



**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Transport Canada

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

Proposition à : Transports Canada

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

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT
CE DOCUMENT CONTIENT DES EXIGENCES RELATIVES À LA SÉCURITÉ

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

By e-mail to: - Par courriel au :

[TC.ATLFinanceContractingUnit-
UniteMarchesFinancesATL.TC@tc.gc.ca](mailto:TC.ATLFinanceContractingUnit-UniteMarchesFinancesATL.TC@tc.gc.ca)

Attention: - Attention :

Suzanne LeBreton
Senior Contracting Officer
Government du Canada

Solicitation Closes - L'invitation prend fin
At - à :
3:00 PM
On - le :
August 17, 2021
Time Zone - Fuseau Horaire :
Atlantic Daylight Time (ADT)

Title - Sujet Janitorial and Snow Clearing Services, Wabush Airport	
Solicitation No. N° de l'invitation T2062-210014	Date of Solicitation Date de l'invitation July 19, 2021
Address enquiries to: - Adresser toute demande de renseignements à : Suzanne LeBreton Telephone No. - N° de telephone 506-961-9268 E-Mail Address - Courriel TC.ATLFinanceContractingUnit- UniteMarchesFinancesATL.TC@tc.gc.ca	
Destination Transport Canada Wabush Airport 2 Airport Road P.O. Box 880 Wabush, Newfoundland and Labrador A0R 1B0	

Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions : Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery required Livraison exigée October 1, 2021 to September 31, 2023	Delivery offered Livraison proposée Not applicable - Sans objet
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Person authorized to sign on behalf of Vendor/Firm (type or print): La personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :	
Name - Nom	Title - Titre
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Introduction

- A. 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; and
 - Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.
- B. The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List, the Electronic Payment Instruments, the Integrity Provisions, the Insurance Requirements, the Holdback-additional terms of payment, the Airport Layout, and any other annexes.

1.2 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.3 Statement of Work

The Work to be performed is detailed under **Annex "A"** - Statement of Work, of the resulting contract clauses.

1.4 Comprehensive Land Claims Agreement(s)

The resulting Contract is not subject to a Comprehensive Land Claims Settlement Area (CLCSA).

1.5 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within **15 working days** from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.6 Site Visit

There is an optional site visit associated with this requirement. Consult Part 2, Bidder Instructions.

1.7 Trade Agreements

The requirement is subject to the provisions of the following Trade Agreements:

- Canada-Korea Free Trade Agreement (CKFTA)
- Canadian Free Trade Agreement (CFTA)
- Canada-Chili Free Trade Agreement (CCFTA)
- Canada-Colombia Free Trade Agreement
- Canada-Peru Free Trade Agreement (CPFTA)
- Canada - European Union Comprehensive Economic and Trade Agreement (CETA);
- World Trade Organization Agreement on Government Procurement (WTO-AGP);
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP);
- Canada - Honduras Free Trade Agreement;
- Canada - Panama Free Trade Agreement;
- Canada - United Kingdom Trade Continuity Agreement (Canada-UK TCA);
- Canada - Ukraine Free Trade Agreement (CUFTA).
- Canada-Peru Free Trade Agreement (CPFTA)

1.8 Accessible Procurement

Considering accessibility criteria and features is obligatory with this requirement. For additional information consult the [Treasury Board Contracting Policy](#).

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.

Section 05, Submission of bids, subsection 2, paragraph d., Bid of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- d. send its bid only to the Transport Canada location specified on page 1 of the bid solicitation;

Section 05, Submission of bids, subsection 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 Transport Canada by the date, time, and place indicated on page 1 of the bid solicitation. Interested Bidders are invited to submit a proposal, through Electronic Submissions at: TC.ATLFinanceContractingUnit-UniteMarchesFinancesATL.TC@tc.gc.ca.

2.2.1 Electronic Submissions

- a. Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed 5 megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. **Canada will confirm receipt of documents.** It is the Bidder's responsibility to ensure that their entire submission has been received. Bidders should not assume that all documents have been received **unless Canada confirms receipt of each document.** In order to minimize the potential for technical issues, bidders are requested to allow sufficient time before the closing date and time to confirm receipt. Bid documents submitted after the closing time and date will not be accepted.
- b. Due to the nature of the bid solicitation, bids transmitted by epost Connect or facsimile will not be accepted.

2.3 Former Public Servant

Former Public Servant Certification – Competitive Bid

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](#)

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

- () Yes
() No

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. Name of former public servant:
- b. Date of termination of employment or retirement from the Public Service:

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

- () Yes
() No

If so, the Bidder must provide the following information, and proceed to Section 3:

- 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 of other contracts subject to the restrictions of a work force adjustment program:

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 Newfoundland and Labrador.

