



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
National Contracting Services

Bid E-mail Address:

pc.receptiondessoumissionsest-bidreceivingeast.pc@canada.ca

This is the only acceptable email address for responses to the bid solicitation. Bids submitted by email directly to the Contracting Authority or to any other email address will not be accepted.

The maximum email file size is 15 megabytes. The Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to bid documents will not be accepted.

REQUEST FOR QUOTATION

Quotation to: Parks Canada 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 or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

Issuing Office:

Parks Canada Agency
National Contracting Services
Cornwall, ON

| | |
|---|--------------------------------|
| Title: Janitorial Services – Alexander Graham Bell National Historic Site | |
| Solicitation No.: 5P300-20-0343/A | Date: March 23, 2021 |
| Client Reference No.: N/A | |
| GETS Reference No.: PW-21-00950829 | |

| | |
|--|--------------------------|
| Solicitation Closes: At: 2 pm On: May 3, 2021 | Time Zone: EDT |
|--|--------------------------|

| | |
|--|---|
| F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> | |
| Address Enquiries to: Laura Lowson | |
| Telephone No.: 343-585-2754 | Email Address: laura.lowson@canada.ca |
| Destination of Goods, Services, and Construction: 559 Chebucto Street, Baddeck, NS B0E 1B0 | |

TO BE COMPLETED BY THE BIDDER

| | |
|---|-----------------|
| Vendor/ Firm Name: | |
| Address: | |
| Telephone No.: | Fax No.: |
| Name of person authorized to sign on behalf of the Vendor/ Firm (type or print): | |
| Signature: | Date: |

Solicitation No.:
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Amendment No.:
00

Contracting Authority:
Laura Lowson

Ver.02.08.21

Client Reference No.:
N/A

Title:
Janitorial Services – Alexander Graham Bell National Historic Site

IMPORTANT NOTICE TO BIDDERS

BIDS RECEIVED BY EMAIL WILL BE ACCEPTED AS OFFICIAL.

BIDS RECEIVED IN-PERSON, BY FAX OR BY COURIER WILL NOT BE ACCEPTED.

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The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

Security Requirements

There are security requirements associated with this requirement. For further instructions, consult Part 1 – General Information and Part 6 – Resulting Contract Clauses.

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s); an electronic transfer of funds deposited directly into a bank account. In order to receive payment, new vendors that are awarded a contract will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

Additional information on this Government of Canada initiative is available at:
<http://www.directdeposit.gc.ca>

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PART 1 – INFORMATION AND INSTRUCTIONS

1.1. Security Requirements

New personnel security clearance requests require the fingerprinting of individuals to conduct a criminal record check. The validity of an existing personnel security clearance issued by the Government of Canada is not affected by this requirement of the criminal record check process. Contractors who require personnel security clearances to perform a contract for the Government of Canada are responsible for all costs associated with obtaining the security clearances.

1.1.1. 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 sites must meet the security requirements as indicated in Part 6 – 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;

1.1.2. 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.

1.2. Statement of Work

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

1.3. Optional Site Visit

It is recommended 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 559 Chebucto Street, Baddeck, NS B0E 1B0 on March 31, 2021.

Due to the ongoing COVID-19 pandemic, site visit procedures will be as follows:

1. There will be a limit of two (2) representatives per bidder attending the site visit because site visit will be inside of a building.
2. Parks Canada will assign time slots to bidders in an effort to maintain social distancing protocols.
3. In accordance with provincial health regulations, interested bidders must be symptom free, wear a face mask and disposable gloves and observe social distancing from others on site. Review with the consultant and a question and answer session will be held outside the buildings and only one bidder at a time will be permitted entry for measurements and photos.
4. Bidders who attend the optional site visit will be recorded on an attendance sheet by the Maintenance Coordinator in lieu of a sign in sheet to avoid sharing pen and paper.

Bidders must communicate with the Contracting Authority no later than 2 pm on March 29, 2021 to confirm attendance and provide the name(s) of the person(s) who will attend.

Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. 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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1.4. 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.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

Subsection 2. entitled epost Connect of section 08, Transmission by Facsimile or by epost Connect of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety.

2.2. Submission of Bids

Bids must be submitted only to the Parks Canada Agency (PCA) Bid Receiving Unit by the date and time indicated on page 1 of the bid solicitation.

Bids submitted in-person, by fax or by courier will not be accepted.

