



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

Title - Sujet Janitorial Service - BIO services de nettoyage - IOB	
Solicitation No. - N° de l'invitation EB281-211715/A	Date 2021-02-11
Client Reference No. - N° de référence du client EB281-21-1715	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-104-6129	
File No. - N° de dossier HAL-0-84092 (104)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Atlantic Daylight Saving Time ADT on - le 2021-03-15 Heure Avancée de l'Atlantique HAA	
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: Nowakowski, Leanne	Buyer Id - Id de l'acheteur hal104
Telephone No. - N° de téléphone (902) 403-7112 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC/TPSGC BEDFORD INSTITUTE OF OCEANOGRAPHY ARGO BLDG CHALLENGER DRIVE DARTMOUTH NOVA SCOTIA B2Y 4A2 CANADA	

Instructions: See Herein

Instructions: Voir aux présentes

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

NOTICE

Security

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

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

Additional information on PWGSC security can be found on the following web site:
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

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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, 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 Minimum Acceptable Appearance Level (MAAL), the Basis of Payment, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, the Electronic Payment Instruments.

1.2 Summary

Public Services and Procurement Canada requires the furnishing of all labour, supervision, materials, tools, and equipment necessary for complete and satisfactory cleaning/janitorial services specified hereunder for the Bedford Institute of Oceanography in Dartmouth, Nova Scotia.

The Contract period will be from April 1, 2021 – March 31, 2023 with three additional optional years.

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

This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract."

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

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

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

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.

2.2 Submission of Bid

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:

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

1713 Bedford Row
Halifax, N.S. / Halifax, (N.É.)
B3J 1T3

Bid Fax: (902) 496-5016

Bid Email: TPSGC.RAReceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca

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

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

YES () NO ()

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Virtual Site Visit

Due to the current pandemic and Public Health Restrictions, there will be no Site Visit. There is, however a virtual site visit available for all interested bidders. Arrangements are in place for a virtual site visit to be available for a 48 hour period beginning at 12:00pm on Tuesday, February 23, 2021 until 12:00pm Thursday, February 25th, 2021.

Bidders are requested to communicate with the Contracting Authority, Leanne Nowakowski at Leanne.Nowakowski@pwgsc.gc.ca no later than **Friday, February 19th** to confirm attendance and to provide the name(s) of the person(s) who will attend. Bidders will be provided with login information prior to the start of the visit. Prior to providing access to the virtual site visit, bidders will be required to sign a non-disclosure agreement. Bidders who do not attend or do not send a representative will not be given an alternative access but they will not be precluded from submitting a bid.

Any questions are to be sent to Leanne Nowakowski at Leanne.Nowakowski@pwgsc.gc.ca and will be addressed in the form of an amendment

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

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

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

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

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

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

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

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

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

Section I: Technical Bid

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

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

The evidence provided by the bidder may be verified by Canada. Failure by the bidder to provide the required evidence or in the event that the evidence cannot be verified shall result in the bidder being disqualified and no further consideration will be given to the bidder. If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed.

PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory shall result in the proposal being considered non-responsive and no further consideration will be given to the Bidder.

Section II: Financial Bid

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

1.2 Electronic Payment of Invoices – Bid

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

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

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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 Technical Evaluation

4.1.1 Mandatory Technical Criteria

- Supplier possesses 2 consecutive years of janitorial services experience within the last 5 years on contracts of similar size and scope to the requirement identified in the solicitation. Similar in size and scope is defined as:
 - A space that is a minimum of 50% of the size (m2) and
 - A space of similar use or type (e.g. office space, lab space)
- By contract start date, all resources must have the required security clearances (DOS or FCS) to access the site.

4.1.2 Mandatory Contractor's Experience and Past Performance

The bidder must provide evidence of its experience and past performance by referencing three (3) projects or contracts satisfactorily rendered for a minimum of two (2) consecutive years within the past five (5) years, wherein the range of janitorial services provided are comparable to those described in this Request for Proposal (RFP).

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

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

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

4.2 Point-Rated Technical Criteria

The technical bids meeting the mandatory criteria will also be evaluated and scored in accordance with the following point-rated evaluation criteria. Bidders must address these criteria in sufficient depth in their bids to ensure the evaluation team may adequately assess their capabilities to perform this work.

A minimum of 60/120 points must be obtained in order to be considered responsive. Bids not receiving the mandatory minimum of 60 points will not be considered or evaluated any further.

The following scoring grid will be used for the evaluation of the rate criteria. Only the percentage factors indicated in the table are to be entered into the evaluation grids that follow.

Percentage Factor	Percentage Total	Rating Level
0	0%	No details provided as to how the bidder meets the criteria. Unable to evaluate.
1	20%	Unacceptable. Very limited description as to how the bidder meets the criteria. Extensive weaknesses and / or deficiencies that pose major risk (s) to the project.
2	40%	Weak. Limited description as to how the bidder meets the criteria. Several weaknesses and / or deficiencies that pose moderate risk (s) to the project.
3	60%	Average. Partial description as to how the bidder meets the criteria. Limited weaknesses and / or deficiencies that pose minor risk (s) to the project.
4	80%	Satisfactory. Complete description as to how the bidder meets the criteria. Minimal weaknesses and / or deficiencies that will not likely pose any risk to the
5	100%	Strong. Comprehensive description as to how the bidder meets and / or exceeds all of the criteria. No evident weakness and / or deficiency. No inherent risk posed to the project.

4.2.1 Training Program (20 points)		
Assessment of criteria	Percentage Factor	Points
What does your firm do to qualify workers to be Janitorial Cleaners?		
a) Details about your company training program that focuses on proper cleaning techniques and janitorial equipment usage that staff would require to fulfill the duties of this contract?		____/5
b) Provide a relevant and structured training program that will ensure that current personnel and all new personnel acquire the skills required to meet the requirements of this contract		____/ 5
c) Training in operating equipment needed to carry out the cleaning activities in the cleaning profiles		____/ 5
d) Training required in proper selection, application and handling of cleaning products		____/ 5
Comments:		

4.2.2 Capacity (40 points)		
Assessment of criteria	Percentage Factor	Points
Explain current structure and mechanisms you have in place to deal with labor shortages of qualified janitorial staff on short-term notice so that you are able to fulfill the requirements of the contract?		
a) Engage employees by providing a safe and healthy environment		____/10
b) Assess the risk factors		/10
c) How do you recruit staff?		/10
d) How quick can a replacement employee is unavailable for work <ul style="list-style-type: none"> ➤ Less than 24 hours ➤ 24 hours - 48 hours ➤ Longer than 48 hours 		/10
Comments:		

4.2.3 Equipment and Preventative Maintenance (20 points)		
Assessment of criteria	Percentage Factor	Points
Explain your equipment preventative maintenance program, what measures are taken to maintain and replace equipment on a proactive basis?.		/10
What mechanisms do you have for replacement equipment should a machine be out of service waiting for repair?		/10
Comments:		
4.2.4 Inspections (40 points)		
Assessment of criteria	Percentage Factor	Points
What mechanisms do you employ to track cleaning that has been completed vs. needs to be completed		
How do you identify items requiring corrective action and what is your method of follow up for deficiencies identified		— /10
During a cleaning inspection how to you ensure that the staff understand and rectify deficiencies in a timely manner?		— /10
How often do managers/executive officers visit the work site? Explain the purpose of your visits and frequency. Quarterly, Monthly, Weekly?		/20
Comments:		

Total points: _____ / 120 points (must obtain a minimum of 60 points)

4.3 Basis of Selection – Lowest Price Per Point

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 in 4.2; and
 - c. obtain the required minimum of 60 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 120 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 Integrity declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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

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

PART 6 - SECURITY REQUIREMENT

6.1 Security Requirement

- 1) At bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- 2) Before award of a contract, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
3. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
4. **For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.**

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 48 hours (or for urgent requirements within 24 hours) of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$1,500.00, Applicable Taxes included, inclusive of any revisions. Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

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

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

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

The data must be submitted on a quarterly basis to the Contracting Authority. The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

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

3. Security Requirement

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

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

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from April 1, 2021 to March 31, 2023 inclusive.

4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

At the time of the exercise of each option year from Option Year 2, the rates in the Basis of Payment (Annex C) will be increased or decreased by multiplying the rates by the percentage change in "*The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted*" ("CPI") for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract ("period"). The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above.

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

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

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Leanne Nowakowski
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch, Atlantic Region
Address: 1713 Bedford Row
Halifax, NS B3J 3C9

Telephone: (902) 403-7112
Facsimile: (902) 496-5016
E-mail address: Leanne.Nowakowski@pwgsc-tpsgc.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is: **To be announced.**

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.

5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

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

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

- a) Firm rates shall be paid monthly in accordance with the Basis of Payment, at Annex C.
- b) "As and When Requested" Work

Any costs incurred for **Extra Work** in accordance with **the Basis of Payment at Annex C** shall be paid, on an "as and when requested" basis, in accordance with the Specification, Annex A, after completion, inspection and acceptance of the work performed.

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

7.2 Limitation of Expenditure

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex C for a cost of \$ _____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations

- 1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$10,000.00. Customs duties are included and Applicable Taxes are extra.
- 2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- 3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
- 4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.4 SACC Manual Clauses

SACC Manual Clause H1008 (2008-05-12) Monthly Payment

7.5 Determination of Cost

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

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

7.6 Electronic Payment of Invoices – Contract

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

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

8. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

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

2. The Contractor must distribute the invoices and reports as follows:
 - (a) The original and two (2) copies of the invoices must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - (b) One (1) copy of the invoice must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract .

