41 m ²	\$ _____ / m ²	\$	12	\$
17	A-253 / RCEME Materials Platoon	1342.2 m ²	\$ _____ / m ²	\$	12	\$
18	A-254 / CFSEME	13317.49 m ²	\$ _____ / m ²	\$	12	\$
19	A-256 / CFFCA	1825.68 m ²	\$ _____ / m ²	\$	12	\$
20	A-262 / CFFCA Training	21.16 m ²	\$ _____ / m ²	\$	12	\$
21	A-267 / Landfill Site	32.00 m ²	\$ _____ / m ²	\$	12	\$
22	A-276 / CFSATE	1055.05 m ²	\$ _____ / m ²	\$	12	\$
23	A-277 / CFSATE	135.4 m ²	\$ _____ / m ²	\$	12	\$
24	A-278 / TIS	153.4 m ²	\$ _____ / m ²	\$	12	\$
25	A-283 / CFSATE	380.9 m ²	\$ _____ / m ²	\$	12	\$
26	A-289 / CFSATE	273.8 m ²	\$ _____ / m ²	\$	12	\$
27	A-296 / Sub Gym/Sprung Shelter	1256.6 m ²	\$ _____ / m ²	\$	12	\$
28	E-41 / B Ops - BASF	1649 m ²	\$ _____ / m ²	\$	12	\$
29	E-102 / Library	686.72 m ²	\$ _____ / m ²	\$	12	\$
30	E-108 / LCC	861.37 m ²	\$ _____ / m ²	\$	12	\$
31	E-123 / PMFRC Day Care	1026.44 m ²	\$ _____ / m ²	\$	12	\$
32	E-146 / TIS - Small Ware House	1040.9 m ²	\$ _____ / m ²	\$	12	\$
33	E-181 / Office Building CDA	852.9 m ²	\$ _____ / m ²	\$	12	\$
34	E-182 / Family Resource Centre	1555.59 m ²	\$ _____ / m ²	\$	12	\$
35	E-186 / Firehall	1399.17 m ²	\$ _____ / m ²	\$	12	\$
36	E-211 / Military Police Academy	5542.04 m ²	\$ _____ / m ²	\$	12	\$
37	E-212 / TIS	478.8 m ²	\$ _____ / m ²	\$	12	\$
38	H-3 / CFSATE	878.09 m ²	\$ _____ / m ²	\$	12	\$
39	H-5 / RCSU	980.51 m ²	\$ _____ / m ²	\$	12	\$
40	H-7 / CFSATE	1006.46 m ²	\$ _____ / m ²	\$	12	\$

		A	B	C	D	E
Item	Building / Description	Cleanable Space (Area in m²)	Firm Monthly Rate per m²	Firm Monthly Rate (Ax²B)	Number of Months	Firm Annual Rate (Cx²D)
41	H-11 / Military Museum	927.44 m ²	\$ _____ / m ²	\$	12	\$
42	H-17 / CFSATE	5465.5 m ²	\$ _____ / m ²	\$	12	\$
43	H-18 / 400 Squadron Tac Hel	6983.82 m ²	\$ _____ / m ²	\$	12	\$
44	O-95 / Maint/Transport	10029.68 m ²	\$ _____ / m ²	\$	12	\$
45	O-97 / RP Ops - Sewage Plant	165.97 m ²	\$ _____ / m ²	\$	12	\$
46	O-111 / Base Supply	8740.22 m ²	\$ _____ / m ²	\$	12	\$
47	O-114 / Old Dental Bldg.	1393.32 m ²	\$ _____ / m ²	\$	12	\$
48	O-144 / RP Ops - Sewage Plant	469.82 m ²	\$ _____ / m ²	\$	12	\$
49	O-158 / Investigation CFNIS	300.6 m ²	\$ _____ / m ²	\$	12	\$
50	O-161 / Maint/Transport	204.34 m ²	\$ _____ / m ²	\$	12	\$
51	O-166 / Training Hospital	13814.54 m ²	\$ _____ / m ²	\$	12	\$
52	O-177 / Maint/Transport	758.29 m ²	\$ _____ / m ²	\$	12	\$
53	O-187 / North Gatehouse	27.78 m ²	\$ _____ / m ²	\$	12	\$
54	O-208 / Recruiting Centre	2221.07 m ²	\$ _____ / m ²	\$	12	\$
55	P-27 / Transport Training	2786.9 m ²	\$ _____ / m ²	\$	12	\$
56	P-72 / Terra Theatre	1701.35 m ²	\$ _____ / m ²	\$	12	\$
57	P-151 / 700 Communication 400 Sqn	4010.09 m ²	\$ _____ / m ²	\$	12	\$
58	P-153 / National Sports/RCEME/C FTDC	6603.09 m ²	\$ _____ / m ²	\$	12	\$
59	P-154 / RP Ops Building	8027.38 m ²	\$ _____ / m ²	\$	12	\$
60	P-156 / 400 Squadron	2112.06 m ²	\$ _____ / m ²	\$	12	\$
61	P-157 / Military Police	899.77 m ²	\$ _____ / m ²	\$	12	\$

		A	B	C	D	E
Item	Building / Description	Cleanable Space (Area in m²)	Firm Monthly Rate per m²	Firm Monthly Rate (Ax^B)	Number of Months	Firm Annual Rate (Cx^D)
62	P-160 / Officers Mess	3325.89 m ²	\$ _____ / m ²	\$	12	\$
63	P-167 / RP Ops - Green House	74 m ²	\$ _____ / m ²	\$	12	\$
64	P-171 / RP Ops - Roads & Grounds	900.58 m ²	\$ _____ / m ²	\$	12	\$
65	P-188 / Car Wash	460.25 m ²	\$ _____ / m ²	\$	12	\$
66	P-189 / Car Wash	570 m ²	\$ _____ / m ²	\$	12	\$
67	P-193 Baseball Field / Washroom Building	98 m ²	\$ _____ / m ²	\$	12	\$
68	P-210 / Health Services	7189.16 m ²	\$ _____ / m ²	\$	12	\$
69	R-58 / Lisle Gatehouse	30.5 m ²	\$ _____ / m ²	\$	12	\$
70	R-86 / Range Control	329.8 m ²	\$ _____ / m ²	\$	12	\$
71	R-96 / RPO Range Building	27.00 m ²	\$ _____ / m ²	\$	12	\$
72	S-114 / Drill Hall	1628.28 m ²	\$ _____ / m ²	\$	12	\$
73	S-136 / RCAF Academy	4297.56 m ²	\$ _____ / m ²	\$	12	\$
74	S-165 / RCEME (New Building)	14031.56 m ²	\$ _____ / m ²	\$	12	\$
75	T-47 / Firehall - Small Bldg.	137.05 m ²	\$ _____ / m ²	\$	12	\$
76	T-117 / Huron Club	1604.15 m ²	\$ _____ / m ²	\$	12	\$
77	T-118 / Base Gym	15105.82 m ²	\$ _____ / m ²	\$	12	\$
78	T-119 / Office building	1554.32 m ²	\$ _____ / m ²	\$	12	\$
79	T-126 / Andy Anderson Arena	7228.53 m ²	\$ _____ / m ²	\$	12	\$
80	T-145 / CFLTC School	6489.01 m ²	\$ _____ / m ²	\$	12	\$
81	T-147 / Juno Beach Mess	922.03 m ²	\$ _____ / m ²	\$	12	\$
82	T-149/ Youth Centre	337.92 m ²	\$ _____ / m ²	\$	12	\$
83	T-150 / Telecommunicati on	180.8 m ²	\$ _____ / m ²	\$	12	\$
84	T-151 / CFLTC School	1541.02 m ²	\$ _____ / m ²	\$	12	\$

	A	B	C	D	E	
Item	Building / Description	Cleanable Space (Area in m²)	Firm Monthly Rate per m²	Firm Monthly Rate (AxB)	Number of Months	Firm Annual Rate (Cx D)
85	T-153 / TIS	306.5 m ²	\$ _____ / m ²	\$	12	\$
86	T-158 / Trailers PSP	206.5 m ²	\$ _____ / m ²	\$	12	\$
87	T-161 / DCC Trailers	201.1 m ²	\$ _____ / m ²	\$	12	\$
88	T-162 / DCC Trailers	201.1 m ²	\$ _____ / m ²	\$	12	\$
89	T-163 / DCC Trailers	201.1 m ²	\$ _____ / m ²	\$	12	\$
90	T-164 / DCC Trailers	201.1 m ²	\$ _____ / m ²	\$	12	\$
91	T-173 / Trailers PSP	133.77 m ²	\$ _____ / m ²	\$	12	\$
92	T-174 / Trailers	133.77 m ²	\$ _____ / m ²	\$	12	\$
93	T-175 / TIS	167.7 m ²	\$ _____ / m ²	\$	12	\$
94	CFAD 200 / AMMO	1079.36 m ²	\$ _____ / m ²	\$	12	\$
95	CFAD 208 / AMMO	746.51 m ²	\$ _____ / m ²	\$	12	\$
96	CFAD 231 / AMMO	2717.67 m ²	\$ _____ / m ²	\$	12	\$
97	NPF/Canex Bank Offices	119 m ²	\$ _____ / m ²	\$	12	\$
Total Estimated Firm Annual Rate for Option Period 1 – Year 2:						\$

3. Option Period 2 – Year 3 (dates to be inserted at contract award)

3.1 PRICING SCHEDULE 1: Routine and Scheduled Cleaning Operation

Firm all-inclusive rates routine, schedules and frequency operations as detailed in Annex A, Statement of Work and all of its appendices, including, but are not limited to, overhead, profit, direct and indirect labour.

	A	B	C	D	E	
Item	Building / Description	Cleanable Space (Area in m²)	Firm Monthly Rate per m²	Firm Monthly Rate (AxB)	Number of Months	Firm Annual Rate (Cx D)
1	A-74 / RCS	1,088.81 m ²	\$ _____ / m ²	\$	12	\$
2	A-78 / Dyte Hall	2,984.92 m ²	\$ _____ / m ²	\$	12	\$
3	A-121 / South Side MP HQ	883.5 m ²	\$ _____ / m ²	\$	12	\$
4	A-142 / Croil Hall	16003.85 m ²	\$ _____ / m ²	\$	12	\$
5	A-146 / CRSEME	1175.1 m ²	\$ _____ / m ²	\$	12	\$
6	A-154 / RP Ops - Steam Plant	1155 m ²	\$ _____ / m ²	\$	12	\$