The only acceptable email address for responses to bid solicitations is pc.receptiondessoumissionsest-bidreceivingeast.pc@canada.ca.

The maximum email file size that Parks Canada is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

2.3. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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.

2.4. 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.

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.

2.5. Bid Challenge and Recourse Mechanisms

2.5.1. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

2.5.2. 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)

2.5.3. 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

Canada requests that the bid be gathered per section and separated as follows:

Section I: Financial Bid
Section II: Certifications

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

Section II: Financial Bid

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

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. Financial Evaluation

SACC *Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price – Bid

4.1.2. Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1. Certifications Required with the Bid

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

5.1.1. Integrity Provisions – Declaration of Convicted Offences

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

5.2. 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.

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), must provide the information requested at **Annex D to Part 5 of the Bid Solicitation** prior to contract award.

5.2.2. Former Public Servant

Contracts awarded to former public servants in receipt of a pension or 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 Former Public Servants, the Bidder must provide the information requested at **Annex to E Part 5 of the Bid Solicitation** prior to contract award.

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5.2.3. Federal Contractors Program for Employment Equity – Bid Certification

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

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

PART 6 – RESULTING CONTRACT CLAUSES

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

6.1. Security Requirements

6.1.1. The following security requirements apply to and form part of the Contract.

- The Contractor/Offeror's personnel as well as their subcontractors that require unescorted access to work site(s) as well as access to sensitive assets or information must EACH hold and maintain a valid **RELIABILITY STATUS**, granted or approved by Parks Canada Agency Security Directorate (PCASD).

**Sensitive assets may include: Cash, artefacts, firearms, explosives, keys, vehicles, Historic sites and buildings, electronic equipment, IT networks, Critical installations and systems, etc.*

- The Contractor/Offeror's personnel as well as their subcontractors MUST NOT remove any PCA information or assets from the identified work site(s) without consent from a PCA employee, and they must ensure that their personnel are made aware of and comply with this restriction.

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.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.4. Term of Contract

6.4.1. Period of the Contract

The period of the Contract is from date of Contract to April 30, 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 three (3) additional one 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.

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Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) 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:

Laura Lawson
Contracting Advisor
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
Cornwall, ON

Telephone: 343-585-2754
E-mail address: laura.lowson@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:

***** to be provided at contract award *****

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 for the Contract is:

| | |
|--|-------------------|
| Representative's Name: | |
| Representative's Title: | |
| Vendor/ Firm Name: | |
| Physical Address: | |
| Telephone: | Facsimile: |
| Email Address: | |
| Procurement Business Number (PBN) or Goods and Services Tax (GST) Number: | |

6.6. Proactive Disclosure of Contracts with Former Public Servants

*** SACC Manual clause A3025C to be inserted at contract award, if applicable ***

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 firm unit prices, as specified 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. Monthly Payment

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

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

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.
2. Invoices must be distributed as follows:
 - a. A copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9. Certifications and Additional Information

6.9.1. Compliance

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

6.10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in *** to be inserted at contract award ***.

6.11. Priority of Documents

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

- (a) The Articles of Agreement;
- (b) The general conditions [2010C](#) (2020-05-28), General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (f) The Contractor's bid dated *** to be inserted at contract award ***.

6.12. Government Site Regulations

SACC Manual clause [A9068C](#) (2010-01-11) Government Site Regulations

6.13. Insurance Requirements

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

6.14. Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX A

STATEMENT OF WORK

1.0 TITLE

Janitorial Services – Alexander Graham Bell National Historic Site

2.0 BACKGROUND

Site Mission:

Alexander Graham Bell National Historic Site of Canada preserves, protects and presents for all time the commemoration of the inventive accomplishments of Alexander Graham Bell. Public understanding, appreciation and enjoyment of this outstanding heritage resource is encouraged so as to leave the cultural collection unimpaired for this and future generations.

Alexander Graham Bell National Historic Site of Canada provides opportunity for use and enjoyment for over 77,000 visitors annually. This Site is seen as one of the major tourist attractions on Cape Breton Island. Cleanliness of the Site's facilities, including exhibit areas, and friendliness of staff are both extremely important to visitors and effect their overall impression of their entire Cape Breton Island visit.

