



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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

See herein for bid submission  
instructions/

Voir la présente pour les  
instructions sur la présentation  
d'une soumission

NA

Alberta

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services / Travaux publics et  
services gouvernementaux  
Canada Place/Place du Canada  
Suite 1000  
10th Floor/10e étage  
9700 Jasper Ave/9700 ave Jasper  
Edmonton  
Alberta  
T5J 4C3

<b>Title - Sujet</b> Accommodations and Janitorial Servi	
<b>Solicitation No. - N° de l'invitation</b> W0121-20DL02/A	<b>Date</b> 2021-05-04
<b>Client Reference No. - N° de référence du client</b> W0121-20DL02	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-014-12049	
<b>File No. - N° de dossier</b> EDM-0-43200 (014)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Mountain Daylight Saving Time MDT <b>on - le 2021-06-15</b> Heure Avancée des Rocheuses HAR	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lau, Chris	<b>Buyer Id - Id de l'acheteur</b> edm014
<b>Telephone No. - N° de téléphone</b> (780) 566-2195 ( )	<b>FAX No. - N° de FAX</b> (418) 566-6167
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 15 WING MOOSEJAW STN FORCES P.O.BOX 5000 MOOSEJAW Saskatchewan S6H7Z8 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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File No. - N° du dossier  
EDM-0-43200

Buyer ID - Id de l'acheteur  
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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments Federal Contractors Program for Employment Equity - Certification, Insurance Requirements, the DND 626 Task Authorization Form and the Task Authorization Usage Report.

### **1.2 Summary**

For the provision of all labour, materials, tools, equipment, transportation and supervision required to provide accommodation management, billeting, janitorial and steam cleaning services for singles quarters and janitorial services for administration and operational facilities; referred to as "Non-NFTC facilities". These services are located at CFB Moose Jaw, Moose Jaw, Saskatchewan and will be provided as prescribed herein on a daily, weekly, monthly, semi-annual, annual or as and when required basis.

The period of the Contract is for three (3) years from contract award and up to two (2) additional one (1) year periods under the same conditions.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](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".

There are Building Floor Plans with Cleanable Areas Highlighted associated with this requirement. Consult Part 2 – Bidder Instructions.

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

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

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days 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.

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

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

#### **PWGSC Western Region Bid Receiving Unit**

Suppliers are strongly encouraged to submit bids electronically using the Canada Post epost Connect application for the subject bid solicitation. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

[roreceptionSoumissions.wr@tpsgc-pwgsc.gc.ca](mailto:roreceptionSoumissions.wr@tpsgc-pwgsc.gc.ca)

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

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Faxed bids will be accepted at 1-418-566-6167.

Hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.

### 2.3 Former Public Servant (*To be filled in by bidder*)

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: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

### 2.4 Enquiries - Bid Solicitation

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

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

### 2.5 Applicable Laws

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

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

## 2.6 Building Floor Plans with Cleanable Areas Highlighted

Bidders must communicate with the Contracting Authority to request the Building Floor Plans with Cleanable Areas Highlighted. Bidders must provide a copy of their Driver's License to the Contracting Authority to obtain. A Confidentiality agreement form must be signed.

## 2.7 Bid Challenge and Recourse Mechanisms

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

The Bidder is strongly encouraged to submit its bid electronically in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

Faxed bids will be accepted at 1-418-566-6167.

Hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.

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

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

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

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

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

#### Section I: Technical Bid

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

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

## **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 "D" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" 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.

### **3.1.2 Exchange Rate Fluctuation**

SACC Manual Clauses [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

## **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 (*To be filled in by bidder*)

##### 4.1.1.1 Mandatory Technical Criteria

- (a) Ability to perform the full scope of work as described in Annex "A", Statement of Work;
- (b) Provision of pricing as detailed in Annex "B", Basis of Payment;
- (c) Personnel Qualifications: The Contractor must have a minimum two years' experience in administration of hotel/accommodation operations.

Compliance: YES \_\_\_\_\_ NO \_\_\_\_\_

Project/Contract Reference #1	
Name of client organization or company	
Project Title:	
Approximate size in square meters of the cleanable area of the project or contract	sq. M
Location/site of the project or contract	
Value of the contract or project	\$
Performance period of the project or contract (indicate month and year)	From: Month: Year:
	To: Month: Year:
Description of Project or Contract:	


- (d) The Contractor must meet Security Requirements.

**Compliance: YES** \_\_\_\_\_ **NO** \_\_\_\_\_

- (e) The Contractor must provide the Contract Financial Security Requirements should a Contract be awarded

**Compliance: YES** \_\_\_\_\_ **NO** \_\_\_\_\_

- (f) The Bidder must certify that the quality of service provided will be as per the Quality Standards found at Appendix G.

**Compliance: YES** \_\_\_\_\_ **NO** \_\_\_\_\_

- (g) The Bidder personnel must follow WHMIS 2015. Certification of bidder personnel must be submitted to the TA within two weeks of commencing work.

**Compliance: YES** \_\_\_\_\_ **NO** \_\_\_\_\_

#### 4.1.2 Financial Evaluation

The total overall bid price will be calculated as follows:

Step 1: Estimated Annual Usage (a) x Firm Unit Price (b) = Extended Price (axb)

Step2: Aggregate of Extended Prices = Total Evaluated Bid Price

#### 4.2 Basis of Selection

##### 4.2.1 Mandatory Technical Criteria

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

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](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 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.

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File No. - N° du dossier  
EDM-0-43200

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

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

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

## **PART 6 - SECURITY AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

1. 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 7 - 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 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. 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.
3. 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.

### **6.2 Insurance Requirements**

The Bidder must provide a letter 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 the Insurance Requirements specified in Annex "F".

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

#### **7.1.2 Task Authorization**

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

##### **7.1.2.1 Task Authorization Process**

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 "G".
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 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.

##### **7.1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$25,000.00, Applicable Taxes included, inclusive of any revisions.

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

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

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

### **7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

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

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

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

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

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

### **Reporting Requirement- Details**

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

#### **For each authorized task:**

the authorized task number or task revision number(s);

- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

#### **For all authorized tasks:**

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

#### **7.1.2.5 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by project authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

### **7.2 Standard Clauses and Conditions**

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

#### **7.2.1 General Conditions**

[2035](#) (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **7.3 Security Requirements**

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

### **7.4 Term of Contract**

#### **7.4.1 Period of the Contract**

The Work is to be performed during the period of \_\_\_\_\_ to \_\_\_\_\_ (*will be inserted at contract award*).

#### 7.4.2 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 periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

#### 7.5 Authorities

##### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christopher Lau  
Title: Procurement Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: Canada Place, Suite 1000, 9700 Jasper Avenue, Edmonton AB, T5J 4C3  
Telephone: 780-566-2195  
Facsimile: 780-497-3510  
E-mail address: [christopher.lau@pwgsc-tpsgc.gc.ca](mailto:christopher.lau@pwgsc-tpsgc.gc.ca)

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

##### 7.5.2 Project Authority (*To be released at contract award*)

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Contractor's Representative (*To be filled in by bidder*)

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

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Payment

#### 7.7.1 Basis of Payment

##### **For the Work described in item A and B of the Basis of Payment in Annex "B":**

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are excluded and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

##### **For the Work described in item C, D and E of the Basis of Payment in Annex "B":**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

#### 7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are 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 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
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.

### 7.7.3 SACC Manual Clause

[H1000C](#) (2008-05-12), Single Payment  
[H1008C](#) (2008-05-12), Monthly Payment  
[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department  
[C0705C](#) (2010-01-11), Discretionary Audit  
[C0710C](#) (2007-11-30), Time and Contract Price Verification  
[C2000C](#) (2007-11-30), Taxes - Foreign-based Contractor

### 7.7.4 Electronic Payment of Invoices – Contract

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

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

### 7.7.5 Time Verification

SACC Manual clause [C0711C](#) (2008-05-12), Time Verification

## 7.8 Invoicing Instructions

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.

Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 7.9 Certifications and Additional Information

### 7.9.1 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.

### 7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

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

### 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

### 7.11 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 [2035](#) (2020-05-28), General Conditions - Higher Complexity - Services;
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Security Requirement Check List;
- (f) Annex "F", Insurance Requirements;
- (g) Annex "G", DND 626, Task Authorization Form;
- (h) Annex "H", Task Authorization Usage Report;
- (i) the signed Task Authorizations (including all of its annexes, if any);
- (j) the Contractor's bid dated \_\_\_\_\_.

### 7.12 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

**OR**

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

### 7.13 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "F". 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.

#### **7.14 SACC Manual Clauses**

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations

#### **7.15 Contract Financial Security**

1. The Contractor must provide one of the following contract financial securities within 10 calendar days after the date of contract award:
  - a. a performance bond form [PWGSC-TPSGC 505](#) in the amount of **20** percent of the Contract Price; or
  - b. a performance bond form [PWGSC-TPSGC 505](#) and a labour and material payment bond form [PWGSC-TPSGC 506](#), each in the amount of **20** percent of the Contract Price; or
  - c. a labour and material payment bond form [PWGSC-TPSGC 506](#) in the amount of **20** percent of the Contract Price; or
  - d. a security deposit as defined in clause [E0008C](#) in the amount of **20** percent of the Contract Price.

Any bond must be accepted as security by one of the bonding companies listed in [Treasury Board Contracting Policy, Appendix L](#), Acceptable Bonding Companies.

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

#### **7.16 Security deposit definition: Contract**

1. "security deposit" means

- a. a bill of exchange that is payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or
  - b. a government guaranteed bond; or
  - c. an irrevocable standby letter of credit, or
  - d. such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board;
2. "approved financial institution" means
- a. any corporation or institution that is a member of the Canadian Payments Association (Payments Canada);
  - b. a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law;
  - c. a credit union as defined in paragraph 137(6) of the [Income Tax Act](#);
  - d. a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by a Canadian province or territory; or
  - e. the Canada Post Corporation.
3. "government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:
- a. payable to bearer;
  - b. accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the [Domestic Bonds of Canada Regulations](#);
  - c. registered in the name of the Receiver General for Canada.
4. "irrevocable standby letter of credit"
- a. means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,
    - i. will make a payment to or to the order of Canada, as the beneficiary;
    - ii. will accept and pay bills of exchange drawn by Canada;

- 
- iii. authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
  - iv. authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.
- b. must state the face amount which may be drawn against it;
  - c. must state its expiry date;
  - d. must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his or her office;
  - e. must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
  - f. must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
  - g. must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association (Payments Canada) and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.