		A	B	C	D	E
Item	Building / Description	Cleanable Space (Area in m²)	Firm Monthly Rate per m²	Firm Monthly Rate (Ax B)	Number of Months	Firm Annual Rate (Cx D)
7	A-165 / Office Building Imagery	746.16 m ²	\$ _____ / m ²	\$	12	\$
8	A-170 / CFFCA	59.7 m ²	\$ _____ / m ²	\$	12	\$
9	A-171 / CFSATE	8692.65 m ²	\$ _____ / m ²	\$	12	\$
10	A-175 / RCEME	2352.65 m ²	\$ _____ / m ²	\$	12	\$
11	A-176 / Billy Bishop/CBRN Training Sqn	4175.75 m ²	\$ _____ / m ²	\$	12	\$
12	A-218 / RCEME	941.92 m ²	\$ _____ / m ²	\$	12	\$
13	A-243 / CFSATE Refinishing	2063.02 m ²	\$ _____ / m ²	\$	12	\$
14	A-245 / RCEME	3434.63 m ²	\$ _____ / m ²	\$	12	\$
15	A-249 /CFFCA	969 m ²	\$ _____ / m ²	\$	12	\$
16	A-252 / CFFCA Maint/Supply	910.41 m ²	\$ _____ / m ²	\$	12	\$
17	A-253 / RCEME Materials Platoon	1342.2 m ²	\$ _____ / m ²	\$	12	\$
18	A-254 / CFSEME	13317.49 m ²	\$ _____ / m ²	\$	12	\$
19	A-256 / CFFCA	1825.68 m ²	\$ _____ / m ²	\$	12	\$
20	A-262 / CFFCA Training	21.16 m ²	\$ _____ / m ²	\$	12	\$
21	A-267 / Landfill Site	32.00 m ²	\$ _____ / m ²	\$	12	\$
22	A-276 / CFSATE	1055.05 m ²	\$ _____ / m ²	\$	12	\$
23	A-277 / CFSATE	135.4 m ²	\$ _____ / m ²	\$	12	\$
24	A-278 / TIS	153.4 m ²	\$ _____ / m ²	\$	12	\$
25	A-283 / CFSATE	380.9 m ²	\$ _____ / m ²	\$	12	\$
26	A-289 / CFSATE	273.8 m ²	\$ _____ / m ²	\$	12	\$
27	A-296 / Sub Gym/Sprung Shelter	1256.6 m ²	\$ _____ / m ²	\$	12	\$
28	E-41 / B Ops - BASF	1649 m ²	\$ _____ / m ²	\$	12	\$
29	E-102 / Library	686.72 m ²	\$ _____ / m ²	\$	12	\$
30	E-108 /LCC	861.37 m ²	\$ _____ / m ²	\$	12	\$
31	E-123 / PMFRC Day Care	1026.44 m ²	\$ _____ / m ²	\$	12	\$
32	E-146 / TIS - Small Ware House	1040.9 m ²	\$ _____ / m ²	\$	12	\$
33	E-181 / Office Building CDA	852.9 m ²	\$ _____ / m ²	\$	12	\$

		A	B	C	D	E
Item	Building / Description	Cleanable Space (Area in m²)	Firm Monthly Rate per m²	Firm Monthly Rate (AxB)	Number of Months	Firm Annual Rate (Cx D)
34	E-182 / Family Resource Centre	1555.59 m ²	\$ _____ / m ²	\$	12	\$
35	E-186 / Firehall	1399.17 m ²	\$ _____ / m ²	\$	12	\$
36	E-211 / Military Police Academy	5542.04 m ²	\$ _____ / m ²	\$	12	\$
37	E-212 / TIS	478.8 m ²	\$ _____ / m ²	\$	12	\$
38	H-3 / CFSATE	878.09 m ²	\$ _____ / m ²	\$	12	\$
39	H-5 / RCSU	980.51 m ²	\$ _____ / m ²	\$	12	\$
40	H-7 / CFSATE	1006.46 m ²	\$ _____ / m ²	\$	12	\$
41	H-11 / Military Museum	927.44 m ²	\$ _____ / m ²	\$	12	\$
42	H-17 / CFSATE	5465.5 m ²	\$ _____ / m ²	\$	12	\$
43	H-18 / 400 Squadron Tac Hel	6983.82 m ²	\$ _____ / m ²	\$	12	\$
44	O-95 / Maint/Transport	10029.68 m ²	\$ _____ / m ²	\$	12	\$
45	O-97 / RP Ops - Sewage Plant	165.97 m ²	\$ _____ / m ²	\$	12	\$
46	O-111 / Base Supply	8740.22 m ²	\$ _____ / m ²	\$	12	\$
47	O-114 / Old Dental Bldg.	1393.32 m ²	\$ _____ / m ²	\$	12	\$
48	O-144 / RP Ops - Sewage Plant	469.82 m ²	\$ _____ / m ²	\$	12	\$
49	O-158 / Investigation CFNIS	300.6 m ²	\$ _____ / m ²	\$	12	\$
50	O-161 / Maint/Transport	204.34 m ²	\$ _____ / m ²	\$	12	\$
51	O-166 / Training Hospital	13814.54 m ²	\$ _____ / m ²	\$	12	\$
52	O-177 / Maint/Transport	758.29 m ²	\$ _____ / m ²	\$	12	\$
53	O-187 / North Gatehouse	27.78 m ²	\$ _____ / m ²	\$	12	\$
54	O-208 / Recruiting Centre	2221.07 m ²	\$ _____ / m ²	\$	12	\$
55	P-27 / Transport Training	2786.9 m ²	\$ _____ / m ²	\$	12	\$
56	P-72 / Terra Theatre	1701.35 m ²	\$ _____ / m ²	\$	12	\$
57	P-151 / 700 Communication 400 Sqm	4010.09 m ²	\$ _____ / m ²	\$	12	\$

		A	B	C	D	E
Item	Building / Description	Cleanable Space (Area in m²)	Firm Monthly Rate per m²	Firm Monthly Rate (AxB)	Number of Months	Firm Annual Rate (Cx D)
58	P-153 / National Sports/RCEME/C FTDC	6603.09 m ²	\$ _____ / m ²	\$	12	\$
59	P-154 / RP Ops Building	8027.38 m ²	\$ _____ / m ²	\$	12	\$
60	P-156 / 400 Squadron	2112.06 m ²	\$ _____ / m ²	\$	12	\$
61	P-157 / Military Police	899.77 m ²	\$ _____ / m ²	\$	12	\$
62	P-160 / Officers Mess	3325.89 m ²	\$ _____ / m ²	\$	12	\$
63	P-167 / RP Ops - Green House	74 m ²	\$ _____ / m ²	\$	12	\$
64	P-171 / RP Ops - Roads & Grounds	900.58 m ²	\$ _____ / m ²	\$	12	\$
65	P-188 / Car Wash	460.25 m ²	\$ _____ / m ²	\$	12	\$
66	P-189 / Car Wash	570 m ²	\$ _____ / m ²	\$	12	\$
67	P-193 Baseball Field / Washroom Building	98 m ²	\$ _____ / m ²	\$	12	\$
68	P-210 / Health Services	7189.16 m ²	\$ _____ / m ²	\$	12	\$
69	R-58 / Lisle Gatehouse	30.5 m ²	\$ _____ / m ²	\$	12	\$
70	R-86 / Range Control	329.8 m ²	\$ _____ / m ²	\$	12	\$
71	R-96 / RPO Range Building	27.00 m ²	\$ _____ / m ²	\$	12	\$
72	S-114 / Drill Hall	1628.28 m ²	\$ _____ / m ²	\$	12	\$
73	S-136 / RCAF Academy	4297.56 m ²	\$ _____ / m ²	\$	12	\$
74	S-165 / RCEME (New Building)	14031.56 m ²	\$ _____ / m ²	\$	12	\$
75	T-47 / Firehall - Small Bldg.	137.05 m ²	\$ _____ / m ²	\$	12	\$
76	T-117 / Huron Club	1604.15 m ²	\$ _____ / m ²	\$	12	\$
77	T-118 / Base Gym	15105.82 m ²	\$ _____ / m ²	\$	12	\$
78	T-119 / Office building	1554.32 m ²	\$ _____ / m ²	\$	12	\$
79	T-126 / Andy Anderson Arena	7228.53 m ²	\$ _____ / m ²	\$	12	\$
80	T-145 / CFLTC School	6489.01 m ²	\$ _____ / m ²	\$	12	\$

		A	B	C	D	E
Item	Building / Description	Cleanable Space (Area in m²)	Firm Monthly Rate per m²	Firm Monthly Rate (AxB)	Number of Months	Firm Annual Rate (Cx D)
81	T-147 / Juno Beach Mess	922.03 m ²	\$ _____ / m ²	\$	12	\$
82	T-149/ Youth Centre	337.92 m ²	\$ _____ / m ²	\$	12	\$
83	T-150 / Telecommunication	180.8 m ²	\$ _____ / m ²	\$	12	\$
84	T-151 / CFLTC School	1541.02 m ²	\$ _____ / m ²	\$	12	\$
85	T-153 / TIS	306.5 m ²	\$ _____ / m ²	\$	12	\$
86	T-158 / Trailers PSP	206.5 m ²	\$ _____ / m ²	\$	12	\$
87	T-161 / DCC Trailers	201.1 m ²	\$ _____ / m ²	\$	12	\$
88	T-162 / DCC Trailers	201.1 m ²	\$ _____ / m ²	\$	12	\$
89	T-163 / DCC Trailers	201.1 m ²	\$ _____ / m ²	\$	12	\$
90	T-164 / DCC Trailers	201.1 m ²	\$ _____ / m ²	\$	12	\$
91	T-173 / Trailers PSP	133.77 m ²	\$ _____ / m ²	\$	12	\$
92	T-174 / Trailers	133.77 m ²	\$ _____ / m ²	\$	12	\$
93	T-175 / TIS	167.7 m ²	\$ _____ / m ²	\$	12	\$
94	CFAD 200 / AMMO	1079.36 m ²	\$ _____ / m ²	\$	12	\$
95	CFAD 208 / AMMO	746.51 m ²	\$ _____ / m ²	\$	12	\$
96	CFAD 231 / AMMO	2717.67 m ²	\$ _____ / m ²	\$	12	\$
97	NPF/Canex Bank Offices	119 m ²	\$ _____ / m ²	\$	12	\$
Total Estimated Firm Annual Rate for Option Period 2 – Year 3:						\$
Total Evaluated Price (Sum of Total Firm Annual Rate for Contract Period + Option Period 1 + Option Period 2):						\$

Consumer Pricing Index will apply at the time Option Period 3 – Year 4 and Option Period 4 – Year 5 are each exercised.

4. Option Period 3 – Year 4 (dates to be inserted at contract award)

4.1 PRICING SCHEDULE 1: Routine and Scheduled Cleaning Operation

Firm all-inclusive rates routine, schedules and frequency operations as detailed in Annex A, Statement of Work and all of its appendices, including, but are not limited to, overhead, profit, direct and indirect labour.

		A	B	C
Item	Building / Description	Cleanable Space (Area in m ²)	Firm Monthly Rate per m ²	Firm Monthly Rate (AxB)
1	A-74 / RCS	1,088.81 m ²	\$ _____ / m ²	\$TBD
2	A-78 / Dyte Hall	2,984.92 m ²	\$ _____ / m ²	\$TBD
3	A-121 / South Side MP HQ	883.5 m ²	\$ _____ / m ²	\$TBD
4	A-142 / Croil Hall	16003.85 m ²	\$ _____ / m ²	\$TBD
5	A-146 / CRSEME	1175.1 m ²	\$ _____ / m ²	\$TBD
6	A-154 / RP Ops - Steam Plant	1155 m ²	\$ _____ / m ²	\$TBD
7	A-165 / Office Building Imagery	746.16 m ²	\$ _____ / m ²	\$TBD
8	A-170 / CFFCA	59.7 m ²	\$ _____ / m ²	\$TBD
9	A-171 / CFSATE	8692.65 m ²	\$ _____ / m ²	\$TBD
10	A-175 / RCEME	2352.65 m ²	\$ _____ / m ²	\$TBD
11	A-176 / Billy Bishop/CBRN Training Sq	4175.75 m ²	\$ _____ / m ²	\$TBD
12	A-218 / RCEME	941.92 m ²	\$ _____ / m ²	\$TBD
13	A-243 / CFSATE Refinishing	2063.02 m ²	\$ _____ / m ²	\$TBD
14	A-245 / RCEME	3434.63 m ²	\$ _____ / m ²	\$TBD
15	A-249 /CFFCA	969 m ²	\$ _____ / m ²	\$TBD
16	A-252 / CFFCA Maint/Supply	910.41 m ²	\$ _____ / m ²	\$TBD
17	A-253 / RCEME Materials Platoon	1342.2 m ²	\$ _____ / m ²	\$TBD
18	A-254 / CFSEME	13317.49 m ²	\$ _____ / m ²	\$TBD
19	A-256 / CFFCA	1825.68 m ²	\$ _____ / m ²	\$TBD
20	A-262 / CFFCA Training	21.16 m ²	\$ _____ / m ²	\$TBD
21	A-267 / Landfill Site	32.00 m ²	\$ _____ / m ²	\$TBD
22	A-276 / CFSATE	1055.05 m ²	\$ _____ / m ²	\$TBD
23	A-277 / CFSATE	135.4 m ²	\$ _____ / m ²	\$TBD
24	A-278 / TIS	153.4 m ²	\$ _____ / m ²	\$TBD
25	A-283 / CFSATE	380.9 m ²	\$ _____ / m ²	\$TBD
26	A-289 / CFSATE	273.8 m ²	\$ _____ / m ²	\$TBD
27	A-296 / Sub Gym/Sprung Shelter	1256.6 m ²	\$ _____ / m ²	\$TBD
28	E-41 / B Ops - BASF	1649 m ²	\$ _____ / m ²	\$TBD
29	E-102 / Library	686.72 m ²	\$ _____ / m ²	\$TBD
30	E-108 /LCC	861.37 m ²	\$ _____ / m ²	\$TBD
31	E-123 / PMFRC Day Care	1026.44 m ²	\$ _____ / m ²	\$TBD
32	E-146 / TIS - Small Ware House	1040.9 m ²	\$ _____ / m ²	\$TBD
33	E-181 / Office Building CDA	852.9 m ²	\$ _____ / m ²	\$TBD
34	E-182 / Family Resource Centre	1555.59 m ²	\$ _____ / m ²	\$TBD
35	E-186 / Firehall	1399.17 m ²	\$ _____ / m ²	\$TBD
36	E-211 / Military Police Academy	5542.04 m ²	\$ _____ / m ²	\$TBD
37	E-212 / TIS	478.8 m ²	\$ _____ / m ²	\$TBD
38	H-3 / CFSATE	878.09 m ²	\$ _____ / m ²	\$TBD
39	H-5 / RCSU	980.51 m ²	\$ _____ / m ²	\$TBD
40	H-7 / CFSATE	1006.46 m ²	\$ _____ / m ²	\$TBD

