



**RETURN BIDS TO:**

Parks Canada Agency Bid Receiving Unit  
National Contracting Services

Bid Fax: 1-877-558-2349

Bid E-mail Address:

[pc.receptiondessoumissionsest-bidreceivingeast.pc@canada.ca](mailto:pc.receptiondessoumissionsest-bidreceivingeast.pc@canada.ca)

attention: Lorraine Fletcher

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

**Comments:**

**Issuing Office:**

Parks Canada Agency  
National Contracting Services  
Cornwall, ON

<b>Title:</b> Cleaning services of the operations centre – Forillon National Park	
<b>Solicitation No.:</b> 5P300-20-0239A	<b>Date:</b> April 9, 2021
<b>Client Reference No.:</b> 10201396	
<b>GETS Reference No.:</b> NA	

<b>Solicitation Closes:</b> <b>At:</b> 2:00 pm <b>On:</b> May 19, 2021	<b>Time Zone:</b> EST
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<b>F.O.B.:</b> Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>
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<b>Address Enquiries to:</b> Lorraine Fletcher
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<b>Telephone No.:</b> 343-585-4712
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<b>Email Address:</b> lorraine.fletcher@canada.ca
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<b>Destination of Goods, Services, and Construction:</b> Parks Canada Agency 1501, boul. de Forillon Gaspé, Québec G4X 1A9
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**TO BE COMPLETED BY THE BIDDER**

<b>Vendor/ Firm Name:</b>
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<b>Address:</b>
-----------------

<b>Telephone No.:</b>	<b>Fax No.:</b>
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<b>Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):</b>
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<b>Signature:</b>	<b>Date:</b>
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**Solicitation No.:**  
5P300-20-0239/A

**Amendment No.:**  
00

**Contracting Authority:**  
Lorraine Fletcher

Ver.12.03.20

**Client Reference No.:**  
10201396

**Title:**  
Cleaning services of the operations centre (administrative and industrial buildings) – Forillon National Park

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## **IMPORTANT NOTICE TO BIDDERS**

**Please note that due to ongoing efforts to prevent the spread of COVID-19, Parks Canada sites may remain partially closed to the public. As a result, some initial services may be delayed or reduced.**

**BIDS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL.**

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

The only acceptable email address for responses to the bid solicitation is [pc.receptiondessoumissionssest-bidreceivingeast.pc@canada.ca](mailto:pc.receptiondessoumissionssest-bidreceivingeast.pc@canada.ca)  
Bids submitted by email directly to the Contracting Authority or to any email address other than [pc.receptiondessoumissionssest-bidreceivingeast.pc@canada.ca](mailto:pc.receptiondessoumissionssest-bidreceivingeast.pc@canada.ca) may not be accepted.

The only acceptable facsimile for responses to bid solicitations is 1-877-558-2349.

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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>

## TABLE OF CONTENTS

<b>PART 1 – INFORMATION AND INSTRUCTIONS .....</b>	<b>5</b>
1.1. SECURITY REQUIREMENTS .....	5
1.2. STATEMENT OF WORK .....	5
1.3. MANDATORY SITE VISIT .....	5
1.4. DEBRIEFINGS.....	6
<b>PART 2 – BIDDER INSTRUCTIONS .....</b>	<b>7</b>
2.1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	7
2.2. SUBMISSION OF BIDS .....	7
2.3. ENQUIRIES – BID SOLICITATION .....	7
2.4. APPLICABLE LAWS .....	8
2.5. BID CHALLENGE AND RECOURSE MECHANISMS.....	8
<b>PART 3 – BID PREPARATION INSTRUCTIONS.....</b>	<b>9</b>
3.1. BID PREPARATION INSTRUCTIONS.....	9
<b>PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION.....</b>	<b>10</b>
4.1. EVALUATION PROCEDURES .....	10
4.2. BASIS OF SELECTION .....	10
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>11</b>
5.1. CERTIFICATIONS REQUIRED WITH THE BID.....	11
5.2. CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	11
<b>PART 6 – RESULTING CONTRACT CLAUSES .....</b>	<b>13</b>
6.1. SECURITY REQUIREMENTS .....	13
6.2. STATEMENT OF WORK .....	13
6.3. STANDARD CLAUSES AND CONDITIONS .....	14
6.4. TERM OF CONTRACT .....	14
6.5. AUTHORITIES.....	14
6.6. PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	15
6.7. PAYMENT .....	16
6.8. INVOICING INSTRUCTIONS.....	17
6.9. CERTIFICATIONS AND ADDITIONAL INFORMATION .....	17
6.10. APPLICABLE LAWS .....	17
6.11. PRIORITY OF DOCUMENTS.....	17
6.12. SACC MANUAL CLAUSES .....	18
6.13. INSURANCE REQUIREMENTS.....	18
6.14. INSPECTION AND ACCEPTANCE.....	18
<b>ANNEX “A” .....</b>	<b>19</b>
STATEMENT OF WORK.....	19
.....	27
<b>ANNEX “B” .....</b>	<b>30</b>
BASIS OF PAYMENT .....	30
<b>ANNEX “C”.....</b>	<b>35</b>

