

**RETURN BIDS TO:**

## RETOURNER LES SOUMISSIONS À:

**Travaux publics et Services gouvernementaux  
Canada**

**Voir dans le document/**

**See herein**

NA

## Québec

NA

## Request For a Standing Offer Demande d'offre à commandes

## Regional Individual Standing Offer (RISO)

### Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

## Ce besoin contient des EXIGENCES EN MATIÈRE DE SÉCURITÉ

This project contains SECURITY REQUIREMENTS

**Vendor/Firm Name and Address****Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7e étage, suite 7300  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> Nettoyage des hottes de cuisines	
<b>Solicitation No. - N° de l'invitation</b> W6856-22V301/A	<b>Date</b> 2021-06-15
<b>Client Reference No. - N° de référence du client</b> W6856-22V301	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTC-080-16195
<b>File No. - N° de dossier</b> MTC-1-44008 (080)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-08-02</b> Heure Avancée de l'Est HAE	
<b>Delivery Required - Livraison exigée</b> Voir doc.	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Antoine, Englead	<b>Buyer Id - Id de l'acheteur</b> mtc080
<b>Telephone No. - N° de téléphone</b> (438)340-5863 (   )	<b>FAX No. - N° de FAX</b> (   ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE Unité Immobiliere des Opérations Qu CP1000, Succursale Forces Section des Contrats édifice 72 COURCELETTE Québec G0A4Z0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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File No. - N° du dossier  
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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, 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 Insurance Requirements: includes specific requirements that must be addressed by offerors; and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

### **1.2 Summary**

To provide the general and specific requirements relating to the cleaning of the air exhaust systems in the kitchens, upon request and as needed, in the kitchens of the buildings under the responsibility of the Valcartier Detachment's RPOU for the Department of National Defence (DND).

The inventory of the Valcartier Garrison and the Québec region armouries includes but is not limited to 18 kitchens spread across 18 buildings.

The term of the standing offer is 3 years with the possibility of 2 option years and will begin on August 7, 2021.

1.2.1 The requirement is subject to a preference for Canadian goods and services.

1.2.2 This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

### 1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors 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.

### 1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

### 1.5 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### 2.2 Submission of Offers

Offers have to be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO.

1. epost Connect
  - a. Unless specified otherwise in the RFSO, offers may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
  - b. The only acceptable email address to use with epost Connect for responses to RFSOs issued by PWGSC regional offices is:

[TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca)

**Note:** Offers will not be accepted if emailed directly to this email address. **This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2006**, or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

**Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.**

- c. **To submit an offer using epost Connect service, the Offeror must either:**
1. send directly its offer only to the specified PWGSC Bid Receiving Unit using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
  2. **send as early as possible, and in any case, at least six business days prior to the RFSO closing date and time, (in order to ensure a response), an email that includes the RFSO number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation.**  
Requests to open an epost Connect conversation received after that time may not be answered.
- d. If the Offeror sends an email requesting epost Connect service to the specified Bid Receiving Unit in the RFSO, **an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Offeror to access and action the message within the conversation. The Offeror will then be able to transmit its offer afterward at any time prior to the RFSO closing date and time.**
- e. If the Offeror is using its own licensing agreement to send its offer, the Offeror must keep the epost Connect conversation open until at least 30 business days after the RFSO closing date and time.
- f. The RFSO number should be identified in the epost Connect message field of all electronic transfers.
- g. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should an offeror not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the RFSO in order to register for the epost Connect service.
- h. For offers transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the offer including, but not limited to, the following:
1. receipt of a garbled, corrupted or incomplete offer;
  2. availability or condition of the epost Connect service;
  3. incompatibility between the sending and receiving equipment;
  4. delay in transmission or receipt of the offer;
  5. failure of the Offeror to properly identify the offer;
  6. illegibility of the offer;
  7. security of offer data; or,
  8. inability to create an electronic conversation through the epost Connect service.
- i. The Bid Receiving Unit will send an acknowledgement of the receipt of offer document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of offer document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- j. Offerors must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.