		A	B	C
Item	Building / Description	Cleanable Space (Area in m ²)	Firm Monthly Rate per m ²	Firm Monthly Rate (AxB)
41	H-11 / Military Museum	927.44 m ²	\$ _____ / m ²	\$TBD
42	H-17 / CFSATE	5465.5 m ²	\$ _____ / m ²	\$TBD
43	H-18 / 400 Squadron Tac Hel	6983.82 m ²	\$ _____ / m ²	\$TBD
44	O-95 / Maint/Transport	10029.68 m ²	\$ _____ / m ²	\$TBD
45	O-97 / RP Ops - Sewage Plant	165.97 m ²	\$ _____ / m ²	\$TBD
46	O-111 / Base Supply	8740.22 m ²	\$ _____ / m ²	\$TBD
47	O-114 / Old Dental Bldg.	1393.32 m ²	\$ _____ / m ²	\$TBD
48	O-144 / RP Ops - Sewage Plant	469.82 m ²	\$ _____ / m ²	\$TBD
49	O-158 / Investigation CFNIS	300.6 m ²	\$ _____ / m ²	\$TBD
50	O-161/ Maint/Transport	204.34 m ²	\$ _____ / m ²	\$TBD
51	O-166 / Training Hospital	13814.54 m ²	\$ _____ / m ²	\$TBD
52	O-177 / Maint/Transport	758.29 m ²	\$ _____ / m ²	\$TBD
53	O-187 / North Gatehouse	27.78 m ²	\$ _____ / m ²	\$TBD
54	O-208 / Recruiting Centre	2221.07 m ²	\$ _____ / m ²	\$TBD
55	P-27 / Transport Training	2786.9 m ²	\$ _____ / m ²	\$TBD
56	P-72 / Terra Theatre	1701.35 m ²	\$ _____ / m ²	\$TBD
57	P-151 / 700 Communication 400 Sqn	4010.09 m ²	\$ _____ / m ²	\$TBD
58	P-153 / National Sports/RCEME/CFTDC	6603.09 m ²	\$ _____ / m ²	\$TBD
59	P-154 / RP Ops Building	8027.38 m ²	\$ _____ / m ²	\$TBD
60	P-156 / 400 Squadron	2112.06 m ²	\$ _____ / m ²	\$TBD
61	P-157 / Military Police	899.77 m ²	\$ _____ / m ²	\$TBD
62	P-160 / Officers Mess	3325.89 m ²	\$ _____ / m ²	\$TBD
63	P-167 / RP Ops - Green House	74 m ²	\$ _____ / m ²	\$TBD
64	P-171 / RP Ops - Roads & Grounds	900.58 m ²	\$ _____ / m ²	\$TBD
65	P-188 / Car Wash	460.25 m ²	\$ _____ / m ²	\$TBD
66	P-189 / Car Wash	570 m ²	\$ _____ / m ²	\$TBD
67	P-193 Baseball Field / Washroom Building	98 m ²	\$ _____ / m ²	\$TBD
68	P-210 / Health Services	7189.16 m ²	\$ _____ / m ²	\$TBD
69	R-58 / Lisle Gatehouse	30.5 m ²	\$ _____ / m ²	\$TBD
70	R-86 / Range Control	329.8 m ²	\$ _____ / m ²	\$TBD
71	R-96 / RPO Range Building	27.00 m ²	\$ _____ / m ²	\$TBD
72	S-114 / Drill Hall	1628.28 m ²	\$ _____ / m ²	\$TBD
73	S-136 / RCAF Academy	4297.56 m ²	\$ _____ / m ²	\$TBD
74	S-165 / RCEME (New Building)	14031.56 m ²	\$ _____ / m ²	\$TBD
75	T-47 / Firehall - Small Bldg.	137.05 m ²	\$ _____ / m ²	\$TBD
76	T-117 / Huron Club	1604.15 m ²	\$ _____ / m ²	\$TBD
77	T-118 / Base Gym	15105.82 m ²	\$ _____ / m ²	\$TBD
78	T-119 / Office building	1554.32 m ²	\$ _____ / m ²	\$TBD
79	T-126 / Andy Anderson Arena	7228.53 m ²	\$ _____ / m ²	\$TBD

		A	B	C
Item	Building / Description	Cleanable Space (Area in m ²)	Firm Monthly Rate per m ²	Firm Monthly Rate (AxB)
80	T-145 / CFLTC School	6489.01 m ²	\$ _____ / m ²	\$TBD
81	T-147 / Juno Beach Mess	922.03 m ²	\$ _____ / m ²	\$TBD
82	T-149/ Youth Centre	337.92 m ²	\$ _____ / m ²	\$TBD
83	T-150 / Telecommunication	180.8 m ²	\$ _____ / m ²	\$TBD
84	T-151 / CFLTC School	1541.02 m ²	\$ _____ / m ²	\$TBD
85	T-153 / TIS	306.5 m ²	\$ _____ / m ²	\$TBD
86	T-158 / Trailers PSP	206.5 m ²	\$ _____ / m ²	\$TBD
87	T-161 / DCC Trailers	201.1 m ²	\$ _____ / m ²	\$TBD
88	T-162 / DCC Trailers	201.1 m ²	\$ _____ / m ²	\$TBD
89	T-163 / DCC Trailers	201.1 m ²	\$ _____ / m ²	\$TBD
90	T-164 / DCC Trailers	201.1 m ²	\$ _____ / m ²	\$TBD
91	T-173 / Trailers PSP	133.77 m ²	\$ _____ / m ²	\$TBD
92	T-174 / Trailers	133.77 m ²	\$ _____ / m ²	\$TBD
93	T-175 / TIS	167.7 m ²	\$ _____ / m ²	\$TBD
94	CFAD 200 / AMMO	1079.36 m ²	\$ _____ / m ²	\$TBD
95	CFAD 208 / AMMO	746.51 m ²	\$ _____ / m ²	\$TBD
96	CFAD 231 / AMMO	2717.67 m ²	\$ _____ / m ²	\$TBD
97	NPF/Canex Bank Offices	119 m ²	\$ _____ / m ²	\$TBD

5. Option Period 4 – Year 5 (dates to be inserted at contract award)

5.1 PRICING SCHEDULE 1: Routine and Scheduled Cleaning Operation

Firm all-inclusive rates routine, schedules and frequency operations as detailed in Annex A, Statement of Work and all of its appendices, including, but are not limited to, overhead, profit, direct and indirect labour.

		A	B	C
Item	Building / Description	Cleanable Space (Area in m ²)	Firm Monthly Rate per m ²	Firm Monthly Rate (AxB)
1	A-74 / RCS	1,088.81 m ²	\$ _____ / m ²	\$TBD
2	A-78 / Dyte Hall	2,984.92 m ²	\$ _____ / m ²	\$TBD
3	A-121 / South Side MP HQ	883.5 m ²	\$ _____ / m ²	\$TBD
4	A-142 / Croil Hall	16003.85 m ²	\$ _____ / m ²	\$TBD
5	A-146 / CRSEME	1175.1 m ²	\$ _____ / m ²	\$TBD
6	A-154 / RP Ops - Steam Plant	1155 m ²	\$ _____ / m ²	\$TBD
7	A-165 / Office Building Imagery	746.16 m ²	\$ _____ / m ²	\$TBD
8	A-170 / CFFCA	59.7 m ²	\$ _____ / m ²	\$TBD
9	A-171 / CFSATE	8692.65 m ²	\$ _____ / m ²	\$TBD
10	A-175 / RCEME	2352.65 m ²	\$ _____ / m ²	\$TBD
11	A-176 / Billy Bishop/CBRN Training Sqn	4175.75 m ²	\$ _____ / m ²	\$TBD
12	A-218 / RCEME	941.92 m ²	\$ _____ / m ²	\$TBD

		A	B	C
Item	Building / Description	Cleanable Space (Area in m²)	Firm Monthly Rate per m²	Firm Monthly Rate (AxB)
13	A-243 / CFSATE Refinishing	2063.02 m ²	\$ _____ / m ²	\$TBD
14	A-245 / RCEME	3434.63 m ²	\$ _____ / m ²	\$TBD
15	A-249 /CFFCA	969 m ²	\$ _____ / m ²	\$TBD
16	A-252 / CFFCA Maint/Supply	910.41 m ²	\$ _____ / m ²	\$TBD
17	A-253 / RCEME Materials Platoon	1342.2 m ²	\$ _____ / m ²	\$TBD
18	A-254 / CFSEME	13317.49 m ²	\$ _____ / m ²	\$TBD
19	A-256 / CFFCA	1825.68 m ²	\$ _____ / m ²	\$TBD
20	A-262 / CFFCA Training	21.16 m ²	\$ _____ / m ²	\$TBD
21	A-267 / Landfill Site	32.00 m ²	\$ _____ / m ²	\$TBD
22	A-276 / CFSATE	1055.05 m ²	\$ _____ / m ²	\$TBD
23	A-277 / CFSATE	135.4 m ²	\$ _____ / m ²	\$TBD
24	A-278 / TIS	153.4 m ²	\$ _____ / m ²	\$TBD
25	A-283 / CFSATE	380.9 m ²	\$ _____ / m ²	\$TBD
26	A-289 / CFSATE	273.8 m ²	\$ _____ / m ²	\$TBD
27	A-296 / Sub Gym/Sprung Shelter	1256.6 m ²	\$ _____ / m ²	\$TBD
28	E-41 / B Ops - BASF	1649 m ²	\$ _____ / m ²	\$TBD
29	E-102 / Library	686.72 m ²	\$ _____ / m ²	\$TBD
30	E-108 /LCC	861.37 m ²	\$ _____ / m ²	\$TBD
31	E-123 / PMFRC Day Care	1026.44 m ²	\$ _____ / m ²	\$TBD
32	E-146 / TIS - Small Ware House	1040.9 m ²	\$ _____ / m ²	\$TBD
33	E-181 / Office Building CDA	852.9 m ²	\$ _____ / m ²	\$TBD
34	E-182 / Family Resource Centre	1555.59 m ²	\$ _____ / m ²	\$TBD
35	E-186 / Firehall	1399.17 m ²	\$ _____ / m ²	\$TBD
36	E-211 / Military Police Academy	5542.04 m ²	\$ _____ / m ²	\$TBD
37	E-212 / TIS	478.8 m ²	\$ _____ / m ²	\$TBD
38	H-3 / CFSATE	878.09 m ²	\$ _____ / m ²	\$TBD
39	H-5 / RCSU	980.51 m ²	\$ _____ / m ²	\$TBD
40	H-7 / CFSATE	1006.46 m ²	\$ _____ / m ²	\$TBD
41	H-11 / Military Museum	927.44 m ²	\$ _____ / m ²	\$TBD
42	H-17 / CFSATE	5465.5 m ²	\$ _____ / m ²	\$TBD
43	H-18 / 400 Squadron Tac Hel	6983.82 m ²	\$ _____ / m ²	\$TBD
44	O-95 / Maint/Transport	10029.68 m ²	\$ _____ / m ²	\$TBD
45	O-97 / RP Ops - Sewage Plant	165.97 m ²	\$ _____ / m ²	\$TBD
46	O-111 / Base Supply	8740.22 m ²	\$ _____ / m ²	\$TBD
47	O-114 / Old Dental Bldg.	1393.32 m ²	\$ _____ / m ²	\$TBD
48	O-144 / RP Ops - Sewage Plant	469.82 m ²	\$ _____ / m ²	\$TBD
49	O-158 / Investigation CFNIS	300.6 m ²	\$ _____ / m ²	\$TBD
50	O-161/ Maint/Transport	204.34 m ²	\$ _____ / m ²	\$TBD
51	O-166 / Training Hospital	13814.54 m ²	\$ _____ / m ²	\$TBD
52	O-177 / Maint/Transport	758.29 m ²	\$ _____ / m ²	\$TBD

