



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

Bid Receiving/Réception des soumissions

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**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Canadian Food Inspection Agency

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

Proposition aux : Agence canadienne d'inspection des aliments

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

Comments: - Commentaries :

Title – Sujet Janitorial Services – Saskatoon Lab Services de nettoyage – Laboratoire Saskatoon		Date 2021-06-01
Solicitation No. – N° de l'invitation C0365		
Client Reference No. - No. De Référence du Client C0365		
Solicitation Closes – L'invitation prend fin		
At / à :	3 :00pm	EST (Eastern Standard Time) HNE (heure normale de l'Est)
On / le :	2021-06-30	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Robert.smith@canada.ca		
Telephone No. – No. de téléphone 613-884-9802	Facsimile No. – No. de télécopieur N/A	
Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



Canadian Food
Inspection Agency

Agence canadienne
d'inspection des aliments

Solicitation No. – N° de l'invitation :
(Insert solicitation number)

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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, Financial 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, Security Requirements, the Security Requirements Checklist, and the Insurance Requirements.

1.2 Summary

- 1.2.1** This solicitation and eventual contract is to provide Janitorial services.
- This requirement is for the Canadian Food Inspection Agency's Calgary laboratory;

- 1.2.2** The following security requirements apply:

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.

- 1.2.3** The following trade agreements apply:

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

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 Canadian Food Inspection agency Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Bids must be submitted only to the Canadian Food Inspection Agency Bid Receiving email box specified below by the date and time indicated on page 1 of the bid solicitation:

cfia.bidreceipt-receptiondesoumission.acia@canada.ca

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

2.3 Former Public Servant

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

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 ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 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 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 116 Veterinary Rd, Saskatoon, Saskatchewan, S7N 2R3 on June 9, 2021 at 10:30 am CST.

Bidders must communicate with the Contracting Authority no later than June 7, 2020 at 3pm MST to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

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

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 soft copy)

Section II: Financial Bid (1 soft copy)

Section III: Certifications (1 soft copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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.

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 and describe their approach 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".

3.1.2 SACC Manual Clauses

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, financial, and evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Corporate Mandatory Criteria			
Item No.	Mandatory Criteria	Supporting Documentation	Substantiation
M1	The firm must have a minimum of five (5) years of experience in commercial/institutional cleaning in high cleanliness areas. High	Provide commercial/institution names, locations, contract	

	cleanliness areas include the lunchroom/cafeteria and washrooms. This criterion will be further evaluated in PR1 .	duration, and detailed description of the work.	
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Resource

M2	<p>The Bidder must provide a résumé for the proposed resource including the proposed back-up resource for full time employees with equivalent experience. All proposed resources assigned to the site must have a minimum of two (2) years of experience providing a janitorial service of a comparable or greater scope of work (size of building and cleaning requirements).</p> <p>The résumés must include the following:</p> <ul style="list-style-type: none"> • Name of client organization or company; • Name, Title, Telephone number and Fax number of contact; • Description of project or contract; • Location of the project or contract; • Value of the project or contract. • Performance period of the project or contract. 	Provide a résumé for the proposed resource and back-up resource for validation purposes.	
M3	<p>The firm must provide references for three (3) previous projects within the last five (5) years performing with janitorial services.</p> <p>The bidder must provide the following:</p> <ul style="list-style-type: none"> • Name of client organization or company; • Name, Title, Telephone number and Fax number of contact; • Description of project or contract; 	<p>Provide examples of projects for which the bidder has provided services of the same scope and size.</p> <p>Each project cited must be supported by client contact information for validation purposes.</p>	

	<ul style="list-style-type: none"> • Approximate size in square meters of the cleanable area; • Location of the project or contract; • Value of the project or contract. • Performance period of the project or contract. <p>The projects identified in this criterion will be further evaluated at PR3.</p>		
M4	The Bidder must have proof of Commercial General Liability Insurance in the amount of no less than one million dollars (\$1,000,000.00) valid for the duration of the contract.	Provide copies of valid insurance certificates.	
M5	The Bidder must have proof of Workplace Hazardous Materials Information System (WHMIS) training for <u>all proposed resources</u> .	Provide copies of valid certificates.	
M6	The Bidder must provide a copy of their Workman's Compensation Board (WCB) certificate which must be valid for the duration of the contract.	Provide clearance letter from WCB.	

4.1.1.2 Point Rated Technical Criteria

Item No.	Point Rated Criteria	Supporting Documentation	Points	Substantiation
PR1	<p>The firm should have a minimum of five (5) years of experience in commercial/institutional cleaning in high cleanliness areas.</p> <p>>15 years = 15 points >10 years up to 15 years = 10 points >5 years up to 10 years = 5 points <5 years = 0 points</p>	<p>Provide examples of projects for which the firm has experience in commercial/institutional cleaning in high cleanliness areas.</p> <p>Each project cited must be supported by client contact information for validation purposes.</p>	<p>Max: 15 /15</p>	

PR2	<p>The firm has a minimum of two (2) years of experience in laboratory cleaning.</p> <p>5 points – Has two (2) years of experience. 0 points - Does <u>NOT</u> have two (2) years of experience..</p> <p>The bidder must provide the following:</p> <ul style="list-style-type: none"> • Name of client organization or company; • Name, Title, Telephone number and Fax number of contact; • Description of project or contract; • Location of the project or contract; • Value of the project or contract. • Performance period of the project or contract. 	<p>Provide examples of projects for which the firm has experience in laboratory cleaning.</p> <p>Each project cited must be supported by client contact information for validation purposes.</p>	Max: 5	
Total				

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

4.2 Basis of Selection

SACC Manual Clause [A0027T](#) , Basis of Selection – Highest Combined Rating of Technical Merit and Price.

4.2.1 Highest Combined Rating of Technical Merit (70%) and Price (30%)

4.2.1.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and
- (c) obtain the required minimum number of points specified in Attachment 2 to Part 4 for the point rated technical criteria.

4.2.1.2 Bids not meeting 4.2.1.1 (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

- 4.2.1.3** The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i): $PS_i = LP / P_i \times 30$. P_i is the evaluated price (P) of each responsive bid (i).
- 4.2.1.4** A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i): $TMS_i = OS_i \times 70$. OS_i is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Attachment 2 to Part 4, determined as follows: total number of points obtained / maximum number of points available.
- 4.2.1.5** The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: $CR_i = PS_i + TMS_i$.
- 4.2.1.6** The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 2 to Part 4 will be recommended for award of a contract.
- 4.2.1.7** The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Score for Point Rated Technical Criteria	OS1: 120/135	OS2: 98/135	OS3: 82/135
Bid Evaluated Price	P1: C\$60,000	P2: C\$55,000	LP and P3: C\$50,000
Calculations	Technical Merit Score (OSi x 70)	Pricing Score(LP/Pi x 30)	Combined Rating
Bidder 1	120/135 x 70 = 62.22	50/60 x 30 = 25.00	87.22
Bidder 2	98/135 x 70 = 50.81	50/55 x 30 = 27.27	78.08
Bidder 3	82/135 x 70 = 42.52	50/50 x 30 = 30.00	72.52

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.