9. Certifications and Additional Information

9.1 Compliance

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

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

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

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2020-05-28), General Conditions - Medium Complexity - Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Minimum Acceptable Appearance Level (MAAL);
- (e) Annex C, Basis of Payment;
- (f) Annex D, Security Requirements Check List;
- (g) Annex E, Federal Contractors Program for Employment Equity – Certification;
- (h) the Contractor's bid dated _____.

12. SACC Manual Clauses

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

13. Insurance - Specific Requirements

13.1 Insurance – Specific Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer

licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

13.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

14. Contract Financial Security - Janitorial Services

1. The Contractor must provide one of the following contract financial securities within 14 calendar days after the date of contract award:

- a. a performance bond form [PWGSC-TPSGC 505](#) in the amount of 50 percent of the Contract Price; or
- b. a performance bond form [PWGSC-TPSGC 505](#) and a labour and material payment bond form [PWGSC-TPSGC 506](#), each in the amount of 50 percent of the Contract Price; or
- c. a labour and material payment bond form [PWGSC-TPSGC 506](#) in the amount of 50 percent of the Contract Price; or
- d. a security deposit as defined in clause [E0008C](#) in the amount of 10 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.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

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

15. Government Site Regulations

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

ANNEX A - STATEMENT OF WORK

Attached.

ANNEX B – MINIMUM ACCEPTABLE APPEARANCE LEVELS (MAAL)

Real Property Operations Section – Halifax (RPOS(H)) has committed to provide a high level of service to its customers. The appearance levels set out in the following table are the standard against which the Contractor performance will be inspected and assessed by RPOS(H). The overall Minimum Acceptable Appearance Level (MAAL) has been established at Level 2 representing a clean, tidy environment maintainable through a program of both proactive and reactive maintenance. Regardless of the MAAL, washrooms and locker rooms must be maintained at Level 1 at all times. All other areas must be maintained at the MAAL Level 2.

Appearance Level	Physical Description / Defects
Level 1	<ul style="list-style-type: none"> Floors and base mouldings shine/carpets vacuumed clean; no build-up in corners or along walls, no dust or stains visible. All surfaces clean and no dust, dirt, streaks or marks visible. Washroom fixtures and tile gleam and washrooms are odour free. Supplies are adequate. Hallway sorting stations and compost containers hold only daily waste, are clean & odour-free. Areas of lobbies, exit doors and entrance mats are kept clean.
Level 2	<ul style="list-style-type: none"> Floors and base mouldings shine/carpets vacuumed clean; no build-up in corners but dust, dirt, and/or stains may appear in some areas. All surfaces are clean but some marks, dust and/or fingerprints noticeable up close. Washroom fixtures and tile gleam and washrooms are odour free. Supplies are adequate. Hallway sorting stations and compost containers hold only daily waste, are clean and odour-free. Areas of lobbies, exit doors and entrance mats are kept clean.
Level 3	<ul style="list-style-type: none"> Floors are swept/vacuumed clean, but on close observation have stains. A build-up of dirt/floor finish in corners and along walls is visible. Dull spots and/or matted carpet in walking lanes. Streaks and/or splashes on base moulding, kick plates and push plates. All surfaces have obvious dust, dirt, smudges. Washroom fixtures and tiles have obvious lack of attention. Supplies are depleted. Hallway sorting stations and compost containers have daily waste but are clean and odour-free. Areas of lobbies, exit doors and entrance mats are kept clean, some dirt may be found on closer inspection.
Level 4	<ul style="list-style-type: none"> Floors are swept or vacuumed clean, but dull, dingy and /or stained. Noticeable build-up of dirt, floor finish, in corners and along walls. Dull path and/or obviously matted carpet in walking lanes. Base moulding is dull, dingy with streaks and/or splashes. All surfaces have conspicuous dust, dirt, smudges. Washroom fixtures and tile have obvious lack of attention. Supplies are depleted. Hallway sorting stations and compost containers hold more than one day of waste. They are stained, marked and/or odour is present. Noticeable dirt build-up at exit doors and lobby areas with some dirt on the entrance mats.
Level 5	<ul style="list-style-type: none"> Floors are dull, dirty, and/ or dingy. Conspicuous build-up of dirt. Surfaces have major accumulation of dust, dirt. Washroom fixtures and tile have obvious lack of attention. Supplies are depleted. Hallway sorting stations and compost containers over-flowing and/or odour is present. Exit doors and lobby areas and entrance mats are encrusted with dirt; litter noticeable all around.

Table 1 – Appearance Levels

2.0 Inspection Areas

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

- 2.1.1 lobbies / entrances;
- 2.1.2 corridors / hallways;
- 2.1.3 offices;
- 2.1.4 washrooms / showers / locker rooms;
- 2.1.5 stairwells and landings;
- 2.1.6 lounges;
- 2.1.7 laboratories / research facilities;
- 2.1.8 lunchrooms / kitchenettes
- 2.1.9 elevators; and
- 2.1.10 conference rooms / classrooms.

3.0 Appearance Level Non-Compliance

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

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

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

Where:

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

Example:

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

$$\% \text{ NC} = 100 \times (2.7 - 2) / 2$$

$$\% \text{ NC} = 35\%$$

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

ANNEX C - BASIS OF PAYMENT

Contract Year 1 April 1, 2021 – March 31, 2022

Firm all-inclusive rates for Routine, Schedule and Patrol Cleaning operations as detailed in the Statement of Work. There will be no increase or decrease to the contract amount when an existing floor covering is converted to another type.

Firm Price

Building	Approximate Square Meters	Firm Monthly Rate	Number of Months	Firm Annual Rate
Polaris Building	5,217 m ²	\$ _____ x	12 =	\$ _____
Vansteenburg Building	5,886 m ²	\$ _____ x	12 =	\$ _____
Murray Building	5,009 m ²	\$ _____ x	12 =	\$ _____
Holland Building	5,594 m ²	\$ _____ x	12 =	\$ _____
Strickland Building	3,419 m ²	\$ _____ x	12 =	\$ _____
Vulcan Building and Guard House	6,758 m ²	\$ _____ x	12 =	\$ _____
Argo	868 m ²	\$ _____ x	12 =	\$ _____
MOB	315 m ²	\$ _____ x	12 =	\$ _____
Contract Year 1 Firm Price:				\$ _____

Firm all-inclusive prices/rates including overhead, profit and all related costs for additional cleaning, Emergency Cleaning operations on an "AS AND WHEN REQUESTED" basis.

	Estimated quantity of hours per year	Hourly Rate	Extended Price
Regular Hours 7:00 to 17:00, Monday to Friday	30 x	\$ _____	\$ _____
Outside Regular Hours, including Sundays and Statutory Holidays in NS.	20 x	\$ _____	\$ _____
Mark-up on materials	\$100 x	_____% mark-up	\$ _____ (\$100 x mark-up)

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

Contract Year 2 April 1, 2022 – March 31, 2023

Firm all-inclusive rates for Routine, Schedule and Patrol Cleaning operations as detailed in the Statement of Work. There will be no increase or decrease to the contract amount when an existing floor covering is converted to another type.

Firm Price

Building	Approximate Square Meters	Firm Monthly Rate	Number of Months	Firm Annual Rate
Polaris Building	5,217 m ²	\$ _____ x	12 =	\$ _____
Vansteenburg Building	5,886 m ²	\$ _____ x	12 =	\$ _____
Murray Building	5,009 m ²	\$ _____ x	12 =	\$ _____
Holland Building	5,594 m ²	\$ _____ x	12 =	\$ _____
Strickland Building	3,419 m ²	\$ _____ x	12 =	\$ _____
Vulcan Building and Guard House	6,758 m ²	\$ _____ x	12 =	\$ _____
Argo	868 m ²	\$ _____ x	12 =	\$ _____
MOB	315 m ²	\$ _____ x	12 =	\$ _____
Contract Year 1 Firm Price:				\$ _____

Firm all-inclusive prices/rates including overhead, profit and all related costs for additional cleaning, Emergency Cleaning operations on an "AS AND WHEN REQUESTED" basis.

	Estimated quantity of hours per year	Hourly Rate	Extended Price
Regular Hours 7:00 to 17:00, Monday to Friday	30 x	\$ _____	\$ _____
Outside Regular Hours, including Sundays and Statutory Holidays in NS.	20 x	\$ _____	\$ _____
Mark-up on materials	\$100 x	_____% mark-up	\$ _____ (\$100 x mark-up)

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

Option Year 1 April 1, 2023 – March 31, 2024

Firm all-inclusive rates for Routine, Schedule and Patrol Cleaning operations as detailed in the Statement of Work. There will be no increase or decrease to the contract amount when an existing floor covering is converted to another type.

Firm Price

Building	Approximate Square Meters	Firm Monthly Rate	Number of Months	Firm Annual Rate
Polaris Building	5,217 m ²	\$ _____ x	12 =	\$ _____
Vansteenburgh Building	5,886 m ²	\$ _____ x	12 =	\$ _____
Murray Building	5,009 m ²	\$ _____ x	12 =	\$ _____
Holland Building	5,594 m ²	\$ _____ x	12 =	\$ _____
Strickland Building	3,419 m ²	\$ _____ x	12 =	\$ _____
Vulcan Building and Guard House	6,758 m ²	\$ _____ x	12 =	\$ _____
Argo	868 m ²	\$ _____ x	12 =	\$ _____
MOB	315 m ²	\$ _____ x	12 =	\$ _____
Contract Year 1 Firm Price:				\$ _____

Firm all-inclusive prices/rates including overhead, profit and all related costs for additional cleaning, Emergency Cleaning operations on an "AS AND WHEN REQUESTED" basis.

