



**RETURN BIDS TO:
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Bid Receiving/Réception des soumissions

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REQUEST FOR

PROPOSAL

**DEMANDE DE
PROPOSITION**

Proposal to: Canadian Food Inspection Agency

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 : Agence canadienne d'inspection des aliments

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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Cleaning Services for the CFIA Charlottetown Laboratory		Date March 18, 2021
Solicitation No. – N° de l'invitation D0573		
Client Reference No. - No. De Référence du Client D0573		
Solicitation Closes – L'invitation prend fin		
At / à :	14 :00	EDT(Eastern Daylight Time) HAE (heure avancée de l'Est)
On / le :	April 19, 2021	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Aimée Legault : aimée.legault@canada.ca		
Telephone No. – No. de téléphone 343-573-4189	Facsimile No. – No. de télécopieur N/A	
Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



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November 2020 Medium Complexity Bid Solicitation and Resulting Contract Template (MC)

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names“.

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to the Canadian Food Inspection Agency (CFIA) Bid Receiving Unit by the date, time and email address indicated on the bid solicitation cover page.

Due to the nature of the bid solicitation, bids transmitted by facsimile to CFIA will not be accepted.

2.3 Former Public Servant

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



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Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

Yes () No ()

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) 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.



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2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the Charlottetown Laboratory 93 Mount Edward Rd. Charlottetown, PEI C1A 5T1 on April 6, 2021. The site visit will begin at 10:00 (EDT).

Due to the current Covid-19 situation, CFIA has put precautionary measures in place. In order to abide by social distancing rules and limit the size of gatherings, we are asking all interested bidders to confirm their attendance and provide the names of individuals attending the site visit. Please do so by email to the Contracting Authority a minimum of 3 working days prior to the site visit date. Please limit the number of people to 1 or 2 persons per firm.

Note that depending on the number of participants at the site visit, multiple groups may be formed in order to respect proper social distancing requirements

Face Masks will be provided for all contractors attending the job showing. Contractors are strongly encouraged to wear their face mask through the entire job showing.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.



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2.7 Bid Challenge and Recourse Mechanisms

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



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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 bid must be gathered per section and separated as follows:

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

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

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 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 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

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

Section III: Certifications

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



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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Bidders must address each mandatory criteria listed below or their bid will be deemed as non-compliant.

Mandatory Criterion (MT)	Mandatory Technical Criterion	Required Supporting Information	Compliant Yes/No
MT1	Bidders must attend the Mandatory site visit at the Charlottetown Laboratory 93 Mount Edward Rd. Charlottetown, PEI C1A 5T1.		
MT2	The proposed resources and back-ups must hold a current, valid security screening at the level of RELIABLE granted by the Canadian and International Industrial Security Directorate (CIISD) of PWGSC at the date and time of proposal submission. If the required resource's clearance is not held by the Contractor, the Contractor must ensure that a valid DUPLICATE security clearance for the proposed resource is obtained. The file number and expiration date must be included in the proposal.	A copy of the security clearance certificate or file number issued by PWGSC Canadian and International Industrial Security Directorate (CIISD) is required.	
MT3	Bidders must provide a minimum of three (3) cleaners (two (2) fulltime and one (1) backup.) Each proposed resource must have a minimum of two (2) years' experience in providing cleaning services in a laboratory type setting.	To demonstrate provide examples of projects.	
MT4	The proposed resources must have received Global Harmonized training	Provide a copy of the certification	
MT5	Bidders must identify one (1) employee as the Supervisor who	Provide a copy of the certification	



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	must have a current ISSA Custodial Supervisor Certification.		
MT6	<p>Bidders must demonstrate they have three (3) years of laboratory cleaning experience of similar scope and magnitude to that described in the Statement of Work undertaken by the Bidder within the past ten (10) years (dating back to Jan 1, 2008).</p> <p>To be considered of similar scope each contract submitted must demonstrate the work encompassed commercial institutional janitorial cleaning of special purpose buildings that require specialized attention due to hazardous substances present, risk of contamination and daily cleaning around highly sensitive equipment.</p> <p>To be considered of similar magnitude examples must equal, or exceed, the areas described in the Statement of Work.</p>	To demonstrate provide description of contracts.	



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4.1.1.2 Point Rated Technical Criteria

Rated Criteria (RT)	Point Rated Criteria	Required Supporting Information	Max Points	Cross Reference To Proposal
RT1	<p>The firm should have 1 years' of experience in commercial, institutional janitorial and/or floor cleaning.</p> <p>24 months or more = 12 pts 18-24 months = 10 pts 12-18 months = 6 pts < 0-12 months = 0 pts</p>	<p>Provide examples of projects.</p> <p>Each project cited must be supported by client contact information for validation purposes</p>	12 Points	
RT2	<p>The firm should have experience in the following:</p> <ul style="list-style-type: none"> - Laboratory Floor Cleaning 5 points - Hospital Floor Cleaning 5 points 	<p>Provide examples of projects.</p> <p>Each project cited must be supported by client contact information for validation purposes</p>	10 points	
RT3	<p>The proposed on-site Working Supervisor identified under MT5 will be responsible for a portion of the cleaning and providing oversight for other cleaning employees at the Charlottetown site. The Bidder should describe their qualifications for providing supervisory duties for special purpose buildings.</p> <p><u>1. Janitorial experience</u></p> <ul style="list-style-type: none"> • No janitorial experience or less than one (1) year demonstrated = 0 Points 	<p>Provide examples of projects.</p> <p>Each project cited must be supported by client contact information for validation purposes</p>	30 points	



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<ul style="list-style-type: none"> • one (1) year of janitorial experience demonstrated = 2 Points • > one (1) year to two (2) years of janitorial experience demonstrated = 4 Points • > two (2) years to three (3) years of janitorial experience demonstrated = 6 Points • > three (3) years to four (4) years of janitorial experience demonstrated = 8 Points • > four (4) years to five (5) years of janitorial experience demonstrated = 10 Points <p><u>2. Supervisory experience</u></p> <ul style="list-style-type: none"> • No supervisory experience or less than one (1) year demonstrated = 0 Points • one (1) year of supervisory experience demonstrated = 2 Points • > one (1) year to two (2) years of supervisory experience demonstrated = 4 Points • > two (2) years to three (3) years of supervisory experience demonstrated = 6 Points • > three (3) years to four (4) years of supervisory experience demonstrated = 8 Points • > four (4) years to five (5) years of supervisory experience demonstrated = 10 Points <p><u>3. Janitorial or management training courses</u></p> <ul style="list-style-type: none"> • No training course demonstrated = 0 Points • one (1) training course demonstrated = 2 Points 			
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	<ul style="list-style-type: none"> • two (2) training courses demonstrated = 4 Points • three (3) training courses demonstrated = 6 Points • four (4) training courses demonstrated = 8 Points • five (5) training courses demonstrated = 10 points 			
		Total Points	/52 points	
		Minimum Overall Points Required	36 points	



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4.2 Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 36 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 52 points.
2. Bids not meeting (choose "(a) or (b) or (c)") will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	115/135 x 70 = 59.63	89/135 x 70 = 46.15	92/135 x 70 = 44.70



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	Pricing Score	45/55 x 30 = 24.55	45/50 x 30 = 27.00	45/45 x 30 = 30.00
Combined Rating		84.18	73.15	74.70
Overall Rating		1st	3rd	2nd



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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

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



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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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.2 Status and Availability of Resources

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

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

5.2.3.3 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.