5.1.2 Additional Certifications Precedent to Contract Award

5.1.2.1 Status and Availability of Resources

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

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

5.1.2.2 Education and Experience

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 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. 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.

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".

7.2 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

7.3.1 The security requirements found within the Security Requirements Checklist (Annex C) apply and form part of the Contract.

7.4 Term of Contract

The term of the Contract is from August 1, 2021 to July 31, 2024 inclusive.

7.4.1 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least seven (7) 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: Robert Smith
Title: Contracting Officer
Canadian Food Inspection Agency
Address: 59 Camelot Drive, Ottawa, ON K1A 0Y9

Telephone: 613-773-7397

E-mail address: Robert.smith@canada.ca

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

7.5.2 Project Authority

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

TBD

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.

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.

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);

7.7.3 Method of Payment – Monthly

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

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

7.8 Invoicing Instructions

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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.

7.10 Applicable Laws

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

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 2003 (2020-05-28);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;

- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____.

7.12 Insurance Requirements

SACC *Manual* clause [G1005C](#) (2016-01-28) Insurance

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

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

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

ANNEX "A"

STATEMENT OF WORK

CFIA Saskatoon Laboratory is accredited by the Standards Council of Canada to ISO Guide 17025 for the testing that is delivered to its customers. Quality control is a large part of the CFIA's business, as a result, building cleaning levels are required to be maintained to a very high degree of cleanliness to avoid any cross contamination that could compromise laboratory analysis.

Work shall be performed at the CFIA Saskatoon Laboratory reporting to the Laboratory's Facility Manager and to the satisfaction of the CFIA's Saskatoon Laboratories Representative using the specifications supplied as the guideline.

CLEANING CONTRACT GUIDELINES

1.0 LOCATION

The requirements of this contract are to be conducted at the following place of business:
CFIA/ Saskatoon Laboratory
116 Veterinary Road,
Saskatoon, Sask.
S7N 2R3

2.0 INSPECTION

The Contractor must notify the CFIA representative when each major frequency cleaning operation (3 months frequency or greater) listed on the schedule of operations is completed. Inspections of the work will be carried out on a frequent basis to ensure duties are being performed to the required specifications.

3.0 SAFETY

The Contractor shall take care, at all times to protect its employees, tenants, and all other persons on the premises from any harm and shall comply with all applicable safety standards and regulations recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction including the Saskatoon Laboratories Contractor's Safety Form.

4.0 MATERIALS

CFIA Saskatoon shall provide all supplies and equipment such as, but not limited to, pails, carts, mops, brooms, chemical products, floor finishing products, disinfectants, garbage bags, floor finishing and polishing equipment, vacuum cleaners, ladders, etc. to enable contractor to meet the specifications of the contract. It is the responsibility of the contractor to ensure that all chemicals used for cleaning operations are used as intended by the manufacturer. Ensure that all chemicals are mixed according to manufacturers' recommendations. The contractor shall be held responsible for any damage caused by chemicals or materials in the event of misuse or spills.

5.0 SPACE

- 5.1 CFIA shall supply the Contractor with one lockable janitorial storage rooms, 109, for storage of equipment and supplies, including an area in the crawlspace for extra material for waxing, etc.
- 5.2 The Contractor must not list, publicize or use in any fashion, for business purposes, the address of the building that this contract is being carried out in.

5.3 The Contractor is responsible for the safety of all equipment and supplies stored in this space, unless signs of physical break and entering are noticeable. The Contractor is responsible for the safe and efficient operation of all equipment provided by CFIA Saskatoon and will be held responsible for any repairs as a result of misuse. All repairs will then be carried out to the satisfaction of the CFIA or by the CFIA and charged back to the Cleaning Company.

6.0 ACCESS

6.1 **Only those employees whose names appear on the Contractor's payroll that have a valid security clearance and are required to perform duties described in the Statement of work shall be allowed access to the work site. No other persons accompanying the employees will be allowed on site unless they are escorted by a CFIA representative.**

6.2 CFIA Saskatoon will supply the Contractor with one copy of a janitorial room master key and one security access card for each employee that is working at this site for the duration of this contract. These items must be fully protected at all times. Keys must not leave the building at any time. The Contractor must immediately notify the Owners' representative if any security cards or keys are lost or stolen.

7.0 EMPLOYEES

7.1 The Contractor and its employees will be required to comply with CFIA's applicable security check requirements. Employees must meet the "Reliability" Security Clearance Level. Valid security clearance is required prior to an employee entering the building. (Security Clearance means a clear criminal record.) **Note:** It would be in the best interest of the janitorial company to maintain a list of available employees that are cleared to work at this site in case of emergencies. Failure to meet the CFIA's security clearance requirements or lack of trained employees on site will void the contract.

7.2 The Contractor must give the CFIA representative 24 hrs. notice prior to a **new qualified** employee entering the building.

7.3 All Contractors' employees must have **WHMIS** training, and show documentation verifying this, prior to commencing work under this contract and prior to any new staff being allowed on-site.

7.4 The employees assigned to this site must be capable of communicating clearly in English. (Oral and Written).

7.5 The Agency representative reserves the right to reject any employee of the Contractor before or during the operation of this contract with just cause.

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

7.7 All cleaning personnel shall be neatly dressed and of tidy appearance and use closed toe footwear.

7.8 **The contractor shall have "spare staff", fully trained and security cleared that are familiar with the building cleaning routines should situations occur where staff fail to report for duty there shall not be any lapse in service to the client.**

7.9 The contract must ensure janitorial staff must have all training in place prior to being admitted inside the building.