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**Solicitation No.:**  
5P300-20-0239/A

**Amendment No.:**  
00

**Contracting Authority:**  
Lorraine Fletcher

Ver.12.03.20

**Client Reference No.:**  
10201396

**Title:**  
Cleaning services of the operations centre (administrative and industrial buildings) – Forillon National Park

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ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY  
(OHS)..... 35

**ANNEX “D” TO PART 5 OF THE BID SOLICITATION ..... 37**

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM ..... 37

**ANNEX “E” TO PART 5 OF THE BID SOLICITATION..... 39**

FORMER PUBLIC SERVANT ..... 39

**ANNEX “F” ..... 41**

TASK AUTHORIZATION ..... 41

## **PART 1 – INFORMATION AND INSTRUCTIONS**

### **1.1. Security Requirements**

**1.1.1.** 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.

**1.1.2.** Before award of a contract, 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;

**1.1.3.** Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

### **1.2. Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### **1.3. Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 1501 Boulevard Forillon, Gaspé, QC G4X 6M1 **on April 22, 2021**. The site visit will begin at 9:30 am EDT, in main entrance of the administration building.

Bidders must communicate with the Contracting Authority no later than April 20, 2021 at 2:00pm to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

**It is important to note that due to COVID-19, no more than two (2) representatives per company will be admitted to the site visit. If there is sufficient interest in the visit, Parks Canada may welcome bidders at predetermined times in order to respect physical distancing protocols. In accordance with provincial health and safety regulations, visitors should be symptom-free, wear a mask and observe the principles of physical distancing while on site. There will be a recap by the project manager and a question and answer session outside the buildings.**

**Solicitation No.:**  
5P300-20-0239/A

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Ver.12.03.20

**Client Reference No.:**  
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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.

## **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 or by courier will not be accepted.**

The only acceptable facsimile for responses to bid solicitations is 1-877-558-2349.

The only acceptable email address for responses to bid solicitations is [pc.receptiondessoumissions@pc.gc.ca](mailto:pc.receptiondessoumissions@pc.gc.ca).

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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 sept (7) working 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 Québec.

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.



**Solicitation No.:**  
5P300-20-0239/A

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00

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Ver.12.03.20

**Client Reference No.:**  
10201396

**Title:**  
Cleaning services of the operations centre (administrative and industrial buildings) – Forillon National Park

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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 I: Financial Bid**

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

#### **Section II: Certifications**

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

**Solicitation No.:**  
5P300-20-0239/A

**Amendment No.:**  
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Ver.12.03.20

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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

### **4.2. Basis of Selection**

- 4.2.1.** 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](#), 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 “E to Part 5 of the Bid Solicitation** prior to contract award.

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5P300-20-0239/A

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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/canada-esdc-labour's) 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 provide the items detailed under the "Statement of work" at Annex "A".

#### **6.2.1. Task Authorization Process**

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

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" *or* "DND 626, Task Authorization Form" *or* "Task Authorization" form specified in Annex "F".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within two (2) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **6.2.2. Canada' Obligation - Portion of the Work – Task Authorizations**

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

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### **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 June 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 two (2) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

Lorraine Fletcher  
A/Contracting Officer,  
Parks Canada Agency  
National Contracting Services  
Chief Financial Officer Directorate  
111 Water Street East, Cornwall, Ontario, K6H 6S2

Telephone: 343-585-4712  
E-mail address: [lorraine.fletcher@canada.ca](mailto:lorraine.fletcher@canada.ca)

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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: (to be included with your bid)

