

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À :**

Bid Receiving/Réception des soumissions

Procurement Hub | Centre  
d'approvisionnement  
Fisheries and Oceans Canada | Pêches et  
Océans Canada  
301 Bishop Drive | 301 promenade Bishop  
Fredericton, NB, E3C 2M6

**Email / Courriel :**

[DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca)

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans Canada

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

Proposition à : Pêches et Océans Canada

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

<b>Title / Titre</b> Janitorial Services required at the Helicopter Hanger Section of the General Service Building, St. John's, NL		<b>Date</b> April 1st, 2021
<b>Solicitation No. / N° de l'invitation</b> F5211-200374		
<b>Client Reference No. / No. de référence du client(e)</b> F6879-203034		
<b>Solicitation Closes / L'invitation prend fin</b> <b>At / à :</b> 2 :00 PM ADT (Atlantic Daylight Time) / HAA (Heure Avancée de l'Atlantique) <b>On / le :</b> May 11th, 2021		
<b>F.O.B. / F.A.B.</b> Destination	<b>Taxes</b> See herein — Voir ci-inclus	<b>Duty / Droits</b> See herein — Voir ci-inclus
<b>Destination of Goods and Services / Destinations des biens et services</b> See herein — Voir ci-inclus		
<b>Instructions</b> See herein — Voir ci-inclus		
<b>Address Inquiries to : / Adresser toute demande de renseignements à :</b> Cal LaKing, A/Contracting Specialist <b>Email / Courriel:</b> <a href="mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca">DFOtenders-soumissionsMPO@dfo-mpo.gc.ca</a>		
<b>Delivery Required / Livraison exigée</b> See herein — Voir en ceci	<b>Delivery Offered / Livraison proposée</b>	
<b>Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur</b>		
<b>Telephone No. / No. de téléphone</b>	<b>Facsimile No. / No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1.1.1 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;

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

1.1.3 To apply for the required level of security status (or if you are uncertain about having the status), you must contact the Regional Security Officer at the Department of Fisheries and Oceans at [gary.styles@dfo-mpo.gc.ca](mailto:gary.styles@dfo-mpo.gc.ca).

### **1.2 Statement of Work**

The Work to be performed is detailed under Article 6.2 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.

### **1.4 Trade Agreements**

The requirement is subject to the, Atlantic Procurement Agreement, Canada-Chile Free Trade Agreement (CCFTA), Canada-Colombia Free Trade Agreement, Canada-Peru Free Trade Agreement (CPFTA), World Trade Organization-Agreement on Government Procurement (WTO-AGP), Canada-Panama Free Trade Agreement, Canada-Korea Free Trade Agreement (CKFTA), Canada - Ukraine Free Trade Agreement (CUFTA), Canada - European Union Comprehensive Economic and Trade Agreement (CETA), Canada-Honduras Free Trade Agreement, the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), and the Canadian Free Trade Agreement (CFTA).

## **PART 2 - BIDDER INSTRUCTIONS**

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

As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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 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 by the date, time and place indicated on page 1 of the bid solicitation.

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

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 14 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 Newfoundland.

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

- (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.

## 2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 14 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.7 Optional Site Visit – upon request only

An Optional Site Visit can be arranged upon request by bidders. Arrangements will be made for a site visit to be held at Canada Canadian Coast Guard (CCG) 5 RCAF Road, St John's, NL on a weekday between (April 7<sup>th</sup>, 2021) and (April 30<sup>th</sup>, 2021), between 9:00 AM AST - 3:00 PM ADT.

If requested, and scheduled, Bidders must communicate with the Contracting Officer no later than 24 hours in advance to confirm attendance and provide the following information:

- a. Business name
- b. Business address
- c. Business phone number
- d. Bidder's representative name(s), with email address and phone number"

### COVID Safety Measures

Bidders will be required to meet the following COVID Safety measures while attending the site meeting:

- a. Fill in a COVID pre-screening checklist upon arrival of the site
- b. Wear a mask or face covering while inside the facility for the duration of the site visit
- c. Limit attendees to no more than two (2) representatives per Bidder
- d. Adhere to recommended social distancing requirements as per NL legislation whenever possible

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

### **3.1 Bid Preparation Instructions**

Canada requests that the Bidder submit **all** its **email** bid in separately saved sections as follows and **prior to the bid closing date, time and location**:

**Section I: Technical Bid** (one soft copy in PDF format)

**Section II: Financial Bid** (one soft copy in PDF format)

**Section III: Certifications** (one soft copy in PDF format)

#### **Important Note:**

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP.

**For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.**

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

#### **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 in Annex "B"

##### **3.1.1 Electronic Payment of Invoices – Bid**

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

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

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

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

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

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

### **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**

Refer to annex "E" Evaluation Criteria

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection - Mandatory Technical Criteria**

SACC *Manual* Clause [A0031T](#) (2010-08-16), Basis of Selection - Mandatory Technical Criteria

## **PART 5 - CERTIFICATIONS**

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.

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

### **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 procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](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.