8.0 GENERAL CONDITIONS

- 8.1 A log will be supplied by CFIA and maintained in the Custodian's room by the Contractor in which he/she shall record on a daily basis, all of the work performed "other than the normal" day-to-day cleaning. Any entries into this log book must be dated and initialed by the contractor or rep. The log will be made available for inspection by the Agency representative. CFIA will use this log book to note any comments to the cleaners such as additional cleaning requests.
- 8.2 Quality standards shall be strictly adhered to. Inspections made by the Agency representative shall be the basis of these standards.
- 8.3 All routine cleaning shall be performed during the hours between Monday to Friday with a starting time of 17:00 hrs and a finishing time of what is deemed necessary to perform the work required in this contract. All or any extra cleaning operations shall be scheduled to limit the inconvenience to the Agency or its occupants. The Contractor may enter the building no earlier than 17:00 hrs, (unless agreed on previously), Monday-Friday and must have all "areas" cleaned by 24:00 hrs. All alternate frequency cleaning three (3) months and greater are to be pre-arranged and verified with the CFIA representative before and after the task is performed. Alternate frequency cleaning is in addition to regular routine cleaning and shall also be done after regular working hours. A notice of two weeks (2) will be given if deemed necessary by the Agency representative to change custodians "starting time".
- 8.4 Alternate frequency cleaning (3) months or greater will be carried out in such a manner that no more than 50% of the building will be illuminated while cleaning operations are underway during unoccupied hours, i.e., work shall be completed on each floor, or section of floor, and lights switched off, before proceeding to the next floor or section of floor to commence operations in that area. Where individual offices are equipped with light switches, lights are to be turned on when entering to clean the office, and switched off, immediately upon leaving the office.
- 8.5 **Lockable doors to all spaces must be kept locked at all times, and must never be "propped" open other than to carry something through.**
- 8.6 The Contractor shall maintain on-site supervision to ensure that all requirements of this contract are fulfilled. The Contractor must provide the CFIA representative with a 24hr emergency contact number and immediately address any of the CFIA concerns that fall within the scope of the contract specifications.
- 8.7 **Under no circumstance is the Contractor to remove anything from the building without prior approval from the CFIA representative.**
- 8.8 CFIA Saskatoon Laboratory is a smoke-free workplace.
- 8.9 The Contractor must not use any CFIA Saskatoon equipment such as, but not limited to, fax machines, audio visual equipment, computers, tools, photocopiers, etc. The Contractor is only authorized to use equipment and supplies issued to him/her by CFIA.
- 8.10 The Contractor must not remove any papers or boxes on the floor in labs or office areas. Boxes outside of these areas (hallways etc.) unless clearly marked as "**KEEP**", is deemed garbage and can be disposed of / recycled. Cleaning must be done around these items unless told otherwise.
- 8.11 CFIA Saskatoon will provide all waste disposal services. Contractor must deposit waste in designated container(s).

- 8.12 The Contractor shall provide a written report to the Owner's representative if any damage has occurred to the CFIA's property from said Contractor. The Contractor shall make good any damage at no expense or inconvenience to CFIA.
- 8.13 **The Contractor must obtain the Contracting Authority's written consent before subcontracting or permitting the subcontracting of any part of the Work.**

9.0 NON CONTRACT AREAS

The following areas listed are not in this cleaning contract:

- A. Crawl Space 00.1, 00.2, 00.3
- B. Upper Mechanical Room 208, 208.1
- C. Lower Mechanical Room 110
- D. Facility Maintenance 121, 120.1
- E. All Service Core Rooms 104.1, 122.1, 125.2, 128.1, 224, 225, 219.1, 210.1, 202.1
- F. BioSecurity Area all 124 rooms
- G. Incinerator Area 117.3, 117.5

10.0 RESTRICTED AREAS

The following is a list of Restricted Areas requiring escort with a cleaning frequency of once per month at minimum or as required. Arrange cleaning service by appointment with the room head posted on the door, as required and not more than monthly unless requested by CFIA,

Note: if cleaning is done in the evening hours this extra cleaning will be required during working hours.
 (Matrix table section 19.1)

- A. Chemical Storage 123
- B. Consumable Stores 118, 118.1, 118.2, 118.3
- C. LAN Room 108.1
- D. PCR mix room 212
- E. Parasite Maintenance 211.1
- F. Special Projects Parasitology 211

APPROX. SUMMARY OF FLOORING AREAS			
Flooring Type	Location	Approx. Totals m ²	Actual Area m ²
Resilient Flooring – Lino & SomeVinyl Tile	1 st Floor and 2 nd Floor	1100 m ²	TBD On site
Carpet – Interface Carpet Tile & Some Broadloom	1 st Floor 2 nd Floor	380 m ²	TBD On site
Epoxy	1 st Floor 2 nd Floor	180 m ²	TBD On site
GRAND TOTAL: To be VERIFIED on site during the site visit.			

11.0 CLEANING AND RESPONSIBILITIES OF CLEANING COMPANY (CORE SERVICES)

- 1.0 **EXTERIOR GENERAL** – Standard Practice and Frequency:
- 1.1 Polish ornamental work, metal entrance doors of the building daily.
- 1.2 Glass on entrance doors to be cleaned on both sides daily or as necessary.
- 1.3 Cobwebs, dead insects, etc. to be removed from entrances of building twice weekly or as required.
- 1.4 Empty outside cigarette containers at front and back entrances weekly and dispose of ashes directly into outside dumpster container to minimize fire hazard.
- 1.5 Monthly clean all 1st floor interior and exterior glass in the main entrances area using soap, water and window squeegee method.
- 2.0 **INTERIOR GENERAL** – Where applicable, cleaning shall be done as follows for the day:
- 2.1 All rooms shall be cleaned daily, with the following exception:
- 2.2 High ledges, tops of partitions, pipes and other high areas (6') where dust collects to be dusted four (4) times per year, i.e., July, October, January and April.
- 2.3 Notice boards and display show cases to be cleaned once a month, glass to be kept clean.
- 2.4 Fire hose cabinets, fire extinguishers and notice boards to be dusted and cleaned weekly.
- 2.5 Spare.
- 2.6 Door kick plates and hand plates to be washed daily, using germicidal disinfectant solution.
- 2.7 All entrance and cupboard doors and frames to be kept free of all marks.
- 2.8 Coat space – shelves for hats, boots, shoes, etc., to be cleaned daily.
- 2.9 Painted steel and wood doors and door frames throughout the building to be cleaned of finger marks and other dirt daily, washed with an approved cleaner once a month.
- 2.10 Filing cabinets to be cleaned and washed weekly.
- 2.11 Ledges, window sills, mouldings to be dusted weekly with a damp cloth using germicidal disinfectant solution.
- 2.12 All doors and door frames to be kept clean and free of all marks.
- 2.13 All radiators to be dusted weekly and steel covers to be cleaned with a damp cloth using germicidal disinfectant solution weekly.
- 2.14 Wipe all telephone handsets using a damp cloth and the germicidal disinfectant solution provided, weekly or as required.
- 2.15 All fabric, painted, brick, plaster, ceramic, wood panel walls to be kept free of marks.
- 2.16 Brick walls to be lightly dusted every three months.
- 2.17 Mouldings, ledges, cupboards, wall fixtures, open shelves, to be dusted weekly.
- 2.18 All window sills, frames, doors and baseboards to be dusted weekly.
- 2.19 Dusting of all fire hose cabinets throughout the building on a monthly basis.
- 3.0 **ENTRANCE AND LOBBIES** shall be cleaned daily as follows:
- 3.1 Glass doors to be cleaned daily on both sides and glass windows around main 1st floor atrium entrance to be cleaned once a week on both sides. (Interior and exterior)
- 3.2 Entrances and lobbies to be kept free of debris and cleaned daily to ensure a clean floor.
- 3.3 Dust and clean coffee tables daily.
- 3.4 Return furnishings to original positioning and “straighten up all accessories”.
- 3.5 Doors handles, push bars, etc. of stainless steel to be cleaned of finger marks and other dirt marks daily or as required.
- 3.6 Spare
- 4.0 **WASHROOMS** – shall be cleaned as follows each day and washed daily with a germicidal cleaner: (**Very Important!!!**)
- 4.1 Floors to be swept daily and washed with a germicidal cleaner.
- 4.2 Toilet seats, bowls, urinals, showers and wash basins to be cleaned thoroughly and disinfected each day