<b>Representative's Name:</b>		
<b>Representative's Title:</b>		
<b>Vendor/ Firm Name:</b>		
<b>Physical Address:</b>		
<b>City:</b>	<b>Province/ Territory:</b>	<b>Postal Code:</b>
<b>Telephone:</b>	<b>Facsimile:</b>	
<b>Email Address:</b>		
<b>Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:</b>		

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

## 6.7. Payment

### 6.7.1. Basis of Payment – Firm price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm price, as specified in Annex "B" for a cost of \$ \_\_\_\_\_ \*\*\* to be provided at contract award \*\*\*. Customs duties 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. Basis of Payment – Firm Unit Price(s) – Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price in accordance with the basis of payment, in Annex "B" as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.7.3. Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$9,999.99, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

### 6.7.4. Limitation of Expenditure

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



### 6.7.5. 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. The original must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### 6.9. Certifications and Additional Information

#### 6.9.1. Compliance

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

### 6.10. 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) Annex "F", Task Authorization;
- (g) The Contractor's bid dated **\*\*\* to be inserted at contract award \*\*\***.

**Solicitation No.:**  
5P300-20-0239/A

**Amendment No.:**  
00

**Contracting Authority:**  
Lorraine Fletcher

Ver.12.03.20

**Client Reference No.:**  
10201396

**Title:**  
Cleaning services of the operations centre (administrative and industrial buildings) – Forillon National Park

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## **6.12. SACC Manual Clauses**

### **6.12.1 Government Site Regulations**

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

### **6.13. Insurance Requirements**

SACC *Manual* clause [G1005C](#) (2016-01-28), Insurance – No Specific Requirement

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

### **6.14. 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.

**Solicitation No.:**  
5P300-20-0239/A

**Amendment No.:**  
00

**Contracting Authority:**  
Lorraine Fletcher

Ver.12.03.20

**Client Reference No.:**  
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**Title:**  
Cleaning services of the operations centre (administrative and industrial buildings) – Forillon National Park

---

**ANNEX "A"**

**STATEMENT OF WORK**

**Cleaning Services at the Operations Centre**  
**of Forillon National Park**

## **1. GENERAL GUIDELINES**

### **1.1 USE OF TERMS**

In this Statement of Work, Agency refers to Parks Canada Agency, Gaspé Field Unit.

### **1.2 BRIEF DESCRIPTION**

The work covered by this statement primarily includes:

- Regular housekeeping of all buildings and rooms according to the terms, conditions and frequency specified in this Statement of Work;
- Some maintenance activities outside the building, such as window washing and front door washing.

### **1.3 CONTEXT**

The Operations Centre has been undergoing refurbishment for almost three (3) years. There are two (2) buildings located at 1501 Forillon Boulevard. One of these buildings is a three-storey administration building, and the other is an industrial building, which includes garages, store and warehouses on one floor only.

## **2. WORK DESCRIPTION**

### **2.1 SECTOR CONCERNED**

- a. The sectors concerned are the following:

Forillon National Park Operational Centre (1501 Forillon Boulevard)

- Administrative building total area of 1,513.85 m<sup>2</sup>, area assessed for cleaning service is 1,178.33 m<sup>2</sup>
- Industrial building total area of 856.88 m<sup>2</sup>, area assessed for cleaning service is 47.07 m<sup>2</sup>

### **2.2 ACTIVITIES LIST**

The scope of work covered by this Statement of Work includes the following activities:

- Housekeeping
- Window washing (indoor and outdoor)
- Emptying of (indoor) garbage cans
- Emptying of recycled material bins (indoor)
- Stripping and waxing of floors
- Cleaning of the ventilation plates and the light boxes