		A	B	C
Item	Building / Description	Cleanable Space (Area in m ²)	Firm Monthly Rate per m ²	Firm Monthly Rate (AxB)
53	O-187 / North Gatehouse	27.78 m ²	\$ _____ / m ²	\$TBD
54	O-208 / Recruiting Centre	2221.07 m ²	\$ _____ / m ²	\$TBD
55	P-27 / Transport Training	2786.9 m ²	\$ _____ / m ²	\$TBD
56	P-72 / Terra Theatre	1701.35 m ²	\$ _____ / m ²	\$TBD
57	P-151 / 700 Communication 400 Sqn	4010.09 m ²	\$ _____ / m ²	\$TBD
58	P-153 / National Sports/RCEME/CFTDC	6603.09 m ²	\$ _____ / m ²	\$TBD
59	P-154 / RP Ops Building	8027.38 m ²	\$ _____ / m ²	\$TBD
60	P-156 / 400 Squadron	2112.06 m ²	\$ _____ / m ²	\$TBD
61	P-157 / Military Police	899.77 m ²	\$ _____ / m ²	\$TBD
62	P-160 / Officers Mess	3325.89 m ²	\$ _____ / m ²	\$TBD
63	P-167 / RP Ops - Green House	74 m ²	\$ _____ / m ²	\$TBD
64	P-171 / RP Ops - Roads & Grounds	900.58 m ²	\$ _____ / m ²	\$TBD
65	P-188 / Car Wash	460.25 m ²	\$ _____ / m ²	\$TBD
66	P-189 / Car Wash	570 m ²	\$ _____ / m ²	\$TBD
67	P-193 Baseball Field / Washroom Building	98 m ²	\$ _____ / m ²	\$TBD
68	P-210 / Health Services	7189.16 m ²	\$ _____ / m ²	\$TBD
69	R-58 / Lisle Gatehouse	30.5 m ²	\$ _____ / m ²	\$TBD
70	R-86 / Range Control	329.8 m ²	\$ _____ / m ²	\$TBD
71	R-96 / RPO Range Building	27.00 m ²	\$ _____ / m ²	\$TBD
72	S-114 / Drill Hall	1628.28 m ²	\$ _____ / m ²	\$TBD
73	S-136 / RCAF Academy	4297.56 m ²	\$ _____ / m ²	\$TBD
74	S-165 / RCEME (New Building)	14031.56 m ²	\$ _____ / m ²	\$TBD
75	T-47 / Firehall - Small Bldg.	137.05 m ²	\$ _____ / m ²	\$TBD
76	T-117 / Huron Club	1604.15 m ²	\$ _____ / m ²	\$TBD
77	T-118 / Base Gym	15105.82 m ²	\$ _____ / m ²	\$TBD
78	T-119 / Office building	1554.32 m ²	\$ _____ / m ²	\$TBD
79	T-126 / Andy Anderson Arena	7228.53 m ²	\$ _____ / m ²	\$TBD
80	T-145 / CFLTC School	6489.01 m ²	\$ _____ / m ²	\$TBD
81	T-147 / Juno Beach Mess	922.03 m ²	\$ _____ / m ²	\$TBD
82	T-149/ Youth Centre	337.92 m ²	\$ _____ / m ²	\$TBD
83	T-150 / Telecommunication	180.8 m ²	\$ _____ / m ²	\$TBD
84	T-151 / CFLTC School	1541.02 m ²	\$ _____ / m ²	\$TBD
85	T-153 / TIS	306.5 m ²	\$ _____ / m ²	\$TBD
86	T-158 / Trailers PSP	206.5 m ²	\$ _____ / m ²	\$TBD
87	T-161 / DCC Trailers	201.1 m ²	\$ _____ / m ²	\$TBD
88	T-162 / DCC Trailers	201.1 m ²	\$ _____ / m ²	\$TBD
89	T-163 / DCC Trailers	201.1 m ²	\$ _____ / m ²	\$TBD
90	T-164 / DCC Trailers	201.1 m ²	\$ _____ / m ²	\$TBD
91	T-173 / Trailers PSP	133.77 m ²	\$ _____ / m ²	\$TBD

Solicitation No. - N° de l'invitation
W0113-20CS06/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
tor024

Client Ref. No. - N° de réf. du client
W0113-20CS06

File No. - N° du dossier
TOR-0-43051

CCC No./N° CCC - FMS No./N° VME

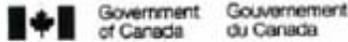
		A	B	C
Item	Building / Description	Cleanable Space (Area in m²)	Firm Monthly Rate per m²	Firm Monthly Rate (AxB)
92	T-174 / Trailers	133.77 m ²	\$ _____ / m ²	\$TBD
93	T-175 / TIS	167.7 m ²	\$ _____ / m ²	\$TBD
94	CFAD 200 / AMMO	1079.36 m ²	\$ _____ / m ²	\$TBD
95	CFAD 208 / AMMO	746.51 m ²	\$ _____ / m ²	\$TBD
96	CFAD 231 / AMMO	2717.67 m ²	\$ _____ / m ²	\$TBD
97	NPF/Canex Bank Offices	119 m ²	\$ _____ / m ²	\$TBD

ANNEX C INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

- A. 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.
- B. The Commercial General Liability policy must include the following:
- (i) 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.
 - (ii) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (iii) 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.
 - (iv) 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.
 - (v) 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.
 - (vi) 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.
 - (vii) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (viii) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).
 - (ix) 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.
 - (x) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (xi) 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.
 - (xii) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - (xiii) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

ANNEX D SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat W0113-20CS06
Security Classification / Classification de sécurité No Security Requirement

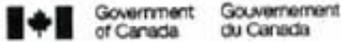
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of National Defence	2. Branch or Directorate / Direction générale ou Direction Admin	
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 Clearing SWS for select buildings in CFB Borden		
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"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité No Security Requirement





Contract Number / Numéro de contrat W0113-20CS06
Security Classification / Classification de sécurité No Security Requirement

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 / CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL / NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / renseignements / biens / Production																
IT Assets / Support IT / L'actif électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat W0113-20CS06
Security Classification / Classification de sécurité No Security Requirement

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 / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

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

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

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

Special comments:
Commentaires spéciaux: _____

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

**ANNEX E, (to PART 3 OF THE BID SOLICITATION)
ELECTRONIC PAYMENT INSTRUMENTS**

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

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

ANNEX F, (to PART5 OF THE BID SOLICITATION)

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)

ANNEX G, (to PART5 OF THE BID SOLICITATION)
ADDITIONAL CERTIFICATIONS

1. Board of Directors

In accordance with Part 5, Article 5.2 - Certifications Precedent to Contract Award and Additional Information, (a), Integrity Provisions – Required Documentation, Bidders are required to provide a complete list of names of all individuals who are currently directors of the Bidder before contract award. Bidders are requested to provide this information in their bid.

Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____

2. Procurement Business Number (PBN)

In accordance with Section 02, Procurement Business Number of the [2003](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, Suppliers are required to have a Procurement Business Number (PBN) before contract award. Bidders are requested to provide their PBN with their bid.

Procurement Business Number - _____

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

Appendix 2 to Annex A

Environmental Cleaning and Disinfection Standards for Canadian Forces Health Services Centres and Dental Units



[Commander Military Personnel Command](#)

[CMP Home](#) → [Health Services](#) → [Policy and Direction](#) → [Policy Index](#) → [Policies by Series](#)

→ [4000 Series](#) → 4440-03

Environmental Cleaning and Disinfection Standards for Canadian Forces Health Services Centres and 1 Dental Unit Detachments

Official Languages

Some or all of the following material originates with an organization not subject to the [Official Languages Act](#), and is available on this site in the language in which it was written.

Document Status:	Current
Document Type:	Order
Document Number:	4440-03
Original Source:	Reference B
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SME:	D FHP, D Dent Svcs
OPI:	D FHP, D Dent Svcs
Effective Date:	02 Nov 15
Last Reviewed:	21 June 16

Background

1. This Canadian Forces Health Services Group (CF H Svcs Gp) Order provides the standard for environmental cleaning and disinfection at CF Health Services Centres and Detachments (CF H Svcs C/Dets) and 1 Dental Unit Detachments (Dent Dets). Application of this standard under the auspices of an Infection Prevention and Control (IPAC) program will help to protect the health of patients and staff. Maintaining a clean and disinfected physical environment is also a requirement for national accreditation.
2. The standard is based on the Public Health Ontario publication "*Infection Prevention and Control (IPAC) for Clinical Office Practice 2015 Edition*" (reference A). Chapter 7 of this reference, titled "Control of the Environment", is particularly relevant to this Order. Practices to be followed in 1 Dent Dets for environmental cleaning and disinfection are found in publication A-MD-005-000/AA-001 *Royal Canadian Dental Corps Infection Prevention Program* (reference B). This document is based on the Royal College of Dental Surgeons of Ontario *Infection Prevention and Control in the Dental Office – 2010* (reference C); the Center for Disease Control *Guidelines for Infection Control in Dental Health-Care Settings – 2003* (reference D), and *Canadian Dental Association infection prevention guidelines* (reference E). The Royal Canadian Dental Corps Infection Prevention Program has been revised to be consistent with the environmental cleaning and disinfection standards in this CF H Svcs Gp Order.
3. This Order replaces "*Guide and Standards for Cleaning Services for CF Health Services Clinics and HS Administrative Facilities*" (reference F).

Application

4. At the local level, responsibility for environmental cleaning and disinfection program implementation and maintenance rests with Clinic Managers and Dental Detachment Commanders. It is recognized that there is variability in the delivery of environmental cleaning and disinfection services at each CF H Svcs C/Det and 1 Dent Det due to the cleaning staff contracts/agreements in place at the Base/Wing level. Clinic Managers and Dental Detachment Commanders will need to communicate these environmental cleaning expectations to the Base/Wing contracting authority responsible for the Base/Wing cleaners and identify any discrepancies with their existing cleaning contracts with the goal of having the contract amended so that the services delivered are compliant with the standard outlined in this Order. Identified gaps/duties unable to be reconciled at the local Base/Wing level are to be reported to the Deputy Commander of CF H Svcs Gp Headquarters (HQ), who retains national responsibility for implementation of this policy.