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- 4.2.1. Showers to be washed daily and glass etc. scrubbed weekly at minimum or more often if required.
- 4.3 Body contact points in the washrooms such as water taps, receptacles and dispensers, door plates, toilet seats and flush valves to be disinfected each day. All chrome and bright work to be polished daily.
- 4.4 Dispensers, receptacles, mirrors, shelves and all exposed piping to be dusted and cleaned each day.
- 4.5 Sani-cans to be emptied, washed and disinfected each day and sani-bags to be replaced.
- 4.6 Toilet partitions to be dusted and cleaned weekly.
- 4.7 Walls to be washed daily around urinals and toilets.
- 4.8 Wastepaper etc. to be removed each day.
- 4.9 Liquid soap containers, toilet paper, paper towels to be replenished daily or as required.
- 4.10 Refuse receptacles to be washed and disinfected weekly.
- 4.11 Floors to be done the same as outlined in 7.0 to 7.6.
- 5.0 **RUGS, CARPETS AND SLUSH MATS** – shall be cleaned as follows:
- 5.1 Rugs and carpets are to be vacuumed each day, and corners to be kept clean.
- 5.2 Spots to be removed on a daily basis, if possible. Spots which cannot be removed by normal means, shall be reported to the owner.
- 5.3 Slush mats at entrances are to be vacuumed daily. (These are contracted out weekly)
- 5.4 All carpets are cleaned on an annual basis, time and date to be arranged by Facility Manager. Carpets must be vacuumed clean before this is done. Work will be completed on an evening or Saturday. (See section 4 for optional pricing request) C.F.I.A., Saskatoon will cover all costs associated with the contracted carpet cleaner, this can be done as an extra to this contract.
- 6.0 **BLINDS AND WINDOW COVERINGS:**
- 6.1 Both sides of blinds shall be kept clean and free of dust twice per year.
- 6.2 Window frames and adjoining area shall be kept free of dust weekly.
- 6.3 Spare
- 7.0 **FLOORS in OFFICES, CORRIDORS, LABORATORIES and SHIPPING/RECEIVING AREA:**
- 7.1 All floors (painted, tiled, linoleum, epoxy or non-slip, etc.) are to be swept each day using a dust control method.
- 7.2 Scrub/damp mop all floors using the provided automated scrubbing /washing floor machine and germicidal floor washing solution daily.
- 7.3 Using burnishing pad, burnish all waxed tiled and linoleum floor surfaces to keep floors looking shiny and wax surface hard this is required or no less then weekly.
- 7.4 After burnishing, sweep all areas using the dust control method.
- 7.5 All tiled and linoleum floors are to be **refinished** (stripped, double rinse, neutralized, sealed and waxed) no less than once (1) per year. (Minimum one (1) coat of floor sealer and minimum two (2) coats of floor finish wax, more if necessary to provide proper finish. (Months of September .or October)
* Flooring manufacturer maintenance instructions must be referenced for all refinishing activities.
- 7.6 **Tiled and/or linoleum flooring must be maintained properly by a qualified floor finisher to maintain the shine and cleanliness throughout the year to the next refinishing cycle. Failure to maintain this will result in voiding of the contract.**

Note: There is a large quantity of Linoleum flooring in this Facility and this will take some time and effort to complete.

8.0 **LOCKERS and LUNCH ROOMS, LIBRARY and BOARDROOM**

- 8.1. Tops of lockers to be dusted weekly.
- 8.2 Tables to be washed each day (Lunch Room) using disinfectant solution.
- 8.3 Upholstered furniture to be vacuumed once per week, i.e. (Fridays).

- 8.4 Vinyl upholstered and other furniture to be dusted and all finger marks to be removed each day, damp wiped once a week.
- 8.5 Sinks and counters to be sanitized and cleaned each day.
- 8.6 Flooring to be done as mentioned in item 7.0
- 8.7 Boardrooms, Seminar Room and Meeting Room tables and furniture to be dusted daily.
*Clean protective glass to daily using streak-free glass cleaner.
- 8.8 Boardroom and Seminar Room furniture and Lunch Room furnishings and accessories to be "straightened out" daily so that they are ready for the next business day..
- 8.9 Fill up and replenish paper supplies daily and leave spare roll of paper towels.
- 8.10 Empty lunch room garbage including the bag daily, clean counter tops daily and disinfect garbage container with germicidal cleaner at least weekly and clean lid daily.
- 8.11 Outside of stove to be cleaned as required, toaster, kettle and appliances to be cleaned daily. Interior of microwaves to be washed daily. Papers on tables may be thrown out unless marked otherwise.
- 8.12 Empty lunch room recycle container weekly and disinfect weekly with a germicidal cleaner.

9.0 **ELEVATOR**

- 9.1 Flooring same as item 7.0.
- 9.2 Polish, metal work and base boards daily.
- 9.3 Dust and clean doors and frames of finger marks and smudges daily.
- 9.4 Dust and wash walls monthly or as required.
- 9.5 Clean recess, door tracks and metal strip faces weekly, using a metal scraper, brush and vacuum on both floors.

10.0 **WALLS and PARTITIONS**

- 10.1 Interior walls and partitions to be spot cleaned of finger marks and dusted weekly. Ledges, mouldings and other protrusions to be dusted daily.
- 10.2 Base boards (Inside corners) and quarter-rounds to be dusted daily and under no circumstances allowed to get dirty from mop streaks, wash accumulations or splash marks.
- 10.3 Spare.
- 10.4 Major wall washing once a year ie., at beginning of contract year (EXTRA see section 4 for pricing), using germicidal cleaner.
- 10.5 Spare.

11.0 **LABORATORIES**

- 11.1 Spare.
- 11.2 Floors same as per item 7.0
- 11.3 Dispose of garbage in regular garbage bags daily, disinfect garbage receptacles and replace garbage bags daily. **(DO NOT DIG OUT GARBAGE BY HAND OR TRANSFER FROM ONE CONTAINER TO ANOTHER)**
- 11.4 * **Do not touch any and all containers lined with orange coloured poly garbage bags, or bags bearing the universal "Biohazard" symbol.**
**** If the biohazard bags are in a garbage container INSIDE a black garbage bag then it is o.k. to throw them out...**
- 11.5 Fill up all soap dispensers daily with anti-bacterial hand soap as required.
- 11.6 * **Do not clean counter tops, sinks or inside Fume hoods.**
- 11.7 Fill up and replenish all paper supplies daily.