- k. An offer transmitted by epost Connect service constitutes the formal offer of the Offeror and must be submitted in accordance with section 05.

### 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive.

### 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **seven (7) calendar days** before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### 2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec province.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

### 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)

- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

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

**Due to the nature of the RFSO, offers transmitted by facsimile will not be accepted.**

#### Section I: Technical Offer

In their technical offer, offerors should demonstrate how they meet the requirements.

#### Section II: Financial Offer

Offerors must submit their financial offer in accordance with the **Part 3 - Basis of Payment** in the Statement of work.

##### 3.1.1 Electronic Payment of Invoices - Offer

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

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

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

##### 3.1.2 Exchange Rate Fluctuation

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

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.



- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine if there are two or more offers with a valid Canadian Content certification with the offers coming from two or more Offerors that are not affiliated within the meaning used in the Competition Act, R.S.C., 1985, c. C-34. In that event, only those offers with a valid certification will be eligible to be issued a standing offer; otherwise, all offers will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that offers are non-responsive or withdrawal of offers by Offerors, that there are no longer two (2) or more responsive offers with a valid certification, then all responsive offers will be eligible to be issued a standing offer. Canada may conduct the validation of Canadian content certifications at any time in the evaluation process including doing so concurrently with other steps.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

- Security Clearance of Designated Organization Screening, at the RFSO closing date, in accordance with Part 6, Security Requirements;
- Submission of a Firm Price/Rate for all the items listed in **Part 3 - Basis of Payment** in the Statement of work.
- Contractor's qualification in accordance with Part 3, Section 1: Technical Bid (**Two (2) references are required and will be evaluated. If more than two (2) references are provided, your bid will be rejected**);

The supplier must have at least two (2) consecutive years within the last five (5) years for cleaning work on the air exhaust systems in the kitchens. These systems include the range hoods and their related components, fans, coils, ducts and vents. The value of the contracts must be \$ 5000 or more.

PROJECT/CONTRACT REFERENCE NO. 1	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract:	_____ _____ _____ _____ _____

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Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTC-0-44008

Buyer ID - Id de l'acheteur  
MTC080  
CCC No./N° CCC - FMS No./N° VME

PROJECT/CONTRACT REFERENCE NO. 2	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____ _____ _____ _____	

#### 4.1.2 Financial Evaluation

##### 4.1.2.1

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price - Offer

#### 4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

#### 5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

#### 5.1.2.1 Canadian Content Certification

5.1.2.1.1 SACC Manual clause [A3050T](#) (2020-07-01) Canadian Content Definition

### 5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Additional Certifications Precedent to Issuance of a Standing Offer

##### 5.2.2.1 Canadian Content Certification

5.2.2.1.1 SACC Manual clause [A3050T](#) (2020-07-01) Canadian Content Definition

## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

1. At the Request for Standing Offers closing date, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
  - (c) the Offeror 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, offerors 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.

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## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### 7.2 Security Requirements

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

### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

#### PWGSC FILE N° W6856-22V301

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

#### 7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

##### 7.3.1 General Conditions

**2005** (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 7.4 Term of Standing Offer

##### 7.4.1 Period of the Standing Offer

The period during which call-ups may take place under the Standing offer will be three (3) years with the possibility of two (2) years, from the date identified in the RSFO.

#### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional of 2 period, from August 7, 2024 to August 6, 2026 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority **30 days** before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### 7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.

#### 7.5 Authorities

##### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Englead Antoine  
Title: Procurement Agent  
Public Works and Government Services Canada  
Acquisitions Branch  
Telephone: 438-340-5863  
E-mail address: [Englead.antoine@tpsgc-pwgsc.gc.ca](mailto:Englead.antoine@tpsgc-pwgsc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

##### 7.5.2 Project Authority

The Project Authority for the Standing Offer is: *(Will be designated at the issuance of the Standing Offer)*

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

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer. The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

##### 7.5.3 Offeror's Representative (Information required when submitting the offer)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

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MTC080  
CCC No./N° CCC - FMS No./N° VME

Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_  
Company number – procurement (NEA) \_\_\_\_\_

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

#### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence.