3.0 SCOPE OF WORK

The work involves full janitorial services for the main complex building of the Site including all exhibit areas, washrooms, offices, storage areas, library and hallways. Also included, are two public washroom facilities, three offices, one staff washroom and a board room located in the building adjacent to the parking lot.

4.0 DURATION AND HOURS OF OPERATION

The season will be between May 1 and October 31 each year. The specific dates of operation will be provided in writing by Parks Canada to the contractor by April 1 of each year.

The hours of operation for the Site will be from 9 am to 5 pm.

5.0 CONTRACTOR'S RESPONSIBILITY

- 5.1 The Contractor shall provide at least one person, beginning no later than 8:00 a.m. to clean, dust, polish and check the building to ensure the standard of service is maintained throughout the day to a time no earlier than 6:00 p.m.
- 5.2 The Contractor will furnish all necessary labour, supervision, materials, equipment and supplies to perform the work outlined in this Statement of Work. The performance of the work is of a visible and time critical nature in view of the ongoing operational volumes of visitors. **All cleaning procedures must adhere to COVID 19 cleaning guidelines. Parks Canada will supply these guidelines.**
- 5.3 All floors are to be vacuumed or mopped, as applicable daily, and should not be done during visiting hours unless absolutely necessary. Special care instructions are listed on Appendix A for cleaning of carpet surfaces.
- 5.4 All washrooms are to be kept clean at all times. This includes clean toilet bowls, clean sinks, floors and walls. Contractor is also to ensure sufficient paper towels,

toilet paper, hand soap and urinal blocks as required, are on hand. Ensure wastebaskets are presentable.

- 5.5 Display cases, handrails and brass fittings are to be cleaned and polished as required daily. Instruction will be given on special care and cleaning requirements of the exhibit areas.
- 5.6 All windows and exposed wall areas, including window ledges and casings, to a height of 10 feet are to be cleaned regularly.
- 5.7 All garbage receptacles are to be emptied and refuse delivered to an assigned location daily in tied garbage bags for disposal by Parks Canada staff. To reduce the use of garbage bags one should be emptied into another, only full bags are being delivered for disposal.
- 5.8 The Contractor is encouraged to use environmentally friendly scent free products where practical and feasible in the execution of the work.
- 5.9 The Contractor will maintain sufficient staff to ensure satisfactory performance of work outlined in this statement of work.
- 5.10 The Contractor shall observe, exercise and use caution to avoid injury to persons or property, or annoyance to or undue interference with the public and operations at this Site.
- 5.11 The Contractor shall promptly notify the Project Authority of any repairs required to buildings, fixtures and appurtenances, all vandalism or unusual messes. Any dangerous or unsafe conditions shall be report IMMEDIATELY.
- 5.12 The Contractor shall ensure that employees behave in a friendly and helpful manner at all times towards visitors. Any complaints concerning services are to be rectified immediately or as soon as practicable. Visitor inquires or complaints not pertaining to contractor work must be referred to a supervisor or manager.
- 5.13 Contractor's staff are required to wear a uniform, acceptable to the Administration, Parks Canada, which distinguishes the Contractor's staff from other staff at the Site. A name tag is also a requirement.
- 5.14 The materials used by the Contractor shall be kept in well labeled and safe containers which the cleaners will be able to carry to the actual place of applications.
- 5.15 The Contractor will ensure best environmental practices shall be followed by ensuring:
- 1) all cleaning products and other chemicals are property handled and disposed of;
 - 2) all materials of work or any other recyclable material shall be recycled according to the provincial law;
- 5.16 Material to be used by the Contractor in performing the work will conform to the following requirements;
- 1) the Contractor is to ensure that all products are compatible to the surface on which they are used;

- 5.17 The Contractor shall turn over found articles to the Administration Office at the Site.
- 5.18 The Contractor shall supply all equipment, materials and cleaning supplies such as, although not confined to:
- **Dusting mitts/clean cloths/ sponges**
 - **Rubber gloves**
 - **Broom/dustpans**
 - **Mops/water pails**
 - **Detergent**
 - **Disinfectant**
 - **Garbage bags**
 - **Glass cleaner**
 - **Bowl cleaner**
 - **Brass polish**
 - **Vacuum cleaners with beater bar (Parks Canada must be satisfied that the vacuum cleaners operate satisfactorily)**