Solicitation No. - N° de l'invitation  
W0121-20DL02/A  
Client Ref. No. - N° de réf. du client  
W0121-20DL02

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-0-43200

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "A"**

### **STATEMENT OF WORK**

*(As Attached)*

## **Annex “A” – Statement of Work**

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4.0	Definition of Work	4.1 Billeting and Accommodation Services 4.2 Janitorial Services 4.3 Laundry Services 4.4 Steam Cleaning Services 4.5 Miscellaneous
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6.0	Appendices	Appendix A - Inventory of Singles Quarters Appendix B - Area by Floor Type Appendix C - Janitorial Services - Frequency Appendix D - Steam Cleaning Regular Services Appendix E - Account Holder Responsibilities Appendix F – Forms Appendix G – Minimum Cleaning Standards for Janitorial Service Requirements

## 1.0 SCOPE

### 1.1 Terminology

#### Acronyms:

BB	Barrack Block
BPSQs	Bushell Park Single Quarters
CAF	Canadian Armed Forces
CISD	Canadian Industrial Security Directorate
CFB	Canadian Forces Base
DND	Department of National Defence
IAW	In Accordance With
I.D.	Identification
IR	Imposed Restriction (Restricted Posting)
MP	Military Police
MSDS	Material Safety Data Sheet
MSS Ops O	Mission Support Squadron Operations Officer
NCM	Non Commissioned Member
NFTC	NATO Flight Training in Canada
PA	Project Authority (DND)
POC	Point of Contact
POL	Petroleum, Oil and Lubricants
PWGSC	Public Works and Government Services Canada
PSPC	Public Services and Procurement Canada
RHU	Residential Housing Unit
RP OPS	Real Property Operations
SDS	Safety Data Sheet
SOW	Statement of Work
SCWO	Squadron Chief Warrant Officer
TA	Technical Authority
TD	Temporary Duty
VIP	Very Important Person
WCWO	Wing Chief Warrant Officer
WHMIS	Workplace Hazardous Material Information System
WGSO	Wing General Safety Officer
WSO	Wing Standing Orders

#### Definitions:

Temporary Duty – Travel or assignment at a location other than the member's permanent place of duty. The duration of this category does not normally exceed six (6) months.

Permanent – Personnel assigned to 15 Wing Moose Jaw or any of its tenant activities for a period in excess of six (6) months.

Very Important Person – Personnel on short term stay booked in BB162 – rooms 301 or 303 or 123 and above the rank of Chief Warrant Officer (CWO) for NCM or above the rank of Colonel for officers.

## 1.2 Purpose

This contract is for the provision of all labour, materials, tools, equipment, transportation and supervision required to provide:

- A) accommodation management, billeting, janitorial and steam cleaning services for singles quarters; and
- B) Janitorial services for administration and operational facilities; referred to as “Non-NFTC facilities”.

These services are located at CFB Moose Jaw and will be provided as prescribed herein on a daily, weekly, monthly, semi-annual, annual or as and when required basis.

This contract will be for three (3) years, with two (2), (1) year extensions.

## 1.3 Description of Existing Conditions

### Single Quarters:

BPSQ –There are 17 units located in the Bushell Park residential area, across the street from CFB Moose Jaw. These units are fully furnished and include basement, stairwells, laundry, living room, kitchen and dining room, bedrooms and washroom(s).

BB 162 – includes 128 furnished rooms (which each include a kitchenette, living room, closets, bedroom and washroom), two common lounges, communal kitchen and eating area, three common laundry rooms, public washrooms, elevator, office, storage rooms, stairwells, entrances.

The occupancy rate of living quarters is 86% as of February 2019.

### Non-NFTC Facilities

Building 62 Chapel – includes washroom, office area, common area, common kitchen, chapel, crying room, janitorial closet, mechanical room, hallway and stairwell.

Building 64 Technical Services – includes washrooms, canteens, offices, conference rooms, mechanical rooms, janitorial closets, lounge, warehouse, computer lab, training room, theatre, stairways and hallways.

Hangar 6 – includes washrooms, offices, locker room, hallways, stairwells, janitor closets, classroom and lunch room.

Hangar 7 – includes washrooms, offices, common area and lunch room.

Building 155 Repair and Disposal - includes office, stairwell and washroom.

See Appendices A, B, C and D for further details and square footage.

## **2.0 APPLICABLE DOCUMENTS**

2.1 Canada Labour Code, Part II, Canada Occupational Safety and Health Regulations

2.2 PWGSC Janitorial Services National Strategy Nov 11

- 2.3 Food Safety Code of Practice 2017
- 2.4 CFB Moose Jaw Standing Order WSO 9000-01 Fire Orders
- 2.5 CFB Moose Jaw Standing Order WSO 1000-06 Single Quarters Occupancy
- 2.6 CFB Moose Jaw Standing Order WSO 9000-15 Contractor Safety
- 2.7 CFB Moose Jaw Standing Order WSO 9000-14 Asbestos Directives

### **3.0 GENERAL**

#### **3.1 Hours of Work**

The work must be performed during 15 Wing normal hours of work: 0730hrs to 1600hrs Monday to Friday, with the exception of federal statutory holidays.

Any work performed outside of normal hours must be pre-approved by the Technical Authority or designate.

#### **3.2 Security**

The Contractor must, prior to award of contract and during the performance of the contract, hold a valid Designated Organization Screening (DOS) issued by the Canadian Industrial Security Directorate (CISD), PWGSC. The Contractor must ensure that all of their employees hold a valid enhanced reliability screening approved by Canadian Industrial Security Directorate (CISD), PWGSC. The proof must be provided to the TA before their employee commences work. A completed Security Screening and briefing form is required. Any of the contractor employees who commence work prior to receiving the security clearance must be escorted by another contractor employee who has a valid security clearance. The TA must be made aware of unscreened contractor personnel by email every 2 weeks. Non-cleared contractor personnel will not be permitted after 60 days unless documentation is provided to TA to confirm delay due to CISD.

#### **3.3 Personnel Qualifications**

The Contractor designated individual, or at least one subordinate supervisor, must, at a minimum, have two years' experience in administration of hotel/accommodations operations and be fluent in the English language.

Contractor personnel must follow WHMIS 2015. Certification of contractor personnel must be submitted to the TA within two weeks of commencing work.

#### **3.4 Health and Safety**

The Contractor employees must ensure practices, procedures and activities are consistent with applicable DND, Federal, and Provincial Safety Codes, standards and objectives including the Occupational Health and Safety Program.

The Contractor, upon contract award, must submit to the TA a copy of their Health and Safety program for review by the WGSO. The Contractor must be able to provide documentation of a functioning safety program for the duration of the project as requested by the TA. After contract award and upon request by the TA, any safety documentation such as, but not be limited to, safety talks, safety committee minutes, investigations and safety training must be submitted to the TA for review by the WGSO. In exceptional circumstances, when an activity impacts DND or CAF personnel, the contractor must provide safety related documentation as requested by the TA.

Contractor must comply with the requirements of WHMIS regarding use, handling, storage and disposal of hazardous materials, and labelling and provision of Safety Data Sheets.

The Contractor must identify a POC to provide co-operation and liaison with DND on health and safety matters. In accordance with the WSO regarding contractor safety, the POC will ensure that all employees working on site are fully briefed and have reviewed the 15 Wing contractor safety guide. Each employee will be required to review and acknowledge this guide prior to work commencing. Acknowledgement sheets must be handed in to the TA.

It is the contractor's responsibility to ensure that all of their employees are provided with and trained in proper use of required Personal Protective Equipment (PPE) necessary to perform the work.

All accidents must be reported to the TA immediately and a copy of accident/incident reports submitted within 48 hours.

Should any unforeseen or peculiar safety-related factor, hazard or condition become evident during the performance of work, it must be reported to the TA immediately.

If, during execution of contract work, workers uncover or disturb suspected asbestos products, work in that area must be stopped and reported to the TA immediately.

Smoking is not permitted in any DND building or facility. Smoking will only be permitted utilizing designated smoking areas located in various locations throughout the Base. Smoking is not permitted in POL Compound or around any flammable liquids.

The Contractor employees must read and abide by the 15 Wing Moose Jaw Fire Orders which will be provided by the TA before commencement of work.

The Contractor undertakes and agrees to comply with all DND regulations in force at the worksite where work is to be performed relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fire.

#### 3.4.1 Special Circumstances for COVID-19

Contractor is responsible to adhere to all applicable public health, occupational health and safety, DND and 15 Wing workplace policies in relation to COVID-19.

Contractor is responsible to provide all materials and labour and ensuring procedures in place in the workplace fully conform to applicable policies.

All contractor personnel must be trained on the proper use, care, maintenance and disposal of materials such as non-medical masks.

All employees will take the Non-Defence Team Personnel COVID-19 Awareness Briefing and the Contractor will provide an attestation of the training complete with nominal role to the TA.

### 3.5 Contractor Use of Site

The Contractor will use the work site only for execution of the work, and is subject to the following:

The Contractor personnel movement around the site will be subject to restrictions imposed by the TA.

Keys for all doors to rooms requiring access will be supplied to the Contractor who will acknowledge receipt and responsibility via a signature. Where escorted access is required, no keys will be provided.

The Contractor's resources must not unreasonably encumber the site with materials or equipment.

The Contractor's resources must maintain the work area in a safe and tidy condition, free from accumulation of waste products and debris.

The Contractor's resources must execute the work with the least possible interference or disturbance to occupants and normal use of premises.

Cleaning staff will provide temporary warning signs in locations where work creates a hazardous condition. i.e. "Wet Floors".

Janitorial/Custodial closets/rooms/cabinets will be provided, as required, for storage of cleaning materials and equipment. These rooms are to be kept tidy at all times.

Office space/storage in BB 162 room 101 and 102 will be provided to contractor consisting of 72.20 sq. m. It will include desks, chairs, 2 x computers and property management software

Electricity and hot water required by the contractor for execution of work will be provided at no charge.

The Contractor, their personnel and/or subcontractors must report any malfunction of electrical, heating, plumbing equipment or any damages to the building incurred by execution of work to the TA immediately by email.

### 3.6 Equipment

The Contractor must supply all scrubbing machines, polishers, vacuum cleaners, ladders, etc. required to provide complete janitorial service.

All electrical equipment must be CSA approved.

Contractor must maintain equipment in good working order. Equipment that is not in good order will be considered rejected and must be removed from site.

### 3.7 Materials and Products

The Contractor is responsible for supplying all cleaning material and cleaning products for carrying out the work.

All materials such as soaps, detergents, germicides, scouring materials, cleaners, wax and sealers where applicable, must comply with the latest industry standards. Use only materials and methods recommended by manufacturers as suitable for the purpose intended and which are environmentally safe.

Use only cleaning materials recommended by manufacturers for surfaces to be cleaned and as recommended by cleaning material manufacturer, and in no case will the labels be removed.

The contractor must provide a list of all products to be used including MSDS or SDS sheets for all products to the TA prior to commencement of contract.

The Contractor must supply all toilet paper, paper towels, hand soaps, hand sanitizers, disposal bags to provide complete sanitation requirements throughout the building in common areas. Contractor is responsible to ensure that the appropriate amount of product is available as reserve.