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 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 business days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Optional Site Visit

- A. It is recommended 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 Wabush Airport, 2 Airport Road, Wabush, Newfoundland and Labrador on July 28, 2021. The site visit will begin at 2:00 p.m. Newfoundland Daylight Time (NDT), in room 222, Airport Boardroom, on second floor on the Air Terminal Building.
- B. Due to COVID-19 there are protocols in place which a visitor must follow before any site visit can occur. Bidders must contact the Contracting authority by e-mail at TC.ATLFinanceContractingUnit-UniteMarchesFinancesATL.TC@tc.gc.ca to receive the protocols for the site visit. Bidders are requested to communicate with the Contracting Authority no later than July 23 2021, 3:00pm NDT to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will

not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

2.8 Bid Challenge and Recourse Mechanisms

- A. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- B. Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](https://buyandsell.gc.ca/) (<https://buyandsell.gc.ca/>) website, under the heading "[Bid Challenge and Recourse Mechanisms](https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms)" (<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>) contains information on potential complaint bodies such as:
 - (i) Office of the Procurement Ombudsman (OPO); and
 - (ii) Canadian International Trade Tribunal (CITT).
- C. Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- A. The Bidder must submit its bid electronically. Canada request that the Bidder provide their bid in separate documents as follows:
- Section I: Technical Bid (one (1) soft copy, submitted by e-mail)
 - Section II: Financial Bid (one (1) soft copy, submitted by e-mail)
 - Section III: Certifications not included in the Technical Bid (one (1) soft copy, submitted by e-mail)
 - Section IV: Additional Information
- B. It is recommended that all electronic documents be submitted using PDF file format
- C. **Prices must appear in the financial bid (Section II) only. No prices must be indicated in any other section of the bid.**

3.2 Submission of Only One Bid

- A. A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.
- B. For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc), an entity will be considered to be "related" to a Bidder if:
- (i) They are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
 - (ii) They are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
 - (iii) The entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
 - (iv) The entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
- C. Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.

3.3 Section I: Technical Bid

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

3.4 Section II: Financial Bid

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

3.4.1 Electronic Payment of Invoices – Bid

- a. If you are willing to accept payment of invoices by Electronic Payment Instruments, complete **Annex “D”** - Electronic Payment Instruments, to identify which ones are accepted.
- b. If **Annex “D”** - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
- c. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.4.2 Exchange Rate Fluctuation

[C3010T](#) (2014-11-27), Exchange Rate Fluctuation Risk Mitigation.

3.5 Section III: Certifications

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

3.6 Section IV: Additional Information

In Section IV of their bid, bidders should provide:

- (i) A completed, signed, and dated Page 1 of this solicitation or final solicitation amendment;
- (ii) The name of the contact person (provide also this person's title, mailing address, phone number, and e-mail address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
- (iii) For the article in Part 2 titled “Applicable Laws” of the bid solicitation: the province or territory if different than specified; and
- (iv) Any other information submitted in the bid not already detailed.

ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE

1. Bidders are requested to complete the following Pricing Schedule and include it in the bid. At a minimum, the Unit of Measure Rate for each Item must be submitted.
2. All prices and costs must be submitted in Canadian Dollars, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
3. The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.
4. Travel and living expenses will not be reimbursed and must be included in the costs below (if applicable).

5. Cost Breakdown

5.1 Price for the Initial Contract Period (September 1, 2021 to August 31, 2023)

Description	Unit of Measure	All-inclusive Rate	Quantity	Total Price Per Year (rate x quantity)
Daily janitorial and snow clearing duties as per the frequencies listed in the Appendix A, Statement of Work, and per the requirement indicated in Section 6 - Requirements.	Weekly Cost	\$ _____	104 Weeks	\$ _____
Firm all-inclusive price for all materials and supplies, including equipment cost (maintenance and repairs), Contractor's overhead, profit, uniforms and all other costs related to the cleaning and snow clearing services.	Weekly Cost	\$ _____	104 Weeks	\$ _____
Additional services to be provided on an "As and When Requested Basis" for additional cleaning and/or snow clearing services as required	Hourly	\$ _____	1000 Hours (estimate)	\$ _____
Evaluated Price, Initial Contract Period (applicable taxes excluded):				\$ _____

5.2 Price for the first option year contract period (September 1, 2023 to August 31, 2024)

Description	Unit of Measure	All-inclusive Rate	Quantity	Total Price Per Year (rate x quantity)
Daily janitorial and snow clearing duties as per the frequencies listed in the Appendix A, Statement of Work, and per the requirement indicated in Section 6 - Requirements.	Weekly Cost	\$ _____	52 Weeks	\$ _____
Firm all-inclusive price for all materials and supplies, including equipment cost (maintenance and repairs), Contractor's overhead, profit, uniforms and all other costs related to the cleaning and snow clearing services.	Weekly Cost	\$ _____	52 Weeks	\$ _____
Additional services to be provided on an "As and When Requested Basis" for additional cleaning and/or snow clearing services as required	Hour	\$ _____	500 Hours (estimate)	\$ _____
Evaluated Price, Option Period 1 (applicable taxes excluded):				\$ _____