#### 7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 25 000 (Applicable Taxes included).

## 7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ \_\_\_\_ (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or \_\_\_\_ months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2029 (2020-05-28), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.
- e) Annex A, Statement of Work
- f) Annex A, Basis of Payment
- g) Annex B, Security Requirements Check List
- h) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable*).

## 7.12 Certifications and Additional Information

### 7.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

## 7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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#### **7.14 Transition to an e-Procurement Solution (EPS)**

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

### **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

#### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

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

##### **7.2.1 General Conditions**

2029 (2020-05-28), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

#### **7.3 Term of Contract**

##### **7.3.1 Period of the Contract**

The period of the Contract is from **August 7, 2021 to August 6, 2024** inclusive.

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least **30 calendar** days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

##### **7.3.2 Delivery Date**

Delivery must be completed in accordance with the call-up against the Standing Offer.

#### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.



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## **7.5 Payment**

### **7.5.1 Basis of Payment**

The Contractor will be paid for the Work performed in accordance with the Basis of payment at the Annex A to a ceiling price of \$ \_\_\_\_\_ (*insert amount at contract award*). Customs duties are included and Applicable Taxes are extra.

### **7.5.2 Limitation of Price**

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

### **7.5.3 Multiple payments**

[H1001C](#), (2008-05-12) Multiple payments

### **7.5.4 Electronic Payment of Invoices – Call-up**

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

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

## **7.6 Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

Invoices cannot be submitted until all work identified in the invoice has been completed.

## **7.7 Insurance**

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

## **7.8 Dispute Resolution**

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

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## **ANNEX "A"**

### **STATEMENT OF WORK and BASIS OF PAYMENT (see attached)**

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## **ANNEX "B"**

### **SECURITY REQUIREMENTS CHECK LIST(see attached)**

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## **ANNEX “C” to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

**STATEMENT OF WORK (SOW)**

**ANNEX A**

**CLEANING OF EXHAUST SYSTEMS**

**Contract No. W6856-22V301**

## STATEMENT OF NEEDS AND REQUIREMENTS

### PART 1 – GENERAL

#### 1.1 Purpose

- .1 The purpose of this document is to provide the general and specific requirements relating to the cleaning of the air exhaust systems in the kitchens, upon request and as needed, in the kitchens of the buildings under the responsibility of the Valcartier Detachment's RPOU for the Department of National Defence (DND).

#### 1.2 Description

- .1 Clean, upon request and as needed, the air exhaust systems in the kitchens. These systems include the range hoods and their related components, fans, coils, ducts and vents.
- .2 The inventory of the Valcartier Garrison and the Québec region armouries includes but is not limited to 18 kitchens spread across 18 buildings.
- .3 All of the frame and sheet metal work, including the installation of access panels, is included in this statement of work.
- .4 The work to be completed includes providing all of the specialized labour, tools, products, equipment, spare parts, machinery and fuel, and covering the costs related to transportation and supervision, as well as everything required to fully and satisfactorily carry out the work in compliance with applicable standards, codes and manufacturer recommendations.
- .5 The contractor is responsible for obtaining and covering the costs of all permits, licences and certificates required to complete the work.
- .6 The work set out in this document must be performed by qualified employees who are specialized in the specific fields applicable to this contract.

#### 1.3 Site access

- .1 The terms and conditions for access to the site will be specified by the DND representative.
- .2 The roads and areas around the work site will be subject to troop movements and the regulations in effect at the Valcartier Garrison, the Citadel or the armoury, as applicable.