Toilet paper must be provided to standard rooms a minimum of 24 hours before occupancy and in accordance with Appendix C

**For VIP guests in BB162**, the Contractor must supply coffee supplies and minimum toiletry requirements: shampoo, soap, toothpaste, mouthwash, disposable cups, toilet paper and facial tissues.

### 3.8 Manufacturer's Instructions

Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation/application methods and equipment usage.

Notify TA in writing of any conflict between these specifications and manufacturer's instructions.

### 3.9 Delivery and Storage

Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.

Prevent damage, adulteration and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected material and equipment from site.

Store material and equipment in accordance with suppliers' instructions.

### 3.10 Quality

All work must be of the highest quality, executed by workers skilled in the respective work for which they are employed. The Contractor must provide sufficient resources for the provision of services as defined in this SOW and in accordance with an approved schedule. It is the responsibility of the Contractor to supply fully-trained and qualified resources. All new resources must have a minimum two-week training period under the supervision of a senior cleaner.

The Contractor must not employ any unfit person or anyone unskilled in their respective duties. The work must not be performed by any person who, in the opinion of the TA, is

incompetent, unsuitable or has been conducting himself/herself improperly. The TA reserves the right to request the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.

If it is determined, by the TA, that an inadequate job is being done to meet the schedule, the Contractor is required to increase his staff at no additional cost to DND. Inspection and interim reviews of the work progress, based on work schedule, will be conducted by the TA and the schedule must be updated by the Contractor in conjunction with and to the approval of the TA.

In the case of dispute over quality of work, the final decision rests solely with the TA.

#### **4.0 DEFINITION OF WORK**

**4.1 Billeting and Accommodation Services** – Provide all functions of an Accommodations service for all permanent and temporary occupants and VIP guests residing in singles quarters.

##### **4.1.1 General services**

Plan, direct, manage and administer the operation of an accommodation or billeting work centre:

- i. Property Management software is provided and, if required, training on this tool is the responsibility of DND. Reports generated by software may be requested by DND as required;
- ii. Contractor's site manager may hold the appointment of Account holder for the material provided by DND. Duties are listed at Appendix E; and
- iii. Contractor will be provided with contact lists as required.

4.1.1.a The contractor must provide "Front Desk" service in room 101 BB 162 for customer service/reception/registration/room allocation/checking in and out of personnel.

The contractor will staff the "Front Desk" at all times during working hours. Working hours are defined as Monday to Friday, 0730-1200hrs and 1230-1600hrs except statutory holidays.

Communication must be provided by email, telephone or in person.

4.1.1.b Provide check-in and check-out services for all incoming/outgoing occupants, to include:

- i. Creating and installing name tags on occupant doors in BB 162 prior to the occupant's move in date;
- ii. Providing occupants with a key and security pass upon check in. For members arriving after hours, these items will be left with the Military Police (MP) Commissionaire in Building 79;
- iii. Two (2) room keys must be given to MP's commissionaire at the end of each business day to address any emergency housing after hours. These keys must be picked up again the following business day;

- iv. Ensuring members fill out a registration form and inventory list upon check-in and are given a copy of the accommodation WSO;
- v. Conducting march-out inspections of rooms prior to the occupants' departure. Any room deficiencies are to be documented in writing and acknowledged by the occupant and the documents forwarded to the SCWO of the losing unit (cc the TA) within 24 hours, by email. Should the occupant depart on a weekend or holiday, the inspection will be scheduled to take place during regular working hours on the day closest day prior to departure or will be conducted by the responsible unit; and
- vi. When additional cleaning is required as a result of occupant actions or negligence, inform TA of member's name, room number and submit a quote for services, in accordance with 5.0, for approval.

4.1.1.c Manage and communicate the arrival and departure of permanent and temporary occupants to the Wing Administration Orderly Room (WAdminOR) by email to the required positional mailbox(s):

- i. Coordinate with the 2 CFFTS Student Administrator or a designated representative, by email, to confirm the arrival of new courses;
- ii. Submit Start/Cease Reports for permanent members, and/or those paying by pay deductions to WOR positional mail box;
- iii. Receive bookings for members on Temporary Duty through WAdminOR positional mailbox;
- iv. Complete and return the 15 Wing Accommodations Room Registration Form for members on TD and submit to the Financial Services Officer by email;
- v. Create monthly invoices for International members, submit copy by email to Financial Service Officer;
- vi. Create invoice for members paying by cash and submit copy by email to Financial Services Officer; and
- vii. Maintain documents, calendar and shared workspaces on the specified DND SharePoint to facilitate coordination with the WAdminOR.

4.1.1.d The Contractor must be familiar with the WSOs and advise the MSS Ops O, appropriate SCWOs or designated representatives (cc the TA and WCWO) when an occupant fails to follow orders or otherwise causes a disturbance. Initial contact will be by phone with a follow-up email.

4.1.1.e The Contractor must build and maintain a record of members who have acquired Tenant Insurance. The appropriate SCWO or representative must be informed, by email, of any occupant who has not acquired insurance within two weeks of their march-in date.

4.1.1.f The Contractor will provide a caretaker function for unoccupied single quarters.

This includes monitoring for leaks and damage caused by climatic conditions and ensuring frost precautions are taken. The central heating system must be checked once a week, at a minimum, to confirm smooth operation.

4.1.1.g The Contractor must record any notable damages and required maintenance and report them to RP Ops by phone and follow up email in a timely manner.

4.1.1.h The Contractor must report and coordinate access for replacement of furniture, appliances and furnishings in single quarters. The Contractor is to advise the Wing Contracts Officer, or in the absence of the Wing Contracts Officer, the MSS Ops O, by email, using a completed 2227/2228 requisition form within two working days of determining that the item requires repair or replacement.

4.1.1.i On receipt of notice that an occupant will vacate their quarters, the Contractor must arrange with RP Ops, or designated representative, a walk-through of quarters to determine maintenance/repair requirements.

4.1.1 j. Upon occupant departure, the Contractor must check the room for bed bugs and report immediately to the TA any confirmation or suspected discovery of bed bugs. Contractor to keep record of room number/date checked/result. Records to be available to DND upon request.

4.1.1 j Contractor site manager must be available as required by the TA to provide feedback, input, attend meetings or briefings to assist with site reviews, issues, audits, special visits or respond to emergency situations.

4.1.1 k Contractor must be available for after-hours emergency Task authorization.

## **4.2 Janitorial Services**

### **4.2.1 General**

Provide a complete range of Janitorial Services, including regular, in-depth and as required cleaning to buildings and areas as identified in Appendix C to the standard identified at 4.2.2. Develop and maintain a service schedule that ensures buildings and areas are kept sanitary and clean.

These services include, but are not limited to: vacuuming and/or steam cleaning carpeted areas, washing/mopping floors, emptying all containers, disposing of garbage in appropriate containers, washing interior windows, dusting furniture/furnishings, handrails, door sills and window sills.

The Contractor must provide weekly housekeeping services to all residents of BB162 single quarters. Additional cleaning required at march-out for both BB162 and BPSQs.

The Contractor must provide daily housekeeping services to all VIP guests.

The Contractor must provide daily cleaning services, in accordance with Food Safety Code of Practice, to the communal kitchen. This includes monitoring and recording refrigerator and freezer temperatures twice a day and reporting immediately to TA or designate, by phone and follow-up email, any fluctuations in temperature that are in the temperature danger zone for food.

NOTE: The following rooms, service areas and items are excluded from this contract

unless specifically stated: Electrical, mechanical and communication rooms; heating/ventilation utility rooms; restricted areas and rooms.

#### 4.2.2 Janitorial Service Standard

4.2.2.1 General Areas – including entry ways, hallways, stairways, elevators, lounges, living areas and bedrooms.

Corners and/or Thresholds: must be free of dust, dried soil, finish build-up and debris. These areas must appear visibly and uniformly clean. This includes the elimination of cleaner residue and dried slurry.

Floors/Carpets and Baseboards: must be free of dust, soil, gum, spots, stains and debris. Hard surface floors must have multiple coats of a slip-resistant seal and finish applied that result in a consistent high-shine. Floors, carpets and baseboards must be visibly and uniformly clean. This includes the elimination of streaks, dust, lint, cleaner residue, embedded soil and foreign objects. Solutions used in the cleaning operations must not seep under the legs of furniture or cabinets, etc.

Furniture/Appliances: must be free of dust and soil. They must be visibly and uniformly clean. This includes the elimination of cleaner residue, streaks and film. Furniture moved for cleaning purposes must be relocated to the approximate position it was in prior to being moved.

Glass and Metal Work: must appear streak-free, film free and uniformly clean. This includes the elimination of dust and soil from sills, ledges and heat registers.

Mirrors: must be free of dust and soil. Mirrors and surrounding metal frameworks must be streak-free, film-free and uniformly clean.

Railings, Walls and Doors: must be free of dust, soil, gum, spots stains and debris. These surfaces must be visibly and uniformly clean. This includes the elimination of film, streaks and cleaner residue. Ceramic tiles and wainscots; and metal kick plates, handles and push plates on doors must be polished dry. This includes such items as wall mounted fire extinguishers, fountains, door grills and wall fixtures, etc.

Snow Removal: remove snow to a minimum of 3m away from entrances of buildings and apply ice melt to icy areas, to be completed by 0800hrs.

Sinks: must be free of dust, bacteria, soil, cleaner residue and soap film. They must be visibly and uniformly clean and polished-dry. This includes the elimination of streaks, embedded soil, oil, and film and water spots.

Tracks: must be free of dirt and debris. Tracks must be visibly clean. This includes the elimination of standing water from wet cleaning procedures.

Walk-Away Mats: must be free of spots, stains, gum, dirt, and be uniformly clean. Adjoining walls, doors and floor surfaces must also be free of dust, soil and cleaner residue.

Waste Containers: contents must be removed from waste containers and liners replaced. Containers must be visibly and uniformly clean. This includes the elimination of streaks, food particles and the presence of offensive odours emitting from the container.

Inside and outside of the container must be cleaned and disinfected, when required or

minimum weekly. Wastepaper baskets or receptacles, and/or other articles on the floor must not be placed on the desks, tables or cabinets during cleaning operations.

Windows/ledges: must be free of dust and soil. Mirrors, windows and surrounding metal frameworks must be streak-free, film-free and uniformly clean.

#### 4.2.2.2 Special Considerations - Restrooms/Kitchen and Eating Areas

Special Note: maintaining a sanitary kitchen and restroom environment that minimizes the possibility of cross infection is considered to be of the highest priority. Sanitation levels will be closely monitored by inspection carried out by the TA.

All surfaces including hardware: must be free of dust, soil, bacteria and scale. Bright work (chrome, glass, mirrors and any shiny surface) must appear visibly and uniformly clean, be disinfected and polished to a streak-free shine. This includes the elimination of polish residue.

