



# REQUEST FOR PROPOSAL

**RETURN BIDS TO:**

**Bids must be submitted by email and must be submitted ONLY to the following email address:**

aadnc.soumissionbid.aandc@canada.ca

**REQUEST FOR PROPOSALS**

**Proposal to CIRNAC:**

We hereby offer to sell to Her Majesty the Queen in right of Canada, as represented by the Minister of Crown-Indigenous Relations and Northern Affairs Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the services listed herein and on attached sheets at the price(s) set out therefor.

<b>Bidder</b>
Name
Address
Telephone Number
GST/HST Number
QST Number

Title <b>Janitorial Cleaning Services Iqaluit</b>	
Solicitation Number <b>1000219826A</b>	
Date (YYYYMMDD) <b>2021-01-11</b>	
Solicitation Closes At <b>1400</b>	Time Zone  <b>Pacific Standard Time (PST)</b>
On (YYYYMMDD) <b>2021-02-19</b>	
<b>Contracting Authority</b>	
Name <b>Kim Fletcher</b>	
Telephone Number <b>(604) 616-4341</b>	
Facsimile Number	
Email Address <b>kim.fletcher@canada.ca</b>	
Destination(s) of Services <b>Iqaluit, NU</b>	
Security <b>THIS REQUEST INCLUDES SECURITY PROVISIONS</b>	
<b>Instructions:</b>	
See Herein	
<b>Delivery Required</b>	
See Herein	
<b>Person Authorized to sign on behalf of Bidder</b>	
Name	
Title	

**May 2019 Medium Complexity Bid Solicitation and Resulting Contract Template (MC)**

**TABLE OF CONTENTS**

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>4</b>
1.1 SECURITY REQUIREMENTS .....	4
1.2 STATEMENT OF WORK.....	5
1.3 GREENING GOVERNMENT OPERATIONS.....	5
1.4 COMPREHENSIVE LAND CLAIMS AGREEMENT(S).....	5
1.5 SET-ASIDE UNDER THE FEDERAL GOVERNMENT PROCUREMENT STRATEGY FOR ABORIGINAL BUSINESS (PSAB).....	5
1.6 DEBRIEFINGS.....	6
1.7 OFFICE OF THE PROCUREMENT OMBUDSMAN (OPO).....	6
1.8 TRADE AGREEMENTS.....	6
1.9 ELECTRONIC PAYMENT .....	6
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>7</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	7
2.2 SUBMISSION OF BIDS.....	7
2.3 FORMER PUBLIC SERVANT.....	8
2.4 ENQUIRIES - BID SOLICITATION.....	9
2.5 APPLICABLE LAWS.....	9
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>11</b>
3.1 BID PREPARATION INSTRUCTIONS .....	11
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>12</b>
4.1 EVALUATION PROCEDURES.....	12
4.2 BASIS OF SELECTION.....	16
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>17</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	17
5.2 ADDITIONAL CERTIFICATIONS REQUIRED WITH THE BID .....	17
5.3 ADDITIONAL CERTIFICATIONS PRECEDENT TO CONTRACT AWARD .....	18
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>19</b>
6.1 SECURITY REQUIREMENTS .....	19
6.2 STATEMENT OF WORK.....	19
6.3 STANDARD CLAUSES AND CONDITIONS.....	20
6.4 TERM OF CONTRACT .....	20
6.5 AUTHORITIES .....	21
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	22
6.7 PAYMENT .....	23
6.8 INVOICING INSTRUCTIONS .....	24
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	24
6.10 APPLICABLE LAWS.....	24
6.11 PRIORITY OF DOCUMENTS .....	25
<b>ANNEX "A".....</b>	<b>26</b>
STATEMENT OF WORK .....	26
<b>ANNEX "B" .....</b>	<b>30</b>