#### 1.4 Work location

- .1 Services must be available at the following locations:
  - Valcartier Garrison (Canadian Forces Base), Valcartier, Courcellette, QC

*Buildings: VC87B, VC93, VC505, VC510A, VC511A, VC514, VC523, VC620, VC658, CC119, CM003 and CM004*

- Québec Citadel, 1 Côte de la Citadelle, Québec

*Buildings: QC03, QC013, QC014 and QC018A*

Properties in the Quebec Region:

- St-Malo Military Armoury, 1020 Vincent Massey Street, Québec

*Buildings: SM-101*

- Quarters for the Pointe-à-Carcy Fleet School, 144 Dalhousie Street, Québec

*Buildings: NPC-002*

## **1.5 Call-up instrument**

- .1 The work will be authorized or confirmed by the DND representative using the form titled “Call-Up Against a Standing Offer.” This form constitutes the contract between DND and the contractor.
- .2 These call-ups and only these call-ups must be responded to. Services provided upon the request of unauthorized persons will not be paid for. A list of authorized persons will be submitted at the start-up meeting.
- .3 In case of emergency, a verbal request may be made and the call-up must be completed thereafter.

## **1.6 Estimate**

- .1 At the request of the DND representative, the contractor must provide a free estimate of the work to be completed. The estimate may be communicated orally or by email. The estimate must not represent a commitment by DND in any way and must not be used as a reference on invoices.
- .2 The estimate of the work must include the approximate number of hours of work required, a breakdown of costs for equipment and the names of potential suppliers of the primary products, in accordance with the set pricing.
- .3 Upon receipt of the call-up, the content of the information required to complete the work must be verified. Any additional information may be obtained from the DND representative by telephone or email, as needed. An advance site visit is permitted but is not paid.

## **1.7 Availability and time frames**

### Definitions

- .1 Business days are Monday to Friday, excluding construction holidays and statutory holidays.
- .2 For construction trades, the following days are statutory holidays: Victoria Day, St-Jean-Baptiste Day, Canada Day, Labour Day, Thanksgiving, Remembrance Day, Christmas Day, New Year’s Day, Good Friday, Easter Monday. These days are defined as “statutory holidays” on the following site: <http://www.ccq.org>.

**Annex A – Statement of work**  
**W6856-22V301 – Cleaning of exhaust systems (range hoods)**

**Department of National Defence**  
**Real Property Operations Unit, Valcartier Detachment**

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- .3 Working hours vary greatly due to the diverse kitchen operating hours. Targeted work schedules will be supplied by the DND representative in charge of the work before and with each order submitted.

Staff availability

- .4 Those in charge of administering and performing the work must be available as follows:
- .1 Reachable to accept call-ups (by email during regular business hours and by telephone outside business hours).
  - .2 Reachable by telephone and email for administration questions during regular business hours.
  - .3 Reachable by telephone at any time or on any day when work is planned and/or under way.

Schedule and timetable

- .5 Provide the services for the entire duration of the standing offer, in all seasons.
- .6 If several requests are submitted in the same week, a work schedule may be created in collaboration with the DND representative and, more specifically, the representative in charge of the standing offer.

Response time

- .7 The work must be completed by the date and time specified in the call-up or at a later time determined by the DND representative.
- .8 The minimum response time required for the contractor for the beginning of the work is one work week.
- .9 The DND representative must be notified in writing of any delays imposed by suppliers.

Labour and equipment availability

- .10 The number of employees specified in the request must be supplied. A call-up or a set of call-ups must not, however, exceed the following limitations:
- .1 Maximum two (2) cleaners, including at least one (1) cleaner with a minimum of one (1) year of experience for a response time of five (5) business days
  - .2 Maximum four (4) cleaners, including at least two (2) cleaners with a minimum of one year of experience for a minimum response time of seven (7) business days

Continuity of work

- .11 Regardless of the work schedule and timetable requirements referred to in the preceding paragraphs, the work must be completed with no interruptions, unless otherwise stated by the DND representative. Interruptions requested by the DND representative must be communicated in writing, either on the call-up, on a subsequently emailed document, or in a note on the final work order.