## 2.3 DETAILS OF REGULAR ACTIVITIES AND FREQUENCY

- a. Housekeeping will be performed every weekday from Sunday to Saturday for the personal care areas (restrooms and kitchen), and on Mondays, Wednesdays and Fridays of each week for the other areas and spaces identified in this Statement of Work. (See the tables in Appendix 2.)
- b. For personal care rooms, housekeeping will consist of sweeping, mopping and vacuuming floors, cleaning, mopping and disinfecting toilets, urinals, showers, sinks, counters, mirrors and metal partitions, dusting, mopping, and cleaning refrigerator, stove, microwave, cabinets, tables, chairs, etc., emptying garbage cans, checking and replenishing dispensers (at each presence).
- c. For other rooms and spaces identified in this Statement of Work, the work will consist of vacuuming, sweeping and mopping floors (once per work day), picking up trash and emptying garbage cans (at each presence), cleaning or dusting furniture, counters, tables, chairs, cabinets, horizontal surfaces, dividers, computers, telephones, etc., on every work day.
- d. Floor waxing will be done at the request of the Agency, as required. The work consists of stripping and waxing the floors. The contractor will be responsible for ensuring that the wax shine is maintained on the floor surfaces throughout the year, which may require the application of wax as required. The costs of this maintenance should be included in the weekly maintenance.

We have five (5) types of flooring: sealed concrete, epoxy coated concrete, vinyl tiles type 1 and type 2 and ceramic.

Administration building

First floor

- Concrete everywhere except training room and elevator floor
- Training room: type 2 vinyl tiles
- Elevator: type 1 vinyl tiles

Second and third floors:

- Ceramic tiles in the washrooms
- The rest is type 1 vinyl tiles

- e. Clean the ventilation plates in the washrooms of the buildings every month.
- f. Clean the light boxes of the buildings every month during the summer period from May to October.

## 2.4 ADDITIONAL WORK AS REQUIRED (Task Authorization)

Any other clean-up activities that may not be specified in this Statement of Work, which may be required from time to time, will be requested by the Project Authority through a task authorization. The Contractor will be paid the hourly rate that has been provided in Annex "B" Basis of Payment.

## **2.5 WORK SCHEDULE**

The work shall be performed after 4:30 p.m. of each workday for the duration of the contract.

## **3. CLEANING EQUIPMENT, MATERIALS AND PRODUCTS**

No equipment or materials will be provided by Parks Canada Agency. The equipment must be safe, well maintained, and as quiet as possible.

### **3.1 REQUIRED MATERIALS AND CLEANING PRODUCTS**

The Contractor shall be responsible for providing all cleaning supplies, equipment and products necessary for the performance of the work, including but not limited to:

- Dusting gloves, clean rags, sponges
- Rubber gloves
- Vacuum cleaner, brooms, dustpan
- Mops
- Water buckets
- Appropriate detergents, disinfectants
- Glass cleaner/window cleaner
- Toilet paper
- Paper towels
- Hand soap
- Garbage bags
- Cleaning products for toilets and urinals
- Disinfectant discs
- Bags for sanitary products
- Liquid soap suitable for the surfaces to be cleaned
- Stripping and waxing products based on the type of floor

The products used must be Ecologo certified or biodegradable, and the paper towels and toilet paper must be from recycled or biodegradable sources.

## **4. CONTRACTOR RESPONSIBILITIES**

### **4.1 HOUSEKEEPING**

The Contractor shall ensure that he or she is vigilant in using the proper cleaning equipment for housekeeping. Work must always be done carefully and safely to avoid damage or injury.

### **4.2 DRESS CODE**

The Contractor's personnel shall be neatly and decently dressed (no shirtless work).

#### **4.3 STAFF**

- a. Before award of a contract the Contractor shall provide a list of resources authorized to perform the work of this statement of work.
- b. The people to whom the Contractor will delegate this work must be competent, honest and respectful to park visitors and employees.
- c. The Contractor must designate, if applicable, a general foreman and provide the project manager with his or her contact information so that he or she can be easily reached if necessary.

#### **5. PARKS CANADA RESPONSIBILITIES**

##### **5.1 STORAGE**

The Agency will provide the contractor with a small storage room. However, this space must be used properly, i.e., it must remain clean, safe and accessible to the Agency at all times.

## APPENDIX 1

### 1. Administrative Office

#### a. Interior

- Office areas
- Traffic areas and corridors
- Washroom
- Cloakroom and stairs
- Kitchen
- Indoor windows

#### b. Exterior

- Access doors (front and rear,  
including gantry)
- Outdoor windows of the building

### 2. Industrial Office

#### a. Interior

- Office areas
- Traffic areas and corridors
- Washrooms
- Indoor windows
- Garbage bins