**5.2.3 Additional Certifications Precedent to Contract Award**

**5.2.3.1 Status and Availability of Resources**

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

**5.2.3.2 Education and Experience**

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

**5.2.3.4 Personnel Identification Form (PIF)**

Bidders must complete the Personnel Identification Form found in Attachment 1 to Part 5.

**5.2.3.5 List of Names for Integrity Verification Form**

Bidders must complete the List of Names for Integrity Verification form found in Attachment 2 to Part 5.

**5.2.3.6 Contractor's Representative**

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**5.2.3.7 Supplementary Contractor Information**

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:  
\_\_\_\_\_
- b) The status of the contractor (individual, unincorporated business, corporation or partnership):  
\_\_\_\_\_
- c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:  
\_\_\_\_\_
- d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

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### 5.2.3.8 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 ( ) 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.

**The following certification signed by the contractor or an authorized officer:**

"I certify that I have examined the information provided above and that it is correct and complete"

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Signature

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Print Name of Signatory

**ATTACHMENT 1 TO PART 5 PERSONNEL IDENTIFICATION FORM**

<b>Contract / file number:</b>	<b>F5211-200374</b>
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**PROJECT TITLE:** Janitorial Services required at the Helicopter Hanger Section of the General Service Building, St. John's, NL

Company Name:	
Address:	
Telephone number:	
Fax number:	
<b>PWGSC file or Certificate #:</b>	

**Professional Services** (Add second page if more space needed, please print clearly)

Resource Person working on this project	Date of birth YYYY/MM/DD	PWGSC file or certificate #	Security Level	Meet	Does not Meet	Comments

**Contractor's Authorized Signatory :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(For Official Use)**

Company Clearance	Required	Security Level	Meet / Does not Meet / Comments (Official Use Only)
Designated Organization Screening			
Facility Security Clearance			
Document Safeguarding Capability			

**For Use at Fisheries and Oceans Canada  
Authorization of Contracting Security Authority**

- I approve
- I do not approve based on:

\_\_\_\_\_

**Contracting Security Authority:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ATTACHMENT 2 TO PART 5 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 with their bid or offer. The required list differs depending on the bidder 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.

List of names for [integrity verification form](#)

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

#### **6.1.1**

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

The Contractor must, at all times during the performance of the contracts, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Contractor's personnel must, at all times during the performance of the contract, maintain a valid **RELIABILITY clearance** granted by Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Contractor and/or its employees **MUST NOT** remove and **PRETECTED** and/or **CLASSIFIED** information or assets from the identified work site(s).

The Contractor and/or its employees **MUST NOT** use its IT system to electronically process, produce, or store **PROTECTED** and/or **CLASSIFIED** information or data.

Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of Fisheries and Oceans Canada.

The Contractor must comply with the provisions of the:

- a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
- b. he Industrial Security Manual (Latest Edition)

### **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**

As this contract is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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

### 6.3.1 General Conditions

6.3.1.1 2010C (2020-05-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.3.1.2 Subsection 10 of 2010C (2020-05-28), General Conditions - Professional Services (Medium Complexity) – Invoice submission, is amended as follows:

Delete: 2010C 10 (2020-05-28) Invoice submission

Insert: **Invoice submission**

1. Invoices must be submitted in the Contractor's name to [DFO.invoicing-facturation.MPO@canada.ca](mailto:DFO.invoicing-facturation.MPO@canada.ca). The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
  - a. Contractor's Name and remittance physical address;
  - b. Contractor's CRA Business Number or Procurement Business Number (PBN);
  - c. Invoice Date;
  - d. Invoice Number;
  - e. Invoice Amount (broken down into item and tax amounts);
  - f. Invoice Currency (if not in Canadian dollars);
  - g. DFO Reference Number (PO Number or other valid reference number);
  - h. DFO Contact Name (DFO employee who initiated the order or to whom the goods were sent. **Note:** Invoice will be return to the Contractor if that information is not provided);
  - i. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - j. deduction for holdback, if applicable;
  - k. the extension of the totals, if applicable; and
  - l. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with 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 November 30<sup>th</sup>, 2023 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 two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

**6.5 Authorities**

**6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Cal LaKing  
Title: Contracting Officer  
Department: Fisheries and Oceans Canada  
Address: 301 Bishop Drive Fredericton, NB E3C 2M6  
Telephone: 506-478-3581  
Facsimile: 506-452-3676  
E-mail address: [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca)

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

**6.5.2 Project Authority (to be inserted at contract award)**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
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 (to be inserted at contract award)**

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_



## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 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 prices, as specified in Annex B for a cost of \$ \_\_\_\_\_ (to be inserted 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 Methods of Payment

#### 6.7.2.1 Monthly Payment

SACC Manual Clause [H1008C](#) (2008-05-12), Monthly Payment

### 6.7.5 Electronic Payment of Invoices – Contract

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

- i. Acquisition Card;
- ii. Direct Deposit (Domestic and International)