BASIS OF PAYMENT ..... 30

**ANNEX "C" ..... 31**

SECURITY REQUIREMENTS CHECK LIST ..... 31

## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

1. Pursuant to the Policy Government Security, the nature of the services to be provided under this contract requires a Government of Canada (GoC) Security Screening action to be completed for the Contractor, their employees and sub-contractors to be assigned to conduct project work.
2. Prior to the commencement of the contract, the Contractor and each of its personnel involved in the performance of the contract must each hold a valid Government of Canada (GoC) Security Screening at the level of **Reliability Status**.
3. The Contractor and their personnel requiring access to **PROTECTED** information, assets or sensitive work site(s) must each hold a valid Security Screening at the level of **Reliability Status**.
4. The security requirements identified for this contract stipulate that the Contractor **MUST NOT** possess or safeguard **PROTECTED** information/assets at their organization's premises.
5. The Contractor must comply with the provisions of the:
  - a. Security Requirements Check List (attached hereto as Annex C); and
  - b. Policy Government Security (Latest Edition)
6. ***For Contractors and Proposed Resources That Are Currently in Possession of a Valid Government of Canada (GoC) Security Screening at the Level of Reliability:*** In order to demonstrate compliance with this requirement, and , for the Department to verify their security screening status, as evidence of compliance with this requirement, at the time of proposal submission, the Bidder is required to provide the following information within the Bidder=s proposal, for the Contractor/Firm and all Contractor resources to be deployed in the fulfilment of the contract who are currently in possession of the required security screening:
  - a. Name of Company, Address and Phone Number;
  - b. Company Security Officer Name and Telephone Number;
  - c. Security Screening or Clearance Certificate Number;
  - d. Level of GoC Security Screening or Clearance;
  - e. Origin of Security Screening or Clearance (Sponsoring Department/Agency); and
  - f. Effective Date of Screening or Clearance.

***For Contractors and Proposed Resources Not Currently In Possession of a Valid Government of Canada Security Screening, at a Minimum Level of Reliability:*** At the time of proposal submission, Bidders **MUST** complete and submit the following certification:

<b>CERTIFICATION</b>
If successful, as a duly authorized representative of (Enter Firm/Contractor Name) I do hereby certify that (Enter Firm/Contractor Name) and all proposed resources that are currently not in possession of a valid Government of Canada Security Screening at the minimum level of <b>Reliability Status</b> agree to be sponsored by the Department to obtain the required Security Screening prior to providing services under any resulting contract.

Name of Duly Authorized Representative Representative (Print)	Signature of Duly Authorized Representative
_____	_____
Title	Date

Prior to commencing work under the contract, for those Contractor resources **not** currently in possession of a valid Government of Canada Security Screening, the Department will require said resources to undergo the Personnel Screening process, sponsored, for the purposes of obtaining a valid Government of Canada (GoC) Security Screening at the level of **Reliability Status**. Resources will be required to complete the Personnel Screening Consent and Authorization Form **TBS/SCT 330-23E (Rev. 2002/07)** as viewable on the Canadian International Industrial Security Directorate (CIISD) website, as indicated in the RFP, and submit this information to **AANDC, Security and Occupational Health and Safety Division**.

This procedure is in accordance with the Departmental and *Policy Government Security* (TBS July. 1, 2009), regarding the protection of Government information in contracting. The required form requests the minimum information required to obtain a Government of Canada **Reliability Status** security screening. The Bidder is **not** required to submit any personnel information and/or Personnel Screening Consent and Authorization Forms with its proposal. AANDC respects the privacy of Canadians, the information on this form is required for the purpose of providing security screening assessments. It is collected under the authority of the Security Government Policy of Canada and is protected by the provisions of the Privacy Act in institutions which are covered by the Privacy Act. Its collection is mandatory. A refusal to provide information will lead to a review of whether the person is eligible to perform the contract work that is associated with this Personnel Screening Request. Failure on the part of the Bidder=s resources to comply with these requirements will result in those resources being deemed non-compliant, with no further consideration given. Non-compliant resources will be deemed ineligible to complete any work associated with this contract.

## 1.2 Statement of Work

The Work to be performed is detailed under Annex "A".

## 1.3 Greening Government Operations

*In April 2006, the Government of Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. The environmental impact assessment of a product and/or service considers the whole life cycle of the product and/or service. Department of Indian Affairs and Northern Development (DIAND) procurements will be including more demanding environmental criteria to encourage product/service suppliers to improve their operations to reduce their negative impact on the environment.*

## 1.4 Comprehensive Land Claims Agreement(s)

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- Nunavut Land Claims Agreement.

## 1.5 Set-aside Under the Federal Government Procurement Strategy for Aboriginal Business (PSAB)

Removed.

## **1.6 Debriefings**

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

## **1.7 Office of the Procurement Ombudsman (OPO)**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise concerns regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. Additional information on the services of the OPO is available at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## **1.8 Trade Agreements**

Removed.

## **1.9 Electronic Payment**

Method of invoice payment by the Department of Indian Affairs and Northern Development is by direct deposit to the Bidders/Offerors' financial institution of choice.