#### b. Exterior

- Access doors
- Outdoor windows of the building



APPENDIX 2

DETAILS AND FREQUENCY OF ACTIVITIES

TABLE 1

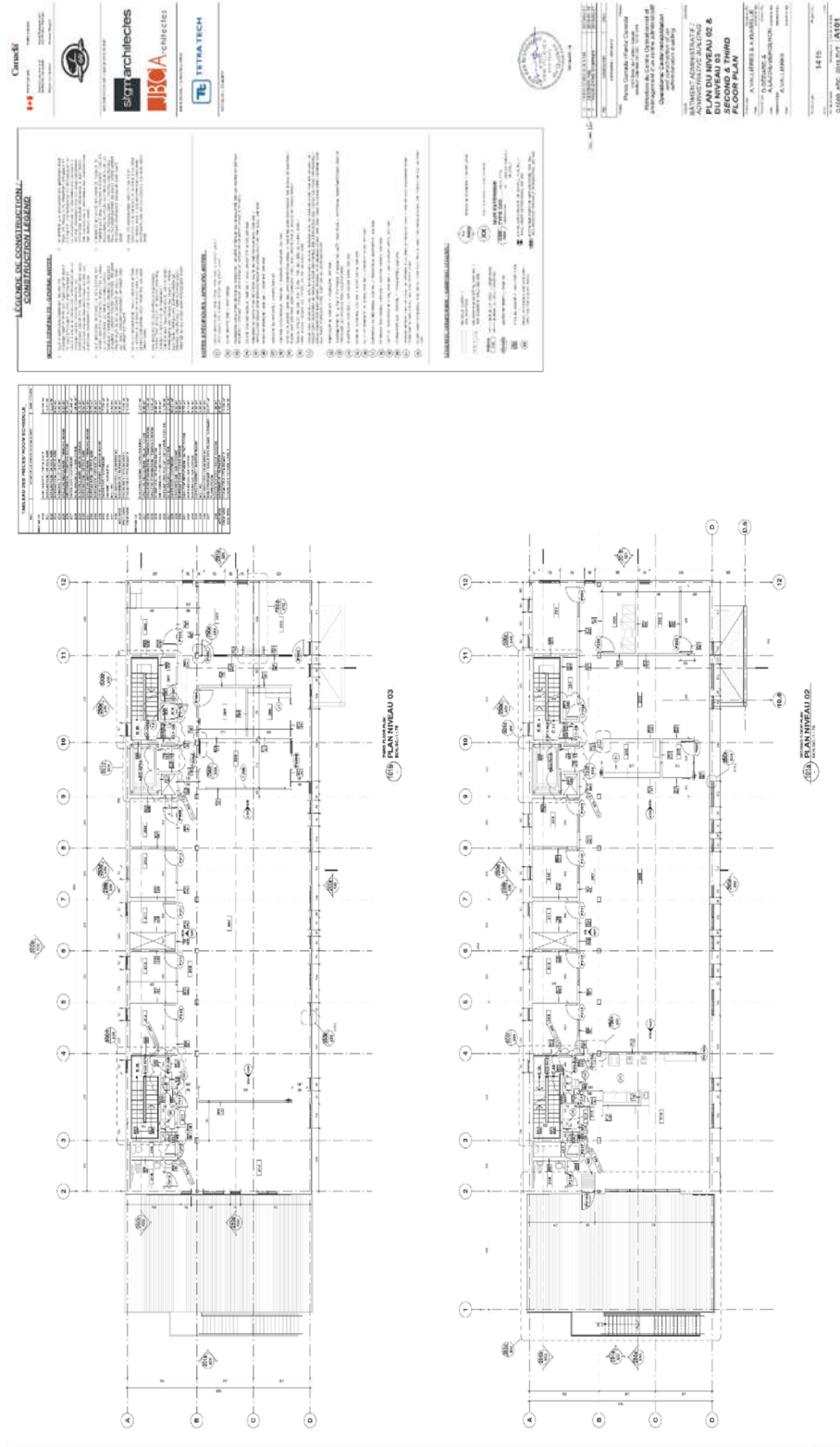
3 days/week July 1, 2021 to June 30, 2022										
DETAILS			ACTIVITIES	DAYS						
				S	M	T	W	T	F	S
Office circulation areas, corridors, cloakroom and stairwells	Floor		Sweeping, washing, vacuuming		X		X		X	
	Garbage can		Emptying		X		X		X	
	Furniture	Desks, tables, chairs, cabinets, filing cabinets, computer dividers, telephones, etc.	Dusting, cleaning		X		X		X	
	Horizontal surfaces	Window sills, door tops, countertops, railings, etc.	Dusting, cleaning		X		X		X	