Dispensers: must be free of dust, dried soil, bacteria and soil. These surfaces must be visibly and uniformly clean and disinfected. This includes the elimination of film, streaks, and cleaner residue. Dispensers must be refilled when required with the proper supply item.

Sinks: must be free of dust, bacteria, soil, cleaner residue and soap film. They must be visibly and uniformly clean and polished-dry. This includes the elimination of streaks, embedded soil, soil, film, and water spots.

Toilets and Urinals: must be free of dust, bacteria, soil, organic matter, cleaner residue and scale. These fixtures must be visibly and uniformly clean, be disinfected and polished-dry. This includes the elimination of streaks, film and water spots.

Waste Containers: contents must be removed from waste containers and liners replaced. Inside and outside of the container must be clean and disinfected daily. Containers must be visibly and uniformly clean. This includes the elimination of streaks, food particles and the presence of offensive odours

#### 4.2.3 Method of Cleaning

Floor Surfaces: Dirt may be removed by sweeping with a brush, broom, dust mop or by vacuuming. Mopping will remove dirt, which cannot be swept up. The following rules must be followed: cleaning must be done using clear water or a mild neutral soap mopping solution; a generous amount of water is to be used in the mop pail, but only a minimum amount is to be on the floor. Water is to be changed frequently; mop, rinse and dry small areas of the floor at a time; care must be taken not to splash baseboards or furniture; corners and other areas that cannot be reached with a mop must be cleaned by hand; and furniture that is moved must be relocated to its approximate position upon completion of cleaning (tables, desks, chairs, etc.).

Stain Removal: adequate precautions must be taken when removing stains to ensure the material is not damaged. Report to the TA, by email, any spots on flooring which cannot be removed by normal means.

Linoleum and VC Tile: must be cleaned with a mop dampened in clear warm water or a

lukewarm neutral soap solution; and a water emulsion wax must only be used on these surfaces.

Terrazzo, Ceramic or Epoxy Coated Floors: must be mopped with clear warm water or a mild neutral soap solution; and wax must not be applied.

Ceramic Floors: must be mopped with clear warm water or a mild neutral soap solution; and wax must not be applied.

Concrete Floors: mop with clear warm water or a neutral soap solution; and if the floor is not sealed and tends to give off dust, use damp sawdust as a sweeping compound.

Carpets and Rugs: vacuum using vacuum cleaner in good working condition and with rug vacuuming attachment as specified, i.e. a power head unless otherwise specified.

Wall Surfaces: walls must be cleaned using a neutral soap or a synthetic detergent solution, working from bottom to top to prevent streaking and rinsing from top to bottom with clear water; and a large sponge or a dry soft clean cloth must be used to apply the washing solution and another for rinsing.

Garbage Removal: garbage must be removed daily unless otherwise indicated.

Windows: windows must be cleaned on the inside with a cloth dampened in clear water and dried with a chamois skin.

Venetian Blinds: must be cleaned using a soft sponge dampened in a mild neutral soap solution.

Washrooms:

Toilet Bowl and Seat: wash bowl inside and out with a germicidal soap solution; wipe outside of bowl and top and bottom of seat with a damp clean cloth; work toilet brush as far into traps as it will reach. Use toilet brush to wash thoroughly under the rounded inside rim of the toilet bowl; and wipe both tank and cover with clean damp cloth.

Wash Bowls/Sinks: remove dirt and grease with a germicidal soap solution, stains can be removed as per manufacturer directions.

Showers and Tubs: remove dirt and grease with a germicidal soap solution. Rinse thoroughly.

Fixtures: vanities and ledges must be cleaned with a germicidal soap solution, rinse well; mirrors must be cleaned thoroughly and wiped clear with a lint free cloth; waste receptacles, soap dispensers, and partitions are to be cleaned using a germicidal soap solution. Rinse and wipe dry with a clean cloth.

Remove snow, dirt and debris to a minimum of 3m away from entranceways, steps, and sidewalks and apply ice melt to icy areas to be completed by 0800 hrs.

#### 4.2.4 Cleaning Schedule

Cleaning service frequency/tasks (Appendix C) is determined in accordance with the cleaning standards in Section 4.2.2 and commensurate with usage and sanitation requirements. The Contractor must develop and maintain a service schedule that ensures conditions are kept sanitary and clean, in conjunction with Appendix C.

#### 4.2.5 Assessment of Performance

The Contractor's performance will be assessed regularly. Performance will be reported on the Quality Assurance Form, attached at Appendix F. Contractor will be provided a completed form of assessment.

The inspection will be conducted by the TA or their designated representative and will be accompanied by the Contractor's Site Manager

### 4.3 Linen Service

The Contractor must provide a linen exchange service for all temporary duty and permanent occupants. Occupants are entitled to bedding exchange once per week and towel exchange daily.

Contractor must keep a weekly record of linen exchange by room number/BPSQ unit to be made available to DND upon request.

The linen/bedding and towels to be changed by Contractor when an occupant moves out of singles quarters and daily for VIP rooms.

### 4.4 Laundry Service

The Contractor is responsible to provide a laundry service for linens/bedding, towels, face cloths, bath mats, tea towels and dish cloths used to provide services to all tenants and for the communal kitchen.

DND will provide the linen/bedding towels, face cloths, bath mats, shower curtains, tea towels and dish cloths.

The washers/dryers in any of the single quarters WILL NOT to be used for this laundry service.

### 4.5 Steam Cleaning

Contractor to provide regular steam cleaning services for carpeted areas and fabric upholstered furniture on a semi-annual, annual and on an "as and when requested" basis.

For regular semi-annual and regular annual services, as per Appendix D, the Contractor must provide to the TA, by email within 10 working days after contract award, a proposed schedule. Changes in schedule must be provided to the TA for approval prior to implementation.

All other steam cleaning services will be on a call-up basis, as and when required, using a Tasking Authorization (see Section 5) by TA or designated representative.

## **5.0 Additional Services**

On an “as and when requested” basis, or emergency basis, additional services may be called up under the contract using a Task Authorization. The work requested in a tasking authorization must be in accordance with the scope of the Contract.

**APPENDIX A**  
**Inventory of Singles Quarters**

	Quantity	Location
Permanent /Temporary duty/ VIP single quarters	128 rooms	BB 162
BPSQ –Sunshine Hse  1.5 Story c/w basement 2 Bedroom	1	39 Cornell Cres
BPSQ  2 Story c/w basement 4 Bedroom	12	223 AnsonCres 224 Anson Cres 225 Anson Cres 226 Anson Cres 227 Anson Cres 228 Anson Cres 229 Anson Cres 230 Anson Cres 231 Anson Cres 232 Anson Cres 233 Anson Cres 234 Anson Cres
BPSQ  2 Story c/w basement 2 Bedroom	4	47 Oxford Cres 48 Oxford Cres 49 Oxford Cres 50 Oxford Cres

**APPENDIX B**  
**Area by Floor Type**

(A) SINGLES QUARTERS

	AREA	FLOOR TYPE	SQ. Metres
<b>First Floor</b>	Suites	Carpet	790.87
	Suites	Sheet Vinyl	378.88
	Suites	Laminate	30.9
	Stair Well	Rubber Tile	20
	Kitchen	Sheet Vinyl	76.4
	Storage/Mechanical	VCT	296.75
	Vestibules	Quarry Tile	32
	Corridor	Carpet	326.1
<b>Second Floor</b>	Suites	Carpet	980.46
	Suites	Sheet Vinyl	471.04
	Suites	Laminate	41.2
	Stairwell	Rubber Tile	20
	Lounge/Corridor	Carpet	428.35
	Other Rooms	VCT	63.5
<b>Third floor</b>	Suites	Carpet	980.46
	Suites	Sheet Vinyl	471.04
	Suites	Laminate	41.2
	Stairwell	Rubber Tile	20
	Lounge/Corridor	Carpet	428.35
	Other Rooms	VCT	63.5
<b>BPSQ Sunshine house # 39</b>	Living Area	Var	87.7
<b>BPSQ</b>	Living Area	Var	106.6

(B) NON-NFTC FACILITIES

**Building No**

AREA	FLOOR TYPE	SQ Meters
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**Hangar 6**

Washrooms	Tile	62.4
Offices	Carpet	250
Offices	Tile	188.83
Locker Room	Tile	100
Hallways	Tile	77.6
Stair wells	Tile	20.4
Offices	Lino	148
Lunch room	Lino	82.6
Classroom	Tile	97
Classroom Offices	Tile	97

**Hangar 7**

Washrooms	Tile	26.1
Offices	Tile	195
Common Area	Lino	37.8
Lunch Room	Lino	76

**B-62**

Main Hall	Linoleum	84.6
Main Hall	Carpet	95.5
Entrance	Tile	6.4
Offices	Carpet	13.7
Washroom	Tile	4.1
Chapel Area	Tile	61.2
Kitchen	Tile	12

**B-64**

Washrooms	Tile	88.2
Theatre	Tile	97.36
Hallways	Tile	408.37
Cleaners room	Tile	34.19
Lounge	Carpet	112.96
Offices	Tile	140.18
Offices	Carpet	865.26
Classrooms	Carpet	182.08
Kitchenette	Carpet	39.44
Kitchenette	Tile	9.32
Stair Wells	Tile	48.58
Warehouse	Tile	204.4
WTIS Service Area	Tile	80.97