If not registered for direct deposit payments, by entering into this procurement process, the Bidder/Offeror agrees to provide the information required to establish direct deposit by registering with the Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) Electronic Payment Request form (<http://www.aadnc-aandc.gc.ca/eng/1362499152985/1362499322435>) at contract award, and submit the form to the address provided.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

- a) References to Public Works and Government Services Canada (PWGSC) are replaced by Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC);

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**

**2.2.1** Bids (and any amendments thereto) must be submitted only by Email to Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) Bid Receiving Address by the date and time indicated on page 1 of the bid solicitation. DIAND will not assume responsibility for bids (and any amendments thereto) directed to any other locations. Bids submitted by any other means will not be accepted.

**2.2.2** The total size of the Email, including all attachments, must not exceed 15 megabytes (MB). It is solely the Bidder's responsibility to ensure that the total size of the Email does not exceed this limit.

It is important to note that Email systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of Emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

#### **2.2.3 Email Submissions**

In the Email containing their proposal, Bidders must clearly identify the RFP number in the Subject Line and must clearly identify the following in the body of the Email:

- Contracting Authority
- Closing Date:
- Bidder's Name and Address
- *"Tender Documents Attached"*

## 2.3 Former Public Servant

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

### Definitions

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

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

- a. name of former public servant;



- b. date of termination of employment or retirement from the Public Service.

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

#### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

## **2.4 Enquiries - Bid Solicitation**

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

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

## **2.5 Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory

specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### **3.1 Bid Preparation Instructions**

Canada requests that Bidders provide their bid as separate attachments to their Email as follows:

Attachment I: Technical Bid in .pdf format

Attachment II: Financial Bid in .pdf format

Attachment III: Certifications in .pdf format

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

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

#### **Section III: Certifications**

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

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**4.1 Evaluation Procedures**

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

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

**M1 : Contractor's Experience and Past Performance**

The bidder must provide evidence of past performance by providing Project Summaries of two (2) contracts satisfactorily rendered with the past five (5) years wherein the range of janitorial services provided are comparable to those described in the Statement of Work at Annex "A". Project Summaries should include the following information: Name of Client Organization, Name and title and contact information for Client Contact, size in square metres of the work site, location, contract value, period of the contract and brief description of services. The below tables may be used to provide the information.

CONTRACT REFERENCE NO.1	
NAME OF CLIENT ORGANIZATION OR COMPANY	NAME: _____
NAME AND TITLE OF CLIENT CONTACT	NAME _____ TITLE _____
TELEPHONE AND FACSIMILE NUMBER OF CONTACT	PHONE NUMBER _____ FACSIMILE NUMBER _____
APPROXIMATE SIZE IN SQUARE METERS OF THE CLEANABLE AREA OF THE CONTRACT	SQUARE METERS _____
LOCATION/SITE OF THE CONTRACT	_____
VALUE OF THE CONTRACT	_____
PERFORMANCE PERIOD OF THE CONTRACT (INDICATE THE MONTH AND YEAR)	FROM MONTH _____ YEAR _____ TO MONTH _____ YEAR _____
DESCRIPTION OF SERVICES:  _____  _____	

CONTRACT REFERENCE NO.2	
NAME OF CLIENT ORGANIZATION OR COMPANY	NAME: _____
NAME AND TITLE OF CLIENT CONTACT	NAME _____ TITLE _____
TELEPHONE AND FACSIMILE NUMBER OF CONTACT	PHONE NUMBER _____ FACSIMILE NUMBER _____
APPROXIMATE SIZE IN SQUARE METERS OF THE CLEANABLE AREA OF THE CONTRACT	SQUARE METERS _____
LOCATION/SITE OF THE CONTRACT	_____
VALUE OF THE CONTRACT	_____
PERFORMANCE PERIOD OF THE CONTRACT (INDICATE THE MONTH AND YEAR)	FROM MONTH _____ YEAR _____ TO MONTH _____ YEAR _____
DESCRIPTION OF SERVICES: _____ _____	

M2 Supervisor (s) Expertise and Experience

- a) A list of the Contractor's Supervisor and Alternate Supervisor(s) who will be assigned to this Contract must be provided. It is recommended that the Supervisor(s) have a minimum of three (3) consecutive years experience and the Alternate Supervisor (s) have a minimum of one (1) year in a supervisory role in the field of janitorial services.

Name of Supervisor	_____
Name of Alternate Supervisor	_____
Specify Supervisor Structure	On site: _____ Off site: _____  If On site, specify if Supervisor will also be performing the cleaning operations outlined in the Statement of Work.  Yes _____ No _____

- b) The bidder must provide evidence of the Supervisor's experience and satisfactory performance by providing a Project Summary of one (1) contract for clients with the past five (5) years in providing janitorial services in a range of comparable in size, scope and complexity to those described in the Statement of Work at Annex "A".
- Supervisor's Project Summary should include the following information: Name of Client Organization, Name and title and contact information for Client Contact, size in square metres of the work site, location, contract value, period of the contract and brief description of services and supervisor's responsibilities.
- The below tables may be used to provide the information.
- Note: The Project Summary may be for one of the same projects identified in M1.