## 6.8 Invoicing Instructions

6.8.1 Payments will be made provided that:

6.8.1.1 The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: [DFO.invoicing-facturation.MPO@canada.ca](mailto:DFO.invoicing-facturation.MPO@canada.ca)  
CC: (to be inserted at contract award)

### 6.8.1.2

Invoices must show:

- a. Contractor's Name and remittance physical address;
- b. Contractor's CRA Business Number or Procurement Business Number (PBN);
- c. Invoice Date;
- d. Invoice Number;
- e. Invoice Amount (broken down into item and tax amounts);
- f. Invoice Currency (if not in Canadian dollars);
- g. DFO Reference Number (PO Number or other valid reference number);
- h. DFO Contact Name (DFO employee who initiated the order or to whom the goods were sent. **Note:** Invoice will be return to the Contractor if that information is not provided);

- i. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
- j. deduction for holdback, if applicable;
- k. the extension of the totals, if applicable; and
- l. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.

### **6.8.1.3**

Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.

### **6.8.1.4**

By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

## **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 SACC Manual Clauses**

SACC Manual clause [A3015C](#) (2014-06-26), Certification - 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 Newfoundland.

## **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, Security Requirements Check List;
- (f) Annex D, Insurance Conditions;
- (g) the Contractor's bid dated \_\_\_\_\_ (to be inserted at contract award)

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

SACC Manual clause [A2000C](#) ( Foreign Nationals (Canadian Contractor)

### 6.13 Insurance - Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex D . The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors; coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### 6.14 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](#)".

## ANNEX "A" STATEMENT OF WORK

### **1.0 TITLE**

Janitorial Services required at the Helicopter Hanger Section of the General Service Building, St. John's, NL

### **2.0 OBJECTIVES OF THE REQUIREMENT**

Fisheries and Oceans Canada has a requirement for Janitorial services at our Fisheries and Oceans Canada facility, the **Helicopter Hanger Section of the General Service Building, St. John's, NL**. The intension of the resulting contract is to engage a cleaning firm capable of providing Janitorial Services at the Helicopter Hanger Section of the General Service Building, St. John's, NL to meet the requirements as detailed in this statement of work (SOW) and in the attached documentation. The contractors' responsibilities will include but are not limited to providing all necessary labour, supervision, the pre-approved and listed materials, tools, products and equipment (except as supplied by Real Property Safety and Security (RPSS) Site Representative) necessary to provide professional cleaning services to DFO such that all spaces assigned to be cleaned within this contract are maintained clean and hygienic.

The contractor must ensure all tasks, activities, deliverable and milestones are carried out and completed as the requirements detailed in the attached documentation, for the approval of the Site Representative.

Note: The Contractor will be advised as to whom the DFO/RPSS Site Representative is upon contract award.

### **3.0 BUILDING(S) REQUIRING JANITORIAL SERVICES**

Located at the General Services Building, 5 RCAF Road, St John's, NL Fisheries and Oceans Canada requires janitorial serves to be provided for the health and safety of approximately 11 employees of Fisheries and Oceans.

The facility is comprised of a helicopter hangar, technical workshops, offices and storage areas.

**First Level:** Helicopter Hanger Area #103, Main Entrance Vestibule #104, Washroom #105, Quarantine Room #106, Cleaning Room #107, Log Control & Maintenance Room #108, Technical Workshops #109, Electrical Workshop #110, Chief Engineer's Office #111, Consumable Stores #112, Bonded Stores #113, In-Transit Storage #114, Bulk Storage #115, Flammable Stores #116, Battery Room #117, Corridor #118 & 120, Emergency Eye Wash Station Area #119, and Type #1 Stairway and Landings.

**Second Level:** Corridor #201, Passenger's Waiting Area/Kitchen #202, Washrooms #203 & 205, Janitors Room #204, Locker Room #206, Training Room #207, Pilots Flight Plan Room #208, Chief's Pilot Office #209, Clerical Office #210, and Files & Office Equipment # 211.

### **4.0 HOURS OF WORK**

Janitorial services must be provided between 07:30 to 16:30 to all specified areas (allowing for a ½ hour unpaid, meal break), **five (5) days per week**, Monday through Friday inclusive, every week of the calendar year unless otherwise noted.

Work is not to be performed on the following Statutory Holidays observed by the Federal Government:

1. New Year's Day,
2. Good Friday,
3. Victoria Day,
4. July 1<sup>st</sup>, Canada Day,
5. Municipal holiday (1st Monday in August)
6. Labour Day,
7. Thanksgiving Day,
8. Remembrance Day,
9. Christmas Day and
10. Boxing Day.

The Contractor will be required to provide janitorial services on Family Day (3rd Monday of February) at its regular rates as the Federal Government does not observe this Holiday.

## **5.0 DEFINITIONS**

For this purpose of this statement of work, the following terms must be used:

The **Facilities Manager (FM)** refers to that individual representing the responsibility officer, and charged with the responsibility for the inspection and laying out of the Work. He must be the contact person between the Department and the Contractor, all correspondence between these parties must be made through the **FM**.