12.0 **INTERIOR and EXTERIOR GLASS DOORS**

- 12.1 Interior glass doors to be washed/cleaned weekly.
- 12.2 Interior glass partitions to be washed weekly.
- 12.3 Interior and exterior glass on the doors located at the main entrance and throughout facility shall be cleaned daily.

13.0 **OFFICE FURNITURE and FIXTURES**

- 13.1 Only cleared office furniture to be dusted and wiped on the horizontal surfaces each day, using the proper dust control method.
- 13.2 Exposed vertical surfaces of furniture to be dusted weekly, chrome /painted edges and legs to be damp wiped daily.
- 13.3 Empty shelving to be dusted weekly including mailboxes.
- 13.4 Book cases to be dusted weekly. Books should not be removed.
- 13.5 Glass panels/doors on book cabinets and storage cabinets in laboratories are to be cleaned on both sides once (2) per year.
- 13.6 Upholstered furniture to be vacuumed once a week .Vinyl/Leather upholstered furniture to be dusted and all finger marks to be removed each day, damp wiped once a week.

14.0 **WASTEPAPER BASKETS**, (other then bathrooms and lunchroom)

- 14.1 To be emptied daily, dusted on both sides, inside and outside.
- 14.2 Inside and outside surfaces of all garbage receptacles to be washed every month (beginning of month) using an approved germicidal cleaning solution (4.10).
- 15.0 **CEILINGS**, (outside of labs only) shall be cleaned as follows:
- 15.1 All ceilings are to be kept free of foreign substances cob webs etc. use broom for cob webs.

16.0 **Exterior ASHTRAYS and Exterior Waste Receptacles**,

- 16.1 Debris to be removed and emptied weekly.

17.0 **CONTRACTOR'S SPACE**, (Janitorial Rooms)

- 17.1 To be kept clean at all times and serviced as per corresponding areas in the building, daily.
- 17.2 To be kept free of debris and all equipment and materials to be stored in here, daily.
- 17.3 Floors to be swept and washed, daily or as needed.
- 17.4 Slop sinks to be washed and disinfected, daily.
- 17.5 Mops and mop heads to be cleaned and rinsed daily and hung to dry daily.
- 17.6 All equipment used for cleaning to be kept clean at all times, scrubber, mops, floor machine, pails, buckets etc.
- 17.7 Rental dust mops for cleaning floors to be put in laboratory wash bin in Wash Up room weekly

18.0 **WASTEPAPER AND REFUSE**

- 18.1 All wastepaper and refuse collected under this contract shall be disposed of in the designated garbage room / exterior garbage bin located outside the back entrance daily. This area shall be kept neat and orderly at all times.
- 18.2 CFIA staff will be responsible to empty their own recycled paper collection inside their offices and labs into one of the designated blue bins.

19.0 **CLASSIFIED OR SPECIAL AREAS**

- 19.1 Clean the following areas as per corresponding areas in the building. Arrange cleaning service by appointment with the room head posted on the door, as required and not more than monthly as per the previous instructions.

20.0 **CONTRACTORS RESPONSIBILITY**

- 20.1 The Contractor shall ensure that each worker is formerly instructed so that they shall not tamper with or unplug electrical or scientific equipment, computers and office equipment. If an emergency arises during the time the CFIA staff are not present, they will contact the emergency contact person by telephone as quickly as possible. In no way are they to try to repair any item or to shut off any alarm etc. Contact person on call immediately.

- 20.2 Under no circumstances shall unauthorized persons be admitted on the premises while cleaning company is performing these duties, this will allow for immediate dismissal.
- 20.3 The Contractor will be given a security pass for "alternate frequency" after hours work, this will involve operation of an access control system. It is the Contractors responsibility to provide supervision for all of his employees. A minimum of three (3) days of cleaning duty, at this Facility, shall be completed before allowing general cleaning staff to work alone in this facility after-hours.
*Janitorial cleaning staff working after hours must have a "buddy system" in place in case of emergency.
- 20.4 All new cleaning staff must have proper training and security clearance before entering Facility, they will also be given a brief orientation seminar and given a guided safety walk through the building prior to starting work. A copy of security clearance and all documented safety training to be provided to the Facility Manager prior to coming on-site.
- 20.5 It is the responsibility of the contractor to make sure that all employees are familiar with the cleaning frequencies and standards as detailed in this specification. A copy of this contract shall be posted in Janitorial room 109.
- 21.0 **RECYCLING**
- 21.1 The Contractor will comply with C.F.I.A. Saskatoon recycling policy.
- 21.2 Break down all corrugated cardboard boxes daily and if there is room put this into the outside recycling container.
- 21.3 Remove bags containing recyclables in lunch room and place in outside recycling container or as directed by Facility Manager.

22.0 **SCOPE OF WORK (MATRIX) – CFIA Saskatoon**

		Frequency										
SERVICE REQUIRED		D A I L Y	T W I C E W E E K L Y	W E E K L Y	2 W E E K S	M O N T H L Y	2 M O N T H S	3 M O N T H S	4 M O N T H S	6 M O N T H S	Y E A R L Y	A S R E Q U I R E D
ITEM #	Requirements:											
1	EXTERIOR GENERAL:											
1.1	Polish ornamental work	X										
1.2	Sweep/Remove debris from main entrances and walks	X										X
1.3	Clean glass-Entrance doors (both sides)	X										
1.4	Sweep/wash Ship/Receiving, garbage room / machine scrub	X						X				X

3.4	Straighten up all furniture & accessories	X																		
3.5	Door handles, push bars, etc. of stainless steel cleaned weekly or as required	X																		X
3.6	SPARE																			
3.7	Clean all 1 st floor interior and exterior glass in the main entrances							X												
4	WASHROOMS: - cleaned daily(IMPORTANT)	X																		
4.1	Floors, dusted, mopped & washed with appropriate cleaner	X																		
4.2	Toilet seats, bowls, urinals, showers, wash basins to be cleaned & disinfected, showers cleaned as required glass doors included	X																		
4.3	Body contact points – all chrome & bright work, disinfected	X																		
4.4	Dispensers, receptacles, mirrors, - dusted & cleaned	X																		
4.5	Sani cans, emptied, washed & disinfected	X																		
4.6	Toilet partitions dusted & cleaned				X															
4.7	Walls washed around urinals	X																		
4.8	Waste paper, etc. removed daily	X																		
4.9	Replenish liquid soap, paper towels & toilet paper	X																		
4.1	Refuse receptacles washed, disinfected				X															X
4.11	Floor mopped/dust method & washed daily	X																	X	X
4.12	Inspect / replenish and touch-up washrooms daily	X																		X
5	RUGS, CARPETS & SLUSH MATS:																			
5.1	Rugs, carpets, corners vacuumed	X																		
5.2	Spots removed from carpets	X																		
5.3	Vacuum slush mats	X																		
5.4	Carpet cleaning annually (EXTRA)																			X