## **1.8 Inspection and control**

### Site work

- .1 For every entry and exit, the DND representative must be contacted and the log book must be signed (one signature per person). Enter all of the exact information requested in the log book at the time of signature.

### On-site communication

- .2 The DND representative must be contacted in the following circumstances:
  - .1 Whenever a significant stage of the work has been completed
  - .2 Whenever there is an issue on the job site
  - .3 As needed
  - .4 Whenever work must be covered or hidden from sight

### Work order

- .3 The contractor must draft a work order must be drafted before leaving the premises and forward it to the DND representative for verification and signature (the original must be submitted and a copy must be retained).
- .4 The work order must be used to verify the invoice and must include the following information:
  - .1 The location and date of the work completed
  - .2 A description of the work completed
  - .3 The make, model and serial number of the appliance repaired
  - .4 The printed names of all employees
  - .5 The exact time of every entry and exit as shown in the log book, as well as the exact time of each interruption and resumption of work
  - .6 The amounts and descriptions of billable products
  - .7 The signature of the employee who drafted the order

## **1.9 Start-up meeting**

- .1 A start-up meeting will be held as soon as possible upon contract award. The DND representative must contact the contractor's representative to establish the date and location of the meeting.
- .2 This start-up meeting constitutes an administrative information meeting to facilitate the successful performance of this standing offer. No document may be modified during this meeting.

## **1.10 Billing instructions**

- .1 The contractor must provide three (3) digital copies of its invoices (at least one of the copies must be original).
- .2 The following information is required:
  - 1. Company name and address
  - 2. Invoice number and current date
  - 3. Location and date of work
  - 4. Amount, materials, price, cost of each item

**Annex A – Statement of work**  
**W6856-22V301 – Cleaning of exhaust systems (range hoods)**

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**Real Property Operations Unit, Valcartier Detachment**

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5. Total materials
  6. Total cost of materials
  7. Markup
  8. Cost of labour
  9. Total materials and labour
  10. GST registration number and amount
  11. Total amount of invoice
- .3 The contractor must create one invoice per call-up. The invoice must be issued within five (5) business days following the completion of each order. In the event of an error in the invoice, credit must be provided within five (5) business days from the request for correction.
- .4 A copy of the corresponding call-up form and the control documents specified in the statement of work (work tickets, procedural appendices, inspection reports) must be attached to every invoice. If the control documents are not included or do not bear the required signatures, payment of the invoices will be delayed.

## **PART 2 – PRODUCTS**

### **2.1 General**

- .1 Have the basic materials and tools needed to perform the majority of the work described in these specifications in inventory at the shop or in-service trucks.
- .2 The contractor must use new parts and materials without defects.
- .3 For each call-up, the DND representative must specify the types of product to be used, and the surface areas to be covered.

### **2.2 Material safety data sheets**

- .1 Materials must always be transported to the work site in their original containers. Each container must be labelled in compliance with the requirements of the Workplace Hazardous Materials Information System (WHMIS).

### **2.3 Data sheets**

- .1 Every time an equivalent product is proposed, the contractor must submit the data sheets for approval by the DND representative.
- .2 The data sheets must include the product composition, instructions for use and recommended use.