REFERENCE NO.1 : SUPERVISOR	
NAME OF CLIENT ORGANIZATION OR COMPANY	NAME: _____
NAME AND TITLE OF CLIENT CONTACT	NAME _____ TITLE _____
TELEPHONE AND FACSIMILE NUMBER OF CONTACT	PHONE NUMBER _____ FACSIMILE NUMBER _____
APPROXIMATE SIZE IN SQUARE METERS OF THE CLEANABLE AREA OF THE CONTRACT	SQUARE METERS _____
LOCATION/SITE OF THE CONTRACT	_____
VALUE OF THE CONTRACT	_____
PERFORMANCE PERIOD OF THE CONTRACT (INDICATE THE MONTH AND YEAR)	FROM MONTH _____ YEAR _____ TO MONTH _____ YEAR _____
DESCRIPTION OF SERVICES:	
RESPONSIBILITES OF Supervisor	

4.1.1.2 Point Rated Technical Criteria



#### 4.1.2 Financial Evaluation

Bidders must submit firm all-inclusive monthly rates, including labour, overhead, profit and materials for Routine and Schedule cleaning operations as detailed in Annex "A" Statement of Work

Period	Monthly Rate	Monthly Rate x 12 months
<b>Year 1</b> (April 1, 2021 - March 31, 2022)	\$	\$
<b>Year 2</b> (April 1, 2022 - March 31, 2023)	\$	\$
<b>Year 3</b> (April 1, 2023 - March 31, 2024)	\$	\$
<b>Year 4</b> (April 1, 2024 - March 31, 2025)	\$	\$
<b>Year 5</b> (April 1, 2025 - March 31, 2026)	\$	\$
<b>Total Evaluated Bid Price (excluding applicable taxes)</b>		\$

The Total amount of Goods and Services or Harmonized Sales Tax must be shown separately, if applicable.

SACC Manual Clause [A0220T](#) (2014-06-12), Evaluation of Price-Bid

#### 4.2 Basis of Selection

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 20 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 30 points
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.



## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

### **5.2 Additional Certifications Required with the Bid**

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

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

#### **5.2.2 Integrity Provisions – Required Documentation**

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

#### **5.2.3 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#)" list at the time of contract award.

### **5.3 Additional Certifications Precedent to Contract Award**

#### **5.3.1 Status and Availability of Resources**

SACC *Manual* clause [A3005T](#) (2010-08-16), Status and Availability of Resources.

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

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

1. Pursuant to the Policy on Government Security, the nature of the services to be provided under this contract requires a valid Government of Canada (GoC) personnel Security Screening at the level **Reliability Status** for the Contractor, authorized resources and any sub-contractors to be assigned to conduct the work.
2. Prior to the commencement of the work, the Contractor and each authorized resources involved in the performance of the work under this contract must each hold a valid Security Screening at the level **Reliability Status** during the lifetime of the contract.
3. The Contractor and its personnel requiring access to sensitive work site(s) must EACH hold a valid Security Screening at the level of **Reliability Status**.
4. Subcontracts are not to be awarded without the prior written permission from the security in contracting team of ISC.
5. Any substitute or alternate resource proposed for this contract:
  - a) must be approved by the Departmental Representative; and,
  - b) must hold a valid GoC Security Screening at the level of **Reliability Status**, before gaining access to sensitive work site(s)
6. Under this contract, if a Contractor submits a resource who is subsequently found to not meet the Security requirements, the Department may immediately terminate the contract with no obligation to replace the resource with a resource from the same Contractor or to pay any invoice for work undertaken by this resource.
7. This contract only has force or effect for as long as the Security Screening at the level of **Reliability Status** is valid. During the lifetime of this contract, if the Security Screening issued prior to the commencement of the work, be suspended or revoked the contract shall be terminated immediately and the Contractor shall have no claim against Her Majesty or the Minister as a result of the termination. The Contractor shall be paid for satisfactory work performed up to the time of termination pursuant to the terms of the Contract.
8. The Contractor must comply with the provisions of the:
  - a) Policy on Government Security <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578>

### 6.2 Statement of Work

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

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

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

- a) References to Public Works and Government Services Canada (PWGSC) are replaced by the Crown-Indigenous Relations and Northern Affairs Canada; and
- b) "Pursuant to the *Department of Public Works and Government Services Act* (S.C. 1996, c.16," is deleted from the text under Section 2 – Standard Clauses and Conditions.
- c) Section 10, Subsection 1 is amended as follows:

Delete: "Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery."