	SERVICE REQUIRED	D A I L Y	T W I C E W E E K L Y	W E E K L Y	2 W E E K S	M O N T H L Y	2 M O N T H S	3 M O N T H S	4 M O N T H S	6 M O N T H S	Y E A R L Y	A S R E Q U I R E D
ITEM #	Requirements:											
6	VENETIAN BLINDS:											
6.1	Both sides to be cleaned									X		
6.2	Window area and ledge to be free of dust			X								
6.3	Do blinds prior to window cleaning										X	X
7	FLOORS/IN OFFICES, CORRIDORS, LABS & SHIPPING/RECEIVING:											
7.1	Dry mop / sweep all floors using dust control method	X										
7.2	Floor scrub with floor machine using neutral germicidal disinfectant	X	X									
7.3	Burnish /Clean to maintain hardness and shine of wax			X								X
7.4	Dust mop floors after burnishing.		X									X
7.5	Totally refinish all floors, 1 per year min. (stripped to clean base, double rinse, neutralize and seal and 2 coats of wax min.). ~ Sept. Oct.										X	X
8	LOCKERS/LUNCH ROOMS/SEMINAR AND BOARD ROOM:											
8.1	Dust tops of lockers			X								
8.2	Wash lunch room tables daily, disinfect	X										
8.3	Vacuum upholstered furniture weekly			X								X
8.4	Vinyl upholstered furniture to be dusted daily, & damp wiped weekly	X		X								
8.5	Sinks & counters cleaned/sanitized daily	X										
8.6	Flooring daily as per 7.0	X										
8.7	Boardroom & Seminar room tables to be dusted daily	X										
8.8	Furnishings to be straightened daily	X										

8.9	Replenish paper towels	X																	
8.1	Empty lunchroom garbage including bag daily and sanitize container daily, "clean top daily"	X		X															
8.11	Wipe outside of oven, inside microwaves, and all kitchen appliances	X																	X
8.12	Empty lunchroom recycling			X															
9	ELEVATORS:																		
9.1	Flooring, same as ITEM 7.0	X																	
9.2	Polish handrails, metal work & baseboards	X																	
9.3	Dust & clean doors of finger marks	X																	
9.4	Dust, wash walls or as required						X												X
9.5	Clean door tracks on both floors			X															

	SERVICE REQUIRED	D A I L Y	T W I C E W E E K L Y	W E E K L Y	2 W E E K S	M O N T H L Y	2 M O N T H S	3 M O N T H S	4 M O N T H S	6 M O N T H S	Y E A R L Y	A S R E Q U I R E D
ITEM #	Requirements:											
10	WALLS & PARTITIONS:											
10.1	Spot clean & dust interior walls daily			X								X
10.2	Dust base boards & quarter rounds	X										X
10.3	Spare											
10.4	Major washing of all walls & partitions, using germicidal cleaner (EXTRA)										X	X
10.5	Remove finger marks & dust from fabric covered walls			X								X
11	LABORATORIES:											
11.1	Spare											
11.2	Floors, as per 7.0 wash, wax, etc.	X			X					X	X	

11.3	Collect & dispose of all garbage in garbage bags	X																	
11.4	“Do not touch orange biohazard bags” unless they are in black garbage bags																		
11.5	Fill up soap dispensers	X																	
11.6	“ Do not clean countertops or inside Fume hoods”																		
11.7	Replenish paper supplies	X																	
12	INTERIOR AND EXTERIOR GLASS:																		
12.1	Wash interior glass doors			X															
12.2	Wash interior glass partitions			X															
12.3	Clean glass on doors throughout facility	X																	
13	OFFICE FURNITURE & FIXTURES:	X																	
13.1	Dust & damp wipe only cleared office horizontal surfaces & wash weekly	X		X															
13.2	Dust vertical surfaces daily & wash chrome legs & edges daily	X																	
13.3	Dust empty shelving, mailboxes & all filing cabinets, weekly			X															
13.4	Damp wipe phone & communications equipment weekly			X															
13.5	Dust book cases,(around books) weekly			X															
13.6	Clean all glass panels on book & storage cabinets																X		X
13.7	Vacuum all upholstered furniture weekly	X		X															

12.0 ADDITIONAL TASKS REQUIRED ON “AS AND WHEN REQUIRED” BASIS

The Bidder must obtain the Agency representative approval before starting the work listed below.

12.1 CARPET & UPHOLSTERY CLEANING

One time per year (October, after-hours) provide the services of a firm specializing in “steam extraction carpet and upholstery cleaning”. Clean all carpet tile, carpet broadloom, upholstered chairs, and furniture.

12.1.1 Refer to Carpet Cleaning Materials, Equipment and Location Schedule for:

- where operations specified in this Section and in the Task and Frequency Schedule are to be performed,
- any materials and equipment to be supplied by the CONTRACTOR
- hours of work during which the specified tasks shall be performed.

12.1.2 PERFORMANCE REQUIREMENTS

- .1 Dry vacuuming of carpet areas shall remove all grit, dust, loose and caked dirt.
- .2 Spot removing of carpet areas shall remove all isolated stains providing a uniform texture, colour and pattern throughout carpet area.
- .3 Rotary brush method of cleaning for high traffic areas shall remove stains and soiled appearance providing a uniform texture, colour and pattern throughout carpet area.
- .4 Steam clean/extraction method of cleaning all carpet shall remove all spots, stains, embedded and surface soil from all carpet areas providing a uniform texture, colour and pattern throughout carpet area.
- .5 Wet vacuuming of carpet areas shall remove all excess water, shampoo residues and carpet lint.

12.1.3 MAINTENANCE DATA

- .1 Obtain applicable maintenance data in the Facility Manager's possession for carpet materials scheduled to be cleaned.

12.1.4 TESTING

- .1 Examine carpet.
- .2 Determine material and method of installation.
- .3 Provide CFIA with a report of recommended method of cleaning that will optimize carpet service life.
- .4 Report any areas deteriorated beyond repair, worn, defective, thread bare areas and joints, and an assessment of carpet underpad.

12.1.5 MANUFACTURER'S INSTRUCTIONS

- .1 When available, follow carpet manufacturer's written instructions in the use of cleaning materials and methods for carpet type, material and installation.

12.1.6 CLEANERS QUALIFICATIONS

- .1 Carpet cleaning operations shall be by a firm specializing in professional steam extraction carpet cleaning with skilled machine operators appropriate to the cleaning method being employed.