### **2.4 Maintenance products**

- .1 Degreaser: alkaline liquid detergent designed to remove dirt and grease that meets the following criteria:
  - .1 Sodium or potassium compounds
  - .2 Solvents
  - .3 A minimum pH of 11
  - .4 Approved for the food industry by the Canada Food Inspection Agency

**Annex A – Statement of work**  
**W6856-22V301 – Cleaning of exhaust systems (range hoods)**

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- .5 Safe for metals and stainless steel
- .6 Such as the following products:
  - CALCLEAN by NU-CALGON
  - ALI-DHER by CHOISY
  - INDO-700 by LAROSE
  - ECONOSOL by OMNICHEM
- .2 Industrial descaler: acidic liquid detergent designed to remove rust and calcium deposits from coils or metal filters that meets the following criteria:
  - .1 At least 20% phosphoric or orthophosphoric acid
  - .2 Approved for the food industry by the Canada Food Inspection Agency
  - .3 Safe for metals and stainless steel
  - .4 Such as the following products:
    - ALI-DHER by CHOISY
    - INDO 300 by LAROSE
    - PRO-ACID by OMNICHEM
    - KLAXO by PRODUITS SANITAIRES LÉPINE
- .3 Scouring product: alkaline liquid detergent designed to remove burnt food deposits from stainless steel kitchen equipment that meets the following criteria:
  - .1 Sodium hydroxide or potassium hydroxide
  - .2 A minimum pH of 12
  - .3 Approved for the food industry by the Canada Food Inspection Agency
  - .4 Such as the following products:
    - MIRAJEL by CHOISY
    - CSG 5000 by LAROSE
    - FOMTEK by OMNICHEM
    - MERCUR by PRODUITS SANITAIRES LÉPINE
- .4 Polishing product: product designed to clean stainless steel and glass that meets the following criteria:
  - .1 Can be sprayed and wiped off without rinsing
  - .2 Approved for the food industry by the Canada Food Inspection Agency
  - .3 Safe for stainless steel, glass, chrome, aluminum and enamel
  - .4 Such as the following products:
    - SUNKLEAR by CHOISY
    - HORIZON by OMNICHEM
    - LAV-I-TRE by PRODUITS SANITAIRES LÉPINE

## **PART 3 – EXECUTION**

### **3.1 General equipment requirements**

- .1 All equipment must be in perfect working order. If the DND representative finds that the condition of equipment will cause delays or safety risks, the equipment must be repaired or replaced.

**Annex A – Statement of work**  
**W6856-22V301 – Cleaning of exhaust systems (range hoods)**

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- .2 For each call-up, the contractor must arrive with all of the equipment needed as set out in Item 3.2.

**3.2 Equipment required**

- .1 Vacuum cleaner: industrial vacuum cleaner with flexible duct and accessories, capable of vacuuming solids and liquids.
- .2 Tools: Telescopic scrapers and brushes, brushes and tanks for cleaning removable parts, rags and other tools needed for cleaning, tools needed to dismantle ducts for cleaning, empty containers for collecting liquids.
- .3 Equipment for working at heights: step stools and ladders of varying heights, including a 10-m ladder.

**3.3 Preparation**

- .1 On the date scheduled for the start of the work, the contractor must report to the site with all the tools, equipment, materials, parts and other products required to begin the work and continue it without interruption.
- .2 The contractor must supply and install the safety guard rails and signage required to ensure public safety.
- .3 The contractor must disconnect and move any appliances and any other furniture or object that could hinder the performance of the work.
- .4 The contractor must take all precautions needed to prevent the spread of odours and dust within the building.
- .5 The contractor must cut off the electrical supply for the air exhaust systems and lock the knives shut. Then, remove the locks and turn the power back on after the work is completed.
- .6 The contractor must protect the kitchen furniture and equipment with canvas tarps or polyethylene sheets that are clean and in good condition.
- .7 The contractor must install and seal a polyethylene envelope around each hood so as to be able to clean the interior with a pressurized jet. The contractor must also install containers underneath the envelope to collect the water from the pressure washing.
- .8 The contractor must dismantle the suspended ceilings if needed and reinstall them after cleaning.
- .9 If any additional access panels are required, the contractor must notify the DND representative. The contractor must install the access panels before the start of the work.

**3.4 Manual cleaning using degreaser**

- .1 The degreaser must be applied with a soaked rag or spray. Apply the degreaser proportions and wipe off with a rag.