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PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 The security requirements found within the Security Requirements Checklist at “Annex C” apply and form part of the contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2022 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) 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 fifteen (15) 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:



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Aimée Legault
Procurement Officer
The Canadian Food Inspection Agency
59 Camelot Drive, Ottawa ON, K1A 0Y9

Telephone: 343-573-4189

E-mail address: aimée.legault@canada.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: **(To be completed at contract award)**

Title: _____

Organization: _____

Address: _____

Telephone: ____ _

Facsimile: ____ _

E-mail address: _____

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

6.5.3 Contractor's Representative

The Contractor's Representative is:

Name: **(To be completed at contract award)**

Title: _____

Organization: _____

Address: _____

Telephone: ____ _

Facsimile: ____ _

E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants



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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: 2019-01](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

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 in Annex "B" for a cost of \$ _____ (**To be provided 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.

6.7.2 Limitation of expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ _____. (**To be provided at contract award**). Customs duties are included (and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

when it is 75% committed, or

four months before the contract expiry date, or

as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

6.7.3 Method of Payment - Monthly

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

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



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- c. the Work performed has been accepted by Canada.

6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
 - a. The original must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.9.2 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.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;



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- (b) the general conditions 2010C (2020-05-28) General conditions: Services (medium complexity);
 - (c) Annex A, Statement of Work;
 - (d) Annex B, Basis of Payment
 - (e) Annex C, Security Requirements Check List;
 - (f) the Contractor's bid dated _____.

6.12 Dispute Resolution

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



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ANNEX "A"

STATEMENT OF WORK Maintenance services- Janitorial Services at the Charlottetown Laboratory (CL).

3.1 BACKGROUND:

The Charlottetown Laboratory is currently seeking a new janitorial service contract for a one (1) year initial contract period with four (4) one (1) year option periods. The Charlottetown Laboratory supports plant health testing and research services in support of the Canadian potato industry. The facility also houses the Aquatic Animal Pathogen and Biocontainment Laboratory operated by the Department of Fisheries and Oceans..

3.2 OBJECTIVE:

The maintenance service – cleaning must be maintained at the highest possible standard in order to limit cross contamination within the laboratory complex.

3.3 SCOPE:

The Charlottetown Laboratory is classified as a Federal Government of Canada biocontainment laboratory. Lockable doors to all spaces must be kept locked at all times, even while cleaning is in progress, and must never be propped open.

The Contractor shall maintain on-site supervision to ensure that all requirements of this contract are fulfilled. The Contractor must provide the Agency representative with a 24hr emergency contact name and number and immediately address any Agency concerns.

The following areas listed are not in this cleaning contract;

- A. High Security Zones
- B. Mechanical Penthouse
- C. Boiler Room
- D. Crawl Space Areas
- E. Greenhouse
- F. Greenhouse Mechanical Room
- G. Header House
- H. Soils Room
- I. Chemical Storage (underground) B0-20, B0-21, B0-22



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3.4 CONSTRAINTS:

3.4.1 Under no circumstance is the Contractor to remove anything from the building without prior approval from the Agency representative.

3.4.2 The Contractor must not use any Charlottetown Laboratory (CL) equipment such as, but not limited to, fax machines, audio visual equipment, computers, tools, photocopiers, etc. The Contractor is only authorized to use equipment and supplies issued to him/her by the Agency.

3.4.3 The Contractor must not remove any papers or boxes on the floor in the lab or office areas. Cleaning must be done around these items

3.4.4 The Contractor shall provide a written report to the Agency representative if any damage has occurred to Agency property. The Contractor shall make good any damage at no expense or inconvenience to the Agency.

3.4.5 Heavy Duty Cleaners- Must wear industrial type matching shirt and trousers or coveralls. The Company name or crest to be affixed to the shirt or coverall Light Duty Cleaners- Must wear duster coat (Smock) with the company name or crest affixed

3.4.6 Clean uniforms shall be provided at least twice weekly. These uniforms are to be purchased and maintained by the Contractor.

3.4.7 All Contractors' employees must have attended a minimum one day generic Globally Harmonized training, and show documentation verifying this, prior to commencing work under this contract.

3.4.8 The Agency representative reserves the right to reject any employee of the Contractor before or during the operation of this contract.

3.4.9 The Contractor shall provide a written report to the Agency representative immediately after an accident, if one occurs. The report shall state the person(s) involved, date, time, cause and action taken.

3.4.10 The Contractor must not list, publicize or use in any fashion, for business purposes, the address of the building owned by the Government of Canada. A telephone may be installed, in a designated area, at the expense of the Contractor but must not under any circumstance be listed or appear in directories or be advertised as a business telephone.

3.4.11 The Contractor is responsible for the safety of all equipment and supplies store in this space. The Contractor is responsible for the safe and efficient operation of all equipment provided by CL and will be held responsible for any repairs as a result of misuse. All repairs will be carried out to the satisfaction of the Agency and cost of the Contractor.

3.4.12 The contractor will only those employees whose names appear on the Contractors payroll will be allowed access to the work site. No other persons accompanying employees will be allowed on site.

3.4.13 CL is a smoke-free workplace; designated smoking area is located on the West end loading dock.



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3.4.14 The Contractor shall take care, at all times to protect its employees, the tenant, and all other persons on the premises from any harm and shall comply with all applicable safety standards and regulations recommended by National and provincial codes and/or prescribed by the authorities having jurisdiction.

3.4.15 The Contractors shall read, sign and abide by the "Safe Working Procedures for Contractors When Working at a CFIA Laboratory" form included in this Tender.