	Estimated quantity of hours per year	Hourly Rate	Extended Price
Regular Hours 7:00 to 17:00, Monday to Friday	30 x	\$ _____	\$ _____
Outside Regular Hours, including Sundays and Statutory Holidays in NS.	20 x	\$ _____	\$ _____
Mark-up on materials	\$100 x	_____% mark-up	\$ _____ (\$100 x mark-up)

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

Option Year 2 April 1, 2024 – March 31, 2025

Firm all-inclusive rates for Routine, Schedule and Patrol Cleaning operations as detailed in the Statement of Work. There will be no increase or decrease to the contract amount when an existing floor covering is converted to another type.

Firm Price

Building	Approximate Square Meters	Firm Monthly Rate	Number of Months	Firm Annual Rate
Polaris Building	5,217 m ²	\$ _____ x	12 =	\$ _____
Vansteenburg Building	5,886 m ²	\$ _____ x	12 =	\$ _____
Murray Building	5,009 m ²	\$ _____ x	12 =	\$ _____
Holland Building	5,594 m ²	\$ _____ x	12 =	\$ _____
Strickland Building	3,419 m ²	\$ _____ x	12 =	\$ _____
Vulcan Building and Guard House	6,758 m ²	\$ _____ x	12 =	\$ _____
Argo	868 m ²	\$ _____ x	12 =	\$ _____
MOB	315 m ²	\$ _____ x	12 =	\$ _____
Contract Year 1 Firm Price:				\$ _____

Firm all-inclusive prices/rates including overhead, profit and all related costs for additional cleaning, Emergency Cleaning operations on an "AS AND WHEN REQUESTED" basis.

	Estimated quantity of hours per year	Hourly Rate	Extended Price
Regular Hours 7:00 to 17:00, Monday to Friday	30 x	\$ _____	\$ _____
Outside Regular Hours, including Sundays and Statutory Holidays in NS.	20 x	\$ _____	\$ _____
Mark-up on materials	\$100 x	_____% mark-up	\$ _____ (\$100 x mark-up)

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

At the time of the exercise of each option year from Option Year 2, the rates in the Basis of Payment (Annex C) will be increased or decreased by multiplying the rates by the percentage change in "The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted" ("CPI") for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract ("period"). The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above. Consumer Price Index for Canada is published by Statistics Canada and is available at:

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

Option Year 3 April 1, 2025 – March 31, 2026

Firm all-inclusive rates for Routine, Schedule and Patrol Cleaning operations as detailed in the Statement of Work. There will be no increase or decrease to the contract amount when an existing floor covering is converted to another type.

Firm Price

Building	Approximate Square Meters	Firm Monthly Rate	Number of Months	Firm Annual Rate
Polaris Building	5,217 m ²	\$ _____ x	12 =	\$ _____
Vansteenburg Building	5,886 m ²	\$ _____ x	12 =	\$ _____
Murray Building	5,009 m ²	\$ _____ x	12 =	\$ _____
Holland Building	5,594 m ²	\$ _____ x	12 =	\$ _____
Strickland Building	3,419 m ²	\$ _____ x	12 =	\$ _____
Vulcan Building and Guard House	6,758 m ²	\$ _____ x	12 =	\$ _____
Argo	868 m ²	\$ _____ x	12 =	\$ _____
MOB	315 m ²	\$ _____ x	12 =	\$ _____
Contract Year 1 Firm Price:				\$ _____

Firm all-inclusive prices/rates including overhead, profit and all related costs for additional cleaning, Emergency Cleaning operations on an "AS AND WHEN REQUESTED" basis.

	Estimated quantity of hours per year	Hourly Rate	Extended Price
Regular Hours 7:00 to 17:00, Monday to Friday	30 x	\$ _____	\$ _____
Outside Regular Hours, including Sundays and Statutory Holidays in NS.	20 x	\$ _____	\$ _____
Mark-up on materials	\$100 x	_____% mark-up	\$ _____ (\$100 x mark-up)

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

At the time of the exercise of each option year from Option Year 2, the rates in the Basis of Payment (Annex C) will be increased or decreased by multiplying the rates by the percentage change in "The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted" ("CPI") for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract ("period"). The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above. Consumer Price Index for Canada is published by Statistics Canada and is available at:

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

ANNEX D - SECURITY REQUIREMENTS CHECK LIST

Attached.

ANNEX E - 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 F to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

**PROPERTY AND FACILITIES MANAGEMENT SERVICES
(PFMS)**

**BUILDING CLEANING
MAINTENANCE SERVICE CONTRACT SPECIFICATION**

**STATEMENT OF WORK
FOR
BUILDING JANITORIAL SERVICES**

**BEDFORD INSTITUTE OF OCEANOGRAPHY
DARTMOUTH, NOVA SCOTIA**

Description:	Building Cleaning	
Location:	Bedford Institute of Oceanography	1 Challenger Drive Dartmouth, NS B2Y 4A2

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Definitions: As Required	Frequencies are subject to change at any time without warning in order to maintain the established cleaning standard. When the frequency of a cleaning operation is "As Required (AR)", the final decision as to when this service shall be carried out will be made by the Departmental Representative.
Building	See 'Facility'
Clean	A surface will be deemed "clean" when it is free of foreign matter uncontaminated down to the original surface or last protective coating.
Cleaning Staff	See cleaner – Annex "B".
Cleaning Supervisor	See 'Cleaning Working Supervisor' – See Annex "B"
Client (s)	Employees of: Public Works and Government Services Canada / Public Services and Procurement Canada (PWGSC / PSPC) The Department of Fisheries and Oceans And other occupants of the Bedford Institute of Oceanography
Complete and satisfactory cleaning services	The continual janitorial, cleaning and minor maintenance procedures as specified in this document to the satisfaction of the Custodial Department and the Departmental Representative.
Contract Area	The area to be serviced under this contract is the Bedford Institute of Oceanography
Contractor	The janitorial/cleaning service contract holder or authorized representative thereof.
Contracting Authority	An officer of Public Services and Procurement, Real Property Contracting Division, who will be the authority on the contract terms and conditions, and who will issue the final contract on behalf of the Minister.
Custodial Department	The owner of the Facility – Department of Fisheries and Oceans
Departmental Representative	An employee assigned to oversee the terms of this contract, and be the liaison between the Contractor and PWGSC.
Duty Cleaners	An employee of the contractor who will be available on an AS REQUIRED basis, to perform non-routine, immediate cleaning, and respond to emergencies as they arise. This individual must have specialized training in cleaning of hazardous materials and substances.
Emergency Services:	In the event of a condition that requires immediate cleaning to prevent property loss or health and / or safety of occupants. i.e. flooding, hazardous waste spill, etc.
Facility	The complex of buildings so named the Bedford Institute of Oceanography and is specified in Section 2.3.1.

High Cleaning	Interior Cleaning that is required at elevation higher than 6ft (1.83 m) but no greater than 12 ft (3.66 m).
High Touch Cleaning	Frequently clean and disinfect high-touch surfaces with approved products that clean and disinfect all at once.
Janitorial Staff	See 'The Contractor'.
Litter	Any discarded material foreign to the environment including <u>but not limited</u> to the following: <ul style="list-style-type: none"> • Paper/Cardboard • Bottles • Wood / leaves • Cloth • Plastic/paper bags • Empty or Beverage containers • Broken glass • Pieces of metal • Cigarette butts
Normal Working Days/Hours	08:00 – 16:30 hours, Monday to Friday
PWGSC	Public Works and Government Services Canada, also referred to as Public Services and Procurement Canada (PSPC).
Site Supervisor / Manager	The employee of the Contractor who is designated by the Contractor to act as a liaison between the Departmental Representative and the Contractor for the purposes of: <ol style="list-style-type: none"> Decision-making in matters of priority in the execution of the cleaning duties; supervising its employees to ensure that the cleaning tasks are performed in accordance with the contract specifications overseeing the conduct/department of the Contractor's employees; Performing daily inspections of the facilities; and Being easily identifiable by wearing a distinctive uniform
Task Authorization	Written documentation provided by the Departmental Representative, authorizing the Contractor to perform additional work outside the normal, day to day, routine tasks covered by the contract, and paid for on an hourly basis. Work must not be undertaken without this document in place, outlining the work required, and the estimated time and personnel required to perform it.
WHMIS	Workplace Hazardous Materials Information System

- 1. Description of Work**
 - .1 The scope of work under this 2 year contract, comprises the furnishing of all labour, supervision, materials, tools, and equipment necessary for complete and satisfactory cleaning/janitorial services as specified hereunder.
 - .2 The Contractor shall maintain the following minimum staff complement on site during schedule operational hours:

Monday – Sunday 08:00 – 16:30 (14 cleaners including 2 Duty Cleaners and 1 Supervisor) 8 hours a day.