**3.5 Polishing**

- .1 After cleaning, rinsing and wiping the top of the hood, the contractor must spray the polish and wipe it with a soft rag, paper towel or rubber wiper so as to leave no trace.

### **3.6 Quality control**

- .1 All cleaned surfaces must be grease-free to the touch and free from all cleaning products.
- .2 The filter mesh must be free of any debris.
- .3 Stainless steel, aluminum and glass surfaces must be free from any wipe marks.
- .4 If the DND representative finds that the work has not been completed in accordance with the specifications, the work must be redone within 24 hours following the notice of non-compliance.
- .5 Any installations, devices, accessories or covering damaged during cleaning must be restored to their initial condition.

## **SECTION A** **Cleaning work**

### **Range hoods**

1. Clean the inside of the hoods and the protective plates on the wall below the hoods. Rinse and wipe down.
2. As needed, scrub the inside of the hoods. Rinse and wipe down.
3. Clean the top of the hoods. Rinse and wipe down. Spray on the polish and wipe it off.

### **Fixtures connected to the hoods**

4. Clean light fixtures. Remove the reflectors and clean the inside and outside of the reflectors.
5. Clean the plumbing, sprinklers and heat sensors in the fire suppression systems.

### **Fixtures connected to the hoods with filters**

6. Remove the filters and clean them in a sink or bin. Descale them if they contain any rust or calcium deposits.

### **Fixtures related to the automatic system hoods**

7. Empty and clean the grease traps. If the connected plumbing is blocked by grease, clean the inside using pressurized hot water.
8. Open inspection doors and clean them. Inspect the nozzles for the automatic cleaning system and, if they are clogged, remove and clean them.

### **Ducts**

**Annex A – Statement of work**  
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9. Manually clean the entire length of the ducts, from the range hood to the outside exhaust. Clean the inside walls and all of the expansion joints. Use the telescopic scrapers and brushes.

10. Clean the fire dampers and the shutters. Make sure the fire dampers are in good working order.

Roof fans

11. Remove the cover and disassemble the base of the fan. Clean the fixture entirely, including the fan blades and the shutters under the base.

Duct fans

12. Clean the inside of the enclosure and the fan blades. If the enclosure has a holding tank, pressure wash it and vacuum the water out of the tank. If the enclosure does not have a holding tank, clean it manually.

Coils in the ducts

13. Manually clean the heat exchange coils that are inside the ducts. Descale them if they contain any rust or calcium deposits.

Wall and roof vents

14. Clean the inside face of the vent, the grille and the shutters.

Hoods and related fixtures

15. Follow the same procedures as for smaller cleaning operations.

Access panels

16. After cleaning, close the access panels and seal the perimeter with neoprene foam tape.

**APPENDIX – E –  
PRICING**

**PART 1 – GENERAL**

**1.1 Costs and expenses**

- .1 ONLY the products and services billed at the rates and prices set forth below will be paid. The rates and prices submitted include ALL that is necessary to complete the work in accordance with the statement of work. This includes: administrative fees and expenses; transportation of labour, equipment and materials; purchase, rental and use of equipment, tools, and accessories regardless of whether they may be reusable; ladders, scaffolding, protective material for work areas and safety equipment; wear on bits, blades and other accessories; fuel and other products needed to operate vehicles and equipment; gases, welding rods and electrodes; and clean-up and waste disposal costs.
- .2 No payment will be made for any specific difficulties.

**1.2 Firm commitment**

- .1 The rates and prices set forth must not be increased or decreased owing to increases or decreases in the cost of labour, products, tools, equipment or expenses.

**1.3 Percentage of use**

- .1 The estimated percentage of use is approximate and represents arbitrary values for the sole purpose of bid evaluations. It is in no way binding on DND to respect or comply with the stated values.