General Principles and Definitions

Definitions:

5. **Audits:** are systematic and independent examinations to determine whether quality activities and related results comply with planned arrangements, are implemented effectively and are suitable to achieve objectives. Audits can be direct observation and/or measures of cleanliness (for example environmental cultures or marking).
6. **Cleaning:** is the removal of foreign material (e.g., dust, soil, organic material such as blood, secretions, excretions and microorganisms) from a surface or object. Its primary role is to reduce the organism load by physical removal using water, detergents and mechanical action. Cleaning must always precede disinfection.
7. **Disinfection:** refers to the killing (or otherwise rendering inert) of unwanted/harmful organisms, usually through use of chemical agents. It is particularly effective against vegetative forms of microorganisms; but may not kill all spores.
8. **Clinic areas:**
 - a. **Public areas.** These are not used for patient care and include offices, staff rooms, corridors, and service areas. Generally, these areas only require cleaning with a detergent; and
 - b. **Clinical areas.** These include areas where patient care is provided and/or where patients wait for care. Examples 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.

General Principles:

9. Maintaining a clean and safe health care environment is an essential component of IPAC for the safety of patients and staff. Environmental cleaning and disinfection and monitoring of these procedures by periodic audits must be performed on a regular and consistent basis.
10. The key to effective cleaning and disinfection of environmental surfaces is the use of friction to remove microorganisms and debris. Surfaces must be cleaned of visible soil before being disinfected, as organic material may inactivate a disinfectant.
11. Environment of the patient refers to the immediate space around a patient that may be touched by the patient and that also may be touched by the Health Care Provider when providing care or contaminated during the provision of care by the Health Care Provider. The patient environment includes walls, floors, ceilings, windows, blinds, medical or dental equipment, medical or dental devices, furniture, counters, telephone, personal belongings etc. It also includes other areas of the clinic that the patient uses (for example bathroom, reception areas, and corridors).

12. Generally environmental surfaces do not contact the patient or contact the patient's intact skin and as such do not pose a direct risk to their safety. However, such surfaces can become contaminated during patient care, acting as reservoirs of micro-organisms which can be transmitted through hand contact or by touching the surface with a contaminated instrument. When this happens, micro-organisms can be transferred to other instruments, other environmental surfaces or to other patients and Health Care Providers.
13. Surfaces:
 - a. High Touch areas are 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; and
 - b. Low Touch areas are surfaces that have minimal contact with hands. Examples are floors, walls, ceilings, mirrors and window sills. These require cleaning on a regular (but not necessarily daily) basis and when soiling or spills occur.

Cleaning / Disinfection Agents

14. Detergents remove organic material and suspend grease or oil. Equipment and surfaces in the clinical office setting must be cleaned with approved hospital-grade cleaner/disinfectants. Non-critical equipment cleaning/ disinfection should be done as soon as possible after items have been used. The manufacturer's instructions are to be followed when using cleaning and disinfecting agents; and use (including use of personal protective equipment) shall be in accordance with the product's Material Safety Data Sheet (MSDS). Additional information regarding cleaning/disinfection of non-critical medical equipment may be found in *PIDAC's Best Practices for Environmental Cleaning for Prevention and Control of Infections* (reference G) and chapter 7 of the *Royal Canadian Dental Corps Infection Prevention Program* (reference B)
15. Hospital grade disinfectants (and combined cleaner/disinfectants) will have a drug identification number (DIN) from Health Canada (www.hc-sc.gc.ca/dhp-mps/prodpharma/databasdon/index-eng.php).
16. Acceptable hospital disinfectants are Environmental Protection Agency (EPA)-registered for use in hospitals, clinics, dental offices, and other medical facilities, and must kill microorganisms often found in healthcare, including *S. aureus*, *S. enterica* and *P. aeruginosa*.
 - a. Low-Level Disinfectants (EPA-registered hospital disinfectants) are effective for vegetative bacteria, most fungi, and most viruses. Typical active ingredients include quaternary ammonium (quats) or phenols; and
 - b. Intermediate-Level Disinfectants (EPA-registered hospital disinfectants) are effective against TB, vegetative bacteria, fungi and viruses, and some may have spore claims. Typical active ingredients include 70-90% alcohol, hypochlorite, hydrogen peroxide, phenols, or some quats. The use of a disinfectant wipe, such as Accel TB or Accel Prevention, is an acceptable alternative if contact time requirements are met.

17. Skin antiseptics (e.g., Alcohol Based Hand Rub ABHR), chlorhexidine gluconate) must never be used as environmental disinfectants.

Approaches to Disinfection

18. Risk Stratification Matrix Levels/Cleaning Frequencies (Annex A):
- Very High Risk: Consistently high levels of cleanliness must be maintained via intense and frequent cleaning followed by disinfection;
 - High Risk: Outcomes must be maintained by regular and frequent cleaning with "spot cleaning" in between, followed by disinfection;
 - Significant Risk: In these areas high levels of cleanliness are required for both hygiene and aesthetic reasons. Outcomes must be maintained for regular and frequent cleaning with "spot cleaning" in between followed by disinfection; and
 - Low Risk: In these areas high levels of cleanliness are required for aesthetic and, to a lesser extent, hygiene reasons. Outcomes must be maintained by regular and frequent cleaning with "spot cleaning" in between.
19. Medical and Dental Equipment/Devices: The reprocessing level and products required for cleaning/disinfection of medical equipment/devices will depend on the intended use of the equipment/device and the potential risk of infection involved in the use of the equipment/device. The classification system, developed by Spaulding divides medical and dental equipment/devices into three categories (reference H):
- Critical Equipment/ Device: Equipment/device that enters sterile tissues, including the vascular system. Cleaning is always followed by sterilization. Examples are surgical instruments, implants, biopsy instruments, foot care equipment, and eye equipment;
 - Semi-critical Equipment/Device: Equipment/device that comes in contact with non-intact skin or mucous membranes but does not penetrate them. Cleaning is followed by High-Level Disinfection (as a minimum) and sterilization is preferred. Examples are respiratory therapy equipment, anaesthesia equipment, tonometers and dental handpieces; and
 - Noncritical Equipment/Device: Equipment/device that touches only intact skin and not mucous membranes, or does not directly touch the client/patient. Cleaning is followed by Low-Level Disinfection (in some cases, cleaning alone is acceptable. Examples are ECG Machines, Oximeters, BP cuffs, urinals, glucose meters and facebows.
20. For the purpose of this Order, only the cleaning/disinfection of non-critical equipment/devices is discussed. Medical clinics are to refer to the *Directive for all Clinics with a Central Sterile Process Department* (reference H) for additional information on reprocessing of semi-critical and critical equipment/devices. Dental clinics are to refer to the *Royal Canadian Dental Corps Infection Prevention Program* (reference B).
21. Noncritical equipment can be disinfected with a disposable cloth and a low-level disinfectant or with a disposable disinfectant wipe. Contact time must comply with the manufacturer's instructions.

22. Disinfectant wipes may be used for items that cannot be soaked IF adequate contact time can be achieved. This includes objects used by the primary care giver for the disinfection of low risk items (e.g., stethoscope, blood pressure cuff).
23. Cleaning and disinfecting agents may be combined into a single product (one wipe is used to clean followed by a second wipe for disinfection).

Frequency of Cleaning

24. Cleaning schedules are to be developed, with frequency of cleaning reflecting whether surfaces are high-touch or low-touch, the type of activity taking place in the area and the infection risk associated with it; the vulnerability of the patients housed in the area; and the probability of contamination. See Annex A for frequency guidelines on specific clinical areas. This is based on the risk stratification matrix in PIDAC's *Best Practices for Environmental Cleaning for Prevention and Control of Infections*, reference G, section III, appendix B.
25. Equipment that only comes into contact with the patient's intact skin and is used between patients requires cleaning and low-level disinfection after each use. Other items that come in contact with the patient should be replaced or discarded between patients (e.g., examination table paper coverings, stirrup covers). Further information is available in Appendix G of reference G.
26. Clinics must be cleaned at the end of every day. Garbage should be collected, floors cleaned and carpets vacuumed. Supplies should be replaced as required (e.g., soap, Alcohol Based Hand Rub (ABHR), paper towel, toilet paper, Personal Protective Equipment (PPE)) and full sharps containers should be sealed, removed and replaced. The frequency of cleaning is dependent on the risk classification of the area. The addition of disinfection following cleaning takes place in all patient care areas with special attention given to the high touch areas (e.g., doorknobs, telephones). See Annex A for items that require cleaning at the end of the day.
27. Items/areas that are not touched frequently and are not likely to become contaminated with blood or body fluids do not require daily cleaning, but should receive periodic, scheduled cleaning and disinfection. Annex A provides a sample cleaning schedule for these areas/items. Further information is available in Appendix B of reference G.

Laundry

28. CF H Svcs C/Dets and 1 Dent Dets should implement Standard Operating Procedures (SOP) that address the collection, transport, handling, washing and drying of soiled linen, including protection of staff and hand hygiene. Annex B provides recommendations for the management of laundry that may be used to develop such SOPs.

General Cleaning Practices

29. Sample cleaning practices are provided in Annex C for CF H Svcs C/Dets. Topics covered include:
- clean up of body fluids;
 - cleaning electronic equipment;
 - magazines and books;
 - waste management;
 - sharps management; and
 - bathroom cleaning.
30. 1 Dent Dets are to refer to the *RCDC Infection Prevention Program* (reference B) for guidance on cleaning procedures.

Environmental Cleaning Surveillance

31. In order to meet Accreditation Canada requirements for environmental cleaning, CF H Svcs Gp must demonstrate that CF H Svcs C/Dets and 1 Dent Dets are meeting the standards outlined in this Order. As such, monthly visual environmental cleaning audits and quarterly Ultra Violet (UV) Marker audits are required. Annex D provides directions and tools for completing these audits for CF H Svcs C/Dets and 1 Dent Dets.
32. CF H Svcs C/Dets and 1 Dent Dets are required to provide quarterly audit reports using Annex E "Reporting Tool for Environmental Cleaning Audits" that should include a summary of all visual/UV audits completed during the quarterly reporting period, the deficiencies noted, and an action plan which includes proposed timelines.
33. Quarterly reports are to be sent to the following Subject Matter Experts (SME):
- CF H Svcs C/Dets: submit reports to DFHP by email at: +DFHP Inquiries@CMP DGHS@Ottawa-Hull
 - 1 Dent Dets: submit reports through the chain of command to D Dent Svcs 2
34. Oversight of this environmental cleaning Order and program is the responsibility of the office of the Deputy Commander CF H Svcs Gp. DFHP and D Dent Svcs may be consulted for technical advice.

References

- Infection Prevention and Control for Clinical Office Practice 2015 Edition, Public Health Ontario, Provincial Infectious Diseases Advisory Committee
- A-MD-005-000/AA-001 Royal Canadian Dental Corps Infection Prevention Program
- Royal College of Dental Surgeons of Ontario. Guidelines: Infection Prevention and Control in the Dental Office (english only)
- Centers for Disease Control. Guidelines for Infection Control in Dental Health-Care Settings, 2003 (english only)
- Canadian Dental Association Infection Prevention Guidelines.