5.3 Price for the second option year contract period (September 1, 2024 to August 31, 2025)

Description	Unit of Measure	All-inclusive Rate	Quantity	Total Price Per Year (rate x quantity)
Daily janitorial and snow clearing duties as per the frequencies listed in the Appendix B, Statement of Work, and per the requirement indicated in Section 6 - Requirements.	Weekly Cost	\$ _____	52 Weeks	\$ _____
Firm all-inclusive price for all materials and supplies, including equipment cost (maintenance and repairs), Contractor's overhead, profit, uniforms and all other costs related to the cleaning and snow clearing services.	Weekly Cost	\$ _____	52 Weeks	\$ _____
Additional services to be provided on an "As and When Requested Basis" for additional cleaning and/or snow clearing services as required	Hour	\$ _____	500 Hours (estimate)	\$ _____
Evaluated Price, Option Period 2 (applicable taxes excluded):				\$ _____

NOTE: The above cost breakdown is required to provide an indication of the level of effort and other activities proposed by the bidder, and will be used to for evaluation purposes. The breakdown is provided solely in support of the tendered all-inclusive fixed price for the Services and Associated Costs. The tendered all-inclusive fixed price will prevail in the event of any discrepancies between the two.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Mandatory Technical Criteria

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation identified with the words "MUST" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory technical requirement will be declared non-responsive and be disqualified.

The mandatory technical criteria are described in ATTACHMENT 1 TO PART 4 – EVALUATION CRITERIA.

4.1.2 Financial Evaluation

- (i) For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.
- (ii) The evaluated price will be the Total Evaluated Price which is the aggregated total of the Initial Contract Period; Option Period 1 - Year 3; and Option Period 2 – Year 4 (all applicable taxes extra) from ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE. The price used in the evaluation will be the Total.
- (iii) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

4.2.1 Basis of Selection – Lowest Evaluated Price, Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

ATTACHMENT 1 TO PART 4 – EVALUATION CRITERIA

Title: Janitorial and Snow Clearing Services for Wabush Airport

Mandatory Evaluation Criteria

1. The Proposals **MUST** meet all of the following mandatory requirements. The Proposals must be supported by proper and adequate detail, particularly where a mandatory item requires supporting evidence. Those not meeting all of these mandatory requirements will be given no further consideration.
2. Note that the evaluation team reserves the right to contact any reference provided.
3. The mandatory evaluation criteria are:

ATTENTION BIDDER: PLEASE INCLUDE THE TABLE BELOW AND WRITE THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE BESIDE THE CRITERIA BELOW.

No.	Mandatory Criteria	Cross Reference to Proposal (page #)	FOR EVALUATION PURPOSES (for TC use only)	
			MET / NOT MET	COMMENTS
M1	<p>The Bidder MUST have a minimum of one (1) year experience in providing janitorial services in a large building area.</p> <p>The Bidder MUST demonstrate that they have experience providing janitorial services by referencing a minimum of two (2) projects that have been rendered within the past five (5) years from the date of bid closing. For the purpose of this mandatory criteria, the bidder MUST show that it has provided the range and scope of janitorial services comparable to those described in ANNEX “A” - Statement of Work (SOW) (see also Annex “H” for reference).</p> <p>*Please provide the start and completion date of each project (provide month and year).</p> <p>To be compliant, each project example must demonstrate how the bidder carried out and managed each of the janitorial services listed under Section 6.0 in the SOW, and each project example must include the following information:</p> <ol style="list-style-type: none"> 1. Description of Project or Contract; 2. Name and location of organization for whom the janitorial services was provided; 3. Telephone of contact of the organization; 			

	<p>4. The type of operating environment such as but limited to, factory, office or medical facility;</p> <p>5. Length of time your firm provided the janitorial services to the organization named at a) above (start and end date of each project; provide month and year); and</p> <p>6. Square meters of area covered by the janitorial services.</p>			
M2	<p>The Bidder MUST demonstrate that each of the personnel performing the work meet the experience specified in the mandatory criteria M1. Please provide the following information for each personnel:</p> <ol style="list-style-type: none"> 1. The name of the client organizations to whom the services were provided; 2. The name, telephone number, and if applicable the email address of a representative of the client organizations; 3. A brief description of the type and scope of the services that meet the identified criteria; and 4. The dates and duration of the work experience (provide start and end date of each work experience, provide month and year).the years/months of engagement and the start and end dates of the work). 			
M3	<p>The Bidder MUST have undertaken and completed a minimum of two (2) contracts within the last five (5) years demonstrating their experience in providing snow removal services for a comparable scope of work as specified in ANNEX "A" - Statement of Work (SOW).</p> <p>The Bidder must demonstrate that they have experience providing snow removal services by providing a minimum of two (2) projects that have been completed satisfactorily within the past five (5) years from the date of bid closing, and comparable in scope to those services described in the SOW at <u>section 7.0</u>.</p> <p>Please provide the following information for each project:</p> <ol style="list-style-type: none"> 1. The name of the client organizations to whom the services were provided; 2. The name, telephone number, and if applicable the email address of a representative of the client organizations. <p>*Please provide the start and completion date of each project (provide month and year).</p>			