Where the work required is referred to as **Daily**, the Contractor must provide janitorial services as outlined every day of the calendar year unless otherwise stated. A day is referred to as a (24) twenty-four hour period starting at 00:01 hrs. – 24:00 hrs.

Where the work required is referred to as **Weekly**, the Contractor must provide janitorial services as outlined which includes all **Daily** janitorial services. A week is referred to as a (7) seven day period starting at 00:01 hrs. Monday and ending at 24:00 hrs. on Sunday.

Where the work required is referred to as **Monthly**, the Contractor must provide janitorial services as outlined which includes all **Daily** janitorial services. A month is referred to as any calendar month within any calendar year.

Where the work required is referred to as **Quarterly**, the Contractor must provide janitorial services as outlined which includes all **Daily** janitorial services. A quarterly is referred to as any (3) three consecutive months within a calendar year starting with the first day of the month.

Where the work required is referred to as **Semi-Annually**, the Contractor must provide janitorial services as outlined. A semi-annually janitorial service is referred to as any (6) six consecutive months within a calendar year starting with the first day of the month.

Where the work required is referred to as **Winter Months** denotes October to May inclusive, **Summer Months** denotes June to September inclusive.

Where instructions reads **spot clean, dust, or clean and polish**, denotes all janitorial services must be performed up to heights of (8) **eight feet above ground floor level**.

Where instructions reads **tiled floors**, all janitorial services must include sheet vinyl, resilient tile, terrazzo tile, and ceramic tile.

Where instructions reads **carpets**, all janitorial services must include carpet mats and permanent laid carpet.

## **6.0 IDENTIFICATION AND PERSONNEL**

The Contractor must submit to the departmental representative; names, picture identification, and addresses of all individuals who will be performing the work prior to start of work. The **FM** is to be notified of any changes in the list during the life of the Contract.

## **7.0 CONTRACTOR OBLIGATIONS**

- a. All equipment provided by the contractor must be specifically designed for commercial use. It must be in safe operating condition and intended for the task for which it is used. The **FM** has a right to reject unsafe or poor quality equipment.
- b. A copy of Safety Data Sheets (**SDS**) for all products used and stored must be submitted to the **FM** and a copy kept in the janitorial storage rooms. These products are subject to approval of **FM**, and the **FM** has the right to refuse certain products. Any damage resulting from the use or misuse of each material will be assessed against the Contractor.

- c. A monthly time sheet, as known in Appendix "A" must be filled out and returned to **FR** each month.
- d. A service sheet, as shown in Appendix "B" must be filled out and returned to **FM** each month.
- e. A service sheet, as shown in Appendix "C" must be filled out and returned to **FM** each month.
- f. Failure to provide monthly time sheets, monthly service sheet, SDS, and personnel identification list as required; may result in contract payments being held until proper documentation has been received.
- g. When an area is completed and unless otherwise instructed by the **FM**, the Contractor will leave the area in the following condition:
- h. Offices – lights off, windows closed, doors locked.
- i. Washrooms – lights off, windows closed.
- j. Contractor is responsible for disposal of all items which are marked "**GARBAGE**", weighing twenty five pounds or less not placed in a refuse container.
- k. Contractor is responsible to provide safety signs (e.g. **WET FLOOR, WAXED FLOOR**) where applicable, or upon request of **FM**.
- l. Contractor is responsible to provide and make clearly visible, signs indicating ("**JANITORS WORKING INSIDE**") when washrooms are being cleaned.

## 8.0 MATERIALS AND EQUIPMENT

### **Cleaning Equipment and Supplies**

- a) All equipment and supplies required for the discharge of janitorial services as set forth in this Scope of Work must be supplied by the Contractor. Any cost incurred for the procurement and operation of all such equipment and supplies **must be included in the bid price.**
- b) The Contractor must provide materials of a disposable nature necessary for the maintenance of a hygienic and neat workplace. The Contractor must provide in sufficient quantities to satisfactorily carry out the Work:
  - a. Toilet Tissue
    - i. T-Pull 2 ply Grade A, Size 2 3/8"x 1125' (or equivalent)
  - b. Paper hand Towel
    - i. A-Tork 2-ply, size 10"x 965' (or equivalent)
    - ii. M-Tork 1-ply, size 9" x 984' (or equivalent)
  - c. Liquid Tender Care Hand Soap
  - d. Deodorant Blocks (4oz per block)
  - e. Waste Paper Basket Liners
    - i. Garbage Bags – size 20"x 22" (Minimum 1.25mil.)
    - ii. Garbage Bags – size 30"x 38" (Minimum 2mil.)
    - iii. Garbage Bags – size 35"x 50" (Minimum 2mil.)
  - f. Refuse Container Liners
  - g. Sanitary Napkin Disposable Liners
  - h. Battery Operated Air Fresheners
  - i. Dispensers for Hand Towels and Toilet Tissue
    - i. A-Tork or equivalent
    - ii. M-Tork or equivalent

- iii. T-Box or equivalent

**NOTE: All products to fit existing dispensers on site.**

**All materials supplied by the Contractor are considered to be included in the bid price.**

The Contractor must ensure that sufficient materials are in his possession to satisfactorily carry out the Work.