3.5 CFIA RESPOSIBILITIES:

3.5.1 CL shall provide all supplies and equipment such as, but not limited to, pails, carts, mops, brooms, chemical products, floor finishing products, disinfectants, garbage bags, etc. as required to perform this work. The Contractor will supply floor finishing and polishing equipment, high pressure wash, vacuum cleaners, shovels, scaffolding, ladders, etc

3.5.2 CL cleaning inspection checklist will be completed by the Agency Representative on a monthly basis. The contractor must score 75% or greater in the areas assessed to meet the minimum standard acceptable, any areas noted on the checklist are to be corrected immediately by the contractor. If there are two consecutive checklists below 75% or three in a contract year, this may result in the termination of the contract.

3.5.3 CL shall supply the Contractor with one lockable storage space, on the main level, for storage of equipment and supplies.

3.5.4 CL will supply the Contractor with two copies of a building master key, as well as security cards for the duration of this contract. These items must be fully protected at all times. Master keys must not leave the building at any time. The Contractor must immediately notify the Agency representative if any security cards are lost or stolen.

3.5.5 CL will provide all waste disposal services. The Contractor must deposit waste in designated container.

CHARLOTTETOWN LABORATORY

CLEANING CONTRACT SPECIFICATIONS

EXTERIOR

1. DAILY

- A. Clean and polish outside aluminum fittings, signs, ornamental metal work, metal entrance doors and push bars.
- B. Clean general grounds; litter and garbage on lawn and in parking lots. Sweep and/or hose all paved areas as required.
- C. Clean and empty ashtrays. One located at front entrance, one located at West end loading dock, one located at Potato Receiving Loading Dock.



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2. WEEKLY

- A. Clean glass and sashes on both sides in entrance sidelights.

3. MONTHLY

- A. Remove dust, litter and cobwebs from light wells, vent openings and entrance areas.

4., SNOW REMOVAL (Seasonal)

1. Clear snow, slush, etc. from entrances, exits, steps, walkways, loading-receiving docks to ensure the safety of the public and Laboratory employees.
2. Spread sand or ice melter (supplied by the Contractor) over dangerous surfaces.
3. The Contractor shall supply all labour and equipment as needed to fulfill these conditions, and shall if necessary, make arrangements for any emergencies at his own expense.
4. Snow removal services shall be completed by 7:15 am during a normal workday and shall be done regularly throughout the day if weather conditions are inclement.
5. Where snow clearing/removal is not completed and a hazardous condition exists, the Facilities Manager has the right to have this action completed by others and all costs involved shall be deducted from the Janitorial Contractor's payment.

INTERIOR

1. FLOORS

A. GENERAL

1. Chairs, wastepaper baskets, etc., must not be placed on desks, table or work benches during cleaning operations.
2. Care must be taken not to allow cleaning solutions to seep under furniture legs, file cabinets, cupboards, partitions or lab equipment.
3. EXCLUSIONS – Cleaning of laboratory benches, laboratory sinks, stationary and moveable equipment.
4. Equipment of any kind is not to be moved without prior authorization from the Facilities Manager.

B. RESILIENT

1. Remove gum and other foreign residue daily.

2. OFFICE AREAS

- A. Sweep all floors daily.
- B. Damp mop or wipe all floors to remove dirt, salt, etc. daily.
- C. Spray buff in front and behind counters in desk wells and traffic lanes weekly.



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- D. Wet or dry scrub and refinish on a full floor basis three times a year.
 - E. Strip and refinish on a full floor basis once a year in the month of April.

3. LABORATORIES

- A. Sweep and damp mop floors daily.
- B. Spray buff traffic areas every two weeks.
- C. Wet or dry scrub and refinish on a full floor basis three times annually.
- D. Strip and refinish on a full floor basis annually.

4. ALL OTHER AREAS

- A. Maintain as per OFFICE AREAS.

C. AGGREGATE

- 1. Sweep all floors daily.
- 2. Damp mop to remove dirt daily.
- 3. Wash and buff all floors weekly.
- 4. Machine scrub all floors three times annually.
- 5. Strip and reseal all floors annually.

D. CONCRETE

- 1. Sweep all floors using the dust control method daily.
- 2. Remove gum and other foreign residue daily.
- 3. Damp mop to remove dirt daily.
- 4. Wash all floors monthly.

E. CARPETING AND RUGS

1. GENERAL

- A. Remove spots and stains from carpeting and rugs daily.
- B. Report to the Facilities Manager spots on carpeting or rugs that cannot be removed by normal means and any damage to or lifting of carpeting.
- C. Clip loose threads during vacuuming operations.
- D. Pick up litter daily.

2. OFFICE AREAS

- A. Vacuum daily traffic lanes and desk wells in general working areas and private offices.



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- B. Vacuum once every week (Friday) all carpeting and rugs on a full floor basis.
 - C. Where T mats are in use, remove, vacuum carpet, clean T mat and replace.

3. WALK-AWAY MATS

- A. Vacuum and remove salt stains from all mats daily.
- B. Shampoo all large mats in place weekly.
- C. Smaller mats are to be removed to a designated area for this same operation. Mats will be in place from November 1st to April 30th.

2. ENTRANCES AND ATRIUM AREA

1. GENERAL

- A. Keep free of litter.
- B. Clean furniture as per office furniture.
- C. Mats are to be removed or rolled up to complete floor cleaning operations.

2. DAILY

- A. Clean both sides of door glass.
- B. Clean surface and between bars of foot grills. (This applies to all areas of the building).
- C. Sweep, wash and buff floors. Provide additional damp mopping of floors if necessary as a result of inclement weather.
- D. Clean glass on reception desk.
- E. Wipe down reception desk with damp cloth.

3. WEEKLY

- A. Sweep, spray buff and sweep floors.
- B. Spot clean walls.

4. MONTHLY

- A. Scrub and refinish floors.

3. STAIRS AND LANDINGS

1. DAILY

- A. Sweep stairs and landings.
- B. Remove gum and other foreign residue.



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- C. Damp mop stairs and landings.
 - D. Dust handrails, vertical grills, baseboards, stringers and ledges.

4. ELEVATOR

1. DAILY

- A. Clean interior and exterior bright metalwork.
- B. Dust interior of cab and remove fingermarks, smudges and stains on doors, door frames and walls including control panels.
- C. Scrape and vacuum clean doorsill/track grooves in both the cab and on each landing.
- D. Sweep and damp mop floors.
- E. Remove gum and other foreign residue.

2. MONTHLY

- A. Remove and wash ceiling light and diffuser.

3. SEMI-ANNUALLY

- A. Wet or dry scrub and refinish floors.

5. WASHROOMS

1. GENERAL

- A. Blocked toilets, sinks, urinals and drains are to be cleared immediately by the use of a plunger. If plumbing work is necessary, notify the Facilities Manager.