Insert: "Invoices must be submitted by Email to the Project Authority in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery."

- d) Section 10, Subsection 2, paragraph a. is amended as follows:

Delete: "the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s)"

Insert: "the contract title and number, the date, deliverable/description of the Work and financial code(s)"

- e) Insert:

#### **2010C 32 (2015-04-01) Indemnification**

The Contractor must indemnify and save harmless Canada from and against all claims, demands, losses, costs, damages, actions, suits or other proceedings by whomsoever made, brought or prosecuted in any manner based upon, occasioned by or attributable to the activities of the Contractor under this Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2026 inclusive.

#### **6.4.2 Option to Extend the Contract**

Removed

#### **6.4.3 Comprehensive Land Claims Agreement(s)**

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

- Nunavut Lands Claim Agreement

#### **6.5 Authorities**

##### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Kim Fletcher  
Title: Procurement Team Leader  
Organization: Indigenous Services Canada  
Address: 600 – 1138 Melville Street, Vancouver, BC V6E 4S5

Telephone: 604-616-4341  
E-mail address: [kim.fletcher@canada.ca](mailto:kim.fletcher@canada.ca)

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

##### **6.5.2 Project Authority**

The Project Authority for the Contract is:

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

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

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

##### **6.5.3 Contractor's Representative**

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

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

### Definitions

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

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

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

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

### **Former Public Servant in Receipt of a Pension**

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

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

## **6.7 Payment**

### **6.7.1 Basis of Payment**

The Basis of Payment will be in accordance to Annex B, Basis of Payment.

### **6.7.2 Limitation of Expenditure**

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

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

### **6.7.3 Monthly Payment**

SACC *Manual* clause [H1008C](#) (2008-05-12), Monthly Payment.

### **6.7.4 Electronic Payment of Invoices – Contract**

The method of invoice payment by the Crown-Indigenous Relations and Northern Affairs Canada (CIRNA) is by direct deposit to the Contractor's financial institution of choice.

If not registered for direct deposit payments, to enable payment, the Contractor must complete the Crown-Indigenous Relations and Northern Affairs Electronic Payment Request form ([http://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ/STAGING/texte-text/20\\_545\\_1362495227097\\_eng.pdf](http://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ/STAGING/texte-text/20_545_1362495227097_eng.pdf)), and submit the form to the address provided.

### **6.7.5 T1204 – Direct Request By Department**

**6.7.5.1** Pursuant to paragraph 221 (1)(d) of the *Income Tax Act*, R.S. 1985, c. 1 (5<sup>th</sup> Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

**6.7.5.2** To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

### **6.8 Invoicing Instructions**

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### **6.9 Certifications and Additional Information**

#### **6.9.1 Compliance**

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

### **6.10 Applicable Laws**

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



### **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirement Checklist and Security Agreement;
- (f) the Contractor's proposal dated \_\_\_\_\_.

### **6.12 Insurance – no specific requirement**

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

### **6.13 Official Languages**

Any Contractor who carries out work on behalf of DIAND or Indian, Oil and Gas Canada (IOGC) in a location where the Department or Agency is required to provide services or communications to the public in both official languages, must also do so in both official languages. In DIAND, those locations are its regional offices located in Amherst, Quebec, the National Capital Region (NCR), Toronto, Winnipeg, Regina, Edmonton, Vancouver, Iqaluit, Yellowknife and Whitehorse and in IOGC, the Calgary regional office.

### **6.14 Foreign Nationals (Canadian Contractor)**

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **Project Title**

Janitorial Cleaning Services

#### **Background**

The Crown-indigenous Relations and Northern Affairs Canada (CIRNAC), Nunavut Regional Office, Iqaluit, Nunavut, requires janitorial services to provide maintenance of the office facility located at building 918 and the warehouse facility located at building 1322 Federal Road.

#### **Objective**

To provide janitorial cleaning services for office space at building 918 and the warehouse facility located at building 1322 Federal Road which includes, but is not limited to: private offices, general office area, coffee room, equipment rooms, library, hallways, records, conference and washroom facilities. All services shall be provided between the hours of 5:00 PM and 8:00 AM.