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

SACC Manual clause: [A3025T](#) (2020-05-04) Former Public Servant – Competitive Bid ([complete section 2.3 Former Public Servant at page 6-7](#))

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 SACC Manual clause

SACC Manual clause: [A3015T](#) (2014-06-26) Certifications - Bid

5.2.3.2 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.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

Security requirement for Canadian supplier: PWGSC file # Common – PS SRCL #2

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) of the ISS, PSPC.
2. The contractor/offeror personnel requiring access to sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP/ISS/PSPC.
3. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP/ISS/PSPC.
4. The contractor/offeror must comply with the provisions of the:
 1. Security Requirements Check List and security guide (if applicable), attached at **Annex "D"**
 2. Industrial Security Manual (Latest Edition).

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010C](#) (2020-05-28), General Conditions - Services (medium complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from October 1, 2021 to September 30, 2023 inclusive.

6.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Suzanne LeBreton
Title: Senior Contracting Officer
Department: Transport Canada
Address: Heritage Court
95 Foundry Street
P.O. Box 42
Moncton, New Brunswick
E1C 8K6
Telephone: 506-961-9268
E-mail address: TC.ATLFinanceContractingUnit-UniteMarchesATL.TC@tc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: *(to be inserted at contract award)*

Name: _____
Title: _____
Department: _____
Address: _____

Telephone: _____
E-mail: _____

The Technical Authority named above 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work.

6.5.3 Contractor's Representative *(to be inserted at contract award)*

Name: _____
Title: _____
Address: _____

Telephone: _____
E-mail: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment: Cost reimbursable – Limitation of expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

2. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Terms of Payment - Monthly Payment

Canada will pay the Contractor upon completion and delivery of units 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 delivered has been accepted by Canada.

ANNEX "G" – Holdback applies to the terms of payment.

6.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): (*to be inserted at contract award*)

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must be supported by:
 - a. Indicate the Contract number **T2062-210014**;
 - b. Indicate the Contractor's GST/HST Registration Number;
 - c. Indicate the period for which the service were rendered;
 - d. Indicate the total number of hours worked;
 - e. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - f. Indicate the deductions for any other amounts specified as having to be paid by the contractor in discussion with the Departmental Representative, such as but not limited to Employee Parking, Identification Cards, Security Passes & Keys, Damage to the Building and Contents.
3. Invoices must be distributed as follows:
 - a. The original and 1 copy must be forwarded to the following address for certification and payment:

One (1) copy must be forwarded to the **Project Authority** identified in section 6.5.2 of the contract.
 - a. The Contractor may provide, in lieu of a hard copy, a PDF copy of the original invoice along with any required supporting documentation to:

ATT: _____ (*to be inserted at contract award*)
Email: _____ (*to be inserted at contract award*)
 - b. By submitting a PDF copy, the Contractor certifies that the PDF copy of each invoice will be considered as the original invoice. In addition, the Contractor must indicate the contract number and name of the Technical Authority in its covering e-mail. Invoices claiming Travel and Living costs must be submitted in hard copy in order to provide original receipts, as per Treasury Board regulations.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions: [2010C](#) (2020-05-28), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Electronic Payment Instruments;
- (g) Annex E, Integrity Verification Form;
- (h) Annex F, Insurance Requirement;
- (i) Annex G, Airport Floor Plans;
- (L) the Contractor's bid dated _____ (*insert date of bid at contract award*)

6.12 Foreign Nationals (Canadian Contractor)

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

6.13 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](#)".

6.14 Insurance – Proof of Availability Prior to Contract Award

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

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

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

ANNEX “A” – STATEMENT OF WORK

Janitorial and Snow Clearing Services, Wabush Airport

1.0 Purpose

1.1. Objective:

Transport Canada, has a requirement to procure Janitorial and Snow Clearing Services to ensure that cleaning services are carried out for the traveling public and its employees at the Wabush Airport, in Wabush, Newfoundland and Labrador.

2.0. Terminology

In addition to the definitions contained in the General Conditions - Interpretation, the following words shall have the meanings respectively assigned to them:

“**Cleaning and Snow Clearing**” means that work, involving duties, which must be performed on a daily, weekly, monthly, shift, and any other regular or miscellaneous cleaning on an “as when required basis”.

“**Airside**” means that area of the airport, which is directly related to aircraft operation and servicing.

“**Groundside**” means the area of the airport, which is directly related to the movement of passengers and baggage on the landside of the Air Terminal Building (ATB). It also includes Industrial areas, Commercial and Transport Canada support facilities not on the airfield, but directly concerned with supporting Aviation activities.

“**Aerodrome**” means any area of land or water designed and constructed to accommodate the arrival, departure, movement or servicing of aircraft and includes any buildings, installations or equipment associated with the Aerodrome.