**Bldg 155**

Washroom	Tile	4.5
Office	Lino	82.3
Stairwell	Lino	5.4

			Air required	Occupant Departure	Twice Daily	Daily	Weekly	Monthly	Quarterly	semi-annually	Annual
<b>Appendix C - Janitorial Services Frequency</b>											
<b>(A) Singles Quarters</b>											
All Areas		Emergency Cleaning/March-Out	X								
BB162 - Exterior	<b>Entrances</b>										
		Keep areas within 3 m from building free from refuse	X								
		Remove snow on concrete surfaces within 3 m of all entrances	X								
		Apply ice melt to icy areas within 3 m of all entrances	X								
		Clean doors and windows in main entrances as well as sashes				X					
		Remove dust, debris and cobwebs from light wells and vents						X			
		Clean air intake and exhaust grills						X			
BB162 - Interior	<b>All Areas</b>										
		Clean and Disinfect Frequently touched Surfaces - Light Switches , door knobs/handles, elevator buttons, public toilet handles, counters, handrails	x		x						
	<b>Entrances, Lobbies, Vestibules and Foyers</b>										
		<b>Floors:</b>									
		Sweep and damp mop				X					
		Remove gum and other foreign residue			X						
		Removal of salt, sand and water	X								
		Strip , seal and wax									X
		<b>Walls/Interior Doors and Frames</b>									
		Spot Clean	x								
		Dust Pictures, wall hangings, notice board frames						X			
		<b>Mats:</b>									
		Vacuum or sweep				X					
		Clean					X				
		<b>Glass doors or side glass :</b>									
		Spot Clean	X								
		Wash and polish						X			
		Door handles/knobs	x		x						
	<b>Stairways</b>										
		Sweep and damp mop steps, landings				x					
		Wash handrails			x						
		Wash ledges, doors and internal glass						x			
	<b>Corridors and Hallways</b>										
		<b>Floors/Carpets:</b>									
		Sweep and damp mop/Vacuum				X					
		Spray Buff	X								
		Strip , seal and wax									
		steam clean								X	X
		<b>Walls/Interior Doors and Frames</b>									
		Spot Clean	X								
		Dust Pictures, wall hangings, notice board frames						X			
		<b>Furnishings and Equipment</b>									
		Spot clean	X								
		Horizontal and vertical dust					X				
		<b>Waste Containers</b>									
		Empty and replace liners				X					
		Damp wipe containers						X			
	<b>Laundry Facilities</b>										
		<b>Floors:</b>									
		Sweep and Damp Mop				X					
		Strip , seal and wax									X
		<b>Walls/Interior Doors and Frames</b>									
		Spot Clean				x					
		<b>Appliances:</b>									
		Check and empty dryer lint traps				x					
		Damp wipe surface & Knobs			x						
		<b>Waste Containers:</b>									
		Empty containers, replace liners				X					
		Clean and sanitize waste containers					X				
	<b>Public Washrooms</b>										
		Clean and Disinfect Floors				X					
		Spot clean walls, interior doors and frames				X					
		Toilet seats, bowls, wash basins, - Clean and disinfect				X					
		Faucets, receptacles, dispensers, door plates and handles, toilets seats, flush valves, flush tanks, counters- Clean and disinfect			x						
		Empty, wash, disinfect sani-cans and replace bags				X					
		Descale toilet bowls				X					
		Refuse receptacles emptied , washed and disinfected				X					
		Soap dispensers, shower dispensers, toilet paper, sani-bags, paper towels to be replenished	X								
	<b>Communal Kitchen</b>										
		<b>Walls/Interior Doors and Frames</b>									
		Spot Clean	X								
		Damp wipe frames of notice boards and wall hangings						x			
		<b>Floors:</b>									
		Wash and Sanitize				X					
		Strip , seal and wax									X
		<b>Counters and Cabinets:</b>									
		Wash and sanitize all countertops			x						
		Clean inside cupboards and drawers					X				

			As required	Occupant Departure	Twice Daily	Daily	Weekly	Monthly	Quarterly	semi-annually	Annual
		<b>Sinks and faucets</b>			x						
		Clean and disinfect									
		<b>Appliances</b>			x						
		Wash and disinfect appliance handles and knobs									
		Clean top, inside and outside of fridges					X				
		Clean top, outside of freezers					x				
		Clean and defrost inside freezers								x	
		Clean top, sides and underneath stoves					X				
		Clean fans, including filters					X				
		Wash and sanitize dishwasher					X				
		Clean inside stoves	X								
		<b>Tables and Chairs</b>									
		Wash down tables and chairs				X					
		<b>Waste Containers:</b>									
		Empty containers, replace liners				X					
		Clean and sanitize waste containers				X					
		<b>OTHER:</b>									
		Read and record fridge/freezer temps 2 x daily in log book				X					
		<b>Temporary duty and Permanent (single quarters )</b>									
		<i>NOTE: Weekly and monthly services apply when occupied only. Upon move out, all service to be provided plus the additional services as indicated. If vacant for periods exceeding a week, dust and clean up prior to occupancy</i>									
		<b>Walls:</b>									
		Spot Clean					X				
		<b>Floors/Carpets:</b>									
		Sweep and Wash					X				
		Vacuum carpets (move furniture as required)					X				
		Steam clean									X
		<b>Windows:</b>									
		Wash inside windows								X	
		dust window ledges				X					
		<b>Kitchen:</b>									
		Clean and sanitize kitchen work area including sink and faucets					X				
		Wipe down outside fridge ,microwave,stoves					X				
		Clean under and behind appliances						X			
		<b>Bathrooms:</b>									
		Clean and sanitize floors, sinks, toilets, toilet bowls,showers and tubs, faucets					X				
		Clean mirrors					X				
		<b>Furnishings:</b>									
		Dust all furniture, pictures, ornaments and lamps					X				
		Replace bulbs in lamps	X								
		Clean light fixtures								X	
		Vacuum Furniture					X				
		<b>Supplies:</b>									
		Replenish toilet paper - 1 per person + 1 extra		X			X				
		<b>Waste Containers:</b>									
		Empty all garbage receptacles, wash inside and out, replace plastic bags					X				
		<b>ADDITIONAL SERVICES AFTER OCCUPANTS DEPART:</b>		X							
		Clean inside fridge, microwave, and stove		X							
		Clean inside cupboards, drawers, pantries		X							
		Sweep and remove cobwebs from basements		X							
		Clean inside and outside washer and dryer, empty lint trap		X							
		<b>VIP Guests (single quarters) :</b>									
		<b>Walls:</b>									
		Spot Clean	X	X							
		<b>Floors/Carpets:</b>									
		Vacuum/Wash	X	X							
		steam clean									X
		<b>Windows:</b>									
		Wash inside windows	X					X			
		dust window ledges				X					
		<b>Kitchen:</b>									
		Clean and sanitize kitchen work area including sink and faucets				X					
		Wash outside fridge , microwave				X					
		Clean inside, under and behind appliances		X							
		<b>Bathrooms:</b>									
		Clean and sanitize floors, sinks, toilets, toilet bowls,showers and tubs, faucets				X					
		Clean mirror				X					
		<b>Furnishings</b>									
		Dust all furniture, pictures, ornaments and lamps				X					
		Replace bulbs in lamps	X								
		Clean light fixtures		X							
		<b>Linen/Towels</b>									
		Ensure adequate supply of towels and facecloths and change as needed	X			X					
		Make beds				X					
		<b>Waste Containers:</b>									
		Empty all garbage receptacles, wash inside and out, replace plastic bags				X					
		<b>Supplies</b>									
		Replenish toiletries and coffee supplies				X					

				As required	Occupant Departure	Twice daily	Daily	Weekly	Monthly	Quarterly	semi-annually	Annual
		NOTE: Minimum toiletry requirements: shampoo, soap, toothpaste, mouthwash, disposable cups, toilet paper, facial tissues, and coffee supplies										

			As required	Twice Daily	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annual
<b>Appendix C - Janitorial Services Frequency</b>										
<b>(B) Non NFTC Facilities</b>										
All Areas		Emergency Cleaning	X							
All Buildings - Exterior	<u>Entrances</u>									
		Keep areas within 3 m from building free from refuse	X							
		Remove snow on concrete surfaces within 3 m of all entrances	X							
		Apply ice melt to icy areas within 3 m of all entrances	X							
		Clean doors and windows in main entrances as well as sashes				X				
		Remove dust, debris and cobwebs from outside telephones, light wells and vents						X		
		Clean air intake and exhaust grills						X		
All Buildings - Interior	<u>All Areas</u>									
		Clean and Disinfect Frequently touched Surfaces - Light Switches , door knobs/handles, elevator buttons, public toilet handles, counters, handrails		X						
	<u>Entrances, Lobbies, Vestibules and Foyers</u>									
		<u>Floors:</u>								
		Sweep and damp mop			X					
		Remove gum and other foreign residue			X					
		Removal of salt, sand and water	X							
		Strip , seal and wax								X
		<u>Walls/Interior Doors and Frames</u>								
		Spot Clean	x							
		Dust Pictures, wall hangings, notice board frames					X			
		<u>Mats:</u>								
		Vacuum or sweep			X					
		Clean				X				
		<u>Glass doors or side glass :</u>								
		Spot Clean	X							
		Wash and polish					X			
	<u>Stairways</u>									
		Sweep and damp mop steps, landings			X					
		Wash handrails			X					
		Wash ledges, doors and internal glass					X			
	<u>Corridors and Hallways</u>									
		<u>Floors/Carpets:</u>								
		Sweep and damp mop/Vacuum			X					
		Spray Buff	X							
		Strip , seal and wax								X
		<u>Walls/Interior Doors and Frames</u>								
		Spot Clean	X							
		Dust Pictures, wall hangings, notice board frames					X			
		Descalc water fountains				X				
	<u>Offices</u>									
		<u>Floors/Carpets</u>								
		Spot Clean	X							
		Clean / Vacuum				X				
		Strip Seal and Wax								X
		<u>Walls/Interior Doors and Frames</u>								
		Spot Clean	X							
		Dust frames of notice boards, wall hangings					X			
		Damp wipe accessible window sills					X			
		Clean whiteboards	X							
		<u>Furnishings and Equipment</u>								
		Spot clean	X							
		Horizontal and vertical dust				X				
		Clean glass doors and display cases					X			
		<u>Waste Containers</u>								
		Empty and replace liners			X					
		Damp wipe containers					X			

<b>Staff Lunchrooms, Kitchenettes , Canteens</b>									
<b>Floors/Carpets</b>									
Spot Clean	X								
Clean / Vacuum			X						
Strip Seal and Wax									X
<b>Walls/Interior Doors and Frames</b>									
Spot Clean	X								
Dust frames of notice boards,wall hangings					X				
Damp wipe accessible window sills					X				
Clean whiteboards	X								
<b>Counters and Cabinets:</b>									
Clean and disinfect countertop			X						
Damp wipe cabinetry handles		X							
Damp wipe exterior cabinetry surface				X					
<b>Sinks and faucets:</b>									
Clean and disinfect			X						
<b>Appliances:</b>									
Clean and disinfect handles and knobs		X							
Damp wipe exterior surfaces				X					
Clean under and behind						X			
<b>Tables and Chairs:</b>									
Damp wipe table top			X						
Damp wipe table legs and chairs				X					
<b>Waste Containers:</b>									
Empty containers, replace liners			X						
Clean and sanitize waste containers	X			X					
<b>Conference, Training and Lecture Rooms</b>									
<b>Floors/Carpets:</b>									
Clean/Vacuum	X								
Strip, seal and wax									X
<b>Walls/Interior Doors and Frames</b>									
Spot Clean	X								
Dust frames of notice boards and wall hangings					X				
Damp wipe accessible window sills					X				
Clean whiteboards	X								
<b>Furnishings and Equipment:</b>									
Spot clean	X								
Horizontal and vertical dust					X				
<b>Waste Containers:</b>									
Empty and replace liners	X								
Damp wipe containers					X				
<b>Lockers and Dressing Rooms</b>									
<b>Floors:</b>									
Sweep and Damp Mop			X						
Strip , seal and wax									X
<b>Walls/Interior Doors and Frames</b>									
Spot Clean			X						
<b>Furnishings</b>									
Spot clean	X								
Clean / Dust					X				
<b>Public Washrooms</b>									
Clean and Disinfect Floors			X						
Spot clean walls, interior doors and frames			X						
Toilet seats, bowls, urinals, wash basins, - Clean and disinfect			X						
Faucets, receptacles, dispensers, door plates and partition plates and handles, toilets seats, flush valves, flush tanks, counters- Clean and disinfect			X						
Empty, wash, disinfect sani-cans and replace bags			X						
Damp wash toilet partitions			X						
Descalc toilet bowls and urinals			X						
Refuse receptacles emptied , washed and disinfected			X						
Shower stall walls and floors wiped and disinfected			X						
Soap dispensers, shower dispensers, toilet paper, sani-bags, paper towels to be replenished	X								