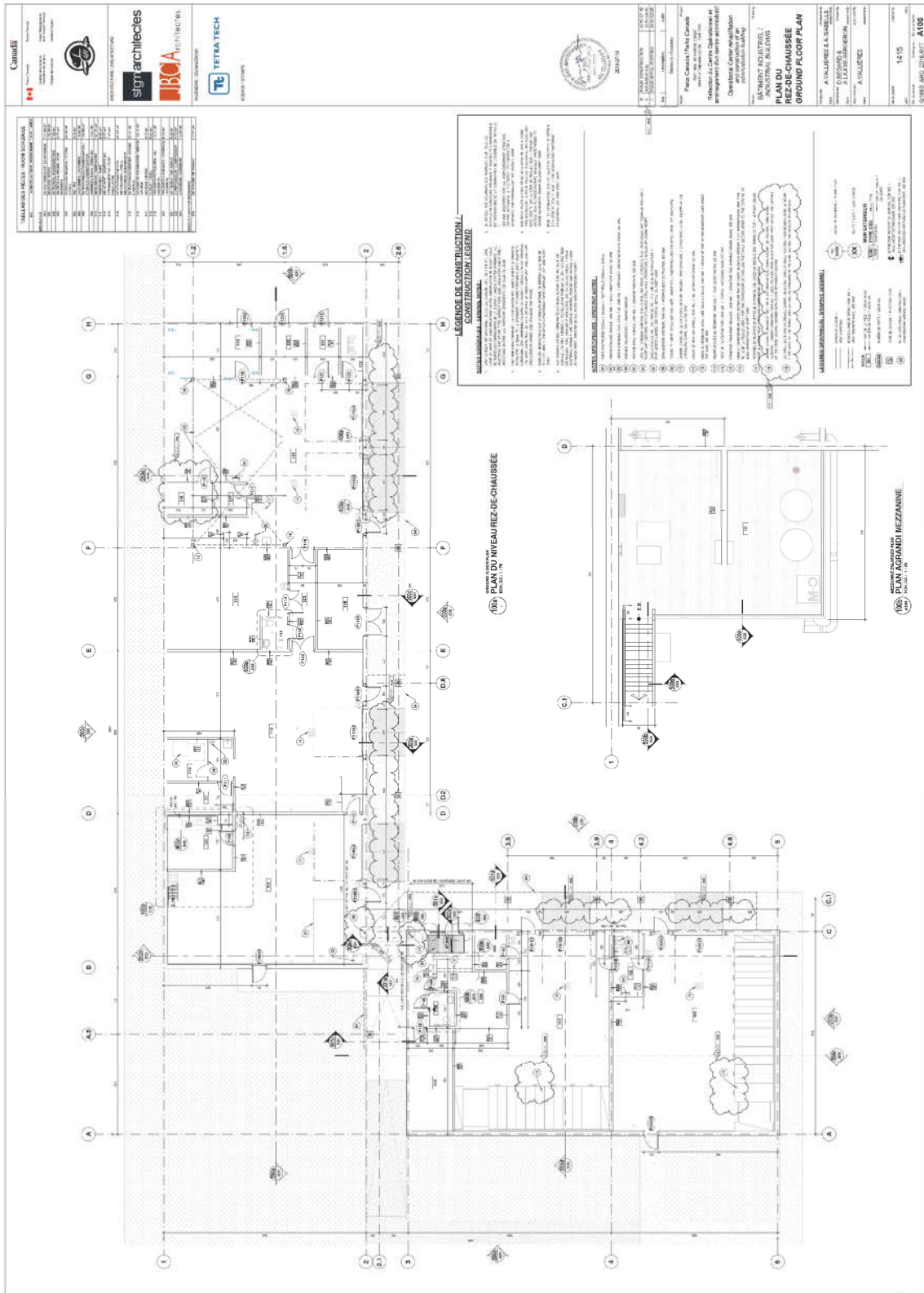
**TABLE 2**

**PERSONAL CARE ROOMS (TOILETS AND KITCHENS)**

7 days/week July 1, 2021 to June 30, 2022											
DETAILS			ACTIVITIES		DAYS						
					S	M	T	W	T	F	S
<b>Restrooms</b>	Floor		Sweeping, washing, vacuuming		X	X	X	X	X	X	X
	Toilet stalls, urinals, showers, sinks, counters, mirrors, etc.		Cleaning, washing, disinfecting		X	X	X	X	X	X	X
	Distributors	Hand paper, toilet paper, hand soap	Check, supply		X	X	X	X	X	X	X
	Garbage bins		Emptying		X	X	X	X	X	X	X
<b>Kitchen</b>	Floor		Sweeping, washing, vacuuming		X	X	X	X	X	X	X
	Furniture and equipment	Refrigerator, stove, microwave, cabinets, tables, chairs, sinks, etc.	Dusting, washing, cleaning		X	X	X	X	X	X	X
	Distributors	Hand paper, toilet paper, hand soap	Check, supply		X	X	X	X	X	X	X
	Garbage bins		Emptying		X	X	X	X	X	X	X







**Solicitation No.:**  
5P300-20-0239/A

**Amendment No.:**  
00

**Contracting Authority:**  
Lorraine Fletcher

Ver.12.03.20

**Client Reference No.:**  
10201396

**Title:**  
Cleaning services of the operations centre (administrative and industrial buildings) – Forillon National Park

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## ANNEX “B”

### BASIS OF PAYMENT

## CLEANING SERVICES OF THE OPERATIONS CENTRE – FORILLON NATIONAL PARK

- 1. Bidders must provide prices 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.**
2. Bidders must submit firm, all-inclusive unit prices to fulfill the entire requirement as described in Annex “A” – Requirement, GST / HST extra if applicable. The Contractor will be paid in Canadian dollars.
3. All-inclusive unit prices must include all materials and operations, specialized labour, equipment, materials, cleaning products, permits, transport costs, administration costs, liability insurance and any other incidental expenses related to the execution of this requirement.
4. \* The estimated quantities will be used for the evaluation purpose only and does not constitute any commitments by Parks Canada.

Solicitation No.:  