These stipulated numbers will be subject to revision once the acceptable standard of cleanliness has been met, and the Contractor and Departmental Representative review the required personnel to meet this objective.
- 2. Inspection**
 - .1 The Contractor and the Departmental Representative shall conduct comprehensive monthly cleaning inspections in order to verify the work has been completed in accordance with the terms and specifications of the contract.
- 3. Buildings**
 - .1 Areas to be cleaned are not limited to the following:

.1	Polaris Building	5,217 m ²
.2	Vansteenburgh Building	5,886 m ²
.3	Murray Building	5,009 m ²
.4	Holland Building	5,594 m ²
.5	Strickland Building	3,419 m ²
.6	Vulcan Building and Guard House	6,758 m ²
.7	Argo	868 m ²
.8	MOB	315 m ²
- 4. Examination of Premises**
 - .1 Prior to submitting a bid, all parties must attend a pre tender site visit and become thoroughly acquainted with the work required and standard expected to properly execute this contract.
- 5. Codes and Legislated Requirements**
 - .1 The following codes and standards in effect at the time of award are subject to change/revision. The latest editions of each must be enforced during the term of the contract:

.1	Canada Labour Code, Part II.
.2	National Building Code of Canada.
.3	National Plumbing Code.
.4	Canada Occupational Safety and Health Section of Part II of the Canada Labour Code.
.5	National Fire Code.
.6	Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities.
.7	Canadian Electrical Code, Part 1, CSA C22.1.

	.8	Canadian and Provincial Environmental Protection Acts.
	.9	Safety Code for Window Cleaning Operations, CAN/CSA-Z91.
	.10	Fall – Arresting Devices and Vertical Lifelines CAN/CSA Z259.2.1
	.11	Safety Belts and Lanyards CAN/CSA Z259.1.
	.12	Provincial Occupational Health & Safety Act.
	.2	The Contractor is responsible to be familiar with the relevant Codes and standards and to ensure that all work undertaken on behalf of the Department of Public Works and Government Services is completed in a safe manner.
	.3	Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), and American Society for Testing Materials (ASTM) and referenced organizations.
	.4	In the event of a conflict between any of the above codes or standards the most stringent shall apply.
	.5	These Codes and Legislative Requirements shall be considered an integral part of the specifications and shall be read in conjunction with the specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.
6. Materials and Equipment	.1	All materials used in the work must conform to Canadian General Standards, Board Standards.
	.2	The Contractor must, on request, furnish a complete written statement of the origin, composition and/or manufacturer of any or all materials supplied by him/her for use in the work and he/she may be required to provide samples of materials from his/her stock for testing purposes.
	.3	Equipment and materials are to be CSA certified and manufactured to standard quoted. Vacuum cleaners to be new or in new condition, be equipped with a power nozzle and have a filtration system capable of trapping 99% of the dust (i.e. Hepa or Microtex filter). A wet/dry vacuum cleaner is to be kept on site in each building for cleaning mats and accidental spills. These vacuum cleaners shall have an air flow of not less than 100 cfm and a noise level of less than 70 dB.
	.4	Where there is no alternative to supplying equipment which is not CSA certified, the Contractor must obtain special written approval from an independent testing agency recognized by the Provincial Department of Labour, certifying it is acceptable to use in a Federal facility.

- .5 Use only materials, equipment and products that are environmentally friendly and scent free, and have been approved by the DEPARTMENTAL REPRESENTATIVE for work under this Contract.
- .6 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
- .7 Deliver, store and maintain materials with manufacturer's seals and labels intact.
- .8 Store materials in accordance with manufacturer's and supplier's instructions.
- .9 Do not store materials on-site without the Departmental Representative's approval.
- .10 A floor buffer/stripper machine shall remain on site, in good working order, for the duration of this contract.
- .11 The Departmental Representative, nor the Department of Public Works and Government Services Canada accepts any responsibility for materials or equipment stored on site.
- .12 The Departmental Representative will supply at no cost to the Contract the following:
 - Paper Towels and fixtures
 - Toilet Paper and fixtures
 - Hand Soap and fixtures
 - Sanitary bags and holders
 - Urinal Screens
 - Health Canada Disinfectant
- .13 The Contractor will supply everything else required to complete the job such as (but not limited to):
 - Clear Garbage Bags
 - Blue Garbage Bags
 - Black Garbage Bags
 - Brooms
 - Vacuums
 - Ladders
 - Mops and Buckets
 - Buffing Machines and pads
 - Cleaning solutions, etc.

7. Product Approvals

- .1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS).

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| | .2 | The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work. |
| | .3 | No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS). |
| | .4 | Material Safety Data Sheets (MSDS) to remain on-site at all times. |
| | .5 | The Contractor is to: <ul style="list-style-type: none"> .1 supply a copy of MSDS sheets for Building(s) WHMIS station; .2 mark the MSDS Book with their company name; .3 maintain and update these MSDS as required; .4 install in all janitorial rooms on back of door. |
| 8. Workforce Qualifications | .1 | The Contractor must provide proof that employees, including supervisors and duty cleaners are WHMIS trained. The Contract must ensure (its employees are regularly retrained when their certification expires), in accordance with Provincial and Federal standards. |
| | .2 | The Contractor must provide proof that employees have received training in fall protection if the employees are required to work off of an unprotected work surface higher than (10 feet (3m)). |
| | .3 | The Contractor must have one person with Standard First Aid/CPR on site while employees are required to work. The Contractor must provide proof of employees that are trained in accordance with Provincial standards. |
| 9. Conversion of Floor Covering | .1 | There will be no adjustment to the Contract amount where the existing floor covering is converted to another type during the term of the Contract. |
| 10. Space Assigned | .1 | The Departmental Representative shall provide the Contractor with such space as is considered necessary for the performance of the Contractor's duties. |
| | .2 | The Contractor will not list, publicize or use the address or telephone numbers of the site office in any fashion except for the fulfillment of the terms of this contract. |
| | .3 | The Department will not be responsible for damage to the Contractor's supplies, material or equipment in the building nor for the employees' personal belongings brought into the building while employed by the Contractor. |

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| | .4 | The Contractor must supply all devices deemed necessary to store, handle and transport the Contractor's equipment and supplies. |
| | .5 | All space assigned to Contractor for supplies and material must have updated Material Safety Data Sheets (MSDS) on entry door. This is to remain on site at all times. |
| 11. Personnel | .1 | The Contractor will provide the Departmental Representative with a list of all people working on the premises, complete with a copy of their licences/training certifications, security clearances and will update the list immediately when personnel changes. |
| | .2 | The Contractor must supply the supervisor and duty cleaners with a working cell phone in order for the Departmental Representative to contact them. |
| 12. Institute – Wide Security after normal business hours | .1 | Any work that may disrupt the operations of the Custodial Department will be carried out after normal building operational hours. For all work carried out after normal building operational hours, the Departmental Representative will determine the acceptable level of building security. |
| | .2 | After normal business hours, security at all buildings will require the presence of an officer from the Canadian Corps of Commissionaires. |
| 13. Security Clearance | .1 | The required security clearance level for this Contract is Reliability Status . |
| | .2 | It is the Contractor's responsibility to initiate the security screening process required for its personnel and they will not have access to the work site until the employees have obtained the necessary clearance. |
| | .3 | The Canadian and International Industrial Security Directorate (CIISD) of Public Works and Government Services Canada (PWGSC) is responsible for administering the Industrial Security Program in Canada. |
| | .4 | The Contractor shall follow the instructions at the website: https://sedsi-oliss.tpsgc-pwgsc.gc.ca/index-eng.cfm which includes all necessary forms. |
| | | The Contractor must ensure an adequate number of extra employees are security cleared to backfill at this location, in the case of personnel shortages due to illness, vacation and transfer of employees. Any employee without a security clearance will NOT be permitted access to any building where security clearances are required. |
| 14. Access to Buildings | .1 | Only those employees whose names appear on the Contractor's security clearance list will be allowed access to |

the site of work. No other persons accompanying employees will be allowed on-site.

- .2 All cleaning staff employed by the Contractor, regardless of hours of work **must sign IN and OUT**; and enter the times of arrival and departure in registers or on sheets so provided at the security guard's control desk or other designated area. In the event of a dispute and the absence of other evidence, the register will be regarded as evidence of hours of work. **Failure to sign "OUT" will render the entry invalid, and this time/cost will be removed from the monthly invoice.**

15. Security - Keys

- .1 All keys entrusted to the Contractor during the fulfillment of this contract must be signed OUT and returned each day and kept fully protected and secure at all times.

- .2 Keys must not be removed from the site at any time.

- .3 **Duplication of keys is strictly prohibited.**

16. Log

- .1 A log book **must** be maintained in the facility by the Contractor, in which he/she shall record on a daily basis, all of the work performed other than the normal day-to-day cleaning. This log book shall always be made available for review by the Departmental Representative.

- .2 The Contractor will log any activities they were unable to complete or perform as a result of refused access.

- .3 The Contractor will post a cleaning schedule in each building for Operations and Frequencies. The Supervisor will review their employee's work on a daily basis to ensure it is complete. The supervisor will record in the log if a task was not performed, along with the reason.

- .4 The Contractor must provide the Department Representative the cleaning schedule.

17 Contractor Responsibilities

- .1 *The Contractor must provide to the Departmental Representative with current phone, fax, cellular numbers and email address and maintain such information in order to be able to provide timely responses to requests from the Departmental Representative.*

- .2 The Contractor must have the capability of providing janitorial services during specified regular working hours, as well as silent hours, weekends and holidays.

- .3 The Contractor will advise the Departmental Representative of the telephone number at which he/she or his/her representative may be contacted at any time.