#### **Scope of Work**

The contractor shall perform the following to the satisfaction of the Project Authority:

**1.0** Provide cleaning services for office space at Building 918 and warehouse 1322 which includes, but is not limited to: private offices, general office area, coffee room, equipment rooms, library, hallways, records, conference and washroom facilities. All services shall be provided between the hours of 5:00 p.m. and 8:00 a.m. (unless otherwise agreed upon by the Project Authority) in accordance with the following schedule:

- 1.1 Provide the following service on a daily basis (Monday to Friday excluding holidays) - Building 918**
- vacuum and spot clean all carpets;
  - wash and disinfect all washroom floors and mechanical fixtures; sinks and toilets clean all mirrors;
  - empty all wastepaper baskets and remove the waste from the building;
  - remove refuse to bulk containers supplied by the Department check and replenish paper towels, toilet tissue, hypo allergenic hand soap, etc., as required;
  - spot clean doors, walls, windows, jambs, furniture, etc; and
  - During winter season, clear main entrance and two emergency entrances of snow, to allow entry to/exit from the building. Remove snow from handicap ramp and entrance ramp and remove snow from ground at the bottom of steps. Snow is to be removed by 8:00 am and monitored daily and removed as required. Spread sand where required.
- 1.2 Provide the following service on a weekly basis - Building 918**
- dust or wipe down office desks, furniture and equipment;
  - dust window sills and baseboard;
  - vacuum entire carpet area;
  - mop and wipe down counters;
  - Remove entry mats, clean the front and back of the mats and replace.
- 1.3 Provide the following service on a monthly basis building 918**
- shampoo carpeting in high traffic areas;
  - dust and spot clean all furniture and fixtures; this shall include all window sills, ledges,
  - base boards and fire extinguishers (items left on desk tops or on filing cabinets are not to be disturbed during the cleaning operation; and

wipe down all doors, windows, radiator cabinets, exhaust and supply air vents.

- 1.4 Provide the following service on a semi annual basis: (May and November) - Building 918**
- steam clean the entire carpet area; and
  - Wash all walls and light fixtures.
- 1.5 Provide the following services on a weekly basis Warehouse Building 1322**
- clean washrooms, wash disinfect washrooms and fixtures, sink / toilet
  - sweep, vacuum hallways and mop as needed
  - empty wastepaper baskets in washroom
  - During winter season, clear main entrance door of snow, to allow entry to/exit from the building.

**Requirements:**

- 2.0 The following services must be performed in both Building 918 and the Warehouse Building 1322:**
- 2.1** Replace burnt out light bulbs/tubes as required;
- 2.2** Provide all paper products and toiletries (toilet paper, paper towels and hypo-allergenic hand soap), these products shall be subject to the approval of the Departmental Representative;
- 2.3** Provide all cleaning materials and equipment;
- 2.4** As per the National and Territorial Fire Codes and/or the prescribed authority have jurisdiction, adhere to all safety measures respecting personnel and fire hazards;
- 2.5** The successful contractor shall conform to all Occupational, Health & Safety regulations;
- 2.6** Ensure that all equipment used is in good condition. The Project Authority reserves the right to have equipment judged as unsafe, unsuitable or defective taken out of service. The contractor is responsible to supply suitable replacement equipment;
- 2.7** Ensure that all equipment entrusted to the Contractor for the fulfilment of the contract is protected at all times. In the event that any or all keys are lost the Contractor shall be responsible for all costs associated with re-keying the areas affected;
- 2.8** Ensure that all doors which have been unlocked by the janitorial staff are re-locked upon completion of their duties;
- 2.9** Immediately report any acts of vandalism to the Department Representative or the RCMP;
- 2.10** Maintenance or repair items discovered by the Contractor or Contractor's staff are to be reported to the Project Authority;
- 2.11** Ensure that all personnel employed by the Contractor carry identification while in the building identifying them as Contractor's employees; and
- 2.12** Return all departmental Identification/Access Card to the appropriate Security Section upon completion of the contract services and/or at the date the card expires.

**DEPARTMENTAL SUPPORT**

The Project Authority will provide:

- the necessary space to store janitorial supplies;
- replacement fluorescents tubes and replacement light bulbs;

- sand for spreading during winter months.

## **Greening Government Operations**

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances.

Furthermore, in June 2008 the [Federal Sustainable Development Act](#) was passed to provide the legal framework for developing and implementing a Federal Sustainable Development Strategy that will make environmental decision making more transparent and accountable to Parliament. A Federal Sustainable Development Strategy is developed every three years that includes shrinking the environmental footprint of government operations. Green procurement is a key enabler of these objectives.