2. DAILY

- A. Remove gum and other foreign residue.
- B. Sweep all floors.
- C. Damp mop with a germicidal solution.
- D. Dust off tops of partitions.
- E. Remove all trash from strainers in base of urinals.
- F. Wash both sides of toilet seats, interior and exterior of bowls, urinals, washbasins using a germicidal detergent.
- G. Clean and disinfect all water taps, dispensers, door plates, flush valves and exterior of wastepaper and refuse receptacles.
- H. Clean flush tanks, shelves, ledges, mirrors and exposed piping.
- I. Spot clean walls, partitions and doors to remove finger marks, graffiti and other marks.
- J. Empty sani-cans, wash, disinfect, and replace bags.



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- K. Empty all wastepaper receptacles.
 - L. Empty refuse receptacles, insert new bags.
 - M. Replenish soap in containers, toilet paper, linen and paper towel dispensers.
 - N. Pour a pail of clean water into the floor drains.

3. WEEKLY

- A. Wash on both sides partitions and partition walls and ceramic walls using a germicidal detergent.
- B. Descale toilet bowls and urinals.

4. MONTHLY

- A. Machine scrub all floors and rinse with a germicidal solution.
- B. Wash and disinfect wastepaper and refuse receptacles including metal containers.

5. SEMI-ANNUALLY

- A. Strip and reseal all floor types.

6. ANNUALLY

- A. Wash ceilings.

6. VENETIAN AND VERTICAL BLINDS

- 1. Dust Venetian blinds every four months.

7. COUNTERS (EXCEPT AS OUTLINED IN 2.1.A.3)

1. DAILY

- A. Damp wipe and polish.

2. WEEKLY

- A. Clean counter facings, metal wickets, glass and wood partitions.

8. GLASS

1. DAILY

- A. Spot clean all glass doors, fire doors, balustrade, partitions and/or glass panels in partitions.
- B. Remove all foreign substances such as tape, etc.

2. WEEKLY

- A. Wash both sides of glass doors and glass in fire doors.



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3. SEMI-ANNUALLY

- A. Wash both sides of glass partitions and/or glass panels in partitions.

9. FURNITURE AND FIXTURES

- 1. Papers and files left on furniture shall not be disturbed by the cleaning staff.

2. DAILY

- A. Dust horizontal surfaces.
- B. Dust telephones and intercom instruments.
- C. Dust and remove finger marks and stains from vertical and horizontal surfaces of boardroom and executive office furniture.
- D. Spot clean finger marks and stains from glass topped furniture.
- E. Spot clean outside surfaces of lockers, storage and filing cabinets.
- F. Dust empty stacks and shelves.
- G. Dust pictures and wall hangings. (Excluding paintings and art objects)

3. WEEKLY

- A. Dust and remove stains from vertical surfaces.
- B. Clean and polish boardroom and executive furniture.
- C. Clean interior of public clothes closets.
- D. Wash boot trays and/or shelves during inclement weather.

4. MONTHLY

- A. Vacuum upholstered furniture.

5. SEMI-ANNUALLY

- A. Clean all leather, vinyl and leatherette upholstered furniture.
- B. Dust ledges inside desk wells

10. WASTE RECEPTACLES

1. DAILY

- A. Install plastic bags in wastepaper baskets if it is dirty or torn.
- B. Empty and damp wipe exterior of wastepaper baskets.
- C. Empty garbage cans and waste receptacles.

2. MONTHLY



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A. Wash and disinfect wastepaper baskets.

11.DOORS, DOOR FRAMES, ETC.

1. DAILY

- A. Clean fingerprints from doors and door frames.
- B. Dust door grills.

2. MONTHLY

- A. Clean kick and hand plates using a detergent solution.
- B. Clean metal push bars, dust doors and frames.
- C. Wash door grills.

12.EMERGENCY FIRE EQUIPMENT

1. EVERY TWO MONTHS

- A. Clean interior of hose bibb cabinet.
- B. Clean and/or polish fire extinguishers.
- C. Clean both sides of cabinet door glass.
- D. Dust all wall hung equipment.

13.WATER FOUNTAINS

1. DAILY

- A. Wash and disinfect.

14.WALLS, PARTITIONS AND BASEBOARDS

1. DAILY

- A. Remove finger marks, smudges and stains from painted walls and partitions.
- B. Dust baseboards, ledges and mouldings.
- C. Wipe all plastic corner protectors and plastic handrail.
- D. Wipe exterior of Cold Room F-16.

15.JANITOR ROOMS

1. DAILY

- A. Sweep and wash floors.
- B. Wash and disinfect sinks.
- C. All materials to be kept clean and neatly stored.



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2. QUARTERLY

- A. Wash walls, shelves, etc.

16. KITCHEN AND LUNCHROOM AREAS

1. DAILY

- A. Wash all furniture, tables, chairs, sinks, exterior of fridges, microwaves, etc.
- B. Sweep, wash and buff floors.
- C. Empty recycling containers.
- D. Replenish all soap, paper and/or linen towels in dispensers.
- E. Empty, wash and disinfect garbage cans and paper receptacles, replace plastic bags.
- F. Spot clean all walls, doors, partitions and exterior of cupboards.

2. MONTHLY

- A. Wet or dry scrub and refinish floors.
- B. Wipe down the interior and exterior of all recycling containers.

3. ANNUALLY

- A. Strip and refinish floors.

17. LOCKER ROOMS

1. DAILY

- A. Empty waste receptacles.
- B. Dust exposed surfaces of lockers including tops.
- C. Sweep floors.
- D. Remove gum and other foreign residue.
- E. Damp mop floors using a germicidal detergent.

2. EVERY TWO MONTHS

- A. Wash the exterior of lockers.
- B. Wet or dry scrub and refinish floors.

3. ANNUALLY

- A. Strip and refinish floor.

18. SHOWER AREAS

1. DAILY



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-
- A. Remove all pieces of soap and foreign matter.
 - B. Wipe down walls using a cleaning disinfectant and rinse with clear water.
 - C. Scrub floor and duck boards using a cleaning disinfectant and rinse with clear water.
 - D. Report any stoppages or leaks to the Facilities Manager.

2. WEEKLY

- A. Wash walls and shower curtains to remove soap scum and rinse with clear water.
- B. Scrub floors to remove soap scum and rinse with clear water.
- C. Polish handles, shower heads and other fixtures.

19. WASTEPAPER

1. All wastepaper and cardboard cartons, unless marked otherwise, remain the property of the CFIA and will not be disposed of.

20. SINKS

1. DAILY

- A. Wash all sinks using a germicidal detergent.
- B. Clean and disinfect all water taps, foot and knee controls, dispensers and drain plugs.

***Sinks located within the labs are not to be cleaned.**



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ANNEX "B"

BASIS OF PAYMENT

The Bidder must provide a firm hourly rate, all applicable taxes must be shown separately, for the original contract period and for the four additional option periods.