Only first quality materials are to be used and it is the contractor's sole responsibility to ensure that all such products are completely suitable for and/or compatible with the service for which they are intended.

## **9.0 STORAGE AREAS FOR MATERIALS AND EQUIPMENT**

One area has been designated for storage of equipment and supplies for the duration of the Contract. This storage area is located on the Second Level Room #204 of the Helicopter Hanger Section. This area is at the disposal of the Contractor and must be maintained in a tidy manner at all times, as approved by **FM**. No refuse is to be stored in this area. The storage area is to be cleaned thoroughly and will be inspected by the **FM** during the Contract period.

## **10.0 EQUIPMENT STANDARDS**

All equipment provided by the Contractor must be specifically designed and intended for the task for which it is used, and must be in safe and satisfactory operating condition.

## **11.0 TASKS AND SCHEDULE**

### **11.1 FIRST LEVEL: Main Entrance Vestibule #104, Stairway and Landings**

- 11.1.1 **Daily:** sweep and damp mop floors; dust using a dust control method all horizontal and vertical surfaces; spot clean walls, partitions, window ledges, moldings, baseboards, heaters, fire extinguishers, and emergency lights; clean and polish stainless steel sink and fountain; clean all glass, clean all fixtures such as clocks, telephones, trays, light switches, door knobs etc. with a cleaner approved by **FM**.
- 11.1.2 **Weekly:** sweep and wash floors (semi-weekly during winter months) with a warm water and non-alkaline cleaning solution.
- 11.1.3 **Monthly:** apply one (1) coat of non-yellowing wax and buff vinyl tile landings.
- 11.1.4 **Quarterly:** scrub all tiled floors, strip old wax, rinse with clean, clear water, apply two (2) coats of non-yellowing floor sealer: apply two (2) coats of non-yellowing wax; buff between coats. Scrub remaining floors and apply one (1) coat of non-yellowing floor sealer. Remove access screen and clean holding pan.

### **11.2 FIRST LEVEL: Helicopter Hanger Area #103, Quarantine Room #106, Cleaning Room #107, Log Control & Maintenance Room #108, Technical Workshop #109, Electrical Workshop #110, Chief Engineer's Office #111, Consumable Stores #112, Bonded Stores #113, In-Transit Storage #114, Bulk Storage #115, Flammable Stores #116, Battery Room #117, Corridor #118 & 120, and Emergency Eye Wash Station Area #119.**

- 11.2.1 **Daily:** sweep and damp mop floors; dust using an approved dust control method all horizontal and vertical surfaces; clean and polish all stainless steel sinks and fountains; clean all glass, remove refuse and replace waste paper basket liners as required.

11.2.2 **Weekly:** sweep and wash floors with warm water and non-alkaline detergent remove any marks or blemishes.

11.2.3 **Quarterly:** scrub floors completely; rinse with warm water; apply one (1) coat of non-yellowing floor sealer. Vacuum clean all vertical blinds. **NOTE: Co-ordinate cleaning with shop supervisors as to minimize disruption to work performed by technicians. Extra care must be exercised to prevent damage to equipment in these areas.**

### 11.3 **FIRST LEVEL: Washrooms #105, 203, & 205, Janitor's Room #204.**

11.3.1 **Daily:** sweep and wash floors with a non-alkaline detergent and warm water; remove refuse and replace refuse container liners; wash, disinfect and descale toilet bowls and urinals, and clean partitions; disinfect body contact points including faucets & taps, flush valves, hand soap dispensers, towel dispensers, refuse containers, door contact points; clean sinks and mirrors; clean all interior glass, dust using an approved dust control method shelves, exposed piping, waste receptacles; check and replenish all necessary toilet paper, hand towel, hand soap dispensers and deodorant blocks; wash and disinfect refuse containers; spot clean walls and doors with warm water and non-alkaline detergent. Clean and polish all stainless steel surfaces with an approved stainless steel cleaner.

11.3.2 **Monthly:** sweep and wash floor, remove any marks or blemishes and buff tiled floors.

11.3.3 **Quarterly:** scrub floors, rinse with clean, clear water and apply two (2) coats of non-yellowing floor sealer.

### 11.4 **SECOND LEVEL: Office Areas #209, 210 & 211, Corridors #201, Locker Room #206, Training Room #207 and Pilot Flight Plan Room #208.**

11.4.1 **Daily:** vacuum floors; spot clean walls, partitions, window ledges, moldings, baseboards, heaters, fire extinguishers, and emergency lights; remove refuse and replace waste paper basket liners if necessary; clean all interior glass, dust using an approved dust control method all horizontal and vertical surfaces including office furniture, empty shelving, bookcases (do not remove books), chairs and leatherette upholstered furniture.