5P300-20-0239/A

Amendment No.:  
00

Contracting Authority:  
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Ver.12.03.20

Client Reference No.:  
10201396

Title:  
Cleaning services of the operations centre (administrative and industrial buildings) – Forillon National Park

**Contract award to June 30, 2022**

**TABLE A – Regular work in all buildings**

No	Description	Weekly price (a)	Number of weeks (b)	PRICE (a) x (b)
1	Office circulation areas, corridors, cloakroom and stairwells	\$/wk	66	_____ \$
2	Restrooms and Kitchen	\$/wk	66	_____ \$
SUB-TOTAL – Regular work (applicable taxes extra)				_____ \$

**TABLE B – Additional work (task authorizations) – Item 2.4 of Annex A**  
**For bid evaluation purposes only**

Item	Description	Rate (a)	Estimated quantities* (b)	Total (\$) (a x b)
2.4	Labour (hourly rate)	_____ \$/hr	20 hours	_____ \$
SUB-TOTAL – Additional work (Task Authorizations) (applicable taxes extra)				_____ \$
TOTAL COST FROM CONTRACT AWARD TO JUNE 30, 2022 (TABLE A + B) (applicable taxes extra)				_____ \$

Solicitation No.:  
5P300-20-0239/A

Amendment No.:  
00

Contracting Authority:  
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:  
10201396

Title:  
Cleaning services of the operations centre (administrative and industrial buildings) – Forillon National Park

**Option Year 1 – July 1<sup>st</sup>, 2022 to June 30, 2023**

**A - Regular work in all buildings**

No	Description	Weekly price (a)	Number of weeks (b)	PRICE (a) x (b)
1	Office circulation areas, corridors, cloakroom and stairwells	/wk	52	_____ \$
2	Restrooms and Kitchen	/wk	52	_____ \$
<b>SUB-TOTAL – Regular work (applicable taxes extra)</b>				_____ \$

**B - Additional work (task authorizations) – Item 2.4 of Annex A  
For bid evaluation purposes only**

Item	Description	Rate (a)	Estimated quantities* (b)	Total (\$) (a x b)
2.4	Labour (hourly rate)	_____ \$/hr	20 hours	_____ \$
<b>SUB-TOTAL – Additional work (Task Authorizations) (applicable taxes extra)</b>				_____ \$