- .4 The Contractor must supply the site "Work Supervisor" with a cell phone to ensure contact by the Departmental Representative 1 during normal business hours.
- .5 The Contractor must not refuse any call for service requested by the Departmental Representative and the time lapse between call out and start of work must **not exceed one (1) hour**. After this time, if the Contractor is unresponsive, the Departmental Representative may call in another outside contractor to complete the work.
- .6 If called in during non- regular hours, the Contractor's, employees must report to the Commissionaire's desk to log in prior to commencing work.
- .7 The Contractor will be notified, on award of the Contract, the name(s) and phone number(s) of the Departmental Representative(s).
- .8 The Contractor and his/her personnel must adhere to the Federal Government's 'NO SMOKING' Policy while in Federal facilities and/or Scent Free Policy if applicable.
- .9 All sub-contractors must be approved by the Department Representative and adhere to the above qualifications.

18. Quality Standards

- .1 The Quality Standards (see Section 6), where applicable, must be strictly adhered to. Inspections made by the Departmental Representative will be based on these standards.
- .2 At the beginning of the contract, the Contractor must provide a detailed yearly schedule of when the annual cleaning tasks will be conducted.

19. Product Approvals

- .1 The Contractor must ensure that all controlled products used in the performance of the work are classified and labeled according to Material Safety Data Sheets (MSDS).
- .2 The Contractor shall submit for acceptance, the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
- .3 No controlled products are to be brought onsite without prior approved Material Safety Data Sheets (MSDS)
- .4 Material Safety Data sheets (MSDS) are to remain on site at all times. The Contractor is to:
 - Supply a copy of the Material Safety Data Sheets (MSDS)
 - Identify the MSDS papers with their Company Name
 - Maintain and Upgrade these sheets as required.

- | | | |
|--|----|--|
| | .5 | All products must be Environmentally-Friendly (GREEN), scent-free, and adhere to the site Air Quality Guidelines. These products must be supplied at no extra cost of the contract and be subject to final acceptance of the Departmental Representative. |
| 20. High Cleaning | .1 | The contractor must conduct high cleaning (over 6 ft. but not exceeding the 12ft maximum) twice per year. Such things include (but not limited to): air diffusers, ceiling grilles, air conditioning ducts, inside windows, high window sills, door frames and doors etc. |
| 21. Buildings under construction | .1 | When any building noted in this contract is closed temporarily due to construction or other reason, cleaning will cease to be performed for that specified period and the applicable costs for same, deducted from the monthly contracted payment. A minimum of 30 day`s advance notice of such closure will be provided by the Departmental Representative. |
| 22. Winter Cleaning, Walk off-Mats, Winter Rubber Entrance Mats | .1 | All entrance ways must be clean and free of salt, snow or water to prevent slipping and falling. |
| | .2 | Walk off Mats (Supplied by PWGSC) must be removed in the Spring (April) and taken off site to be washed, cleaned and stored (on premises) to be ready for October of each subsequent year. Department Representative will advise where to store. |

1. Compliance Requirements

- .1 Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
- .2 Comply with the Provincial Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
- .3 The Health and Safety of our Employees and Contractors are our main priority. Please follow the measures in place and abide by the rules laid out by both Public Health and Government of Canada when accessing our facilities. Your Departmental Representative will keep you informed on any updates that should be followed.

2. Submittals

- .1 Prior to Award, the successful Contractor is to provide within seven (7) calendar days after request by the Contracting Authority the following:
 - .1 Documentation indicating that the Contractor has created a corporate SAFETY PLAN.
 - .2 Certification letter of good standing from Worker's Compensation Board.
 - .3 Signed statement by Owner of company, that the company will maintain Worker's Compensation Board coverage for the life of the Service Contract, including any sub-contractors.
- .2 Before Work Begins: The successful Contractor is to provide documentation to the Departmental Representative:
 - .1 A copy of the company's site safety plan.
 - .2 Certification of training for safety for all personnel that will be involved with the Service Contract. Updated list complete with licenses shall be kept on site including personnel changes.
 - .3 The Contractor will provide the Departmental Representative with a list of all people working on the premises, complete with a copy of their licences/training certifications, security clearances and will update the list immediately when personnel changes

3. Disciplinary Procedures for Safety Violations

- .1 Contractors must have their own written disciplinary procedures for violation or noncompliance for work site safety rules.
- .4 Third Violation: A third violation of a safety regulation, rules, policy and procedures may result in the termination of the contract with a recommendation to the Contracting Authority that the Contractor be denied access to future SOA/SC(s). (Documented to contract file, copies to Contractor and PWGSC).

.5 Serious Violation: For serious violation of a safety regulation, rules, policy and procedures as deemed by a Regulator, Project Manager or Safety Officer a recommendation will be made to the Contracting Authority to immediately terminate the SOA/SC(s). (Violation will be documented on contract file, copy to Contractor and PWGSC). May result in the Contractor being denied access to future contracts.

.6 Charges laid or Guilty Determination by Courts: Infractions of safety regulation, rules, policy and procedures that result in the charges being laid by a Regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to future contracts.

4. Safety Plan

.1 The Contractor must provide a copy of their company's Occupational Health and Safety Policy and Program. It must meet the requirements of the Provincial Occupational Health and Safety Acts.

.2 The Contractor must perform site hazard assessments to establish site-specific safe work practices for the safety and well-being of his/her employees. Copies must be made available to the Departmental Representative upon request.

.3 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work must be retained and made available to the Departmental Representative immediately upon request.

.4 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.

.5 It is the Contractor's responsibility to post the Safety Plan in a location on the site visible to all its own employees, including its sub-contractors' personnel, are each are advised of the existence of such Safety Plan and of the posted location.

.6 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any person not complying with these shall not be permitted on the site.

.7 The Contractor must ensure that all applicable personal protective equipment (PPE) is used.

- .8 The Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of this Service Contract.

5. General Safety

- .1 The Contractor must adhere to all safety measures respecting personnel and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures.
- .2 In particular, the Contractor must comply with the WHMIS legislation which requires the employer to provide detailed work education about potential health effects of hazardous materials in their work environment and how they can be handled and disposed of safely. All containers holding product deemed under WHMIS to be hazardous, must bear correct WHMIS label(s).
- .3 The Contractor must ensure that all equipment used to perform the work is in a state of good repair. The Departmental Representative reserves the right to have equipment judged to be unsafe, not suitable or defective taken out of service. The Contractor must be responsible to supply suitable replacement equipment.
- .4 Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.
- .5 Store material and equipment in accordance with supplier's instructions.
- .6 Contractor must not place mop pails, mops, brooms, soap or other equipment where it is hazardous to personnel or occupant movement.
- .7 At times of inclement weather, entrance ways, lobbies, etc., are to be monitored by day staff and kept free of hazards; i.e. wet floor, slush, sand, salt, etc.

6. Fall Protection

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

- 1. Environmental**
 - .1 All work is to be performed in accordance with the Federal Environmental Protection Act and the Provincial Environmental Acts and Regulations.
- 2. Disposal of Wastes**
 - .1 Do not bury rubbish and waste materials on site unless approved by Departmental Representative.
 - .2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

- 1. Supplies**
 - .1 The Contractor is responsible to supply all tools, equipment, and supervision for the total cleaning contract. PWGSC shall supply paper towel, 2-ply towel tissue, liquid and bar hand soap, sanitary bags, and the Contractor supplies shall include, but are not restricted to: garbage bags, liquid germicidal soap, rubber gloves, operating gloves, glass cleaner, cleaning detergents, scouring materials, strippers, wax and sealers. The Contractor shall replenish all cleaning materials as required. All Contractor supplies MUST be first quality and approved by the Departmental Representative.
 - .2 It must be the Contractor's responsibility to ensure that all supplies are maintained at appropriate levels in sufficient advance of requirements.
 - .3 The Contractor must supply an acceptable commercial quality wet/dry vacuum as described in Section # 1, Item 6.3.
- 2. Uniforms**
 - .1 All cleaning personnel employed under this contract must be uniformed as follows:
 - .1 **Supervisor and Duty Cleaners** – Industrial type matching shirt and trousers or coveralls with the company name or crest affixed to the shirt or coveralls. For safety reasons, shorts are not permitted.
 - .2 **Cleaning staff** - Industrial type matching shirt and trousers or coveralls with the company name or crest affixed to the shirt or coveralls. For safety reasons, shorts or open toe footwear are not permitted.
 - .2 Picture ID's must be worn at all times while on site. This must be located attached in a visual place on the uniform.
- 3. Building Security Locking & Unlocking**
 - .1 All doors to rooms, offices, labs, etc. which must be unlocked by the Contractor's employees, must be locked immediately upon leaving.
- 4. Building Cleaning Operations**
 - .1 **Cleaning**
 - .1 Cleaning (including all vacuuming and use of cleaning agents) to take place during working hours (08:00-16:30) Monday to Friday. There are few specified areas that require cleaning when staff are present.
 - .2 Schedule Operations: Scheduled operations will be performed Monday – Friday 08:00 – 16:30 hours
 - .3 Prior to award of Contract, the Contractor will submit his/her plan of operation in writing to conform to the routine cleaning, scheduled operations and special cleaning conditions.
 - .4 Heavy cleaning (stripping, waxing, carpet shampooing) and closure of areas or hallways that need to be done

after hours, requires 48 hours advance notice. The Contractor shall coordinate all heavy cleaning through the Departmental Representative who shall advise the Custodial Department.

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

5. Daytime Staff

- .1 The Contractor will quote an hourly rate for additional labour on an as and when required basis for such services as furniture moving, special cleanups, project work and special functions, etc.
- .2 The Contractor must equip his/her supervisor and duty cleaner with a cell phone or similar communicating device so he/she may be contacted by the Departmental Representative during the work day. An after-hours number for call outs shall be supplied.