* The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the contract will be consistent with this data.

Initial Contract Period – Contract Award to March 31, 2022

DESCRIPTION	FIRM HOURLY RATE (A)	HOURS/ DAY x 7.5 (B) (A x B)	DAYS/ WEEK x 5 (C) (B x C)	WEEKS/ YEAR x 52 (D) (C x D)
Janitorial Services				
	\$	\$	\$	\$
Total: \$				

Option Period 1 – April 1, 2022 to March 31, 2023

DESCRIPTION	FIRM HOURLY RATE (A)	HOURS/ DAY x 7.5 (B) (A x B)	DAYS/ WEEK x 5 (C) (B x C)	WEEKS/ YEAR x 52 (D) (C x D)
Janitorial Services				
	\$	\$	\$	\$
Total: \$				

Option Period 2 – April 1, 2023 to March 31, 2024

DESCRIPTION	FIRM HOURLY RATE (A)	HOURS/ DAY x 7.5 (B) (A x B)	DAYS/ WEEK x 5 (C) (B x C)	WEEKS/ YEAR x 52 (D) (C x D)



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Janitorial Services				
	\$	\$	\$	\$
Total: \$				

Option Period 3 – April 1, 2024 to March 31, 2025

DESCRIPTION	FIRM HOURLY RATE (A)	HOURS/ DAY x 7.5 (B) (A x B)	DAYS/ WEEK x 5 (C) (B x C)	WEEKS/ YEAR x 52 (D) (C x D)
Janitorial Services	\$	\$	\$	\$
Total: \$				

Option Period 4 – April 1, 2025 to March 31, 2026

DESCRIPTION	FIRM HOURLY RATE (A)	HOURS/ DAY x 7.5 (B) (A x B)	DAYS/ WEEK x 5 (C) (B x C)	WEEKS/ YEAR x 52 (D) (C x D)
Janitorial Services	\$	\$	\$	\$
Total: \$				

Initial Contract (A)	Option Year 1 (B)	Option Year 2 (C)	Option Year 3 (D)	Option Year 4 (E)	TOTAL (A+B+C+D+E)
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____



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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

CFIA 316-09200

Government of Canada / Gouvernement du Canada		Contract Number / Numéro du contrat D0573
		Security Classification / Classification de sécurité Reliability Clearance

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

PARTIE A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine CFIA	2. Branch or Directorate / Direction générale ou Direction CMB
3. a) Subcontract Number / Numéro du contrat de sous-traitance CFIA	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant CMB

4. Brief Description of Work / Brève description du travail
Janitorial Services

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?
 No / Yes

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?
 No / Yes

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.)
 No / Yes

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.
 No / Yes

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?
 No / Yes

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

Canada No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	NATO / OTAN All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Foreign / Étranger No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
---	--	---

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET / NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>
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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Denver Clinton		Title - Titre (A) Facility Manager	Signature
Telephone No. - N° de téléphone 902-218-0295	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel denverclinton@canada.ca	Date Sept 10/2020
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Lise Leresque-Masson		Title - Titre Senior Coordinator	Signature
Telephone No. - N° de téléphone 613-773-1464	Facsimile No. - N° de télécopieur 613-773-1480	E-mail address - Adresse courriel L.leresque-masson@canada.ca	Date 2020/09/10
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Aimée Legault		Title - Titre Procurement Officer	Signature Legault, Aimee <small>Digitally signed by Legault, Aimee DN: cn=CA, o=GC, ou=CFA-ACIA, ou=Legault, Aimee Reason: I am the author of this document Locate your signing location here Doc: 2020-09-18 09:04:08 Full PhrasePDF Version: 3.6.0</small>
Telephone No. - N° de téléphone 613-773-7672	Facsimile No. - N° de télécopieur 613-773-7613	E-mail address - Adresse courriel aimee.legault@canada.ca	Date September 18, 2020
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date



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ANNEX "D"

SAFE WORKING PROCEDURES



Safe Working Procedures for Contractors when working at a CFIA Laboratory

Canadian Food Inspection Agency
Centre for Animal and Plant Health
93 Mount Edward Rd
Charlottetown PEI
C1A5T1

*All work in the Facility is to be carried out in a safe and responsible manner as outlined in the following documentation and all work practices shall follow both the Canada Labour Code Part II and the PEI Occupational Health and Safety Act (1991). * The more stringent code shall prevail and be adhered to.*

1. Laboratory Safety:

- ▶ *The contractor is obliged to obey all of the Laboratories safety rules (site specific and industry standard). At no time shall the activities of the contractor compromise the safety of the building occupants or the physical contents of the building. It is the contractor's responsibility to post sufficient signage warning others of potential hazards from work they may be performing. Maintain all means of egress and fire exits at all times.*
- ▶ *Site specific safety rules include the wearing of approved footwear, safety glasses, personal protective equipment, wearing of lab coats when working in laboratory area's and familiarising yourself with biological and chemical hazards that may be present in the work area.*
- ▶ *Identify the location of the nearest eyewash / shower unit, if working in a room with one in it, for your personal protection.*

2. Contractors Responsibility:

- ▶ *It is the contractor's responsibility to provide their employees adequate training for the duties they are performing and that they are properly supervised during such duties while on our site. If your contract and work involves subcontracting any part of the Scope of Work, a representative from the contractor's firm must accompany any sub trades and be responsible for their actions at all times while onsite.*

3. Emergency Response / Fire:

- ▶ *If fire occurs as a result of the work you are performing immediately activate the nearest fire alarm pull station, call for help, notify the Fire Dept. (Call, 99 - 911), tell them you are at the Canadian Food Inspection Agency, Centre for Animal and Plant Health, 93 Mount Edward Rd Charlottetown PEI then exit the building. If the fire can be put out safely without endangering the safety of yourself or the safety of others, attempt to extinguish the fire using the nearest fire extinguisher. Report all fires.*
- ▶ *FIRE ALARMS; If you hear the fire alarm bells, please proceed to the nearest available exit and proceed to the National flag pole in the circular parking lot where you will wait until clearance is given to enter the facility.*
- ▶ *Observe the location of the nearest fire exit, if you are not sure of the location please ask for assistance.*
- ▶ *If working with flammable materials please ensure you are aware of the nearest fire extinguisher and fire alarm pull station.*
- ▶ *24 hours advance notice is required for taking fire alarm / sprinklers system off line.*



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4. First Aid:

- ▶ *First Aid stations are located throughout the building, reference the posted Fire Evacuation Plans for exact location. Any hazardous incidents, accidents, near misses, property damage, environmental releases or accidents are to be reported to the Facility Manager or his designated representative immediately.*