3.0 Scope of Work

The Contractor will provide janitorial services on a daily basis, which includes garbage (waste) disposal inside and outside of the airport entrances, and snow removal services during the winter season for the duration of the contract. The Contractor is to supply all labour, materials, equipment and supervision necessary to perform cleaning services and snow clearing services at the Wabush Airport, in Wabush, Newfoundland and Labrador, as specified in this Statement of Work and Site Plans provided.

4.0 Contractor’s Resources Requirements

4.1 Interviewing

- A. The Contractor must agree to carry out a standardized structured interview for each applicant and to conduct a background investigation to confirm the integrity, claimed work experience, training and qualifications of the applicant.
- B. The Contractor will certify to the Departmental Representative that each accepted employee prior to his/her work assignment have met the above criteria.

5.0 Training Requirements

5.1 Security

- A. Upon award of contract, the contractor must meet with the Departmental Representative to discuss the requirements of these Terms of Reference and attend a security briefing meeting.

- B. The Contractor will comply with all airport policies, procedure and regulations related to security and will instruct each employee, in his/her official language of choice, of such requirements and obtain their written acknowledgment of their understanding of such requirements.

5.2 Requirements

Upon award of contract, the contractor must meet with the Departmental Representative to discuss the requirements of this Statement of Work.

5.3 Training Expenses

The Contractor must ensure the satisfactory completion of on-the-job training by all Contractors' personnel at his own expense. The nature and length of this training must be such so as to ensure the cleaning personnel are knowledgeable of their duties.

5.4 For Employee Replacement

Whenever it becomes necessary to assign personnel to the contract for the first time without the employee having first completed the on-the-job training outlined above, the Contractor must arrange, at his own expense, to have the new personnel double bank with experienced personnel for a minimum of three (3) days, prior to their taking over the duties on their own. The Contractor's supervisor shall visit the Incumbent of the position to ensure that the new personnel are knowledgeable of their duties.

6.0 Requirements:

6.1 Requirements for Cleaning Duties and Frequencies

- A. Tasks are to be carried out by the Contractor to maintain the Airport in a high condition of cleanliness.
- B. The Contractor shall carry out the required tasks on a daily, weekly or monthly basis, or as per frequency indicated.
- C. The Contractor must provide sufficient resources to ensure all tasks listed are performed at a frequency necessary to maintain the cleanliness standard of the Airport to a high quality of cleanliness as identified in the Cleaning Quality Standards.

6.2 Exterior of Air Terminal Building

Monitor - sidewalks, entrances, and other areas to ensure that they are free of paper and other debris/litter.	Daily as required
Sweep sidewalks, entrances, and other designated areas to ensure that they are clean and free from litter.	Daily as required
Wash Entrances - after washing, exterior finish shall present a clean surface, free from grime and soap or water streaks.	Daily as required
Snow Removal - sidewalks, stairs, entrances, emergency exits shall be free from snow and ice accumulation and sanded or treated with a chemical approved by the Departmental Representative to provide safe footing.	Daily as required
Monitor around immediate areas of arrivals and departures for trash, cigarette butts, etc. and pick it up. Clean out ashtray outside departure doors.	Daily as required
Monitor and clean out cigarette butts and garbage from in/around smoke shacks.	Daily
Empty exterior garbage cans.	Daily as required

6.3 Entrance (Vestibules)

Clean both sides of all glass doors, and glass partitions.	Daily
Using a damp cloth, wash/dust all horizontal surfaces.	Daily
Vacuum all entry walk-off mats and floor grills using a wet/dry vacuum.	As Required
Dust mop all hard surface floors with treated dust mop.	Daily
Using a damp mop, mop entire hard surface area.	Daily
Wet mop entrances and remove excess water with a wet vacuum.	As Required
Mop up all stains and spills.	As Required
Wet/dry scrub tile.	Daily
Clean all ceiling vents, door frames, window frames and window sills.	Every 3 months
Dust and damp wipe all light fixtures and all track ceiling.	Once per year
Dust all chair and table legs and rungs, base-boards, ledges, moldings, and other low reach areas.	Weekly
Dust and wipe Pay on foot machines	Weekly
Wipe off luggage carts (handles, high usage areas)	Daily/ as required

6.4 Passenger Ticketing Area

Empty waste receptacles, replace liners if required and wipe any soiled containers.	Daily
Damp wipe all telephones with germicidal solution including ear and mouthpiece.	Daily
Using a damp cloth, wash/dust all horizontal surfaces, chairs and cabinets.	Daily
Dust all reachable pictures, signs, etc.	As Required
Clean and polish all drinking fountains using germicidal solution and removing watermarks, scale and splashes on sides and on front.	Daily
Spot clean all horizontal and vertical surfaces removing fingerprints, smudges and stains.	Daily
Isolate area using stanchions, rope and wet floor signs.	As Required
Mop up all stains and spills.	As Required
Clean all show case glass.	Weekly
Dust mop all hard surface floors.	Daily
Damp mop with clean water those areas where heavy ice melting compounds have been tracked in.	Daily
Remove all chewing gum and like substances from all floors.	As Required
Damp mop floors.	Daily
Scrub floor using floor machine.	Minimum once per month
Clean all partition and door glass.	Daily
Clean all ceiling vents, air exchange vents, heat vents.	Every 3 months
Clean all light fixtures.	Once per year
Dust all baseboards, ledges, moldings, door frames, window sills and other low and high reach areas.	Weekly