6. Excluded Areas

- .1 The following areas, do not form part of this cleaning contract:
- .1 Warehouses, storage buildings
 - .2 Electrical and Mechanical Rooms
 - .3 Any room off limits, as deemed by the client
 - .4 Cleaning of exterior windows, except all entrances
 - .5 Office machines and personal property of occupants.
 - .6 Plants.

7. High Touch Cleaning

- .1 Monthly cleaning of floors in the cafeteria, kitchen and dish washing area, as described in Annex A.
- .2 Bi-monthly – cleaning of walls in kitchen, range hoods and exterior kitchen equipment.

8. Excluded Areas

- .1 The following do not form part of this contract:
- .1 Cleaning of exterior windows, except all entrances
 - .2 Office Machines and personal property of occupants
 - .3 Plants

GLOSSARY OF TERMS

CATEGORY & TYPE	OPERATION	DETAILED INFORMATION
1 <u>Flooring:</u> ALL	Sweeping	Consists of removing loose, dry surface soil. Where surface is not subject to damage by solvents, use a solvent based, treated sweeping compound, dust cloth or dust mop. Where surface is subject to damage by solvents, use a wax based, treated sweeping compound, dust cloth or dust mop. Dust cloths and dust mops to be treated the day before they are to be used to ensure no streaks are left on the floor.
	Spray Buffing (Spray Clean)	Consists of spraying a spray buff on a swept floor, approximately 50 centimetres ahead of the floor machine. Care must be taken that no solution splashes against furniture, doors and baseboards. While the machine operates, the spray buffing pad abrades black marks and irregularities. When the working face of the pad becomes loaded, turn the pad over or replace with a clean pad. Spray buffing is continued until all traffic marks are removed and shine restored. Floor shall be swept after spray buffing has been completed.
	Wet or Dry Scrub (Semi-Stripping)	Consists of removing the top layer or layers of floor finish using either the wet (use minimum amount of water) or dry scrub method of the application of two (2) coats of a self-polishing, non-slip metal interlocked floor finish to the dry, clean floor. Complete operation by cleaning baseboards.
	Wash	<p>Consists of applying a neutral detergent solution to the floor, agitating it with a mop, removing the solution, rinsing the floor and picking up the rinse water.</p> <p>Note:</p> <ul style="list-style-type: none">.1 Floor sealer to be applied up to the baseboards..2 Floor finishes to be applied up to 30 centimetres from the baseboards except for the last coat which will be applied right up to the baseboards..3 Each coat of finish to be laid in the opposite direction from the previous coat..4 Baseboards to be cleaned after each scheduled operation to remove streaks and splashes..5 When using either the Wet scrub or Wet strip method, use a minimum amount of solution..6 When using a Dry scrub or Dry strip method, damp mop the floor before applying sealer or finish..7 When using the Wet scrub or Wet strip method, rinse the floor twice before applying sealer or finish.

Resilient:

- Offices	Strip & Refinish	Consists of moving furniture, sweeping floor, stripping by using either the Wet or Dry method to remove all layers of finish. Apply a minimum of one (1) coat of a water base sealer and three coats of a self-polishing, non-slip, metal interlocked floor finish. Complete operation by cleaning baseboards.
- Washrooms		
- Laboratories		
- Corridors	Strip & Refinish	Same as for Offices EXCEPT that four coats of self-polishing, non-slip metal interlocked floor finish will be applied.
- Entrances		
- Lobbies		
	Polish or Buff	Consists of covering the full floor area with a machine or brush or pad to restore surface shine.
	Damp Mop	Consists of applying a clean mop, well wrung out in clean water to remove surface dirt and spillage.

Terrazzo, Quarry Tile, Unpainted Concrete:

ENTRANCES AND LOBBIES	Strip & Refinish	Same as for Resilient floors.
WASHROOMS	Machine Scrub	As above EXCEPT rinse with a germicidal solution.
WASHROOMS	Wash	Consists of applying a neutral detergent solution to the floor, agitating it with a mop, removing the solution, rinsing with a germicidal solution and picking up the rinse solution.
WASHROOMS	Strip & Refinish	Consists of sweeping floor, stripping using either the Wet or Dry strip method to remove all layers of finish. Applying a minimum of one coat of a water based sealer and two coats of a self-polishing, non-slip, metal interlocked floor finish.
WASHROOMS	Patrol Cleaning	Consists of picking up litter, wiping hand basins including wall surrounds and shelves above, polishing mirrors, wiping up spillage and replenishing empty dispensers.

Unpainted Concrete:

MOST	Strip & Refinish	Consists of sweeping, stripping and applying one coat of an approved sealer.
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RUGS & CARPETING	Vacuum	Consists of removing dust, dirt and litter using an upright or canister type of vacuum cleaner, capable of having a crevice tool attached to clean in corners and along baseboards.
	Stain Remover	Consists of identifying the type of stain by look, feel or odour and the removal using the appropriate remover in accordance with instructions in commercially available spot remover kits.
WALK OFF MATS	Vacuum	Consists of removing sand, slush or water using a wet and dry industrial type vacuum cleaner equipped with the appropriate floor tools.
	Salt Stain Remover	Consists of vacuuming, flooding salt stain with water and allowing to stand for ten minutes, vacuuming up water and repeating operation as many times as necessary until stain is removed.
	Shampoo	Consists of vacuuming, stain removal and shampooing using either a machine agitated dry foam or jet extractor method. Hose washing may be used only if specified by the manufacturer and in accordance with his instructions.
2. WALLS	Dust	Consists of removing loose dirt, dust and cobwebs using an untreated dust mop or vacuum cleaner with appropriate attachments.
	Spot Clean	Consists of removing fingerprints, smudges, stains and graffiti using a moistened cloth followed by a dry cloth.
3. CEILINGS (Soft acoustical tile)	Vacuum	Consists of removing loose dirt, dust and cobwebs using a vacuum cleaner equipped with the appropriate attachments.
4. DRAPES	Vacuum	Consists of removing loose dust using a vacuum cleaner, back rake with wand and drape attachment and covering all surfaces on both sides.
5. VINYL & LEATHERETTE UPHOLSTERY	Clean & Polish	Consists of removing soil marks and stains using an approved cleaner.
6. AIR GRILLES & AIR DIFFUSERS	Vacuum	Consists of removing dust and dirt using a vacuum cleaner equipped with a wand and brush attachment or wipe with a damp sponge and dry with a clean cloth.

	Wash	Consists of applying a detergent solution with a cloth to remove dust and dirt and drying with a clean cloth.
7. LUNCH & REST ROOM	Patrol Clean	Consists of cleaning up spillage, damp wiping of table tops, sinks, counters and fixtures picking up debris from floor, emptying garbage cans and waste receptacles.

1. EXTERIOR

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| .1 Area Policing
(Litter Pickup) | .1 Sidewalks, driveways, lawn areas, loading docks, entrances, courtyards, and other areas within 6 metres of the building, should be free of paper and other debris after policing. |
| .2 Sweeping | .2 Sidewalks, loading docks, entrances and other designated areas should be clean after scheduled sweeping. |
| .3 Entrances | .3 After washing exterior walls and soffits, a clean surface free from grime, soap and water streaks should be presented. |

2. FLOOR MAINTENANCE

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| .1 Sweeping | .1 There should be no dirt, trash nor other matter left in corners, behind nor under free standing radiators, under furniture, behind nor under other movable items, nor behind doors. |
| | .2 Floors should be free of dust film. |
| | .3 There should be no dirt left where sweepings were picked up. |
| .2 Damp and Wet Mopping | .1 All mopped areas should be clean and free of surface stains, mop streaks and loose mop strands. |
| | .2 Walls, baseboards and other surfaces should be free of watermarks and splashes. |
| | .3 Water or other cleaning solution should not have been allowed to collect under furniture legs and cabinets. |
| .3 Spray Buffing | .1 There should be neither dust nor dirt left on the floor after spray buffing. |
| | .2 There should be no muddying or rippling effect caused by over spraying. |
| | .3 The floor should present an overall appearance of cleanliness. |
| | .4 Baseboards and equipment should be free of spray residue. |
| .4 Scrubbing/Cleaning | .1 There should be no surface dirt or stains visible following the scheduled scrubbing operation. |
| | .2 There should be no wax or finish buildup on the floor surface following the stripping operation. |
| | .3 The furniture (excluding file cabinets) should have been moved for complete floor coverage. |

	.4	Walls, baseboards and other surfaces should be free of watermarks, dust, splashing and scars from equipment.
.5 Finishing (Application of Wax or Floor Finish)	.1	The floor should be free of streaks, mop strands, marks, skipped areas and other evidence of improper application.
	.2	The floor should be clean and bright looking including in corners and under furniture.
	.3	There should be no residue on walls, baseboards, furniture and other surfaces.
	.4	Furniture and equipment should be relocated to where it was prior to the waxing operation.
.6 Miscellaneous	.1	Chairs, wastepaper baskets, etc. Should not be placed on desks or tables during cleaning operations.
3. CARPETS AND RUGS		
.1 Vacuuming and/or Carpet Sweeping	.1	Carpets and rugs should be clean and free from dust, dirt and other debris. Nap on rugs should be laid in one direction.
	.2	Walk off Mats should be clean and carpet or rug area around and under the mat should be free of dust and dirt.
	.3	Floor area under immediate edge of rugs should be free of dirt and dust.
	.4	Base floors around rugs should be clean. No dirt should be left in corners, under furniture, behind doors or radiators.
	.5	All furniture and equipment moved during the cleaning operation should be returned to its original location.
4. LOBBY, SECURITY AREA, ENTRANCE AND CORRIDOR CLEANING		
.1 Sweeping	.1	See Section 6 Paragraph 1 - 3
.2 Damp and Wet Mopping	.1	See Section 6 Paragraph 1 - 3
.3 Spray Buffing	.1	See Section 6 Paragraph 1 - 3
.4 Scrubbing/Stripping	.1	See Section 6 Paragraph 1 - 3
.5 Finishing	.1	See Section 6 Paragraph 1 - 3
.6 Dusting	.1	Lobby furniture should be free of dust, fingerprints and stains.
	.2	Baseboards, radiators, grilles, window stools and other fixtures should be free of dust.