12.1.7 FIELD TEST OF CLEANING METHOD

- .1 Prior to cleaning of complete carpet area or designated high traffic area, clean 1 m2 for CFIA's inspection.
- .2 Use proposed method of cleaning being used for entire area, in the test area; including vacuuming procedures, detergents, spot removers and cleaning machine operation.
- .3 Do not proceed with cleaning of entire area(s) until CFIA has inspected test area.

12.1.8 MATERIALS

- .1 Cleaning equipment and supplies being used in carpet cleaning operations shall not be detrimental to carpet fibres, backings and underpads. Bleaching or bleeding of colours is not acceptable.

12.1.9 EXECUTION

ROTARY BRUSH METHOD: HIGH TRAFFIC AREA CLEANING

- .1 Refer to schedule for areas to be cleaned by this method.
- .2 Prior to shampoo application and rotary brushing, vacuum designated high traffic area.
- .3 Remove isolated spots and stains.
- .4 Apply carpet cleaning shampoo and detergents. Scrub carpet without creating pile distortion, overwetting of carpet or underpad.
- .5 Wet vacuum carpet in 2 directions:

- a) against the grain of normal pile direction, and
- b) in direction of normal pile grain.
- .6 Reduce pile distortion to a minimum.
- .7 Remove splash marks and detergent residues from bases.
- .8 Provide warning signs to wet/damp carpet areas until carpet is dry.

STEAM CLEAN/EXTRACTION METHOD: ALL CARPET AREAS

- .1 Refer to schedule for areas to be cleaned by this method.
- .2 Relocate furniture, equipment, fixtures and storage cartons to an area scheduled by Minister.
- .3 Dry vacuum entire floor area to be cleaned.
- .4 Remove isolated spots and stains.
- .5 Spray steam and apply cleaning shampoo and detergents to carpet without creating any pile distortion, overwetting of carpet or underpad.
- .6 In addition to extraction operation provided with application machine, wet vacuum carpet in 2 directions:
 - .1 against the grain of normal pile direction, and
 - .2 in direction of normal pile grain.
- .7 Reduce pile distortion to a minimum.
- .8 Remove splash marks and detergents residue from bases.
- .9 Return furniture, equipment, fixtures and storage cartons to their designated locations providing carpet protectors to metal feet and levellers on furniture. Do not place cardboard cartons on damp or wet carpet.
- .10 Provide warning signs to wet/damp carpet areas until carpet is dry.

12.1.10 **CLEAN-UP**

- .1 Remove all cleaning materials, equipment and supplies from cleaned area

12.2 **WALL WASHING**

12.2.1 Complete wall washing of interior of all facility hallways on 1st & 2nd floor, corridors, public areas, loading dock hallway, (excluding lab areas) annually if required.

12.2.2 Germicidal disinfectant cleaner will be provided by CFIA, contractor responsible for all other supplies and equipment.

Work to be scheduled for "after-hours".

12.3 **FLOOR REFURBISHING**

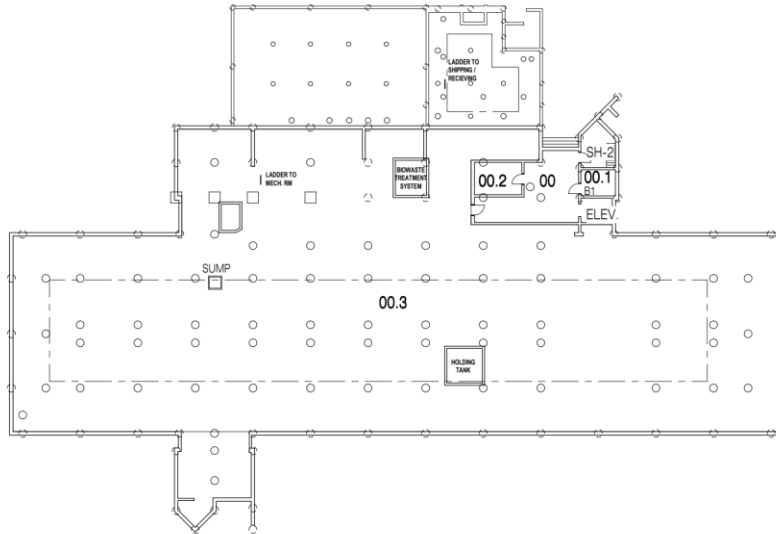
12.3.1 Minimum of (2) coats of wax, more if necessary to maintain "wet look" floor finish. Deep scrub using floor machine and double rinse and neutralize prior to application of floor finish.

12.3.2 Flooring manufacturer maintenance instructions must be referenced for all refurbishing activities.


12.4 **ADDITIONAL LABOUR**

12.4.1 "Additional labour" if required for work beyond the scope of this contract using "One Heavy Duty Janitorial Cleaner".

Floor Plans




1 CRAWL SPACE
 1:300



Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

REAL PROPERTY SERVICES
 Western Region
SERVICES IMMOBILIERS
 Région de l'ouest



aodbt
 architecture + interior design

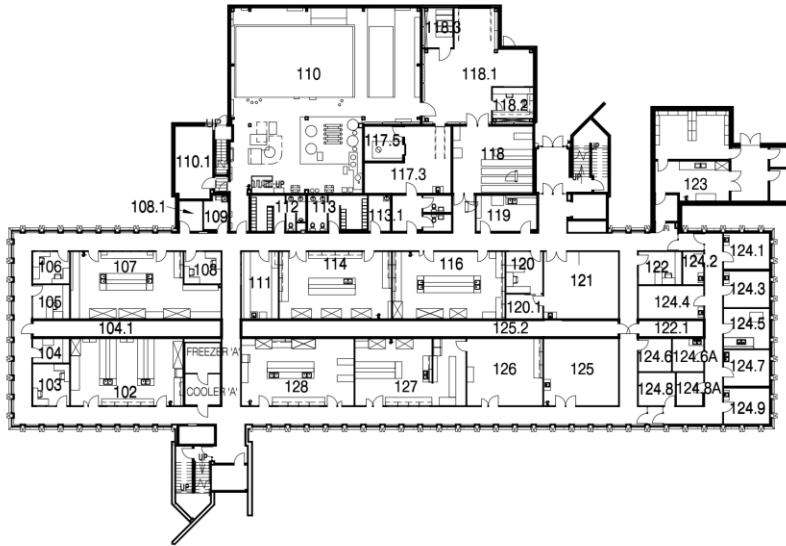
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DATE:
 (2017-03-30)


Revision	Description	Date
Client	Client	
CANADIAN FOOD INSPECTION AGENCY		
Drawn by	Dessiné par	
ME		
Drawing title	Titre du dessin	
BASEMENT & CRAWLSPACE PLAN		
Project no./No. du projet	Drawing no./No. du dessin	Revision no.
17.004	A2.0.1	