- F. **Guide and Standards for Cleaning Services for CF Health Services Clinics and HS Administrative Facilities**
- G. **Best Practices for Environmental Cleaning for Prevention and Control of Infections in All Health Care Settings - 2nd edition, Public Health Ontario, Provincial Infectious Diseases Advisory Committee, 2012**
- H. **Best Practices for Cleaning, Disinfection and Sterilization in All Health Care Settings | May 2013**

Annexes

- A. **Annex A** – Cleaning Frequency Schedule
- B. **Annex B** – Laundry Management
- C. **Annex C** – General Cleaning Practices for CF Health Services Centres/Dets
- D. **Annex D (XLS, 99 Kb)** – Clinical Area Audit Tool
- E. **Annex E (XLSX, 12 Kb)** – Reporting Tool for Environmental Cleaning Audits

Annex A to CF H Svcs Gp Order 4440-03

Cleaning Frequency Schedule

Risk Category	Examples of Functional Areas	Frequency of Cleaning/Disinfection
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Risk Category	Examples of Functional Areas	Frequency of Cleaning/Disinfection
<p>Very high</p> <p><i>Consistently high levels of cleanliness must be maintained. Intense and frequent cleaning followed by disinfection.</i></p>	<p>Central sterile reprocessing department, sterile supply</p>	<p>Minimum daily clean/disinfect with spot cleaning/disinfection; work from clean to dirty areas</p> <ul style="list-style-type: none"> • Floors: clean and damp mop daily • Counters: 1 full clean daily and spot clean • Shelves in sterile storage: 1 full clean every 3 months • Case carts: clean after every use • Walls: 1 full clean every 6 months, spot clean in between • Light fixtures, sprinkler heads and other fixtures: 1 full clean every 6 months • Sinks: 1 full clean daily • Ventilation grills extract and inlets/radiators: 1 full clean daily • Waste receptacles: 1 full clean daily • Additional Cleaning: floor buffing, high dusting, ceilings and light fixtures should be performed on a scheduled basis; refer to PIDAC Best Practice for Environmental Cleaning

Risk Category	Examples of Functional Areas	Frequency of Cleaning/Disinfection
<p>High</p> <p><i>Outcomes should be maintained by regular and frequent cleaning with "spot cleaning" in between, followed by disinfection</i></p>	<p>Urgent care, procedure rooms (medical/dental)</p>	<p>Minimum daily clean/disinfect with spot cleaning/disinfection; work from clean to dirty areas</p> <ul style="list-style-type: none"> • Patient shared equipment: cleaned between patients, includes exam table top/dental chair • High touch contact points and surfaces: door knobs, keyboards, light switch, faucets, sink, bed rails, chairs, counters, tables, carts, cabinet doors; 1 full clean daily • High surfaces: 1 full clean weekly + 1 check weekly • Floors: clean and wet mop daily • Walls: check clean daily, weekly dusting and wash yearly • Low touch surfaces: 1 full clean daily including exam table frame • Ventilation grills extract and inlets/radiators: 1 full clean weekly • All dispensers and holders: 1 full clean daily • Computer keyboards/telephones: 1 full clean daily • Bed curtains: inspect bed curtains for visible soiling and change if necessary (change every 6 months)

Risk Category	Examples of Functional Areas	Frequency of Cleaning/Disinfection
<p>High</p> <p><i>Outcomes should be maintained by regular and frequent cleaning with "spot cleaning" in between, followed by disinfection</i></p>	<p>Washrooms and showers</p>	<p>Minimum daily clean/disinfect with spot cleaning/disinfection; work from clean to dirty areas</p> <ul style="list-style-type: none"> • Floors: clean and damp mop daily and check clean • Door handle, frame and switches: 1 full clean daily and spot clean • Chrome wall attachments: 1 full clean daily and check clean • Sinks: faucets, inside and outside of sink, mirror, plumbing under sink: 1 full clean daily and check clean • Walls: spot clean wall surfaces surrounding fixtures, dust weekly and wash yearly • Support railing, ledges, shelves: 1 full clean daily and check clean • Toilet: entire toilet including handle, underside of flush rim; 1 full clean daily and check clean • Showers, tub: clean faucets, walls and railing, soap dish, shower head and shower curtains, floors and inspect grout for mold • Shower curtains: inspect and replace shower curtains monthly and as required • Ventilation grills extract and inlets/radiators: 1 full clean weekly • Waste receptacles: 1 full clean daily

Risk Category	Examples of Functional Areas	Frequency of Cleaning/Disinfection
<p>Significant Risk</p> <p><i>In these areas high levels of cleanliness are required for both hygiene and aesthetic reasons. Outcomes should be maintained for regular and frequent cleaning with "spot cleaning" in between followed by disinfection.</i></p>	<p>General pharmacy, physio, lab, medical imaging, exam rooms, waiting and public areas, staff kitchens.</p>	<p>Minimum daily clean/disinfect with spot cleaning/disinfection; work from clean to dirty areas</p> <ul style="list-style-type: none"> • Patient shared equipment: cleaned between patients, includes exam table top • High touch contact points/surfaces: door knobs, keyboards, light switch, taps, sink, bed rails, chairs, counters, sinks, tables, carts, cabinet doors; 1 full clean daily • High surfaces: 1 full clean weekly • Floors: clean and wet mop daily • Walls: spot clean weekly, dust monthly, wash yearly • Low touch surfaces: 1 full clean daily including exam table frame • Radiators: 1 full clean weekly • Ventilation grills extract and inlets: 1 full clean monthly • All dispensers and holders: 1 full clean daily • Computer keyboards/telephones: 1 full clean daily • Bed curtains: inspect bed curtains for visible soiling and change if necessary (change every 12 months) • Microwave: 1 full clean daily • Fridge and freezer: 1 full clean weekly

Risk Category	Examples of Functional Areas	Frequency of Cleaning/Disinfection
<p>Low Risk</p> <p><i>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.</i></p>	<p>Administrative areas, non-sterile supply, medical records and archives, building maintenance areas, offices, staff lounges</p>	<p>Minimum Weekly Clean</p> <ul style="list-style-type: none"> • High touch contact points: e.g. light switch, door handle, phones; 1 full damp wipe weekly • Floors: dust and damp mop floors weekly; machine clean quarterly • Furniture: dust weekly • Walls, Windows and sills: spot clean weekly, washing once every 3 years • Waste receptacles and recycle: empty weekly • Ventilation grills extract and inlets: 1 full clean monthly • Carpets and upholstery: vacuum weekly

Annex B to CF H Svcs Gp Order 4440-03

Laundry Management

1. CF Health Services Centres and 1 Dental Unit Detachments should implement SOPs that address the collection, transport, handling, washing and drying of soiled linen, including protection of staff and hand hygiene.
2. If a CF Health Services Centre/1 Dental Unit Detachment out-sources a process to a contractor (e.g., loaners, laundry, centralized processors), it is the Centre/Detachment's responsibility to ensure that the contractor is performing these functions to appropriate standards.
3. The following recommendations are based on Public Health Ontario's "Best Practices for Environmental Cleaning for Prevention and Control of Infections in All Health Care Settings - 2nd edition" (reference C).

Laundry Area

4. CF Health Services Centres and 1 Dental Unit Detachments SOPs should ensure that:

- a. the laundry area is in a dedicated space;
- b. staff do not consume food or beverages in laundry areas;
- c. floors and walls are made of durable materials that can withstand the rigors of the laundry area (i.e., water/steam resistant);
- d. hand hygiene facilities are located in all laundry work areas;
- e. on site laundry equipment is used and maintained according to manufacturers' instructions;
- f. gross soil is removed before washing and proper washing and drying procedures are used;
- g. there is an established procedure to determine when laundry should be sorted in the laundry facility (i.e., before or after washing);
- h. cloth linen bags are washed after each use and can be washed in the same cycle as the linen contained in them; and
- i. clean laundry is sorted, packaged, transported and stored by methods that will ensure their cleanliness and protect them from dust and soil during inter-facility loading, transport and unloading.

Soiled Linen

5. All linen that is soiled with blood, body fluids, secretions or excretions should be handled using the same precautions, regardless of source or health care setting:
 - a. remove gross soil (e.g., faeces) with a gloved hand and dispose into toilet or hopper. Do not remove excrement by spraying with water;
 - b. bag or otherwise contain contaminated laundry at the point-of-care;
 - c. do not sort or pre-rinse contaminated laundry in care areas;
 - d. handle contaminated laundry with minimum agitation to avoid contamination of the air, surfaces and persons (e.g., roll up);
 - e. contain wet laundry before placing it in a laundry bag (e.g., wrap in a dry sheet or towel). Water-soluble bags and 'double-bagging' are not necessary and are not recommended;
 - f. transport collected soiled linen in closed leak-proof bags, containers with lids or covered carts;
 - g. linen bags should be tied securely and not be over-filled;
 - h. if laundry chutes are used, ensure that they are properly designed, maintained and used in a manner that minimizes dispersion of aerosols from contaminated laundry;
 - i. ensure that laundry bags are securely bagged and tightly closed before placing the filled bag into the chute;
 - j. do not place loose items in the chute;
 - k. laundry chutes should be maintained under negative pressure and discharge into the soiled linen collection area;
 - l. laundry chutes should be cleaned on a regular basis;

- m. routine laundering practices are adequate for laundering all linens, regardless of source; and
 - n. except for linen from persons with a diagnosis of rare viral hemorrhagic fevers, all soiled linen should be handled in the same way for all patients regardless of diagnosis. Routine precautions should be used in all situations.
6. Patient laundry should be done as a separate cycle from environmental cleaning items such as cloths and mop heads. There should be posted instructions on washing and drying patient laundry:
- a. temperature:
 - i. if linen is washed at a high temperature ($\geq 71^{\circ}\text{C}/160^{\circ}\text{F}$), a hot water detergent for a complete wash cycle (≥ 25 minutes) should be used; and
 - ii. if low temperature ($< 71^{\circ}\text{C}/160^{\circ}\text{F}$) water is used for laundry cycles: detergents suitable for low temperature washing at the appropriate concentration should be used.

Clean Linen

7. There should be a designated area to sort, package (if required) and store clean linen. Clean linen should be transported and stored in a manner that prevents inadvertent handling or contamination by dust and other airborne particles. Each client/patient floor should have a designated area (e.g., dedicated closet, clean supply room) for storing clean linen. If a closed cart system is used, storage of clean linen carts in an alcove is permitted if it is out of the path of normal traffic and under staff control.

Laundry Staff Protection

8. Protection of staff in laundry areas should include:
- a. training for all health care providers and laundry staff in the procedures for handling of soiled linen that includes IPAC and WHMIS training;
 - b. dedicated hand washing sink and alcohol based hand rub (ABHR) that is readily available in laundry areas;
 - c. the provision of appropriate personal protective equipment, e.g., gloves, gowns or aprons, face protection, to provide protection from potential cross-infection when handling soiled linen;
 - d. hand hygiene whenever gloves are changed or removed;
 - e. disposal of sharps at point-of-use to ensure that there are no residual sharps in linen; laundry staff are at risk of injury from contaminated sharps, instruments or broken glass that may be contained with linen in the laundry bags; and
 - f. it is highly recommended that staff who handle laundry be vaccinated against Hepatitis B due to the high risk of sharps injury.

Laundry Recommendations Summary:

9. If the facility does its own laundry, published laundry SOPs should be followed.
10. There should be clear separation between clean and dirty laundry.
11. There should be SOPs to ensure that clean laundry is packaged, transported and stored in a manner that will ensure that cleanliness is maintained.
12. There should be designated areas for storing clean linen.
13. Routine laundering practices are adequate for laundering all linens, regardless of source.

Annex C to CF H Svcs Gp Order 4440-03

General Cleaning Practices for CF Health Services Centres and Detachments

Background

1. This annex is a supplement to Order 4440-03 and provides recommended procedures for environmental cleaning for CF Health Services Centres. It is based on the Public Health Ontario publication "Infection Prevention and Control for Clinical Office Practice 2015 Edition" (reference A). Reference B, "Best Practices for Environmental Cleaning for Prevention and Control of Infections in All Health Care Settings (Public Health Ontario, 2012), is another useful resource.