In accordance with the [Policy on Green Procurement](#) and Federal Sustainable Development Strategy, for this requirement:

### General

- a) The Contractor is encouraged to offer or suggest green solutions whenever possible.
- b) The Contractor should consider the complete lifecycle of products and services provided to favor strategies, processes, and materials that assure sustainable development.
- c) The Contractor should use green meetings practices when conducting workshops and meetings. Guides to green meeting practices are available through [Environment Canada](#) and the [United Nations Environment Program](#).

### Paper Consumption

- a) The Contractor is requested to provide all correspondence including (but not limited to) their bid, documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Contracting Authority or Project Authority.
- b) Printed material is requested on paper that is EcoLogo certified or equivalent, certified as using fibre originating from a sustainably managed forest and/or minimum recycled content of 30%. Paper is also to be processed chlorine free, whenever possible.
- c) The Contractor should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).

### Goods Used in Service Delivery

- a) It is desirable that the Contractor, in provisioning the Service, procure equipment, such as computer equipment, peripherals and telephony equipment that meet the most current environmental specifications used by the Government of Canada when procuring similar

equipment, without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for Government of Canada customers. Government of Canada environmental specifications can be found in the Green Procurement Plans available [online](#) or by contacting [AchatsEcologiques.GreenProcurement@tpsgc-pwgsc.gc.ca](mailto:AchatsEcologiques.GreenProcurement@tpsgc-pwgsc.gc.ca).

- b) It is desirable that the Contractor, in provisioning the Service, procure equipment and implement solutions that minimize the overall energy use without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for Government of Canada customers.
- c) The Contractor is required to use provincial e-waste recycling programs for the disposal of electronic assets owned by the Contractor and used to deliver the Service to Canada. In provinces where provincial programs do not exist or where equipment does not qualify for disposal by the provincial program, electronic assets should be disposed of via recyclers that have been approved under any other province's e-waste recycling program.

**ANNEX "B"**

**BASIS OF PAYMENT**

The Contractor will be paid firm monthly rates as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.


<b>Period</b>	<b>Monthly Rate</b>
Year 1 (April 1, 2021 – March 31, 2022)	\$
Year 2 (April 1, 2022 – March 31, 2023)	\$
Year 3 (April 1, 2023 – March 31, 2024)	\$
Year 4 (April 1, 2024 – March 31, 2025)	\$
Year 5 (April 1, 2025 – March 31, 2026)	\$