.7	Walls	.1	Walls should be free of fingerprints, smudges and any other defacing marks.
.8	Drinking Fountains	.1	See Section 7 Paragraph 8.
.9	Glass Doors and Side Lights	.1	There should be no streaks or smears on glass and the door frame should be clean.
		.2	There should be no water on the floor, or sills.
.10	Polishing	.1	Door knobs, push bars, kick plates, railings, doors and other surfaces should be clean and polished.
.11	Miscellaneous	.1	Foot grilles and recessed pans should be free of dirt and debris after scheduled cleaning.
		.2	Walk-off mats should be clean and dry.
		.3	Lobby and entrances should be free of debris.
		.4	Notice boards, directories and exterior glass of any fire-hose cabinets should be dust free and clear of streaks and finger prints.
5.	ROOM CLEANING		
.1	Trash Removal	.1	All wastepaper receptacles should be empty, clean and in place.
.2	Sweeping	.1	See Glossary of Terms Section 6 Paragraph 1
.3	Dusting	.1	There should not be any dust or dust streaks on desk or other office furniture.
		.2	Glass tops on desks and tables should be clean and free of fingerprints and stains.
		.3	All pictures, plaques, etc., should be free of dust.
		.4	Corners and crevices should be free of dust.
		.5	Radiators, window stools, door ledges, frames, louvers, baseboards and partition ledges should be free of dust.
.4	Spot Cleaning	.1	Walls, doors, door frames, door and partition glass should be free of fingerprints (refer to high touch cleaning)
.5	Damp Wiping	.1	Mirrors and all other glass should be clean and free of dust, dirt streaks and spots.

6. WASHROOM CLEANING AND SERVICING

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| .1 Trash Removal | .1 All paper and garbage receptacles should be emptied on a regular basis, plastic bags, replaced, and the exterior surface wiped clean if required. |
| .2 Supplies | .1 All supply dispensers should be filled. |
| .3 Sanitary Receptacles | .1 All sanitary receptacles should be empty and a disposal bag replaced, if required.

.2 All sanitary receptacles should be free of odour, spots, stains and fingerprints. |
| .4 Fixtures | .1 All surfaces of wash basins and all exposed piping should be free of dust, dirt sport and stains.

.2 All surfaces of flush tank toilet seats, bowl and urinals should be disinfected.

.3 Plumbing fixtures should be free of stains, soap buildup, dust and mould. |
| .5 Dispensers, Walls, Stall Partitions, Doors, Shelves, Mirrors, Ledges | .1 All dispensers, shelves, shelf brackets and ledges should be free of fingerprints, dust and stains.

.2 All mirrors should be clean and free from streaks.

.3 Walls, stall partitions and doors should be free of dust, hand marks, pencil marks, water streaks, mop marks and fittings should be free of mould. |
| .6 Floors | .1 Floors, including corners should be free of dirt, dust, marks, paper and mop strings, water and mop marks. Baseboards and coves should be clean. Floors should have been disinfected. |
| .7 Sweeping | .1 See Section 6 Paragraph 1 - 3 |
| .8 Damp and Wet Mopping | .1 See Section 6 Paragraph 1 - 3 |
| .9 Scrubbing/Stripping | .1 See Section 6 Paragraph 1 - 3 |
| .10 Finishing | .1 See Section 6 Paragraph 1 - 3 |

7. STAIRWAY CLEANING

.1	Vacuuming/Dusting	.1	Stair landings, treads and corners of stair treads should be free of dirt, dust streaks and debris.
		.2	Stair railings, ledges, door mouldings, radiators, window stools and grilles should be free of dust.
.2	Cleaning, Polishing and Wall Spotting	.1	Glass, wood and metal surfaces should be clean and free of all marks and dirt.
		.2	Handrails, doorknobs and other surfaces should be clean and polished where applicable.
		.3	Walls up to a standing height should be free of all marks.
.3	Mopping and Stripping	.1	Stair landings, treads, risers, walls and baseboards should be clean and free of watermarks and splashing from cleaning and finishing solutions.
8.	DRINKING FOUNTAINS	.1	The porcelain, metal and/or enamel surfaces should be clean and free of stains.
		.2	All other surfaces should be free of spots, stains and streaks.
		.3	All fountains should have been disinfected.
9.	ELEVATOR CLEANING	.1	Floors, including corners, threshold plates and door tracks should be clean.
		.2	Floors should be polished and free of slippage.
		.3	Walk-off mats (when in place) should be clean and dry. The floor there under should be clean and dry.
		.4	Walls should be free of dust, finger or splash marks, streaking and watermarks.
		.5	Hand rails and baseboards should be clean and polished.
		.6	Doors and frames should be free of fingerprints, etc.
10.	HIGH CLEANING		(On completion of Scheduled Operation)
.1	Clocks	.1	Glass should be clean and free of streaks.
		.2	Edges should be wiped free of dust.
.2	Lockers	.1	Tops should be free of dust
		.	.
.3	Pictures and Plaques	.1	Glass should be clean and free of streaks.

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| | .2 | Frames should be free of dust. |
| .4 Tops of Partitions | .1 | Should be free of dust. |
| .5 Venetian Blinds | .1 | Both sides of slats should be clean and free of dust. |
| | .2 | Window frames and adjoin area should be free of dust. |
| | .1 | Should be free of dust. |
| | .2 | Framework around ventilator should have been wiped clean. |
| .6 Exhaust Fans | .1 | Wall area around fan should be free of dust. |
- 11. WINDOW, PARTITION AND SHOW CASE**
(on completion of Schedule Operation)
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| .1 Glass Cleaning | .1 | Glass should be clean and free of streaks. |
| | .2 | Sash, sill, and stool should be clean and free of watermarks. |
| | .3 | Items moved during the cleaning operation should have been replaced to original location. |
- 12. GARBAGE ROOMS**
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| | .1 | Floors should be clean and free of debris. |
| | .2 | Wastepaper and garbage should be properly stored in the designated fireproof space. |
| | .3 | Empty garbage and recycling containers should be clean and free of odours. |
- 13. CONTRACTOR'S SPACE AND JANITOR'S CLOSETS**
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| | .1 | All floors should be clean. |
| | .2 | All fixtures and walls should be free of dust and stains. |
| | .3 | Mop pails/buckets should be empty and free of odours. |
| | .4 | There should be no wastepaper, garbage, food or empty containers in the Janitor Closets. |

[illegible]

[illegible]

Note: The successful Contractor shall submit the attached daily, weekly, monthly yearly time schedule sheets to correspond with the Annex A Schedule.

Work Description

1. **Title:** Cleaning Supervisor
- Duties and Responsibilities:** To deliver cleaning services, ensuring client satisfaction
- Liaises with:** The Departmental Representative and the Contractor

Miscellaneous Requirements

- Supervisor must have extensive knowledge of appropriate cleaning requirements, standards, material and equipment.
- Supervisor must have knowledge of safety procedures and policies, organizational and interpersonal skills and a general knowledge of WHMIS.
- Supervisor must carry a cell phone (or communication device) in order to be accessible to the Departmental Representative at all times during normal business hours.

Primary Function

- The supervisor will oversee the performance of the building's cleaning staff and will be the primary liaison person with the Departmental Representative.
- This supervisor may be assigned cleaning duties combined with supervisory duties. The assigned duties must be completed within the time allowed/expected.
- The Cleaning Supervisor will be responsible for the coordination and overall standard of cleanliness for the entire complex.

Responsibilities

- Liaise with the Departmental Representative on a weekly basis with regards to departure and check-in list.
- Routinely carry out random inspections on cleaning staff to ensure high standards of cleanliness are met.
- Complete inspection monthly report and provide to the Departmental Representative.
- Accompany the Departmental Representative on monthly inspections for action and reporting.
- Report any damage or missing items/shortages to the Departmental Representative on a daily basis.
- Ensure all Janitorial stations are clean and well stocked.
- Provide hospitable, recognizable, courteous, efficient and accurate services through actions, responses, decisions and communication that exceeds the anticipated and expressed expectations of all occupants and personnel.
- Conduct daily quality assurance inspections with special emphasis on hygiene and cleanliness of public areas and common areas / rooms.
- Report all Lost & Found items to front desk.
- Ensure the daily accuracy of Time Sheets and the Time Log.
- Manage staffing levels, preparing work schedules in accordance with workload levels and accurately anticipating service needs.
- Conduct daily information briefs with cleaning staff in order to advise them of the day's activities and workload and to obtain feedback from the staff.
- Maintain excellent 2-way communications with staff; follow up with Departmental Representative, other PWGSC STAFF AND OTHER SUPERVISORS.
- Make every effort to address and rectify Custodial Department complaints.
- Be fully conversant and complaint at all times with all safety regulations referenced in this document, and to report on all incidents, accidents, near misses and safety hazards.
- Effectively respond to all reasonable additional assignments as determined by the Departmental Representative.
- Assist in maintaining the entire Facility by reporting all maintenance requirements observed during shift.
- Develop and maintain up-to-date knowledge of floor stripping and waxing, buffing, window cleaning, carpet shampooing and upholstery cleaning and other related duties as assigned.
- Develop and maintain knowledge of the proper usage of all cleaning supplies as outlined in the wastage, correct usage and storage, and optimum cleanliness of equipment.
- Ensure environmental procedures for waste disposal/recycling are adhered to in accordance with Environmental Policy.
- Coordinate with Contractor's head office for proper billing of functions.
- Report deficiencies and complaints to the Departmental Representative.