5. Laboratories Operations:

- ▶ *Do not enter the laboratories unless you have been given authorization to do so from the Facility Manager or the Lab Supervisor, (indicated on each room door).*
- ▶ *All "utility" shutdowns (hydro / gas / water / steam / heating / cooling / air / lighting / etc) must be previously arranged for and agreed to by the Facility Manager. Any valves, switches, etc that must be closed or opened from their normal position must be clearly tagged stating (position / source / contact person / date) A minimum of 48 hours written notice is required for utility shutdowns that will effect operations unless mutually agreed upon previously..*
- ▶ *Do not shut off any services that may effect these labs, unless you have received the proper authorization to do so. There are many different tests and projects being carried out in this Laboratory which could be affected by unscheduled power outages, waters shut off, etc. please be careful when conducting work in or outside of the Facility, if you are not sure if something will be affected by your work, please double check with the Facility Manager*
- ▶ *Gas cylinders, solvents, corrosives etc. are occasionally transported in the corridors by the Laboratory staff, please be careful when transporting items in the corridors.*

6. Welding / Soldering / Open flames / Fumes / Impact tools / X-Ray:

- ▶ *Advise the responsible site authority when any of the above will be done so that necessary safety precautions may be taken. If inconvenience to programs are expected the work will have to be scheduled for after hours.*
- ▶ *When welding in the Facility please ensure there are no embers simmering in the area before you leave, the area must be watched for a minimum of 30 minutes after welding or torching is completed. A fire extinguisher is to be near by the area where welding or torching is taking place.*
- ▶ *No welding is to be done after 2pm on any day without prior approval from Facility Manager.*
- ▶ *Gas cylinders are to be transported inside the facility in a safe and secure manner.*
- ▶ *Hot work permit must be issued by the maintenance department prior to any welding or torching in the building.*

7. Hours of Work and Facility Security:

- ▶ *All Contractors and their staff must enter at the front door and sign in at the front reception area before commencing work inside the facility, at this time temporary access cards will be issued if required by the Facility Manager or his staff Contractors may keep these cards over the lunch hour or if they leave and will be back the same day. Locked keyed doors will be opened on request by the Facility Manager or his staff if necessary. The hours of work will be from 0700 to 1600 hrs. Monday to Friday, unless specified otherwise. When leaving the building in the evening everyone must exit through the front door after they sign out and return access cards.*
- ▶ *No person shall be permitted on site who has not been signed "in".*
- ▶ *At no time shall contractors staff compromise the security of the building or its occupants. Doors shall not be propped open, contractors are prohibited from allowing unauthorized people access to the building. Contractors are required to remain in the immediate "work area" that they are assigned to and are not permitted to wander throughout the facility.*

8. Miscellaneous Items:

- ▶ *Lunch room is not for contractors use. Eating and drinking is not permitted in laboratory area's.*
- ▶ *WHMIS, The contractor must have on-site and provide to site authority manufacturers WHMIS sheets for all materials being used on this site, before they are brought on to the property.*
- ▶ *Use of telephones, Contractors are not permitted use of any telephones, (local or long distance) with the only exception being emergency use to call 99-911*
- ▶ *All job site activities must be coordinated with the site authority and all other trades / contractors working on the site.*



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- ▶ *Contractors must clean up after themselves daily, (this includes emptying any garbage cans filled by you) this will not be done by the facility staff. Disposal of flammables, corrosives, hazardous waste, etc. are to be done in strict accordance with local and Federal environmental regulations, if you are unaware of the procedure please contact the Facility Manager. Removal of debris and scrap from the hallways and lab areas needs to be done promptly, material is not to be left in the hallways for any length of time, also access to fire exits, extinguishers and safety equipment is to be kept clear at all times. Please avoid the creation of tripping hazards when working, if unavoidable please mark them so they are clearly visible.*
 - ▶ *Smoking: Canadian Food Inspection agency strictly prohibit's smoking within its facilities, designated smoking areas are located outside of the facility.*
 - ▶ *Laboratory Hazardous Substances: Please note that some laboratories may contain the following hazardous substances, follow laboratory protocol specific to the hazard. Wash hands prior to exiting all labs using provided antibacterial hand soap.*
 - *Bio Hazardous Pathogens (Level II organisms)*
 - *Bio Hazardous Pathogens (Level III organisms)*
 - *Radioactive Substances*
 - *Halogenated and Non Halogenated solvents*
 - *Carcinogens*
 - *Acids*
 - *Compressed gases*
 - ▶ *Contractors parking: Parking is available for contractors in the visitors parking. Public access and fire routes must be maintained at all times.*
 - ▶ *Shipping & Receiving: If you have materials / tools to bring on-site use the shipping receiving entrance at the side of the building. There is four loading docks / dock leveller. It is the contractors responsibility to use your own carts and dollies for transporting materials in a safe manner. Storage of any materials on-site must be authorized by the site authority.*
 - ▶ *Washrooms: There is a contractor washroom located on the basement level of the facility.*
- 11. These documents will be provided if applicable to the work being executed:**
- ▶ Workman's Compensation Board of Prince Edward Island
Prior to award of contract furnish Canadian Food Inspection Agency with a valid copy of your WCB certificate valid for the duration of the contract.
 - ▶ Permits
*It is the responsibility of the contractor to obtain and pay for all necessary permits in accordance with Federal, Provincial and Municipal bylaws and regulations. *All permits must be posted on-site prior to starting work and must remain posted until completion.*
 - ▶ Contractor Safety Plan
Prior to commencing work provide a copy of your companies "safety plan" specific to the work being done on-site for review by CAPH.
 - ▶ Lockouts
The CAPH lock-out tag out Standard operating procedure will be used and a copy is attached to this document.
 - ▶ Confined Space Entry
It is the responsibility of the contractor to write and submit a Hazardous risk assessment and confined space entry plan to the Facility Manager, prior to entering any identified confined space.
 - ▶ Site Locates
It is the contractors responsibility to arrange for all necessary "site locates" before excavating.
 - ▶ Competent Employees and Subcontractors
Any workers being assigned to work at this site must be "competent" in respect to their trade discipline, having complete knowledge of health and safety regulations and acceptable industry trade practices.
 - ▶ Insurance
The following insurance information must be submitted if requested: Insurance company, policy number, amount of public liability and property damage coverage (\$1,000,000) minimum.
- 10. Site Authority / Facility Manager:**
- ▶ *For the purposes of this document / contract the owners representative / site authority shall be:
Ken Bryanton, Facility Manager*



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* *If the Facility Manager is unavailable please contact Blair Murphy, Maintenance Planner.*

Note: It is the General Contractors responsibility to ensure all their employees's that work on this site along with any Sub-Contractors and their employees that work on this site are fully aware of these documents.