Total Estimated Cost: \$ \_\_\_\_\_

**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

<b>Affaires autochtones et Développement du Nord Canada</b> <b>Aboriginal Affairs and Northern Development Canada</b>	Contract Number / Numéro du contrat <b>1000219826</b> Security Classification / Classification de sécurité Unclassified						
<b>SECURITY REQUIREMENTS CHECK LIST (SRCL)</b> <b>LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b>							
<b>PART A – CONTRACT INFORMATION / PARTIE A – INFORMATION CONTRACTUELLE</b>							
1. Branch / Sector / Directorate / Region / Direction générale / Secteur / Direction / Région <b>Nunavut/Corporate Services</b>	2. Contract type / Type de contrat Non-Competitive / Non-compétitif Type : Competitive / Compétitif <input checked="" type="checkbox"/> Type: RFP						
3. Brief Description of Work / Brève description du travail Janitorial Services for Building 918 and the warehouse 1322							
4. Contract Amount / Montant du contrat [REDACTED]	6. Company Name and Address (for non-competitive contract only) / Nom et adresse de la compagnie (pour les contrats non-compétitifs seulement) :						
5. Contract Start and End date / Date de début et de fin du contrat April 1, 2020 – March 31, 2025							
7. Will the supplier require / Le fournisseur aura-t-il :							
7.1 access to PROTECTED and/or CLASSIFIED information or assets? accès à des renseignements ou à des biens désignés PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes						
7.2 an access card to AANDC premises? besoin d'une carte d'accès aux bureaux d'AANDC?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes						
7.3 access to the departmental computer network? accès au réseau informatique du Ministère?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes						
(If the answer is No to all three questions, go to Part D / Si la réponse est Non aux trois questions, allez à la Partie D)							
<b>PART B – SAFEGUARDS OFF-SITE (COMPANY) / PARTIE B – MESURES DE PROTECTION A L'EXTERIEUR (COMPAGNIE)</b>							
PHYSICAL INFORMATION / ASSETS / RENSEIGNEMENTS MATÉRIELS / BIENS							
8. Will the supplier be required to receive/store PROTECTED and/or CLASSIFIED information/assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir/entreposer sur place des renseignements/biens PROTÉGÉS et/ou CLASSIFIÉS?							
	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes						
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)							
9.1 Will the supplier be required to use its computers, portable media, or IT systems to electronically process/store sensitive information? Le fournisseur sera-t-il tenu d'utiliser ses propres ordinateurs, médias portatifs ou systèmes TI pour traiter/stocker électroniquement des renseignements sensibles?							
	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes						
9.2 Will the supplier be required to electronically transmit sensitive information to/from the Department or with other parties? Le fournisseur sera-t-il requis de transmettre électroniquement de l'information sensible au/à partir du Ministère ou avec d'autres parties?  If yes, specify: / Si oui, spécifiez :							
a) Email transmission / Transmission par courrier électronique :	<input type="checkbox"/> No <input type="checkbox"/> Yes						
b) Other transmission (Secure FTP, Collaboration, etc) / Autre transmission (FTP sécurisé, collaboration, etc) :	<input type="checkbox"/> No <input type="checkbox"/> Yes						
c) Remote access required to AANDC network (VPN, Citrix) / Besoin de connexion à distance au réseau d'AANDC (VPN, Citrix) :	<input type="checkbox"/> No <input type="checkbox"/> Yes						
9.3 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* ?							
	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes						
* Handling equipment and measures for secure transmission and emission (cryptographic, secure fax/phone)/ Manipulation de l'équipement et des mesures sécuritaires pour fin de transmission et émissions (cryptographie, téléphone/télécopieur sécuritaire)							
10. SUMMARY CHART / TABLEAU RÉCAPITULATIF							
		PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		
Category / Catégorie	Please refer to question / Veuillez vous référer à la question	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
Information (Assets) / Renseignements/Biens	7.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information (Assets) (off site) / Renseignements/Biens (hors site)	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Information (Assets) (off site) / Renseignements/Biens TI (hors site)	9.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Transmission - email / Transmission TI - courriel	9.2 a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Transmission - other / Transmission TI - autre	9.2 b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remote Access to Network / Connexion à distance au réseau	9.2 c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMSEC	9.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PART C – PERSONNEL / PARTIE C – PERSONNEL</b>							

11.1 Personnel Security Screening Level Required: Niveau d'enquête de la sécurité du personnel requis :	<input type="checkbox"/> N/A / Non requis	<input checked="" type="checkbox"/> Reliability/ Fiabilité	<input type="checkbox"/> Confidential/ Confidentiel	<input type="checkbox"/> Secret	<input type="checkbox"/> Top Secret/ Très secret
11.2 May unscreened personnel be used for portions of work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> N/A / Non requis		
12. 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?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui			
 Government of Canada / Gouvernement du Canada			Contract Number / Numéro du contrat 1000219826 Security Classification / Classification de sécurité Unclassified		

PART D – AUTHORIZATION / PARTIE D – AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme Name (print) – Nom (en lettres moulées) Teri Slaney		Title - Titre Manager, Regional Administration	Signature 
Telephone No. – N° de téléphone (867) 975-4521	Facsimile No. – N° de télécopieur (867) 975-4560	E-mail address – Adresse courriel Teri.Slaney@canada.ca	Date February 25, 2020
14. Organization Security Authority / Responsable de la sécurité de l'organisme Name (print) – Nom (en lettres moulées) Steven French		Title - Titre Contract Security officer	Signature French, Steven <small>Digitally signed by Steven French, DN: cn=Steven French, o=Government of Canada</small>
Telephone No. – N° de téléphone 819-934-2334	Facsimile No. – N° de télécopieur	E-mail address – Adresse courriel steven.french@canada.ca	Date 2020/06/08
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement Name (print) – Nom (en lettres moulées) Samson Chu		Title - Titre Sr. Contract Officer	Signature  <small>Digitally signed by Samson Chu, Date: 2020-06-05 10:47:12</small>
Telephone No. – N° de téléphone 236-334-6260	Facsimile No. – N° de télécopieur	E-mail address – Adresse courriel samson.chu@canada.ca	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité Name (print) – Nom (en lettres moulées) Alexandre Paré-Monderie		Title - Titre A/ Manager Security operations	Signature PareMonderie, Alexandre <small>Digitally signed by Alexandre Paré-Monderie, Date: 2020/06/09 10:25:04-0400</small>
Telephone No. – N° de téléphone	Facsimile No. – N° de télécopieur	E-mail address – Adresse courriel alexandre.pare-monderie2@canada.ca	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Unclassified

Canada

NCR#7087864 - VI