Selection of Surfaces and Finishes

2. The ease and effectiveness of cleaning and disinfection depends on the materials being treated. Ideally, this will be considered when designing and maintaining a clinic. General recommendations in this regard include:
 - a. choose finishes, furnishings and equipment that are cleanable with a disinfectant;
 - b. avoid furnishings that have seams, pores (e.g., fabric), hinges or are made of wood;
 - c. check for compatibility of cleaning and disinfecting agents with the items/ surfaces to be cleaned; and
 - d. identify and replace items that can no longer be cleaned due to damage.

Clean-up of Body Fluids

3. Areas obviously contaminated with body fluids (blood, urine, feces and emesis), must be contained, cleaned and the disinfected immediately. If the spill is on a carpet, a disinfectant other than bleach should be used (to reduce the chance of damage to the carpet). NOTE: Carpeting is discouraged for areas where spills of blood or other body substances may be anticipated (e.g., procedure rooms). Carpeting, if used, must be easily removed and replaced (e.g., carpet tiles) if the cleaning/disinfection procedure is not effective.
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4. The following procedure is recommended for cleaning blood or other body fluids:
 - a. restrict the activity around the spill until the area has been cleaned and disinfected and is completely dry;
 - b. put on gloves; if there is a possibility of splashing, wear a gown and facial protection (mask and eye protection or face shield);
 - c. confine and contain the contamination; wipe up any blood or body fluid spills immediately using either disposable towels or a product designed for this purpose. Dispose of materials by placing them into a regular waste receptacle, unless the soiled materials are so wet that blood can be squeezed out of them, in which case they shall be segregated into the biomedical waste container (i.e., yellow bag);
 - d. disinfect the entire spill area with a hospital-grade disinfectant used as per manufacturer's instructions;
 - e. wipe up the area again using disposable towels and discard into regular waste;
 - f. take care to avoid splashing or generating aerosols during the cleanup; and
 - g. remove and dispose of gloves and perform hand hygiene. As necessary, clean and disinfect other equipment that was worn during the clean-up.

Cleaning Electronic Equipment

5. Electronic equipment includes monitoring equipment, handheld devices and keyboards. Inappropriate use of liquids on electronic medical equipment may result in fires and other damage, equipment malfunction and injury.
6. When selecting electronic equipment, it is important that it be compatible with the cleaning and disinfecting agents used in the clinic. Electronic equipment that cannot be adequately cleaned and disinfected should not be used in the care environment.
7. Protecting electronic equipment from contamination is preferred. This may be done by:
 - a. positioning electronics to avoid contact with anticipated spatter;
 - b. avoiding placement of contaminated items on unprotected electronics; and
 - c. using barriers on surfaces that you expect to touch with contaminated hands or when contact with spatter cannot be avoided (e.g., keyboard covers).
8. Recommendations for cleaning electronics are:
 - a. clean and disinfect all touch surfaces used at, or near, point-of-care with a hospital-grade disinfectant (per manufacturer's instructions) if used or touched during the encounter with the patient;
 - b. clean the surface of telephone components and computer 'mice' in a manner that prevents damage to internal systems from excessive fluid;
 - c. clean LCD screens in non-clinical areas with approved screen cleaning products; and
 - d. use solid, fluid-resistant keyboards that can be cleaned and disinfected.
9. For more information related to cleaning electronic equipment, refer to IPAC Canada's Practice Recommendations for Infection Prevention and Control Related to Electronic (IT) Devices in Healthcare Settings (reference C).

Magazines/Books

10. If magazines are provided in the waiting area of the office, ABHR should be available for patients and visitors to use before and after reading. Visibly soiled magazines should be discarded.

Waste

11. Waste is divided into two categories: biomedical and general. Management of biomedical waste shall follow provincial/territorial and local regulations.
12. When handling all waste:
 - a. segregate waste into appropriate containers at the point where it was generated into a plastic bag or a rigid container with a lid;
 - b. only double-bag if the first bag becomes stretched or damaged, or waste has spilled onto the exterior of the first bag;
 - c. close waste bags when three-quarters full and tie in a manner that prevents contents from escaping; and
 - d. remove waste to central holding areas at frequent intervals.
13. Waste is to be stored in a designated enclosed room with access limited to authorized staff. Biomedical waste storage areas shall be locked except when authorized staff is on hand (e.g., removing waste to trucks).
14. Transportation of infectious waste is to comply with Transport Canada's Transportation of Dangerous Goods Act and Regulation (reference D). In this respect, the clinic is to verify that the waste hauler holds an appropriate and valid certificate of approval.
15. Waste streams and disposal requirements:
 - a. General Waste (green or black bag):
 - i. dressings, PPE, catheters, empty specimen containers;
 - ii. clinical office waste; and
 - iii. waste from washrooms, kitchens and public areas.
 - b. Biomedical Waste:
 - i. Anatomic Waste (red bag)
 - I. tissues, body parts.
 - ii. Medical Waste (yellow bag):
 - I. blood, blood products, bloody body fluids;
 - II. drainage collection units (if possible, pour liquid into toilet);
 - III. empty vaccine vials; and
 - IV. diagnostic specimens (liquid may be poured into toilet, e.g., urine containers).
 - iii. Sharps (sharps container):
 - I. needles, syringes, lancets, blades, clinical glass (e.g., ampoules); and
 - II. used vaccine vials.
 - c. Unused Vaccines:

- i. unused vaccines should be returned to the supporting Pharmacy or Medical Depot (CMED/CMED Det Trenton) for destruction or returns as applicable.

Sharps

16. Sharps are devices that are capable of causing a cut or puncture wound, e.g., needles, sutures, lancets, blades and clinical glass.
17. Sharps shall be managed according to municipal and provincial/territorial regulations and legislation.
18. Prevention of sharps-related injuries in health care staff may be achieved by:
 - a. using safety-engineered needles and medical devices;
 - b. never recapping, bending, or breaking needles;
 - c. never reaching into waste or sharps containers;
 - d. providing rigid, puncture-resistant sharps containers at or near the point-of-use for disposal of sharps;
 - e. replacing sharps containers when full; and
 - f. educating staff regarding the risks associated with unsafe procedures such as recapping.

Sharps Containers

19. Sharps shall be discarded into a puncture-resistant, tamper-resistant, leak-proof container that has a clearly identifiable biological hazard label and is designed so that used sharps can be dropped in with one hand. A sharps container must be easily accessible in every "point of use" area (e.g., individual examining room) and mounted above the reach of children. It must not be filled with disinfectant, or overfilled with sharps. Sharps containers must be sealed and replaced when the contents reach the fill line marked on the container or when three-quarters full. Used sharps are considered biomedical waste.

Sample Bathroom Cleaning:

20. Working from clean areas to dirty areas:
 - a. remove soiled linen from floor; wipe up any spills; remove waste, change bag and clean waste can if dirty;
 - b. clean door handle and frame, light switch;
 - c. clean chrome wall attachments;
 - d. 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;
 - e. clean all dispensers and frames;
 - f. clean call bell and cord;
 - g. clean support railings, ledges/ shelves;

- h. clean shower faucets, walls and railing, scrubbing as required to remove soap scum; inspect grout for mould; 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; inspect and replace shower curtains monthly and as required;
 - i. clean bedpan support, entire toilet including handle and underside of flush rim; ensure sufficient contact time with disinfectant;
 - j. remove gloves and wash hands;
 - k. replenish paper towel, toilet paper, waste bag, soap and ABHR as require; and
 - l. report mould and cracked, leaking or damaged areas for repair.
21. Effective use of a hospital-grade disinfectant includes:
- a. application of disinfectant only after visible soil and other impediments to disinfection have been removed;
 - b. following the manufacturer's instructions for dilution and contact time;
 - c. frequently changing disinfectant solution with **no 'double-dipping'** of cloths into disinfectant;
 - d. appropriate use of personal protective equipment, if required, to prevent exposure to the disinfectant; and
 - e. One toilet brush per washroom or single swab brush.

References:

- A. Infection Prevention and Control for Clinical Office Practice 2015 Edition, Public Health Ontario, Provincial Infectious Diseases Advisory Committee
- B. Best Practices for Environmental Cleaning for Prevention and Control of Infections in All Health Care Settings - 2nd edition, Public Health Ontario, Provincial Infectious Diseases Advisory Committee, 2012
- C. IPAC Canada's Practice Recommendations for Infection Prevention and Control Related to Electronic (IT) Devices in Healthcare Settings (english only)
- D. Transportation of Dangerous Goods Act, 1992

Departmental priorities

Operation HONOUR



Appendix 3 to Annex A
Frequency and Area information for Cleaning Services for CFB Borden Facilities

BUILDING		FREQUENCY					
3a - 1 Days Per Week A170,A278 CLEANING FREQUENCY		AS REQUIRED	DAILY	WEEKLY	MONTHLY	ANNUALLY	EVERY TWO YEARS
		WASHROOMS/CHANGE ROOMS	Toilets,sinks,urinals,showers,mirrors,door handles and/or plates, floors,garbage and light switches(All high traffic touch zones)			1x	
	Power scrub floor					x	
	Dust partitions, ledges,sills,rads			1x			
	Replenish soap,toilet paper,paper towel	x					
	Spot Wash Walls	x					
	Spray Buff					x	
	Strip and Recoat						x
CANTEENS /FOOD CONSUMPTION AREAS	Floors - sweep and wash			1X			
(No Areas behind Bars or where food is prepared)	Spray Buff					x	
	Strip and Re-Coat						x
	Clean and disinfect counters,tables and chairs			1X			
	Garbage			1X			
	Disinfect and clean door handles and/or plates,light switches(All high traffic touch zones)			1X			
	Microwaves /Fridges Are not serviced by cleaning staff						
OFFICES	Floors - sweep and wash / Vac			1x			
	Spray buff floors					x	
	Strip & recoat floors						x
	Garbage			1x			
	Dust furniture			1x			
	Disinfect and clean door handles and/or plates,light switches(All high traffic touch zones)			1x			
Classrooms/Sleeping Areas and Gyms	AREAS NOT SERVICED BY CLEANING STAFF						
WATER FOUNTAINS	Clean and disinfect			1x			
HALL	Floors - sweep and wash / Vac			1x			
	Dust			1x			
	Spray Buff					x	
	Strip and Re-coat						x
	Disinfect and clean door handles and/or plates,light switches(All high traffic touch zones)			1x			
ENTRANCES	Sweep and wash / Vac under all mats and grates			1x			
	Disinfect and clean door handles and/or plates,light switches(All high traffic touch zones)			1x			
	Clean all glass doors and door windows			1x			
STAIRS/LANDINGS ,	Floors - sweep and wash / Vac			1x			
PATHWAYS AND AISLES	Clean and disinfect hand rails and ledges			1x			
	Disinfect and clean door handles and/or plates,light switches(All high traffic touch zones)			1x			
P72 Between Chair Rows	Floors - sweep and wash / Vac				2x		