11. Confidentiality agreement:

*As a contractor of Canadian Food Inspection Agency - Centre for Animal and Plant Health
"I agree not to disclose to any person, any confidential information or documentation through my
employment or affiliation, except with prior written permission of the Director of CAPH or as required
by law"*

*I have read and understood the Safe Working Procedures for Contractors document as above for the
Centre for Animal and Plant Health.*

Facility Manager: _____ Date: _____

Contractor Representative Signature: _____ Date: _____

Printed Name: _____ Company/Affiliation: _____



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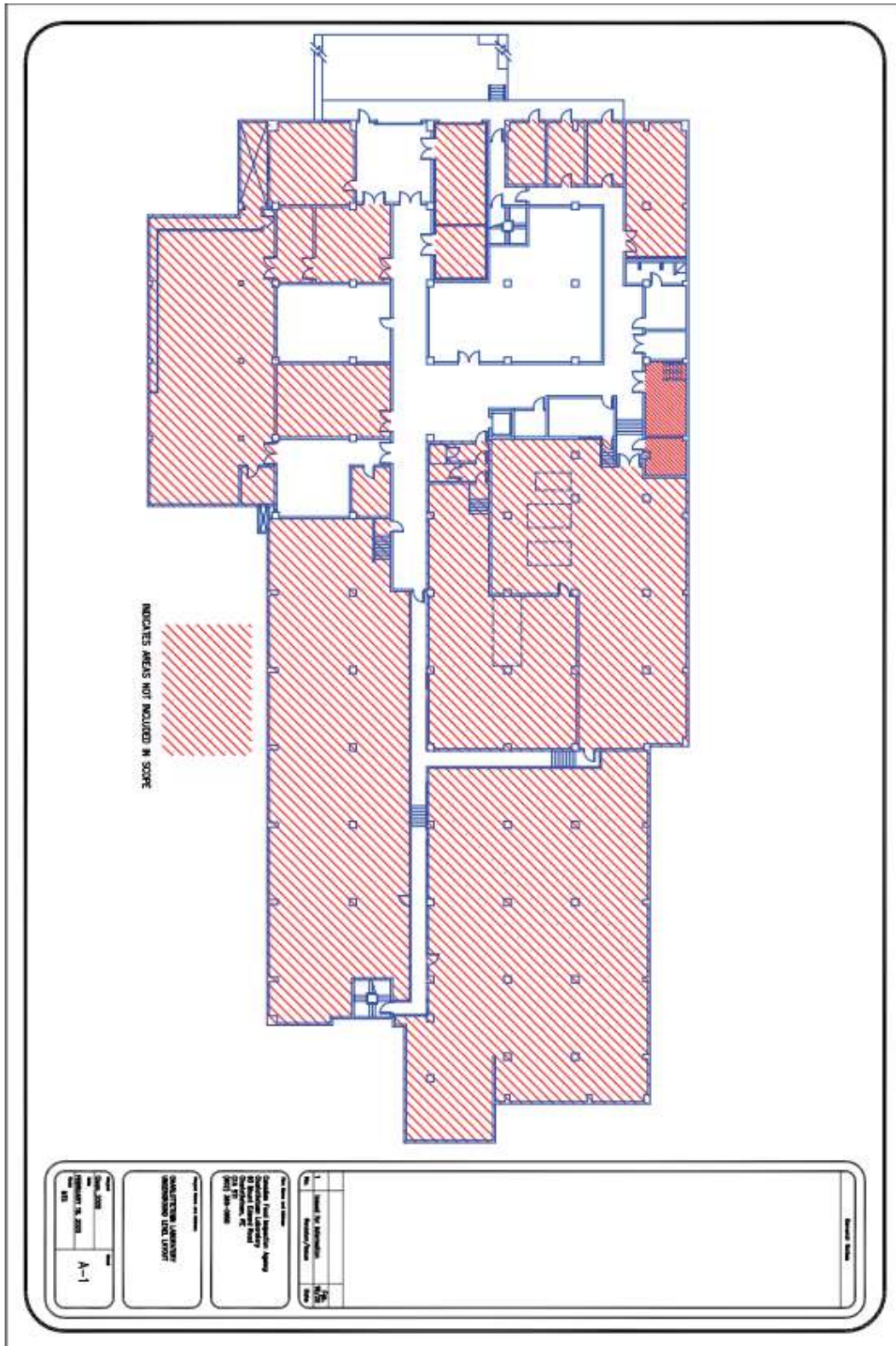
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ANNEX "E"