**Appendix D**  
**Regular Scheduled Steam Cleaning (included in firm price)**

NOTE: Includes all carpets and furniture containing fabric

**A) Singles Quarters**

Building 162 (Barrack Block)

Description	Area	Frequency
1 <sup>st</sup> Floor Hallway	319.3 m2	Semi-Annual
2 <sup>nd</sup> Floor Hallway and Lounge	434.6 m2	Semi-Annual
3 <sup>rd</sup> Floor Hallway and Lounge	419.3 m2	Semi-Annual
Suites (all)	20.4 m2	Annual

Bushell Park Single Quarters

Description	Approx Area	Frequency
BPSQ (all)	41.5 m2	Annual

**B) Non NFTC Facilities**

Building 62 (Chapel)

Description	Area	Frequency
Office and Chapel area	192.7 m2	Annual

Building 64 (Technical Services)

Description	Area	Frequency
1 <sup>st</sup> Floor and 2 <sup>nd</sup> Floor offices	846.5 m2	Annual
Snowbird Lounge	158.9 m2	Annual

Hanger 6 (431 Squadron)

Description	Area	Frequency
Squadron Offices	254.6 m2	Annual

## APPENDIX E APPOINTMENT OF ACCOUNT HOLDERS

### Appointment of Account Holders

The responsibility for care and custody of materiel in use is assigned to the account holder. The account holder must be an Officer or Non-Commissioned member (NCM), normally not below the rank of Sergeant. This does not preclude junior NCMs or civilian DND members of equivalent level from being appointed account holders.

**When the terms and conditions of a PSPC contract make a contractor responsible for all materiel and equipment entrusted to them, Contractor personnel under service contract to DND may be appointed as account holders.**

**An account holder may appoint one or more representatives who will be empowered to act on their behalf. The account holder is responsible for the actions of any appointed representatives with respect to the materiel held on that account.**

A listing of current account holders and their appointed representatives shall be maintained and distributed by the Wing Supply Officer.

### Responsibilities of the Account Holder

An account holder shall:

- a. sign for the account on completion of any required stocktaking;
- b. safeguard materiel on the account;
- d. verify holdings on change of account holder, or more frequently as directed by the CO;
- e. establish an account stocktaking cycle with SSO;
- f. report any losses immediately;
- g. arrange for repair or replacement of unserviceable materiel;
- h. ensure that excess materiel is returned to the supporting supply warehouse;
- i. maintain a current Account Holdings report; and
- j. ensure that all materiel issued on a DND 638 form (Temporary Issue to an Individual) is returned before signing the individual's clearance certificate. All temporary issues must be reviewed and re-signed annually.

### Change of an Account Holder

The outgoing and incoming account holders will perform a 100% stocktaking prior to the new account holder's acceptance.

The outgoing account holder is not cleared of his/her responsibilities until the WSupO has received the signature of the incoming account holder, accepting responsibility for the account.

Upon completion of the account stocktaking, the incoming account holder must sign a locally produced statement of account verification form, accepting responsibility for all materiel held on account.

## **APPENDIX F**

### **FORMS (Attached)**

ACC-01	15 Wing Quality Assurance Feedback Form
ACC-02	15 Wing Accommodations Room Registration
ACC-03	15 Wing Singles Quarters Report

DND 2227	Supply Document
DND 2228	Supply Document (Supplementary)

Non-Defence Team Personnel COVID-19 Awareness Attestation

**15 Wing - Janitorial Services – Quality Inspection Report**

Building Name: \_\_\_\_\_ Contractor Rep: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

	Quality Standard				Comments  (see reverse page for additional comments)
	EXCEED	MEETS	DOES NOT MEET	NOT OBSERVED	
1. Exterior					
2. Entrances/Foyers Lobbies / Stairways					
3. Hallways/Corridors					
4. Washrooms					
5. Laundry Facilities					
6. Janitorial Closets/Storage					
7. Common Kitchen					

10. Short Term Transient Quarters						
11. Permanent Quarters (B162)						
12. Permanent Quarters (BPSQ)						
13. Other (Specify)						

ADDITIONAL COMMENTS:

INSPECTOR SIGNATURE

CONTRACTOR SIGNATURE

**15 WING ACCOMODATIONS**  
**ROOM REGISTRATION FORM – PLEASE PRINT**

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_ SVC #: \_\_\_\_\_

UNIT/SECTION: \_\_\_\_\_ PHONE #: \_\_\_\_\_

NATURE OF VISIT: \_\_\_\_\_

ROOM #: \_\_\_\_\_ TYPE: SUITE RATE: \$40.00 PER NIGHT

NUMBER OF NIGHTS: \_\_\_\_\_

FROM – TO: \_\_\_\_\_ TOTAL COST: \$ \_\_\_\_\_

**PAYMENT METHOD:** If your stay is greater than 7 days or if accommodations are for a large group, one lump sum payment may be made prior to departure. Payment by cash or cheque, please make cheque payable to "RECEIVER GENERAL". Parking is across from the church on Davidson Ave. On departure please put payment in the envelope and drop off at MP's front gate, or leave it on table in room and secure room, leave key in drop box first floor by elevator.

Please bring this form to the ARAMARK office located in Building 162 room 101 (northwest end). Office hours are 0730 – 1600 hrs Monday to Friday.

If you would like a copy of your receipt please provide a mailing address and one will be sent to you.

METHOD OF PAYMENT: CASH CHEQUE

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

ADDRESS:

# 15 WING SINGLE QUARTERS REPORT

## **Member Information**

Service Number:

Surname:

Unit / Section:

Rank:

First Name:

## **Single Quarters Information**

Start / Cease:

Building:

Rating:

Originated by:

Room Number:

Effective Date:

Date:

Housing Manager:

Date:

## **Members pay Acknowledgement:**

Member:

Date:

# Supply Document

## Document d'approvisionnement


Customer control no.  
N° de contrôle du client

Transaction no.  
N° de transaction

### Part - Partie A

Transaction type: Type de transaction :							<input type="checkbox"/> Requisition Demande	<input type="checkbox"/> Return Retour	<input type="checkbox"/> Temporary issue Distribution temporaire	<input type="checkbox"/> Adjustment Rajustement	<input type="checkbox"/> Transfer Transfert	<input type="checkbox"/> Service	
Plant Division	SLoc Magasin	Customer account Compte client	Priority Priorité	Date required Date requise (yyaa-mm-dj)	Return date Date de retour (yyaa-mm-dj)	Attachment - Ci-joint DND 2228 ____ page(s)							
Cost Centre & expense element / Internal Order number / Funds Reservation Centre des coûts & élément de dépense / Numéro d'ordre interne / Réservation de fonds					Work order / Project / Activity / WBS Commande de travail / Projet / Activité / SRT								
CC :		IO - OI :		FR - RF :									
Originator request: Auteur de la demande :	Name - Nom		Signature			Telephone - Téléphone			Date (yyaa-mm-dj)				
Transfer between supply accounts - Transfert entre compte d'approvisionnement													
Issuing account - Compte de distribution		Name - Nom			Signature			Date (yyaa-mm-dj)					
Receiving account - Compte de réception		Name - Nom			Signature			Date (yyaa-mm-dj)					

### Special instructions / Substantiation / Additional information - Directives spéciales / Justification / Information supplémentaire

Certified pursuant to Section 32 of the <i>Financial Administration Act (if required)</i> Certifié conforme à l'article 32 de la <i>Loi sur l'administration financière (si nécessaire)</i>			_____ Name - Nom	_____ Signature
--	--	--	---------------------	--------------------

### Part - Partie B

#### Item - Article

Quantity Quantité	UOI U de distr	Stock no. / Part no. N° de nomenclature / N° de pièce	Serial no. N° de série	Equipment Check List no. N° de la liste de vérification de l'équipement		
Controlled goods Marchandises contrôlées		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	DMC: CDM :		
Hazardous materiel Matière dangereuse		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	Description		
Substitute acceptable Substitut acceptable		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non			
Issued by (name) - Distribué par (nom)				Issued by (signature) - Distribué par (signature)		Date (yyaa-mm-dj)
Received by (name) - Reçu par (nom)				Received by (signature) - Reçu par (signature)		Date (yyaa-mm-dj)

#### Item - Article

Quantity Quantité	UOI U de distr	Stock no. / Part no. N° de nomenclature / N° de pièce	Serial no. N° de série	Equipment Check List no. N° de la liste de vérification de l'équipement		
Controlled goods Marchandises contrôlées		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	DMC: CDM :		
Hazardous materiel Matière dangereuse		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	Description		
Substitute acceptable Substitut acceptable		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non			
Issued by (name) - Distribué par (nom)				Issued by (signature) - Distribué par (signature)		Date (yyaa-mm-dj)
Received by (name) - Reçu par (nom)				Received by (signature) - Reçu par (signature)		Date (yyaa-mm-dj)

DND 2227 (07-2016) 7530-21-914-9225

Design: Forms Management 613-995-9944  
Conception : Gestion des formulaires 613-947-8944

## Description / Instruction

### Part - Partie A

Customer control no. No. de contrôle du client	Allocated by the supply account custodian to track the document. Attribué par le titulaire du compte d'approvisionnement ou du représentant pour le suivi du document.
Transaction no. No de transaction	Number generated by the materiel management system of record. Numéro généré par le système de données de gestion du matériel.
SLoc Magasin	Storage Location of stocking account or materiel in use account (_S or _P). Numéro du magasin du compte d'entreposage ou du compte de matériel en service (_S ou _P).
Priority Priorité	Materiel priority code (1,2,3). Code de priorité du matériel (1, 2, 3).
Attachment Ci-joint	DND 2228 _____ page(s)      Extension of the DND 2227: Insert number of pages attached. Extension du DND 2227 : Inscrire le nombre de pages en pièce jointe.
Transfer between supply account Transfert entre compte d'approvisionnement	These blocks are to be filled and signed by the supply account custodian or their representative. Ces blocs doivent être remplis et signés par le titulaire du compte d'approvisionnement ou de son représentant.
Issuing account Compte de distribution	Plant and SLoc of the issuing account. Division et magasin du compte d'origine.
Receiving account Compte de réception	Plant and SLoc of the receiving account. Division et magasin du compte du destinataire.