BUILDING		FREQUENCY					
3b - 3 Days Per Week A267,T149,O187,R58,R96,NPF/Bank Offices		AS REQUIRED	DAILY	WEEKLY	MONTHLY	ANNUALLY	EVERY TWO YEARS
CLEANING FREQUENCY							
WASHROOMS/CHANGE ROOMS	Toilets,sinks,urinals,showers,mirrors,door handles and/or plates, floors,garbage and light switches(All high traffic touch zones)			3x			
	Power scrub floor			3x		x	
	Dust partitions, ledges,sills,rads			3x			
	Replenish soap,toilet paper,paper towel	x					
	Spot Wash Walls	x					
	Spray Buff					x	
	Strip and Recoat						x
LOUNGE/GAME/CRAFT AREAS T149	Spray Buff					x	
	Strip and Re-Coat						x
	Dust furniture			1x			
	Clean and disinfect counters,desks and tables			3X			
	Floors - sweep and wash / Vac			3X			
	Garbage			3X			
	Disinfect and clean door handles and/or plates,light switches(All high traffic touch zones)			3X			
CANTEENS /FOOD CONSUMPTION AREAS (No Areas behind Bars or where food is prepared)	Floors - sweep and wash			3X			
	Spray Buff					x	
	Strip and Re-Coat						x
	Clean and disinfect counters,tables and chairs			3X			
	Garbage			3X			
	Disinfect and clean door handles and/or plates,light switches(All high traffic touch zones)			3X			
Microwaves /Fridges Are not serviced by cleaning staff							
Classrooms/Sleeping Areas and Gyms	AREAS NOT SERVICED BY CLEANING STAFF						
NPF BANK WORKSTATIONS	Floors - sweep and wash / Vac			1x			
	Spray buff floors					x	
	Strip & recoat floors						x
	Garbage			1x			
	Dust furniture			1x			
WATER FOUNTAINS	Clean and disinfect			3x			
HALL	Floors - sweep and wash / Vac			3x			
	Dust			1x			
	Spray Buff					x	
	Strip and Re-coat						x
ENTRANCES	Disinfect and clean door handles and/or plates,light switches(All high traffic touch zones)			3x			
	Sweep and wash / Vac under all mats and grates			3x			
	Disinfect and clean door handles and/or plates,light switches(All high traffic touch zones)			3x			
	Clean all glass doors and door windows			3x			

BUILDING		FREQUENCY					
3c - 5 Days Per Week Exception P-210, A-296, E-123 & E108		AS REQUIRED	DAILY	WEEKLY	MONTHLY	ANNUALLY	EVERY TWO YEARS
CLEANING FREQUENCY							
WASHROOMS/CHANGE ROOMS	Toilets, sinks, urinals, showers, mirrors, door handles and/or plates,		x				
	Floors, garbage and light switches		x				
	Power scrub floor					x	
	Dust partitions, ledges, sills, rails		x				
	Replenish soap, toilet paper, paper towel		x				
	Spot Wash Walls		x				
	Spray Buff					x	
	Strip and Recoat						x
LOUNGE AREA & CONFERENCE ROOMS							
	Spray Buff					x	
	Strip and Re-Coat						x
	Dust furniture			x			
	Clean and disinfect counters, desks and tables		x				
	Floors - sweep and wash / Vac		x				
	Garbage		x				
	Disinfect and clean door handles and/or plates, light switches (All high traffic touch zones)		x				
CANTEENS /FOOD CONSUMPTION AREAS							
	Floors - sweep and wash		x				
(No Areas behind Bars or where food is prepared)	Spray Buff					x	
	Strip and Re-Coat						x
	Clean and disinfect furniture and counters		x				
	Garbage		x				
	Disinfect and clean door handles and/or plates, light switches (All high traffic touch zones)		x				
	Microwaves / Fridges Are not serviced by cleaning staff						
Libraries and Auditoriums							
	Floors - sweep and wash / Vac			x			
	Dust furniture			x			
	Clean and disinfect counters, desks and tables			x			
	Garbage			x			
	Disinfect and clean door handles and/or plates, light switches (All high traffic touch zones)			x			
Classrooms/Sheeping Areas and Gyms	AREAS NOT SERVICED BY CLEANING STAFF						
OFFICES							
	Floors - sweep and wash / Vac			x			
	Spray buff floors					x	
	Strip & recoat floors						x
	Garbage			x			
	Dust furniture			x	x		
	Disinfect and clean door handles and/or plates, light switches (All high traffic touch zones)			x			
WATER FOUNTAINS							
	Clean and disinfect		x				
HALL							
	Floors - sweep and wash / Vac		x				
	Dust			x			
	Spray Buff					x	
	Strip and Re-coat						x
	Disinfect and clean door handles and/or plates, light switches (All high traffic touch zones)		x				
STAIRS/LANDINGS							
	Floors - sweep and wash / Vac		x				
	Clean and disinfect hand rails and ledges		x				
	Disinfect and clean door handles and/or plates, light switches (All high traffic touch zones)		x				
ENTRANCES							
	Sweep and wash / Vac under all mats and grates		x				
	Disinfect and clean door handles and/or plates, light switches (All high traffic touch zones)		x				
	Clean all glass doors and door windows		x				

BUILDING		FREQUENCY					
3d - 7 Days Per Week T117,T126,T147,P160		AS REQUIRED	DAILY	WEEKLY	MONTHLY	ANNUALLY	EVERY TWO YEARS
		CLEANING FREQUENCY					
WASHROOMS/CHANGE ROOMS	Toilets,sinks,urinals,showers,mirrors,door handles and/or plates, floors,garbage and light switches(All high traffic touch zones)		X				
	Power scrub floor					X	
	Dust partitions, ledges,sills,rads		X				
	Replenish soap,toilet paper,paper towel	X					
	Spot Wash Walls	X					
	Spray Buff					X	
	Strip and Recoat						X
LOUNGE AREA & CONFERENCE ROOMS & T126 LARGE AREA UPSTAIRS	Spray Buff					X	
	Strip and Re-Coat						X
	Dust furniture			X			
	Clean and disinfect counters,desks and tables		X				
	Floors - sweep and wash / Vac		X				
	Garbage		X				
	Disinfect and clean door handles and/or plates,light switches(All high traffic touch zones)		X				
CANTEENS /FOOD CONSUMPTION AREAS (No Areas behind Bars or where food is prepared)	Floors - sweep and wash		X				
	Spray Buff					X	
	Strip and Re-Coat						X
	Clean and disinfect furniture and counters		X				
	Garbage		X				
	Disinfect and clean door handles and/or plates,light switches(All high traffic touch zones)		X				
	Microwaves /Fridges Are not serviced by cleaning staff						
OFFICES	Floors - sweep and wash / Vac			X			
	Spray buff floors					X	
	Strip & recoat floors						X
	Garbage			X			
	Dust furniture			X			
	Disinfect and clean door handles and/or plates,light switches(All high traffic touch zones)			X			
WATER FOUNTAINS	Clean and disinfect		X				
HALL	Floors - sweep and wash / Vac		X				
	Dust			X			
	Spray Buff					X	
	Strip and Re-coat						X
	Disinfect and clean door handles and/or plates,light switches(All high traffic touch zones)		X				
STAIRS/LANDINGS,	Floors - sweep and wash / Vac		X				
PATHWAYS AND AISLES	Clean and disinfect hand rails and ledges		X				
	Disinfect and clean door handles and/or plates,light switches(All high traffic touch zones)		X				
T126 BETWEEN THE ROWS	Floors - sweep and wash / Vac			3X			
T126 SEATING	Clean and disinfect			3X			
ENTRANCES	Sweep and wash / Vac under all mats and grates		X				
	Disinfect and clean door handles and/or plates,light switches(All high traffic touch zones)		X				
	Clean all glass doors and door windows		X				

BUILDING		FREQUENCY					
3e - P-193 Baseball Field Washrooms		AS REQUIRED	DAILY	WEEKLY	MONTHLY	PER SEASON	EVERY TWO YEARS
SEASONAL CLEANING FREQUENCY							
WASHROOMS/CHANGE ROOMS	Toilets, sinks, urinals, showers, mirrors, door handles and/or plates,		x				
	floors, garbage and light switches (All high traffic touch zones)		x				
	Power scrub floor					X	
	Dust partitions, ledges, sills, rads	x					
	Replenish soap, toilet paper, paper towel (Must be checked daily)	x					
	Spot Wash Walls	x					
	Spray Buff						
	Strip and Recoat						x
WATER FOUNTAINS	Clean and disinfect		X				

Daily check in with PSP Management as what are the current activities in that location will impact cleaning schedule.

BUILDING		FREQUENCY					
3f - 5 Days Per Week A-296		AS REQUIRED	DAILY	WEEKLY	MONTHLY	ANNUALLY	EVERY TWO YEARS
CLEANING FREQUENCY							
WASHROOMS/CHANGE ROOMS	Toilets,sinks,urnials,showers,mirrors,door handles and/or plates,		x				
	floors,garbage and light switches		x				
	Power scrub floor					x	
	Dust partitions, ledges,sills,rads		x				
	Replenish soap,toilet paper,paper towel		x				
	Spot Wash Walls		x				
	Spray Buff					x	
	Strip and Recoat						x
CANTEENS /FOOD CONSUMPTION AREAS (No Areas behind Bars or where food is prepared)	Floors - sweep and wash		x				
	Spray Buff					x	
	Strip and Re-Coat						x
	Clean and disinfect furniture and counters		x				
	Garbage		x				
	Disinfect and clean door handles and/or plates,light switches(All high traffic touch zones)			x			
	Microwaves /Fridges Are not serviced by cleaning staff						
EQUIPMENT AREA	Clean and disinfect (Fixed and movable aerobic and weight equipment)		x				
	Clean and dust furniture and stands		x				
	Garbage		x				
	Disinfect and clean door handles and/or plates,light switches(All high traffic touch zones)			x			
	Floors - sweep and wash / Vac (All floors including under equipment)		x				
OFFICES	Floors - sweep and wash / Vac			x			
	Spray buff floors					x	
	Strip & recoat floors						x
	Garbage			x			
	Dust			x			
	Disinfect and clean door handles and/or plates,light switches(All high traffic touch zones)			x			
WATER FOUNTAINS	Clean and disinfect		x				
MIRRORS	Wipe, Clean and Dust		x				
HALL	Floors - sweep and wash / Vac		x				
	Dust			x			
	Spray Buff					x	
	Strip and Re-coat						x
	Disinfect and clean door handles and/or plates,light switches(All high traffic touch zones)		x				
ENTRANCES	Sweep and wash / Vac under all mats and grates		x				
	Disinfect and clean door handles and/or plates,light switches(All high traffic touch zones)		x				
	Clean all glass doors and door windows		x				

BUILDING		FREQUENCY					
3g - 5 Days Per Week E108		AS REQUIRED	DAILY	WEEKLY	MONTHLY	ANNUALLY	EVERY TWO YEARS
CLEANING FREQUENCY							
WASHROOMS/CHANGE ROOMS	Toilets, sinks, urinals, showers, mirrors, door handles and/or plates,		X				
	Floors, garbage and light switches		X				
	Power scrub floor					X	
	Dust partitions, ledges, sills, rads		X				
	Replenish soap, toilet paper, paper towel	X					
	Spot Wash Walls	X					
	Spray Buff					X	
	Strip and Recoat						X
CONFERENCE and CLASS ROOMS	Spray Buff					X	
	Strip and Re-Coat						X
	Clean and disinfect furniture tables and counters			3x			
	Floors - sweep and wash / Vac		X				
	Garbage			3x			
	Disinfect and clean door handles and/or plates, light switches (All high traffic touch zones)		X				
CANTEENS /FOOD CONSUMPTION AREAS (No Areas behind Bars or where food is prepared)	Floors - sweep and wash		X				
	Spray Buff					X	
	Strip and Re-Coat						X
	Clean and disinfect furniture and counters		X				
	Garbage		X				
	Disinfect and clean door handles and/or plates, light switches (All high traffic touch zones)		X				
	Microwaves /Fridges Are not serviced by cleaning staff						
OFFICES	Floors - sweep and wash / Vac			X			
	Spray buff floors					X	
	Strip & recoat floors						X
	Garbage			X			
	Dust			X			
	Disinfect and clean door handles and/or plates, light switches (All high traffic touch zones)			X			
WATER FOUNTAINS	Clean and disinfect		X				
HALL	Floors - sweep and wash / Vac		X				
	Dust			X			
	Spray Buff					X	
	Strip and Re-coat						X
	Disinfect and clean door handles and/or plates, light switches (All high traffic touch zones)		X				
ENTRANCES	Sweep and wash / Vac under all mats and grates		X				
	Disinfect and clean door handles and/or plates, light switches (All high traffic touch zones)		X				
	Clean all glass doors and door windows		X				