6.0 PARKS CANADA RESPONSIBILITIES

- 6.1 Communication will be encouraged between park staff and contractor staff to foster good relations and ensure collaboration on the service provided to the visitor.
- 6.2 Parks Canada will make available a time period (as required) outlining best janitorial practices and familiarization of the Site. Special training will be provided on the care and handling of cultural resource collection items.
- 6.3 Parks Canada will make available as Appendix B - Checklist of Daily Janitorial Duties which should help the contractor perform the services to the standard required.
- 6.4 Parks Canada shall supply the following:
- **Any specialized cleaning products**
 - **Limited amount of storage space**
 - **List of site emergency contacts**
 - **Training in emergency evacuation procedure**
 - **Paper towel**
 - **Toilet tissue**
 - **Deodorizers**
 - **Hand soap**

APPENDIX A

1. COMMERCIAL CARPET MAINTENANCE PROGRAMME

Commercial carpets supplied by Crossley Carpets are engineered to deliver long-term appearance retention as well as wear resistance under high traffic conditions. Nevertheless, a sound, consistent maintenance programme is vital to the durability of any carpet. A good care routine not only helps retain the carpet's original beauty but also prolongs its life by removing damaging grit and soils.

The frequency and type of maintenance should be determined by the type and degree of use the carpet receives. Naturally, carpets subjected to heavy foot traffic and soil should be cleaned more frequently than areas receiving lighter traffic and soiling conditions.

2. DESCRIPTION OF MAINTENANCE OPERATIONS

Litter Pick Up: Remove all loose, solid litter such as paper clips, scrap paper, etc. from the surface of the carpet. A broom and litterbag with metal edge can be used.

Vacuuming: For either carpet installed over cushion or glued directly to the floor, use an upright vacuum cleaner with a beater bar action. The vacuum should be moved slowly over the surface of the carpet.

3. OTHER RECOMMENDED PROCEDURES & POLICIES

- 1) TIME is of the essence in stain treatment; the sooner the better to prevent the stain from setting.
- 2) Patting or blotting a stain will achieve better results in its removal and retention of the pile texture. Continued rubbing will distort the pile and damage fibres.
- 3) Normal cleaning solutions, plain detergent and water, or in some cases, a dilute solution of acetic acid (white vinegar), will remove most spots. However, some stains require special chemical treatments which should be handled by trained personnel. Improper use of and/or improper chemicals could result in more harm than good.
- 4) Removal of items such as chewing gum or tar can be accomplished by the use of ice (dry or wet) or a special gas dispenser to harden the gum or tar, after which it may be broken up and vacuumed.
- 5) Sprouts of yarn should NEVER be pulled. Simply chip with a pair of scissors to the level of the pile height.

APPENDIX B DAILY JANITORIAL DUTIES

MAIN BUILDING AND ANNEX COMPLEX

- Dust on a regular basis (window sills, baseboards, displays, cobwebs, etc.).
- Sweep & mop floors daily
- Wash tables in Discover several times a day
- Clean Windows
- Clean Staff Room on a regular basis
- Clean offices on a regular basis
- See that all mop buckets are emptied & mops are cleaned.
- Ensure that all storage rooms are clean & tidy.
- All floors are to be vacuumed daily as required and should not be done during visiting hours unless absolutely necessary.

WASHROOMS

This includes the washrooms in the Complex and washrooms at the Annex building.

- Check several times (morning, afternoon & end of day).
- Check paper towels, toilet paper & soap dispensers on a regular basis.
- Flush & clean toilets, sinks and urinals at each cleaning.
- Mop floors once in the morning and again at closing.
- Wash wall, etc. as required.

CLOSING WASHROOMS

- Check paper towels, toilet paper & soap dispensers.
- Flush & clean toilets, sinks & urinals.
- Mop floors & wash walls as required.
- Empty mop buckets & clean mops.
- Empty all garbage cans and sanitary pails
- Remove dust & cobwebs on a regular basis.
- Shut off lights & lock doors.

ANNEX B

BASIS OF PAYMENT

Bidders must provide pricing in the format specified in this Annex “B” – Basis of Payment. Failure to provide prices in the format specified will render the quotation non-responsive. The Bidder must submit firm, all inclusive unit prices including all materials and operations (set-up charges, fuel, materials, products, delivery cost, all travel costs (time, mileage, etc.) admin, production, etc.) to fulfill the entire requirement as described in Annex “A” Statement of Work, GST/HST extra, if applicable. Bidders are to submit fixed prices, exclusive of taxes.