### Part - Partie B

Item – Article _____ Item – Article _____	Number the items in sequential order. Numéroter les articles en ordre séquentielle.
UOI U de distr	Insert the Unit of Issue (UOI). Inscrire l'unité de distribution (U de distr).
DMC CDM	Insert the Demilitarization Code (DMC). Inscrire le code de démilitarisation (CDM).
Substitute acceptable Substitut acceptable	Any article in-lieu or substitute would be accepted. (Y/N). Un article de remplacement ou de substitution peut être accepté. (O/N).

# Supply Document (Supplementary)

## Document d'approvisionnement (supplémentaire)

Customer control no.  
N° de contrôle du client

Transaction no.  
N° de transaction

### Item - Article \_\_\_\_\_

Quantity Quantité	UOI U de distr	Stock no. / Part no. N° de nomenclature / N° de pièce	Serial no. N° de série	Equipment Check List no. N° de la liste de vérification de l'équipement
Controlled goods Marchandises contrôlées		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	DMC: CDM :
Hazardous materiel Matière dangereuse		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	
Substitute acceptable Substitut acceptable		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	
Issued by (name) - Distribué par (nom)			Issued by (signature) - Distribué par (signature)	Date (yyaa-mm-dj)
Received by (name) - Reçu par (nom)			Received by (signature) - Reçu par (signature)	Date (yyaa-mm-dj)

### Item - Article \_\_\_\_\_

Quantity Quantité	UOI U de distr	Stock no. / Part no. N° de nomenclature / N° de pièce	Serial no. N° de série	Equipment Check List no. N° de la liste de vérification de l'équipement
Controlled goods Marchandises contrôlées		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	DMC: CDM :
Hazardous materiel Matière dangereuse		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	
Substitute acceptable Substitut acceptable		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	
Issued by (name) - Distribué par (nom)			Issued by (signature) - Distribué par (signature)	Date (yyaa-mm-dj)
Received by (name) - Reçu par (nom)			Received by (signature) - Reçu par (signature)	Date (yyaa-mm-dj)

### Item - Article \_\_\_\_\_

Quantity Quantité	UOI U de distr	Stock no. / Part no. N° de nomenclature / N° de pièce	Serial no. N° de série	Equipment Check List no. N° de la liste de vérification de l'équipement
Controlled goods Marchandises contrôlées		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	DMC: CDM :
Hazardous materiel Matière dangereuse		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	
Substitute acceptable Substitut acceptable		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	
Issued by (name) - Distribué par (nom)			Issued by (signature) - Distribué par (signature)	Date (yyaa-mm-dj)
Received by (name) - Reçu par (nom)			Received by (signature) - Reçu par (signature)	Date (yyaa-mm-dj)

### Item - Article \_\_\_\_\_

Quantity Quantité	UOI U de distr	Stock no. / Part no. N° de nomenclature / N° de pièce	Serial no. N° de série	Equipment Check List no. N° de la liste de vérification de l'équipement
Controlled goods Marchandises contrôlées		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	DMC: CDM :
Hazardous materiel Matière dangereuse		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	
Substitute acceptable Substitut acceptable		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	
Issued by (name) - Distribué par (nom)			Issued by (signature) - Distribué par (signature)	Date (yyaa-mm-dj)
Received by (name) - Reçu par (nom)			Received by (signature) - Reçu par (signature)	Date (yyaa-mm-dj)

**15 Wing Moose Jaw  
COVID-19 Awareness Training Attestation /  
Qualification Record for Non-Defence Team Members**

The undersigned individual(s) attests that **XXXX Company** has provided the DND Offline COVID-19 Awareness Presentation to all of our employees and subcontractors (as applicable) that have access to 15 Wing Moose Jaw site, facilities and workspaces.

DND has provided the Offline COVID-19 Awareness Training Presentation to ensure all personnel are aware of the potential workplace hazard in COVID-19, and that all understand the necessary precautions and mitigations are in place to protect individuals who must access 15 Wing site, facilities and workspaces.

A nominal roll is attached with the names of all employees and subcontractors that have attested to reviewing and understanding the COVID-19 Offline Awareness Training Presentation.

For each name in the nominal roll, **XXXX Company** retains documentation to this effect:

☐

- a. By attesting that the COVID-19 Offline Awareness Training documentation was reviewed and understood

---

**XXXX Company Representative Signature**

## **Appendix G**

### **MINIMUM CLEANING STANDARDS FOR JANITORIAL SERVICES REQUIREMENTS**

#### **DEFINITION OF TERMS**

The definition of terms and quality standards described in this document for janitorial services core tasks and optional tasks must be strictly adhered to. All inspections made by the client will be rated according to these quality standards.

**Routine Cleaning** means cleaning operations which are specified to be performed monthly or more frequently such as weekly or daily.

**Scheduled Operations** means cleaning operations which are specified to be performed less frequently than monthly such as every two months, three times a year, quarterly, semi-annually or annually.

**Project Cleaning** means cleaning operations which are specified to be performed only when ordered by the client.

**Flight of Stairs** includes steps and risers situated between two floor levels including landing(s).

**Materials** include, but are not limited to, toilet tissue, paper hand towels, hand soap, deodorant blocks, hand sanitizer, plastic bags and sani-bags, as required for the performance of the work, in addition to the supplies necessary for the physical cleaning of the building(s).

**Trash** includes the contents of ashtrays, waste receptacles, sand urns and sani-cans. Also paper clips, paper, mop strings, pins, staples and discarded items on the floor or furniture.

**High Traffic Areas** includes entrance lobbies, elevator lobbies, corridors and traffic aisles in open office space.

## QUALITY STANDARDS

The Supplier must meet the following standards:

### **1. Cleaning: General**

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- a. All surfaces and objects specified in the contract must be free of dust, stains, spills, debris and soil immediately after cleaning operation.
- b. Machinery and equipment must not block a passageway, or present a trip hazard.
- c. Caution signs must be placed adjacent to the affected area on all approaches.
- d. Furnishings moved by cleaners must be relocated to their original location.

### **2. Spot Cleaning**

- a. All affected areas must be clear of stains, streaks and soil.
- b. All over-spray from spray applicators must be wiped clean from all surfaces.

### **3. Sweeping**

- a. All floor areas including open areas and flooring around furniture legs and into corners be free of dirt and litter.

### **4. Cleaning with a Hose**

- a. All areas must be clean of dirt, mud and debris with no water ponding as a result of the cleaning with a hose.
- b. Equipment is removed and stored immediately after use.

### **5. Dust Mopping**

- a. All floor areas including open areas and flooring around furniture legs and into corners must be free of debris and dust film.

### **6. Damp Mopping**

- a. Floor areas including open areas and flooring around furniture legs and into corners must be clean and free of surface stains, soil, mop streaks, loose mop strands and water spotting.
- b. The supplier must sweep or dry mop the area immediately before damp mopping.
- c. The supplier must start damp mopping with clean water and mop.
- d. Walls, baseboards and other surfaces must be free of splash marks.

### **7. Wash Floors**

- a. All standards outlined in "Damp Mopping" apply.
- b. In addition, surfaces must be rinsed free of cleaning solution after floors are washed.
- c. All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations as well as scuff marks.

### **8. Machine Scrubbing**

- a. All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.
- b. Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.

### **9. Spray Buffing**

- a. Following spray buffing, all areas must present an overall appearance of cleanliness, have a bright shine through out and be free of debris and dust.
- b. Spills, scuffs and stains must be removed prior to spray buffing

**10. Scrub and Refinish**

- a. Supplier must apply all performance standards as with "Machine Scrubbing".
- b. In addition, supplier must apply one coat of finish compatible with existing finish.
- c. As a result of the "Scrub and Refinish", all areas must present an overall appearance of cleanliness free of scuffs and stains, have a bright shine and be free of debris and dust once the "Scrub and Refinish" is complete.

**11. Strip and Refinish**

- a. Supplier must apply all performance standards as with "Scrub and Refinish".
- b. All old finish must be removed and all residual stripper chemical cleaned away.
- c. New finish must be applied to all portions of the floors.
- d. Refinish must include 2 coats of finishing material ( wax, etc.).
- e. All areas must be clean and clear of all stains, blemishes and dirt, and have a consistent shine free of scrapes and marks once the "Strip and Refinish" is complete.

**12. Vacuuming**

- a. All carpet surfaces must have an overall appearance of cleanliness and must be free of visible dust, dirt and grit.
- b. A power head must be used. Vacuums must be 2 motor design (1 for suction, 1 for power head).

**13. Stain Removal**

- a. All carpets and walk-away mats must have no visible stains or discoloration after stain removal operation.
- b. Where stain removal involves wetting of a hard surface floor, caution signs must be in place around affected work area.

**14. Hot Water Extraction**

- a. All carpets and walk-away mats must be clean and free of accumulated dust and dirt and stain as a result of Hot Water Extraction.
- b. Areas must be cleaned to walls and corners.

**15. Damp Wiping**

- a. Surfaces must be free of dust, stains, streaks and water spotting following damp wiping.
- b. Wiping cloths must be rinsed frequently and free of stains and odors.
- c. Feather dusters are not acceptable.

**16. Glass and Mirror Cleaning**

- a. All glass must be clean on both sides and free of streaks and finger marks.
- b. Adjacent areas including frames, casing and ledges must be free of water spotting, splash marks and streaks.

**17. High dusting**

- a. All surfaces must be free of dust.
- b. High dusting must be effected using either damp rag wiping or vacuuming. The method will be specified by the client.
- c. Dust must be contained and prevented from floating freely in the air during operation.

**18. Clean and Disinfect**

- a. Client-approved, commercial disinfectant cleaner must be used.
- b. Manufacturer's instructions must be followed for best results.
- c. All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant

## ANNEX "B"

### BASIS OF PAYMENT

- Prices include all costs related to providing the service described in the Statement of Work such as the cost of supervision, supplies, equipment, etc.
- Prices remain firm for the period of the Contract and option years.
- GST is not included in the unit prices but will be added to any invoice issued against the Contract as a separate item.