1 MAIN FLOOR PLAN
 1:300


 Public Works and Government Services Canada
 Travaux publics et Services gouvernementaux Canada

REAL PROPERTY SERVICES
 Western Region
SERVICES IMMOBILIERS
 Région de l'ouest


 architecture + interior design

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 (2017-03-30)

Revision	Description	Date

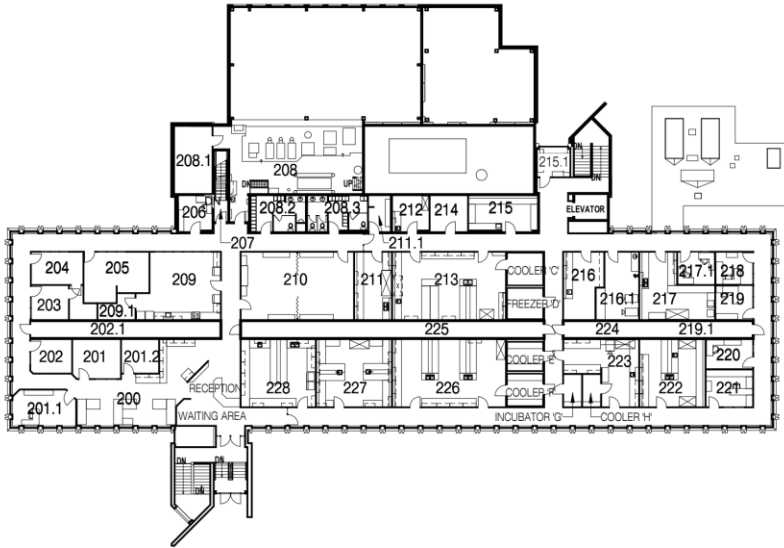
Client: Client

CANADIAN FOOD INSPECTION AGENCY

Drawn by: **ME** Dessiné par

Drawing title: **FIRST FLOOR PLAN (11X17)** Titre du dessin

Project no./No. du projet: 17.004	Drawing no./No. du dessin: A2.1.1	Revision no.:
------------------------------------------	------------------------------------------	------------------------



1 SECOND FLOOR PLAN
 1:300

Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada
REAL PROPERTY SERVICES
 Western Region
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DATE:
(2017-03-30)

Revision	Description	Date

Client Client

CANADIAN FOOD INSPECTION AGENCY

Drawn by Dessiné par

Author

Drawing title Titre du dessin

SECOND FLOOR PLAN (11X17)

Project no./No. du projet	Drawing no./No. du dessin	Revision no.
17.004	A2.2.1	

ANNEX "B"
BASIS OF PAYMENT

Initial Contract Period – August 1, 2021 to July 31, 2024

The Bidder must provide a firm hourly rate where indicated for the original contract period and for the three option periods.

Initial Contract Year 1

BASE CONTRACT CLEANING SERVICES	FIRM HOURLY RATE (A)	HOURS/ DAY x 7.5 (B) (A x B =)	DAYS/ WEEK x 5 (C) (B x C =)	WEEKS/ YEAR x 52 (D) (C x D =)
Initial Contract Period – Year 1 (August 1, 2021 to July 31, 2022)	\$	\$	\$	\$
Total				

Initial Contract Year 2

BASE CONTRACT CLEANING SERVICES	FIRM HOURLY RATE (A)	HOURS/ DAY x 7.5 (B) (A x B =)	DAYS/ WEEK x 5 (C) (B x C =)	WEEKS/ YEAR x 52 (D) (C x D =)
Initial Contract Period – Year 2 (August 1, 2022 to July 31, 2023)	\$	\$	\$	\$
Total				

Initial Contract Year 3

BASE CONTRACT CLEANING SERVICES	FIRM HOURLY RATE (A)	HOURS/ DAY x 7.5 (B) (A x B =)	DAYS/ WEEK x 5 (C) (B x C =)	WEEKS/ YEAR x 52 (D) (C x D =)
Initial Contract Period – Year 3 (August 1, 2023 to July 31, 2024)	\$	\$	\$	\$
Total				

Initial Contract Period Total

Initial Contract Year 1	Initial Contract Year 2	Initial Contract Year 3	TOTAL
\$ _____	\$ _____	\$ _____	\$ _____

Option Period 1

BASE CONTRACT CLEANING SERVICES	FIRM HOURLY RATE (A)	HOURS/ DAY x 7.5 (B) (A x B =)	DAYS/ WEEK x 5 (C) (A x C =)	WEEKS/ YEAR x 52 (D) (C x D =)
Option Year 1 (August 1, 2024 to July 31, 2025)	\$	\$	\$	\$
Total				

Option Period 2

BASE CONTRACT CLEANING SERVICES	FIRM HOURLY RATE (A)	HOURS/ DAY x 7.5 (B) (A x B =)	DAYS/ WEEK x 5 (C) (A x C =)	WEEKS/ YEAR x 52 (D) (C x D =)
Option Year 2 (August 1, 2025 to July 31, 2026)	\$	\$	\$	\$
Total				

Total including Options

Initial Contract	Option Year 1	Option Year 2	TOTAL
\$ _____	\$ _____	\$ _____	\$ _____

ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



Government of Canada
 Gouvernement du Canada

Contract Number / Numéro du contrat
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	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Janitorial Services		
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 Reliability		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <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:	
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

Special comments:
 Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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

Solicitation No. - N° de l'invitation
 XXXXX-XXXXXX/X
 Client Ref. No. - N° de réf. du client
 XXXXX-XXXXXX

Amd. No. - N° de la modif.
 File No. - N° du dossier
 C0365

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



Government of Canada
 Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Rick Fedorchuk	Title - Titre Facility Manager	Signature Fedorchuk, Richard <small>Digitally signed by Fedorchuk, Richard Date: 2021.04.29 13:01:21 -0600'</small>
Telephone No. - N° de téléphone 306-203-3208	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel rick.fedorchuk@canada.ca
		Date April 28, 2021

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Lise Levesque-Masson	Title - Titre SRCL Coordinator	Signature Lise Levesque-Masson <small>Digitally signed by Lise Levesque-Masson Date: 2021.05.04 12:41:51 -0400'</small>
Telephone No. - N° de téléphone 613-773-1464	Facsimile No. - N° de télécopieur 613-773-1488	E-mail address - Adresse courriel lise.levesque-masson@canada.ca
		Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
 Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Robert Smith	Title - Titre Contracting Officer	Signature
Telephone No. - N° de téléphone 613-884-9802	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Robert.smith@canada.ca
		Date 2021-05-04

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité



Solicitation No. - N° de l'invitation

XXXXX-XXXXXX/X

Client Ref. No. - N° de réf. du client

XXXXX-XXXXXX

Amd. No. - N° de la modif.

File No. - N° du dossier

C0365

Buyer ID - Id de l'acheteur

XXXXX

CCC No./N° CCC - FMS No./N° VME