Please note that any modification to this document will render the quotation non-compliant

| Contract Period – Contract Award to April 30, 2022 | | | | |
|---|---|---|--------------------------|----------------------|
| Item | Service (a) | Estimated # of cleaning days (b) | Price Per Day (c) | Total (b)x(c) |
| 1 | Janitorial Services Alexander Graham Bell | 184 | | \$ |
| Total (excluding applicable taxes) | | | | \$ |
| Option Period 1– May 1, 2022 to April 30, 2023 | | | | |
| | Service (a) | Estimated # of cleaning days (b) | Price Per Day (c) | Total (b)x(c) |
| 2 | Janitorial Services Alexander Graham Bell | 184 | | \$ |
| Total (excluding applicable taxes) | | | | \$ |
| Option Period 2 – May 1, 2023 to April 30, 2024 | | | | |
| | Service (a) | Estimated # of cleaning days (b) | Price Per Day (c) | Total (b)x(c) |
| 3 | Janitorial Services Alexander Graham Bell | 184 | | \$ |
| Total (excluding applicable taxes) | | | | \$ |
| Option Period 3 – May 1, 2024 to April 30, 2025 | | | | |
| | Service (a) | Estimated # of cleaning days (b) | Price Per Day (c) | Total (b)x(c) |
| 4 | Janitorial Services Alexander Graham Bell | 184 | | \$ |
| Total (excluding applicable taxes) | | | | \$ |

| TOTALS | |
|---|-----------|
| Contract Period – Contract Award to April 30, 2022 | \$ |
| Option Period 1– May 1, 2022 to April 30, 2023 | \$ |
| Option Period 2 – May 1, 2023 to April 30, 2024 | \$ |
| Option Period 3 – May 1, 2024 to April 30, 2025 | \$ |
| Total Evaluated Price (excluding applicable taxes) | \$ |

ANNEX C

ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

*** to be completed after contract award ***

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the Canada Labour Code and the Canada Occupational Health and Safety Regulations are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

| Parks Canada Responsible Authority/Project Lead | Address | Contact Information |
|---|----------------|----------------------------|
| Project Manager | | |
| Prime Contractor | | |
| Subcontractor(s) (add additional fields as required) | | |

Location of Work

General Description of Work to be Completed

Solicitation No.:
5P300-20-0343/A

Amendment No.:
00

Contracting Authority:
Laura Lawson

Ver.02.08.21

Client Reference No.:
N/A

Title:
Janitorial Services – Alexander Graham Bell National Historic Site

Mark “Yes” where applicable.

| | |
|--|--|
| | A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s) |
| | The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety. |
| | The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing. |
| | The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times. |
| | The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees. |
| | The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work. |
| | Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death. |
| | The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site. |

I, _____ (*contractor*), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name

Signature

Date

ANNEX D TO PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the Bidder’s or Offeror’s organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners’ names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Supplier Information

| | | |
|--|------------------------------|---------------------|
| Supplier’s Legal Name: | | |
| Organizational Structure: () Corporate Entity () Privately Owned Corporation () Sole Proprietor () Partnership | | |
| Supplier’s Legal Address: | | |
| City: | Province / Territory: | Postal Code: |
| Supplier’s Procurement Business Number (optional): | | |

List of Names

| Name | Title |
|------|-------|
| | |
| | |
| | |
| | |
| | |

Solicitation No.:
5P300-20-0343/A

Amendment No.:
00

Contracting Authority:
Laura Lowson

Ver.02.08.21

Client Reference No.:
N/A

Title:
Janitorial Services – Alexander Graham Bell National Historic Site

| | |
|--|--|
| | |
| | |
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| | |
| | |

Declaration

I, _____, (*name*)

_____, (*position*) of

_____, (*supplier's name*) declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Date

ANNEX E TO PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

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

Definitions

For the purposes of this clause,

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

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

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

"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 (<input type="checkbox"/>) No (<input type="checkbox"/>) |
|---|

If so, the Bidder must provide the following information, for all FPS 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: 2019-1](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Solicitation No.:
5P300-20-0343/A

Amendment No.:
00

Contracting Authority:
Laura Lowson

Ver.02.08.21

Client Reference No.:
N/A

Title:
Janitorial Services – Alexander Graham Bell National Historic Site

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.