11.4.2 **Weekly:** clean and polish all furniture such as desks, chairs, tables, cabinets etc. with an approved cleaner; clean all fixtures such as clocks, telephones, trays, light switches, door knobs etc. with a cleaner as approved by **FM**.

11.4.3 **Monthly:** apply anti-static compound to carpeted floors as per manufacturer's instructions. Wash exterior surfaces of lockers.

11.4.4 **Quarterly:** steam clean carpeted areas and apply anti-static compound as per manufacturer's instructions; vacuum clean all vertical blinds.

### 11.5 **SECOND LEVEL: Passengers Waiting Room / Washroom / Kitchens # 202**

11.5.1 **Daily:** vacuum floors; remove refuse, wash container and replace refuse container liners; clean with a damp cloth counter tops, cupboard doors, splash panels, table tops and chairs, tops of electric appliances and vending machines, and interior of microwave ovens, removing stains as necessary; clean all interior glass, spot clean walls, tables, chairs, etc. as necessary; remove and thoroughly clean drip pans on ranges and range hoods; wash and disinfect sinks and taps; dust using an approved dust control method all horizontal and vertical surfaces.



## **11.6 SECOND LEVEL: Washrooms 203, & 205, and Janitor's Room #204.**

11.6.1 **Daily:** sweep and wash floors with a non-alkaline detergent and warm water; remove refuse and replace refuse container liners; wash, disinfect and descale toilet bowls and urinals, and clean partitions; disinfect body contact points including faucets & taps, flush valves, hand soap dispensers, towel dispensers, refuse containers, door contact points; clean sinks and mirrors; clean all interior glass, dust using an approved dust control method shelves, exposed piping, waste receptacles; check and replenish all necessary toilet paper, hand towel, hand soap dispensers and deodorant blocks; wash and disinfect refuse containers; spot clean walls and doors with warm water and non-alkaline detergent. Clean and polish all stainless steel surfaces with an approved stainless steel cleaner.

11.6.2 **Monthly:** sweep and wash floor, remove any marks or blemishes and buff tiled floors.

11.6.3 **Quarterly:** scrub floors, rinse with clean, clear water and apply two (2) coats of non-yellowing floor sealer.

## **12.0 MISCELLANEOUS ITEMS AND CLEANING STANDARDS**

- a) Refuse containers within the Building must be emptied daily and washed thoroughly once a month, except those in washrooms as per 5.1.
- b) All accessible interior glass surfaces, including but not limited to glass doors, mirrors, glass panels in doors, partitions and the interior surfaces of structural windows must be cleaned and polished on a daily basis.
- c) All accessible exterior surface of structural glass in main lobby and all exit doors throughout the building must be cleaned and polished on a daily basis.
- d) Clean weekly all exterior ashtray's located outside the Building.
- e) Sanitary bins will be located on the General Service Building premises for disposal of garbage. The contractor must remove all refuse from the Base Building at the end of each cleaning shift and dispose of it in the nearest sanitary bin.
- f) The exterior surface and floor mats of all water cooler/fountains must be wash daily.
- g) Clean and disinfect all interior and exterior parts of refrigerators on a quarterly basis.
- h) Clean and disinfect all interior and exterior parts of microwaves on a daily basis.

## **ANNEX A-1 - ADDITIONAL PROCEDURES TO BE FOLLOWED FOR THE DURATION OF THE COVID -19 CRISIS**

**Cleaning and Disinfecting of Surfaces 2x Per Day – Morning before 9:30 am and afternoon after 2 pm (Site Representative will provide notification to the contractor if and when these services are to be suspended)**

### Washrooms

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

### Office and Common Areas

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

### Conference Rooms

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

**APPENDIX "A"**  
**DEPT OF FISHERIES & OCEANS**  
**GENERAL SERVICE BUILDING**  
**MONTHLY REPORT**

**JANITORIAL TIME SHEET FORM**  
**MONTH: \_\_\_\_\_**

DAY	CLEANERS INITIAL	HOURS WORKED	TOTAL HOURS
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
<b>EXAMPLE</b>	<b>AB + CD</b>	<b>6 + 6</b>	<b>12</b>

**APPENDIX "B"**

**DEPT OF FISHERIES & OCEANS  
GENERAL SERVICE BUILDING  
Monthly Report**

**Janitorial Service Report Form**

**Scrub Floor - QSWF  
Monthly Wax Floor - MWF  
Quarterly Steam Clean Carpets - QSCC  
Insert Date of Service After X**

<b>AREA OF JANITORIAL SERVICE</b>	<b>MWF</b>	<b>QSWF</b>	<b>OSCC</b>
First Floor Helicopter Area 103			
First Floor Vestibule 104	X	X	
First Floor Washroom 105			
First Floor Quarantine Room 106		X	
First Floor Cleaning Room 107		X	
First Floor Log Control & Maintenance Room 108		X	
First Floor Workshop 109		X	
First Floor Electrical Workshop 110		X	
First Floor Safety Equipment 111		X	
First Floor Consumable Stores 112		X	
First Floor Bonded Stores 113		X	
First Floor In-Transit Stores 114		X	
First Floor Bulk Stores 115		X	
First Floor Flammable Stores 116		X	
First Floor Battery Room 117		X	
First Floor Corridor 118		X	
First Floor Emergency Eye Wash Station Area 119		X	
First Floor Corridor 120		X	
First Floor Stairway/Landing			