Work Description

2. **Title:** Cleaner

Duties and Responsibilities: To maximize while performing assigned cleaning tasks to maintain rooms, public areas and back of house areas ensuring the cleanliness of these areas meet the established standard of the contract.

Reports to: Cleaning Supervisor

Responsibilities:

- As required provide service as per the contract specifications.
- Carry out daily cleaning duties as detailed on the worksheet for the scheduled shift.
- Develop and maintain up-to-date knowledge of floor stripping and waxing, buffing, window cleaning, carpet shampooing, upholstery cleaning and other related duties as assigned.
- Develop and maintain knowledge of the proper use of all cleaning supplies as outlined in the WHMIS legislation and to maintain supplies and equipment with care ensuring minimum waste, correct use and storage, and optimal cleanliness of equipment.
- Develop and maintain an excellent working relationship with the Departmental Representative and personnel.
- Ensure efficient Lost and Found service by identifying, reporting and delivering all found items to the Commissioner's desk.
- Assist in maintaining all property by reporting all maintenance requirements observed during shift to Supervisors.
- Be cross-trained in all areas of the cleaning Department and be available to work flexible shifts including evenings or weekends as required.
- Exceed the anticipated and expressed expectations of all clients.
- Develop and maintain a thorough knowledge of all service facilities and features of the facilities.
- Be fully conversant and compliant at all times with all safety regulations referenced in this document, and to report all incidents, accidents, near misses and safety hazards.
- Respond to all reasonable additional assignments determined by the Cleaning Supervisor or PWGSC Facility support officer.
- Report deficiencies and complaints to the Cleaning Supervisor and Departmental Representative.

Work Description

3. Title: Duty Cleaner

Duties and Responsibilities: The Duty Cleaner is required to undertake the following duties as directed by the Cleaning Supervisor, using the prescribed methods and frequencies in accordance with the requirements of this contract.

Reports to: Cleaning Supervisor

Responsibilities:

- As required provide service as per the contract specifications.
- High Touch cleaning in all areas mentioned in the Annex.
- Carry out daily cleaning duties as detailed on the worksheet for the scheduled work.
- Duty cleaner will be specially trained in, and responsible for, the occasional removal of non- routine items such as dead bugs and rodents and its feces by the use of a Hepa vacuum (supplied by contractor) in addition to any regular (routine) cleaning duties as directed by their supervisor and the Departmental Representative.
- Develop and maintain up-to-date knowledge of floor stripping and waxing, buffing window cleaning, carpet shampooing, upholstery cleaning and other related duties as assigned.
- Using electrically powered scrubbing and polishing machines to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training)
- The use of chemical agents as directed by the Supervisor in the discharge of cleaning operations or maintenance procedures, after receiving proper instructions and training.
- To carry out any other reasonable duties within the overall function of the job including filling in for when the Supervisor is off on leave for one to three days max.
- Develop and maintain knowledge of the proper usage of all cleaning supplies as outlined in the WHMIS legislation and to maintain supplies and equipment with care ensuring minimum of wastage, correct usage and storage, and optimum cleanliness of equipment.
- Develop and maintain an excellent working relationship with the PWGSC Representative and personnel.
- Ensure efficient Lost and Found service by identifying, reporting and delivering all found items to the Commissioner's desk.
- Assist in maintaining all property by reporting all maintenance needs observed during shift to the Departmental Representative.
- Be *cross-trained* in all requirements of this Janitorial Contract and be available to work flexible shifts including evenings or weekends as required.
- Exceed the anticipated and expressed expectations of all clients.
- Be fully conversant and compliant with all safety regulations referenced in this document, and to report on all incidents, accidents, near misses and safety hazards.
- Respond to all reasonable additional assignments determined by the Cleaning Supervisor or the Departmental Representative.
- Report deficiencies and guest complaints to the Cleaning Supervisor and Departmental Representative.

Minimum Acceptable Appearance Level

Janitorial Inspection Report

Date of Inspection: _____ Building: _____

Contractor's Rep: _____ Signature: _____

Departmental Rep: _____ Signature: _____

Each item is evaluated based on MAAL levels specified in the Contract documents.

Lobbies / Entrances / Vestibules / Foyers	Level	Comments
Floors / mats		
Hand and finger prints on glass		
Spot cleaning		
Corridors / Hallways	Level	Comments
Floors		
Low and high dusting		
Refuse containers empty and clean		
Spot cleaning		
Office Areas	Level	Comments
Floors		
Low and high dusting		
Spot cleaning		
Washrooms	Level	Comments
Floors		
Mirrors, countertops, sinks and chrome		
Toilet bowls & urinals (inside and out)		
Spot cleaning		
Stall partitions		
Supplies replenished (soap, toilet paper,		
Refuse containers empty and clean		
Showers / Locker Rooms	Level	Comments
Shower area		
Drains		
Floors		
Spot cleaning		
Low and high dusting		
Refuse containers empty and clean		

Stairwells	Level	Comments
Floors		
Landings, steps and handrails		
Spot cleaning		
Lab / Research Facility Areas	Level	Comments
Floors		
Counters		
Low and high dusting		
Spot cleaning		
Refuse containers empty and clean		
Kitchenettes	Level	Comments
Floors		
Low and high dusting		
Spot cleaning		
Counters, sinks and faucets		
Refuse containers empty and clean		
Elevators	Level	Comments
Floors		
Elevator's door grooves / tracks		
Spot cleaning		
Conference Rooms / Classrooms	Level	Comments
Floors		
Low and high dusting		
Desks / tables		
Spot cleaning		
Lounges / Lunchrooms	Level	Comments
Floors		
Low and high dusting		
Tables / furniture		
Spot cleaning		
General	Level	Comments
Water fountains		
Ornamental metals		
Door grills		
Custodial closet		
Entrance snow clearing		
Average Level		

Cleaning and Disinfecting Surfaces 2x Per Day

Washrooms

- Faucets, plunger handles, soap dispensers, towel dispensers, toilet seats, disposal bin covers & lids, waste receptacles and door handles flush handles, light switches, soap dispenser levers, towel dispenser levers, hand dryer buttons, exit door handles and locks
- Touch points on washroom stall doors and entrance doors
- Water Fountains

Office and Common Areas

- Touch points, doors, lights switches
- Stairwell handrails
- Waiting room furniture and foyer surfaces
- Light Switch Plates / Door handles/Thermostats
- Kitchen/Break area (counters, cupboard handles, fridge handle, microwave handle and buttons, coffee pots, vending machines, water coolers and buttons)
- Escalator handrails
- Passenger Elevators
- Elevator push buttons
- Escalator handrails
- Drinking fountains
- Lobby Reception Areas / Security Stations / Public Waiting Areas (desk surfaces, pens, door handles, stairway railings)
- Loading / Shipping dock (Rails, push buttons, overhead door handle in freight elevator)
- Public telephones
- Chairs (arm rests and chair levers)

Conference Rooms

- Tabletops (Meeting rooms, interview rooms training rooms, cafeterias, photocopy stations)
- Chairs (arm rests and chair levers), window sills, tables and/or desks surfaces, drawer/cabinet handle

Task Authorization Autorisation de tâche

Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization
(Use form DND 626 for contracts for the Department of National Defence)

Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche
(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)

Contract Number

Enter the PWGSC contract number.

Numéro du contrat

Inscrire le numéro du contrat de TPSGC.

Contractor's Name and Address

Enter the applicable information

Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

Security Requirements

Enter the applicable requirements

Exigences relatives à la sécurité

Inscrire les exigences pertinentes

Total estimated cost of Task (Applicable taxes extra)

Enter the amount

Coût total estimatif de la tâche (Taxes applicables en sus)

Inscrire le montant

For revision only

Aux fins de révision seulement

TA Revision Number

Enter the revision number to the task, if applicable.

Numéro de la révision de l'AT

Inscrire le numéro de révision de la tâche, s'il y a lieu.

Total Estimated Cost of Task (Applicable taxes extra) before the revision

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

Increase or Decrease (Applicable taxes extra), as applicable

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

1. Required Work: Complete sections A, B, C, and D, as required.

1. Travaux requis : Remplir les sections A, B, C et D, au besoin.

A. Task Description of the Work required:

Complete the following paragraphs, if applicable.
Paragraph (a) applies only if there is a revision to an authorized task.

A. Description de tâche des travaux requis :

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a une révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable:
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

B. Basis of Payment:

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

C. Cost of Task:**Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

Option 2:

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

D. Method of Payment

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

B. Base de paiement :

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

C. Coût de la tâche :**Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

Option 2 :

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

D. Méthode de paiement

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

2. Authorization(s):

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

3. Contractor's Signature

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

2. Autorisation(s) :

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

3. Signature de l'entrepreneur

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

☐ No - Non ☐ Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

►

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A.Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date