FLOOR PLANS

A1

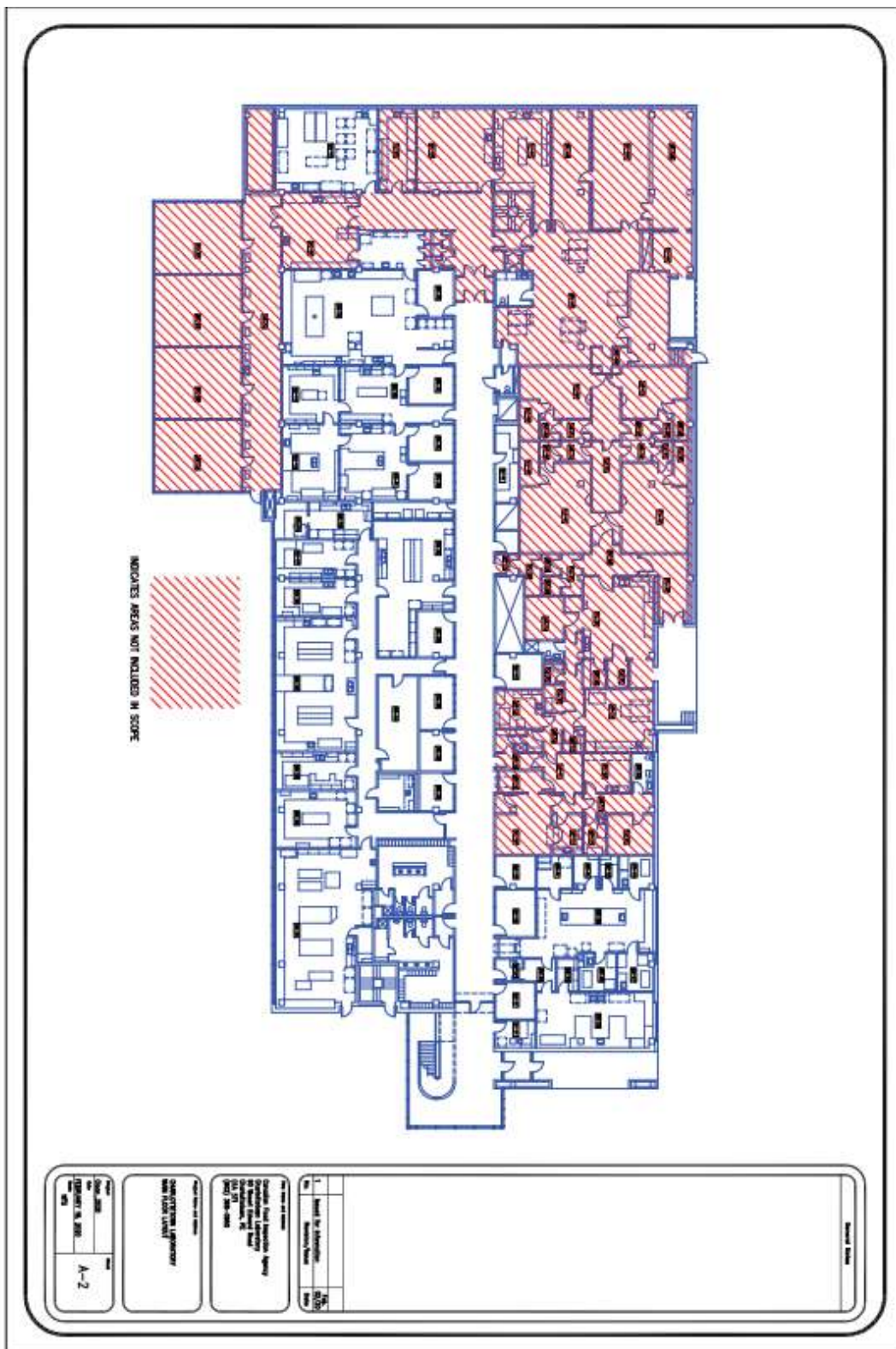


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A2



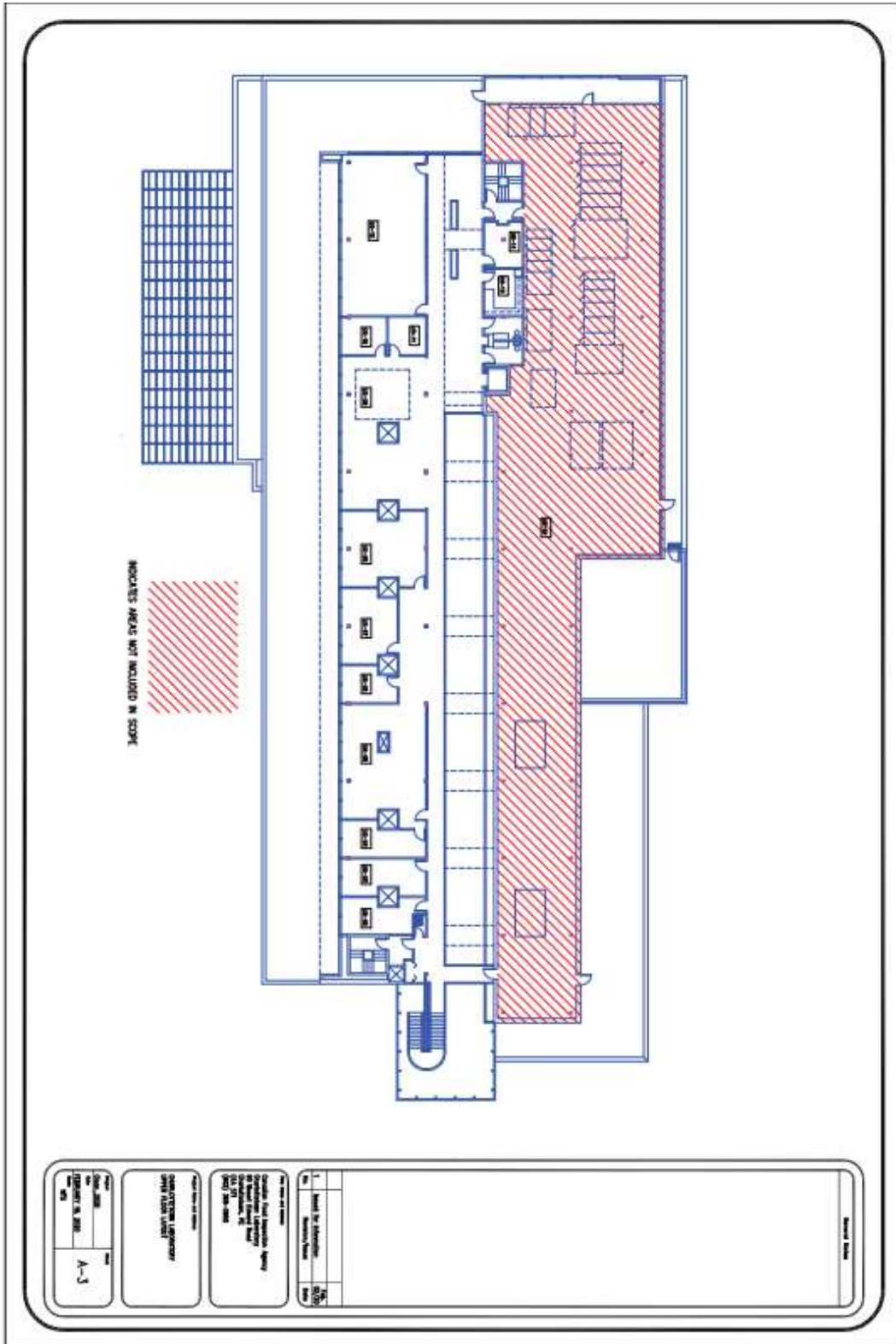


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ANNEX "F"

BUILDING INSPECTION CHECKLIST

CL Building Inspection Checklist

Building Cleaning Inspection Checklist			
RATING: 2 = Cleaning Standards Met 0 = Cleaning Standards Not Met n/a = Cleaning Standards Not Applicable			
Item Inspected	Area/Floor		Comments/Actions
Exterior			
outside entrance			
ashtrays			
litter removal			
snow removal			
Entrance			
floors			
walk-away mats			
walls			
foot grills			
door/door glass			
furniture			
reception desk area			
waste receptacles			
Elevators			
floors			
interior of cab			
door tracks			
landing door tracks			
Stairs and Landing			
stairs			
landings			
hand rails			
stringers			
risers			
doors/frames			
baseboards			
balusters			
glass			
ledges			
Corridors			
floors			
walls			
doors/frames			
baseboards			
water fountains			
office glass			
ledges			
fire extinguishers			
fire hose cabinets			
recycling containers (upper)			
waste receptacles (upper)			
furniture and fixtures			