**APPENDIX "B"**

**DEPT OF FISHERIES & OCEANS  
GENERAL SERVICE BUILDING  
Monthly Report**

**Janitorial Service Report Form**

**Monthly Wax Floor - MWF  
Quarterly Strip and Wax Floor - QSWF  
Quarterly Steam Clean Carpets - QSCC  
Insert Date of Service After X**

<b>AREA OF JANITORIAL SERVICE</b>	<b>MWF</b>	<b>QSWF</b>	<b>QSCC</b>
Second Floor Corridor 201			
Second Floor Kitchen 202			
Second Floor Male Washroom 203			
Second Floor Janitors Room 204			
Second Floor Female Washroom 205			
Second Floor Locker Room 206			
Second Floor Training Room 207			
Second Floor Pilots Flight Plan Room 208			
Second Floor Chief Pilot Office 209			
Second Floor Clerical Office 210			
Second Floor Chief Engineer Office 211			

**APPENDIX "C"**

**DEPT OF FISHERIES & OCEANS  
GENERAL SERVICE BUILDING  
APPLIANCE QUARTERLY REPORT**

**Quarterly Clean Interior and Exterior - QCIE  
Date: \_\_\_\_\_**

<b>AREA OF JANITORIAL SERVICE</b>	<b>QCIE</b>
Second Floor Lunchroom Refrigerator	X
Second Floor Lunchroom Range	X



**ANNEX “B” BASIS of PAYMENT**

**Cost / Price Submissions:** The Bidder takes full responsibility for all costs submissions. Any errors or omissions on the part of the bidder remain that of the bidder and are not the responsibility of the Fisheries and Oceans Canada to verify.

**Professional Services and Associated Costs** - For the provision of all professional services, including all associated costs and materials necessary to carry out the required work as described in the statement of work.

*The level of effort by the contractor to clean this facility properly requires a 7.5 hour work day. (not including a ½ hour unpaid, meal break)*

**NAMED RESOURCES:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DAILY CLEANING REQUIRED**

**Initial Contract Period:**

June 1<sup>st</sup>, 2021 – November 30, 2023 (30 months)

Monday to Friday 07:30 to 16:30 (allowing for a ½ hour unpaid, meal break)

**All Inclusive** Total Monthly cost                      \$ \_\_\_\_\_ (excluding taxes)

Additional all-inclusive COVID Cleaning Monthly cost                      \$ \_\_\_\_\_ (excluding taxes)

**1<sup>st</sup> Option Year**

December 1<sup>st</sup>, 2023 – November 30, 2024 (12 months)

Monday to Friday 07:30 to 16:30 (allowing for a ½ hour unpaid, meal break)

**All Inclusive** Total Monthly cost                      \$ \_\_\_\_\_ (excluding taxes)

Additional all-inclusive COVID Cleaning Monthly cost                      \$ \_\_\_\_\_ (excluding taxes)

**2<sup>nd</sup> Option Year**

December 1<sup>st</sup>, 2024 – November 30, 2025 (12 months)

Monday to Friday 07:30 to 16:30 (allowing for a ½ hour unpaid, meal break)

**All Inclusive** Total Monthly cost                      \$ \_\_\_\_\_ (excluding taxes)



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**Additional all-inclusive COVID Cleaning Monthly cost**      \$ \_\_\_\_\_ **(excluding taxes)**

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**Additional procedures to be followed for the duration of the Covid-19 crisis Annex A1 – Cleaning and Disinfecting Surfaces 2x Per Day as per Annex A1 \*\*All COVID cleaning and disinfecting tasks will be completed during the regular working hours and are intended only to put enhanced emphasis on high touch areas \*\***

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**Additional All-inclusive COVID costs are to cover** the provision of all professional services, including all associated costs and materials necessary to carry out the additional cleaning as per Annex A1.

Please note: Daily Rate is based on a 7.5 hour day less unpaid 30 min hour day, Monday through Friday. Payment will be based on the information on the recorded sign in/out sheet. If the contractor does not work a full day the daily rate will be pro-rated.

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### ANNEX "C" SECURITY REQUIREMENTS CHECK LIST

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization Ministère du organisme gouvernemental d'origine Fisheries and Oceans Canada		2. Branch or Directorate / Direction générale ou Direction Real Property
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail Janitorial Contract for the General Services Building, St. John's Airport, Torbay, NL		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité

TBS/SCT 350-103 (2004/12)







Contract Number / Numéro du contrat F6879-203034
Security Classification / Classification de sécurité

**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?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :  No / Non  Yes / Oui

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?  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  No / Non  Yes / Oui  
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 FIABILITÉ	<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 EMBLEMES			

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

Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat F6879-203034
Security Classification / Classification de sécurité

**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 / CLASSIFIÉE			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 / Confidentiel	Secret	Top Secret / Très Secret
											A	B	C			
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

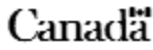
12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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.