6.5 Public Areas Air Terminal Building

Pick up all litter and debris, empty waste receptacles, replace liners if required and wipe any soiled containers.	Daily
Using a damp cloth, wash/dust all horizontal surfaces and all high reach areas.	Daily
Clean walls.	Every 6 months
Dust and damp wipe all furniture (chairs, counters, tables, cabinets, etc.).	Daily
Clean all ceiling vents.	Every 3 months
Clean all light fixtures.	Once per year
Clean all partition and door glass.	Daily
Spot clean all horizontal and vertical surfaces, removing fingerprints, smudges and stains.	Daily
Damp wipe all telephones with germicidal solution, including ear and mouthpiece.	Daily
Clean and polish all drinking fountains using germicidal solution, removing watermarks, scale and splashes on sides and on front.	Daily
Mop up all stains and spills.	As Required
Isolate area using stanchions, rope and wet floor signs.	As Required
Dust mop all hard surface floors.	Daily
Remove all chewing gum and like substances from hard surface floors.	As Required
Damp mop floors.	Daily
Scrub floors using floor machine.	Weekly
Damp mop all those areas not accessible to floor machine.	As Required
Clean baggage carousel.	Daily
Dust all baseboards, ledges, moldings, door frames, window sills and other low and high reach areas.	Weekly

6.6 Security Screening Area

Damp wipe all telephones with germicidal solution, including ear and mouthpiece.	Daily
Pick-up litter and debris and empty waste receptacles, replace liners if required and wipe any soiled containers.	Daily
Clean all windows, partitions, and door glass.	Daily
Spot clean all horizontal and vertical surfaces, removing fingerprints, smudges, and stains.	Daily
Dust and damp wipe security screening equipment and surrounding area and underneath.	Daily
Dust and damp wipe all furniture (chairs, counters, tables, cabinets, etc...).	Daily
Dust mop all hard surface floors, including under seating and screening equipment.	Daily
Remove all chewing gum and like substances from hard surface floors.	As Required
Damp mop floors.	Daily
Scrub floors using floor machine.	Weekly
Damp mop all those areas not accessible to floor machine.	Daily
Dust all baseboards, ledges, moldings, door frames, window sills and other low and high reach areas.	Weekly

6.7 Rental Car Area

Empty waste receptacles replace liners, if required and wipe any soiled containers.	Daily
Using a damp cloth, wash/dust all horizontal surfaces and all high reach areas.	Daily
Spot clean all partition and door glass.	Daily
Spot clean all horizontal and vertical surfaces removing fingerprints, smudges and stains.	Daily
Pick up all litter and debris.	Daily
Mop up all stains and spills.	As Required
Clean walls.	Every 6 months
Dust and damp wipe all furniture (chairs, counters, tables, cabinets, etc.).	Daily
Damp wipe all telephones with germicidal solution, including ear and mouthpiece.	Daily
Isolate area using stanchions, rope and wet floor signs.	As Required
Dust mop all hard surface floors.	Daily
Remove all chewing gum and like substances from hard surface floors.	As Required
Damp mop all floors.	Daily
Scrub floor using floor machine.	As Required
Clean all ceiling vents.	Every 3 months
Clean light fixtures.	Once per year
Dust all baseboards, ledges, moldings, door frames, window sills and other low and high reach areas.	Weekly

6.8 Washrooms

Pick up all litter and debris and empty washroom waste containers and replace liners.	Daily
Wash all trash containers using germicidal detergent.	Daily
Replenish all washroom supplies. ***soap must be compatible with the dispensers (non-rusting), and must be sulfate free	Daily
Using a damp cloth, wash/dust and disinfect all horizontal surfaces.	Daily
Using a germicidal solution, spot clean all stains and spills (including chewing gum).	Daily
Spot clean all architectural metals.	Daily
Using a germicidal solution, thoroughly clean all toilets and urinals inside and outside. Wipe and polish all chrome fixtures.	Daily
Using a germicidal solution, thoroughly clean all sinks including undersides and pipes. Wipe and polish all chrome fixtures.	Daily
Using a germicidal solution wipe walls and partitions around toilets, urinals and sinks.	Daily
Clean mirrors.	Daily
Remove graffiti using appropriate cleaner.	Daily
De-scale toilets and urinals using an organic non-acid type bowl cleaner.	Daily
Dust mop all hard surface floors with treated dust mop.	Daily
Damp mop floor using a germicidal solution.	Daily
Scrub floors using floor machine.	Weekly

Clean all ceiling vents.	Every 3 months
Clean all light fixtures and all track ceiling.	Once per year
Wash and sanitize all walls, interior of cubicles, and areas surrounding urinals.	Once per month
Dust all baseboards, ledges, moldings, door frames, window sills and other low and high reach areas.	Weekly