Year 1 – July 1, 2021 to June 30, 2022

Firm Requirement		Unit of Issue	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (axb)
A	Firm all-inclusive monthly rate for <b>Single Quarters</b> Accommodation Management, Janitorial, Linen and Steam Cleaning services	Per Month	12	\$_____/Month	\$_____
B	Firm all-inclusive monthly rate for <b>Non-NFTC Facility</b> Janitorial Services	Per Month	12	\$_____/Month	\$_____
<b>Additional Services , except Steam Cleaning "as and when requested"</b>					\$_____
C	Firm all-inclusive hourly rate to provide additional janitorial services , "as and when required"	Per Hour	6	\$_____/Hour	\$_____
D	Firm all-inclusive hourly rate to provide after hour Accommodation Management services , "as and when required"	Per Hour	3	\$_____/Hour	\$_____
<b>Additional Steam Cleaning</b>					
E	Additional Steam Cleaning "as and when requested"				
1	Firm all inclusive rate to provide "as and when requested" steam cleaning - singles quarters whole units (including fabric upholstered furniture)	Per Room BB162	132	\$_____/Room BB162	\$_____
		Per Unit BPSQ	132	\$_____/Unit BPSQ	\$_____

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	2	Firm All inclusive rate to provide "as and when requested" steam cleaning services - fabric upholstered chairs	Per Chair	24	\$_____/Chair	\$_____
	3	Firm All inclusive rate to provide "as and when requested" steam cleaning services - fabric upholstered sofas/loveseats	Per Sofa/Loveseat	24	\$_____/Sofa/Loveseat	\$_____
	4	Firm All inclusive rate to provide "as and when requested" steam cleaning services – other carpet or fabric	Per Square Foot	600	\$_____/Square Foot	\$_____
Total Price (i):						\$_____

NOTE: As and when required services will be called up in accordance with Section 7.1.2.1 Tasking Authorization Process

Year 2 – July 1, 2022 to June 30, 2023

Firm Requirement		Unit of Issue	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (axb)
A	Firm all-inclusive monthly rate for <b>Single Quarters</b> Accommodation Management, Janitorial, Linen and Steam Cleaning services	Per Month	12	\$_____/Month	\$_____
B	Firm all-inclusive monthly rate for <b>Non-NFTC Facility</b> Janitorial Services	Per Month	12	\$_____/Month	\$_____
<b>Additional Services , except Steam Cleaning "as and when requested"</b>					\$_____
C	Firm all-inclusive hourly rate to provide additional janitorial services , "as and when required"	Per Hour	6	\$_____/Hour	\$_____
D	Firm all-inclusive hourly rate to provide after hour Accommodation Management	Per Hour	3	\$_____/Hour	\$_____

	services , “as and when required”				
<b>Additional Steam Cleaning</b>					
E	Additional Steam Cleaning “as and when requested”				
1	Firm all inclusive rate to provide “as and when requested” steam cleaning - singles quarters whole units (including fabric upholstered furniture)	Per Room BB162	132	\$_____/Room BB162	\$_____
		Per Unit BPSQ	132	\$_____/Unit BPSQ	\$_____
2	Firm All inclusive rate to provide “as and when requested” steam cleaning services - fabric upholstered chairs	Per Chair	24	\$_____/Chair	\$_____
3	Firm All inclusive rate to provide “as and when requested” steam cleaning services - fabric upholstered sofas/loveseats	Per Sofa/Loveseat	24	\$_____/Sofa/Loveseat	\$_____
4	Firm All inclusive rate to provide “as and when requested” steam cleaning services – other carpet or fabric	Per Square Foot	600	\$_____/Square Foot	\$_____
Total Price (ii):					\$_____

NOTE: As and when required services will be called up in accordance with Section 7.1.2.1 Tasking Authorization Process

Year 3 – July 1, 2023 to June 30, 2024

Firm Requirement		Unit of Issue	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (axb)
A	Firm all-inclusive monthly rate for <b>Single Quarters</b> Accommodation	Per Month	12	\$_____/Month	\$_____

	Management, Janitorial, Linen and Steam Cleaning services				
B	Firm all-inclusive monthly rate for <b>Non-NFTC Facility</b> Janitorial Services	Per Month	12	\$_____/Month	\$_____
<b>Additional Services , except Steam Cleaning “as and when requested”</b>					\$_____
C	Firm all-inclusive hourly rate to provide additional janitorial services , “as and when required”	Per Hour	6	\$_____/Hour	\$_____
D	Firm all-inclusive hourly rate to provide after hour Accommodation Management services , “as and when required”	Per Hour	3	\$_____/Hour	\$_____
<b>Additional Steam Cleaning</b>					
E	Additional Steam Cleaning “as and when requested”				
1	Firm all inclusive rate to provide “as and when requested” steam cleaning - singles quarters whole units (including fabric upholstered furniture)	Per Room BB162	132	\$_____/Room BB162	\$_____
		Per Unit BPSQ	132	\$_____/Unit BPSQ	\$_____
2	Firm All inclusive rate to provide “as and when requested” steam cleaning services - fabric upholstered chairs	Per Chair	24	\$_____/Chair	\$_____
3	Firm All inclusive rate to provide “as and when requested” steam cleaning services - fabric upholstered sofas/loveseats	Per Sofa/Loveseat	24	\$_____/Sofa/Loveseat	\$_____
4	Firm All inclusive rate to provide “as and when requested” steam cleaning services – other carpet or fabric	Per Square Foot	600	\$_____/Square Foot	\$_____

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Total Price (iii):						\$ _____

NOTE: As and when required services will be called up in accordance with Section 7.1.2.1 Tasking Authorization Process

(OPTION) Year 4 – July 1, 2024 to June 30, 2025

Firm Requirement		Unit of Issue	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (axb)
A	Firm all-inclusive monthly rate for <b>Single Quarters</b> Accommodation Management, Janitorial, Linen and Steam Cleaning services	Per Month	12	\$ _____ / Month	\$ _____
B	Firm all-inclusive monthly rate for <b>Non-NFTC Facility</b> Janitorial Services	Per Month	12	\$ _____ / Month	\$ _____
<b>Additional Services , except Steam Cleaning “as and when requested”</b>					\$ _____
C	Firm all-inclusive hourly rate to provide additional janitorial services , “as and when required”	Per Hour	6	\$ _____ / Hour	\$ _____
D	Firm all-inclusive hourly rate to provide after hour Accommodation Management services , “as and when required”	Per Hour	3	\$ _____ / Hour	\$ _____
<b>Additional Steam Cleaning</b>					
E	Additional Steam Cleaning “as and when requested”				
1	Firm all inclusive rate to provide “as and when requested” steam cleaning - singles quarters whole units (including fabric upholstered furniture)	Per Room BB162	132	\$ _____ / Room BB162	\$ _____
		Per Unit BPSQ	132	\$ _____ / Unit BPSQ	\$ _____
2	Firm All inclusive rate to provide “as and when requested” steam	Per Chair	24	\$ _____ / Chair	\$ _____

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		cleaning services - fabric upholstered chairs				
	3	Firm All inclusive rate to provide "as and when requested" steam cleaning services - fabric upholstered sofas/loveseats	Per Sofa/Loveseat	24	\$_____/Sofa/Loveseat	\$_____
	4	Firm All inclusive rate to provide "as and when requested" steam cleaning services – other carpet or fabric	Per Square Foot	600	\$_____/Square Foot	\$_____
Total Price (iv):						\$_____

NOTE: As and when required services will be called up in accordance with Section 7.1.2.1 Tasking Authorization Process

(OPTION) Year 5 – July 1, 2025 to June 30, 2026

Firm Requirement		Unit of Issue	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (axb)
A	Firm all-inclusive monthly rate for <b>Single Quarters</b> Accommodation Management, Janitorial, Linen and Steam Cleaning services	Per Month	12	\$_____/Month	\$_____
B	Firm all-inclusive monthly rate for <b>Non-NFTC Facility</b> Janitorial Services	Per Month	12	\$_____/Month	\$_____
<b>Additional Services , except Steam Cleaning "as and when requested"</b>					\$_____
C	Firm all-inclusive hourly rate to provide additional janitorial services , "as and when required"	Per Hour	6	\$_____/Hour	\$_____
D	Firm all-inclusive hourly rate to provide after hour Accommodation Management services , "as and when required"	Per Hour	3	\$_____/Hour	\$_____
<b>Additional Steam Cleaning</b>					

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W0121-20DL02

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File No. - N° du dossier  
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E	Additional Steam Cleaning "as and when requested"					
	1	Firm all inclusive rate to provide "as and when requested" steam cleaning - singles quarters whole units (including fabric upholstered furniture)	Per Room BB162	132	\$_____/Room BB162	\$_____
			Per Unit BPSQ	132	\$_____/Unit BPSQ	\$_____
	2	Firm All inclusive rate to provide "as and when requested" steam cleaning services - fabric upholstered chairs	Per Chair	24	\$_____/Chair	\$_____
	3	Firm All inclusive rate to provide "as and when requested" steam cleaning services - fabric upholstered sofas/loveseats	Per Sofa/Loveseat	24	\$_____/Sofa/Loveseat	\$_____
	4	Firm All inclusive rate to provide "as and when requested" steam cleaning services – other carpet or fabric	Per Square Foot	600	\$_____/Square Foot	\$_____
Total Price (v):						\$_____
TOTAL EVALUATED BID PRICE( (i) + (ii) + (iii) + (iv) + (v)):						\$_____

NOTE: As and when required services will be called up in accordance with Section 7.1.2.1 Tasking Authorization Process

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## **ANNEX “C”**

### **SECURITY REQUIREMENTS CHECK LIST**

*(As Attached)*



Government  
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Security Classification / Classification de sécurité

**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 ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
DND		2 Canadian Air Division
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 Accommodation Services and Janitorial Services for 15 Wing Moose Jaw		
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 type="checkbox"/> No Non <input checked="" 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 checked="" type="checkbox"/> No Non <input 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 checked="" 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 checked="" 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 checked="" 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"/>



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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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



RELIABILITY STATUS  
COTE DE FIABILITÉ



CONFIDENTIAL  
CONFIDENTIEL



SECRET  
SECRET



TOP SECRET  
TRÈS SECRET



TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL  
NATO CONFIDENTIEL



NATO SECRET  
NATO SECRET



COSMIC TOP SECRET  
COSMIC TRÈS SECRET



SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

On DND premises, unscreened pers. may

only access public/reception zones

☐ No ☒ Yes  
Non Oui

☒ No ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non Oui



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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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## **ANNEX “D” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

## ANNEX "E" to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.
- OR
- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

## **ANNEX "F"**

### **INSURANCE REQUIREMENTS**

#### **Commercial General Liability Insurance**

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

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- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

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## **ANNEX “G”**

### **DND 626 TASK AUTHORIZATION FORM**

*(As Attached)*



Design: Forms Management 993-4050  
Conception : Gestion des formulaires 993-4062

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

Location where the work will be completed, if other than the contractor's location.

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

### Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

### Cost

The cost of the Task broken out into the individual costed items in **Services**.

### GST/HST

The GST/HST cost as appropriate.

### Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

### Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

### Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

### Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

### Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ont à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

### Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

### TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

### Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

### Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

### Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

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## ANNEX "H"

### TASK AUTHORIZATION USAGE REPORT

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
<b>Total Dollar Value of TAs for this Period:</b>			
<b>Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):</b>			

[ ] Check this box if you are submitting a **NIL REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

[PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca](mailto:PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca)

Or

Facsimile: (780) 497 – 3510