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

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

Security Classification / Classification de sécurité
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## ANNEX "D" INSURANCE CONDITIONS

The Contractor shall, at the Contractor's own expense, provide and maintain insurance as indicated hereunder:

### 1. Definitions

1.1. "Contract" means "Purchase Order".

1.2. "Buyer" means those departmental organizations or persons who have been given the responsibility for the contracting process within the Department.

### 2. Indemnification

The issuance coverage required by the provisions of these Insurance Conditions shall in no way limit the Contractor's responsibility under the indemnification section of the General Conditions of the contract. Any additional coverage the Contractor may deem necessary to fulfill obligations under the indemnity section shall be at the Contractor's own discretion and expense.

### 3. Period of Insurance

The insurance coverage shall be in effect from the date of contract award and shall be maintained until the contract work is completed.

### 4. Proof of Insurance

Within fourteen (14) days after acceptance of the Contractor's tender, the Contractor shall deposit with the Buyer, a Certificate of Insurance or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the requirements of these Insurance Conditions.

### 5. Notification

Each insurance policy shall contain a provision that thirty (30) days prior written notice shall be given to Her Majesty in the event of any material change in, cancellation of, or expiration of coverage.

### 6. Insured

Each insurance policy shall insure the Contractor, and shall include as an Additional Named Insured, Her Majesty the Queen in right of Canada as represented by the Minister of Fisheries and Oceans.

### 7. Payment of deductible

The amount of the deductible, if any, shall be borne by the Contractor.

### 8. Public Liability and Property Damage Insurance

8.1. The Contractor shall, concurrently with the execution of this contract, place and maintain at all times during the execution of the work covered by this contract, sufficient public liability and property damage insurance against personal injury and loss or damage to the property so as to fully cover the Contractor's liability to any firm, person, association, or corporation, resulting from or attributable to the execution of the work.

**The Minimum Acceptable Amount is \$2,000,000.00.**



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8.2. The policy shall be issued with a deductible amount of not more than \$500.00 per occurrence applying to property damage claims only.

9. Third party liability for vehicles and equipment owned, leased, used or operated by the Contractor

The Contractor shall provide an endorsement to the public liability and property damage insurance policy to include third party liability insurance for vehicles and equipment owned, leased, used or operated by the Contractor.

**Minimum acceptable amount is \$2,000,000.00.**

10. Tenants Legal Liability Insurance (where applicable)

The Contractor shall provide an endorsement to the public liability and property damage insurance policy to provide coverage for premises under the Contractor's care, custody and control in a **minimum amount of \$500,000.00.**



**ANNEX "E" EVALUATION CRITERIA**

**MANDATORY REQUIREMENTS:**

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

The proponent should include the following table in their proposal, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met.

No.	Mandatory Criteria	Proposal Page No.
M1	Bidder must provide with their bid a valid WCB Clearance Letter.	
M2	Bidder must demonstrate at least 5 years' experience in the field of janitorial service. Bidders <u>must</u> specify date start and finish (month/year), name of facility work carried out, and a brief description of work tasks for each example. Bidder Must Submit Complete Table 1	
M3	Bidder must provide the name(s) of proposed cleaning resource(s) personnel performing the regular tasks and the name of the proposed resource(s) personnel performing the Extra Tasks.	
M4	The Bidder must provide documentation from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with all conditions including Insurance Requirements.	
M5	The Bidder must provide proof that each proposed cleaning resource personnel have at least 3 years' experience in the field of janitorial services. Bidders <u>must</u> specify date start and finish (month/year), name of facility work carried out, and a brief description of work tasks for each example. All Bidders Must Submit Completed Table 2	
M6	The Bidder must provide a list of the specific disinfectants you that will be used to clean during COVID-19	



**Basis of Selection**

The contractor will be selected on the basis of lowest bid, provided they meet all the Mandatory Criteria outlined above.

Table 1

Company Name	Start Date Month & Year	End Date Month & Year	Facility Work Carried Out	Description of Work Tasks
<b>Example –</b> Star Cleaning	April 1990	June 2010	Alcatraz	Interior cleaning including floors-wash/wax, windows, .....

Table 2

Proposed Resource	Start Date Month & Year	End Date Month & Year	Employer at the Time	Facility Work Carried Out	Description of Work Tasks
<b>Example –</b> Mary Jane	April 2000	June 2010	Star Cleaning	Alcatraz	Interior cleaning including floors-wash/wax, windows, .....
<b>Example –</b> Mary Jane	June 2010	October 2020 / Present	Star Cleaning	Area 51	Interior cleaning including floors-wash/wax, windows, .....



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**ANNEX “F” ELECTRONIC PAYMENT INSTRUMENTS**

The bidder accepts to be paid by any of the following electronic payment instrument(s):

- Government of Canada Acquisition Card;
- Direct Deposit (Domestic and International);