6.9 Stairs – Hard Surface

Spot clean all horizontal and vertical surfaces, removing fingerprints, smudges and stains.	Daily
Wash all handrails with germicidal solution and dry.	Daily
Pick up all litter and debris.	Daily
Sweep and Mop up all stains and spills.	As Required
Damp mop all stairs and landings.	Daily
Clean all soil scuffs and shoe marks from risers.	As Required
Clean all ceiling vents.	Every 3 months
Clean all light fixtures and all track ceiling.	Once per year
Dust all baseboards, ledges, moldings, door frames, window sills and other low and high reach areas.	Weekly

6.10 Boardroom

Empty waste receptacles, replace liners if required and wipe any soiled containers.	Daily
Dust all horizontal surfaces and high reach areas.	Daily
Clean Whiteboard on wall, dust pictures, clocks, etc.	Daily
Spot clean all horizontal and vertical surfaces removing fingerprints, smudges and stains.	Daily
Steam clean all carpet areas using hot water extraction method.	Monthly
Using approved spotter, spot clean carpeted area, vacuum carpets.	Daily
Dust mop all hard surface floors with treated dust mop.	As Required
Using a damp mop, mop entire hard surface area.	As Required
Clean all ceiling vents.	Every 3 months
Clean all light fixtures and all track ceiling.	Once per year
Clean TV and stand.	Daily
Dust all baseboards, ledges, moldings, door frames, window sills and other low and high reach areas.	Weekly

6.11 Offices, Corridors and Hallways – Carpet

Empty waste receptacles, replace liners if required and wipe any soiled containers.	Daily
Dust high and low areas (pictures, clocks, partition tops, etc.).	As Required
Using a damp cloth, wash/dust all horizontal surfaces.	Daily
Clean all walls, light switches and doors.	As Required
Damp wipe all telephones with germicidal solution, including ear and mouthpiece.	Daily
Vacuum all carpeted traffic lane areas.	Daily

Steam clean all carpet areas using hot water extraction method.	Monthly
Using approved spotter, spot clean-carpeted areas.	As Required
Clean all partition and glass.	Daily
Clean all ceiling vents.	Every 3 months
Clean all light fixtures and all track ceiling.	Once per year
Dust high and low areas (pictures, clocks, filing cabinets, desks, etc.).	As Required
Dust and spot clean all furniture, fixtures, equipment and accessories.	Daily
Dust all baseboards, ledges, moldings, door frames, window sills and other low and high reach areas.	Weekly

6.12 Offices, Corridors and Hallways – Tile

Empty waste receptacles, replace liners and wipe any soiled containers.	Daily
Dust high and low areas (pictures, clocks, partition tops, etc.).	As Required
Spot clean all walls, light switches and doors.	Daily
Strip, wash and wax floors.	Minimum once a year
Damp wipe all telephones with germicidal solution including ear and mouth piece.	Daily
Mop up all stains and spills.	As Required
Dust mop all hard surface floors with treated dust mop.	Daily
Using a damp mop, mop entire hard surface area.	Daily
Using a high-speed machine, spray buff all hard surface areas.	As Required
Clean all partition and door glass.	As Required
Clean all ceiling vents.	Every 3 months
Clean all light fixtures and all track ceiling.	Once per year
Dust and spot clean all furniture, fixtures, equipment and accessories.	Daily
Dust all baseboards, ledges, moldings, door frames, window sills and other low and high reach areas.	Weekly

6.13 Lunchrooms (Air Terminal Building and Combined Services Building)

Empty waste receptacles, replace liners if required and wipe any soiled containers.	Daily
Damp wipe all lunchroom tables.	Daily
Using a cloth dampened with germicidal solution, damp wipe all horizontal surfaces.	Daily
Using a germicidal solution, spot clean all vertical surfaces.	Daily
Spot clean all horizontal and vertical surfaces, removing fingerprints, smudges and stains.	Daily
Mop up all stains and spills.	As Required
Dust mop all hard surface floors with treated dust mop.	Daily
Using a damp mop, mop entire hard surface area.	Daily
Using a high-speed machine, spray buff all hard surface areas.	As Required
Clean all partition and glass.	Daily
Clean all ceiling vents.	Every 3 months
Clean all light fixtures and all track ceiling.	Once per year