**PART 2 – PRICING**

**2.1 Hourly rates**

- .1 The rates apply to the make-ready work and the cleaning. They include labour, equipment, cleaning products, sealants and maintenance materials.
- .2 The hourly rates apply to productive work time at the work site. The productive time on site is the period between the time of entry and the time of exit as signed in the log book, less the time for meals, travel (except in cases of travel between two (2) DND properties), interruptions due to malfunction, breakdown, maintenance or replenishment of equipment and unauthorized work stoppages. The billable time for each order is the total productive time rounded off to the first decimal.

**NOTE**

- .1 Experienced cleaners and apprentices must be paid at the same rates.
  - .1 If the order specifies one (1) cleaner = provide one (1) cleaner with a minimum of one year of experience.
  - .2 If the order specifies one (1) work team = provide two (2) cleaners, including one (1) cleaner with a minimum of one year of experience.

Annex A – Statement of work  
W6856-22V301 – Cleaning of exhaust systems (range hoods)

Department of National Defence  
Real Property Operations Unit, Valcartier Detachment

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- .3 If the order specifies three (3) cleaners - provide three (3) cleaners, including two (2) cleaners with a minimum of one year of experience.
  - .4 If the order specifies two (2) work teams = provide four (4) cleaners, including two (2) cleaners with a minimum of one year of experience.
- .3 The hourly rate submitted applies to a team of two cleaners, including one (1) experienced cleaner.
- .1 If the order specifies one (1) cleaner, the hourly rate submitted must be cut by 50%.
  - .2 If the order specifies three (3) cleaners, the hourly rate submitted must be calculated by multiplying the submitted hourly rate by 1.5.
- .4 If all of the work requested for one single day is completed in less than one hour, or if the DND representative stops the work less than one hour after the arrival of workers because of inclement weather, technical problems or work site inaccessibility, DND must pay at least one hour of work per person for the day in question. However, this applies only to labour that has been requested and provided.

## 2.2 Statutory holidays

The hourly rate for work completed on a statutory holiday (see paragraph 1.7) must be calculated as follows:

- .1 If the order specifies one (1) cleaner, the hourly rate submitted must be cut by 50% and multiplied by 1.5.
- .2 If the order specifies one (1) or two (2) work teams, the submitted hourly rate must be multiplied by 1.5 per team.
- .3 If the order specifies three (3) cleaners, the submitted hourly rate must be multiplied by 1.5 and then multiplied by 1.5 again.

## PARTIE 3 – BASIS OF PAYMENT

### 3.1 Submitted hourly rates

- .1 Hourly rates – for one work team = (two cleaners, including one (1) experienced cleaner).

See <b>PART 2 – PRICING</b>	<b>TO BE COMPLETED</b>
.1 At all times (except statutory holidays; see 2.2)	\$

- .2 For reference purposes, here is the percentage of use; see **paragraph 1.3**

Monday to Friday, 0800 – 1600 hrs: 40%  
Monday to Friday, 1600 – 2400 hrs: 55%  
Monday to Friday, 2400 – 0800 hrs: 3%  
Weekends, 2400 to 0800 hrs: 1%  
Statutory holidays: 1%



**Annex A – Statement of work**  
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90% of orders use a work team composed of two (2) cleaners, including one (1) cleaner with a minimum of one year of experience.



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

W6856-22V301

Security Classification / Classification de sécurité  
non classifié

**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	
MDN		Unité des Opérations Immobilière (Québec)	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
N/A		N/A	
4. Brief Description of Work / Brève description du travail			
Demande d'émission d'un contrat de service pour nettoyage des systèmes d'évacuation d'air des hottes de cuisine et installations connexes, ventilateurs, serpentins, conduits et événements. Pour les bâtiments de la Garnison Valcartier, la réserve Navale et la Citadelle du ministère de la Défense nationale.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
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 B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <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"/>	



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

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

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

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

☒ No ☐ Yes  
Non Oui

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

Document Number / Numéro du document :

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

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

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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 ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

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

☐ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui



**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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).