<b>TOTAL COST FOR JULY 1<sup>st</sup> 2022 TO JUNE 30, 2023 (TABLE A + B) (applicable taxes extra)</b>	_____ \$
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Solicitation No.:  
5P300-20-0239/A

Amendment No.:  
00

Contracting Authority:  
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:  
10201396

Title:  
Cleaning services of the operations centre (administrative and industrial buildings) – Forillon National Park

**Option Year 2 – July 1<sup>st</sup>, 2023 to June 30, 2024**

**A - Regular work in all buildings**

No	Description	Weekly price (a)	Number of weeks (b)	PRICE (a) x (b)
1	Office circulation areas, corridors, cloakroom and stairwells	/wk	52	_____ \$
2	Restrooms and Kitchen	/wk	52	_____ \$
<b>SUB-TOTAL – Regular work (applicable taxes extra)</b>				_____ \$

**B - Additional work (task authorizations) – Item 2.4 of Annex A  
For bid evaluation purposes only**

Item	Description	Rate (a)	Estimated quantities* (b)	Total (\$) (a x b)
2.4	Labour (hourly rate)	_____ \$/hr	20 hours	_____ \$
<b>SUB-TOTAL – Additional work (Task Authorizations) (applicable taxes extra)</b>				_____ \$

<b>TOTAL COST FOR JULY 1<sup>st</sup> 2023 TO JUNE 30, 2024 (TABLE A + B) (applicable taxes extra)</b>				_____ \$
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Solicitation No.:  
5P300-20-0239/A

Amendment No.:  
00

Contracting Authority:  
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:  
10201396

Title:  
Cleaning services of the operations centre (administrative and industrial buildings) – Forillon National Park

**SUMMARY**

	Description	Total
<b>Initial Contract</b>		
1	Contract award to June 30, 2022 Regular work and additional work (task authorizations)	_____ \$
<b>Option Year 1</b>		
2	OPTION YEAR 1 – July 1 <sup>st</sup> , 2022 to June 30, 2023 Regular work and additional work (task authorizations)	_____ \$
<b>Option Year 2</b>		
3	OPTION YEAR 2 – July 1 <sup>st</sup> , 2023 to June 30, 2024 Regular work and additional work (task authorizations)	_____ \$
<b>GRAND TOTAL</b> (applicable taxes extra)		_____ \$

Company Name : \_\_\_\_\_

Representative : \_\_\_\_\_

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

**Solicitation No.:**  
5P300-20-0239/A

**Amendment No.:**  
00

**Contracting Authority:**  
Lorraine Fletcher

Ver.12.03.20

**Client Reference No.:**  
10201396

**Title:**  
Cleaning services of the operations centre (administrative and industrial buildings) – Forillon National Park

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**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.

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

<b>Location of Work</b>
-------------------------

<b>General Description of Work to be Completed</b>
--

**Solicitation No.:**  
5P300-20-0239/A

**Amendment No.:**  
00

**Contracting Authority:**  
Lorraine Fletcher

Ver.12.03.20

**Client Reference No.:**  
10201396

**Title:**  
Cleaning services of the operations centre (administrative and industrial buildings) – Forillon National Park

**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**



**Solicitation No.:**  
5P300-20-0239/A

**Amendment No.:**  
00

**Contracting Authority:**  
Lorraine Fletcher

Ver.12.03.20

**Client Reference No.:**  
10201396

**Title:**  
Cleaning services of the operations centre (administrative and industrial buildings) – Forillon National Park

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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? <b>Yes</b> ( <input type="checkbox"/> ) <b>No</b> ( <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

**Solicitation No.:**  
5P300-20-0239/A

**Amendment No.:**  
00

**Contracting Authority:**  
Lorraine Fletcher

Ver.12.03.20

**Client Reference No.:**  
10201396

**Title:**  
Cleaning services of the operations centre (administrative and industrial buildings) – Forillon National Park

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published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) 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? <b>Yes ( ) No ( )</b>
---

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.



**Solicitation No.:**  
5P300-20-0239/A

**Amendment No.:**  
00

**Contracting Authority:**  
Lorraine Fletcher

Ver.12.03.20

**Client Reference No.:**  
10201396

**Title:**  
Cleaning services of the operations centre (administrative and industrial buildings) – Forillon National Park

---

**ANNEX "F"**

**TASK AUTHORIZATION**