Open electric range ovens; remove metal racks, clean off baked-on foods and grease by using spray oven cleaners. Clean off oven spray cleaner, damp cloth, replace racks.	Every 3 months
Remove electrical range top elements and catch trays. Clean off baked-on foods, replace trays and elements. Procedure also applies to counter top elements.	Every 3 months
Clean electrical range cook top surfaces	Daily
Use mild detergent solution and clean cloth or sponge to clean inside of microwave ovens and side moldings.	Daily
Using a detergent disinfectant solution and clean cloth or sponge, spot clean counter tops, tables, chairs and any other furniture as needed. Areas cleaned are to be let dry.	Daily
Empty and damp wipe with disinfectant detergent waste receptacles.	Daily
Damp wipe exterior surface and refrigerator.	Daily
Using a germicidal solution, thoroughly clean all sinks, wipe and polish all chrome.	Daily
Clean refrigerator, by removing contents of shelves and drawers, wash interior with a light detergent solution. (Defrost if applicable)	Monthly
Clean all kitchen facilities.	As Required
Strip, wash and wax floors.	Minimum once a year
Clean carpet in common lunch room on 1 st floor	Monthly
Steam clean carpet in common lunch room on 1 st floor using hot water extraction method.	Monthly
Dust all baseboards, ledges, moldings, door frames, window sills and other low and high reach areas.	Weekly

6.14 Electrical Equipment Areas

Check with person in charge for instructions before cleaning electrical equipment area.	As Required
Dust all baseboards, ledges, moldings, door frames, window sills and other low and high reach areas.	Weekly

6.15 Storage Areas

Empty all waste receptacles.	Daily
Using a damp cloth, wash/dust all horizontal surfaces.	As Required
Dust mop all hard surface floors with treated dust mop.	As Required
Mop up all stains and spills.	As Required
Using a damp mop, mop entire hard surface area.	As Required
Using a high speed machine, spray buff all hard surface areas.	As Required
Clean all ceiling vents.	Every 3 months
Clean all light fixtures and all track ceiling.	Once per year
Clean walls, shelves, etc...	As Required
Dust all baseboards, ledges, moldings, door frames, window sills and other low and high reach areas.	Weekly

6.16 Baggage Handling Areas

Pick up all litter.	Daily
Vacuum, sweep and scrub all floors.	Weekly

Clean all ceiling vents.	Every 3 months
Clean all light fixtures.	Once per year
Dust all baseboards, ledges, moldings, door frames, window sills and other low and high reach areas.	Weekly

6.17 Elevator

Spot clean elevator walls, doors and frames.	Daily
Dust mop hard surface floors.	Daily
Pick up all litter and debris.	Daily
Mop up all stains and spills.	Daily
Strip, wash and wax floors.	Every 3 months
Dust all baseboards, ledges, moldings, door frames, window sills and other low and high reach areas.	Weekly
Clean and polish all chrome/stainless steel features using appropriate cleaner	Weekly

6.18 Other Rooms Cleaning

Clean or sweep all areas shown on drawing as "Clean as Required".	Daily
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6.19 Flight Service Station (FSS) including Windows

Empty waste receptacles, replace liners if required and wipe any soiled containers.	Daily
Dust high and low areas (pictures, clocks, partition tops, etc.).	As Required
Using a damp cloth, wash/dust all horizontal surfaces.	Daily
Clean all walls, light switches and doors.	As Required
Damp wipe all telephones with germicidal solution, including ear and mouthpiece.	Daily
Vacuum all carpeted areas.	Daily
Steam clean all carpet areas using hot water extraction method.	Monthly
Using approved spotter, spot clean-carpeted areas.	As Required
Clean all partition and glass.	Daily
Clean all ceiling vents.	Every 3 months
Clean all light fixtures and all track ceiling.	Once per year
Dust high and low areas (pictures, clocks, filing cabinets, desks, etc.).	As Required
Dust and spot clean all furniture, fixtures, equipment and accessories.	Daily
Dust all baseboards, ledges, moldings, door frames, window sills and other low and high reach areas.	Weekly
Wash FSS windows inside once a week minimum and outside when required.	As Required
Window shades to be dusted and cleaned.	Every 3 months

6.20 All Other Windows except Flight Service Station

Clean monthly or as required	As required
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6.21 Combined Services Building (Including Firehall)

Empty waste receptacles, replace liners if required and wipe any soiled containers.	Daily
Dust high and low areas (pictures, clocks, partition tops, etc.).	As Required
Using a damp cloth, wash/dust all horizontal surfaces.	Daily
Clean all walls, light switches and doors.	As Required
Damp wipe all telephones with germicidal solution, including ear and mouth piece.	Daily
Clean all partition and door glass.	Daily
Clean all ceiling vents.	Every 3 months
Clean all light fixtures and all track ceiling.	Once per year
Dust high and low areas (pictures, clocks, filing cabinets, desks, etc.)	As Required
Dust and spot clean all furniture, fixtures, equipment and accessories.	Daily
Dust all baseboards, ledges, moldings, door frames, window sills and other low and high reach areas.	Weekly
Clean sink in garage.	Daily
Vacuum all carpeted areas.	As Required
Steam clean all carpet areas using hot water extraction method.	Monthly
Using approved spotter, spot clean-carpeted areas.	As Required
Strip, wash and wax floors.	As Required
Mop up all stains and spills.	As Required
Dust mop all hard surface floors with treated dust mop.	Daily
Using a damp mop, mop entire hard surface area.	Daily
Using a high-speed machine, spray buff all hard surface areas.	As Required

6.22 Portable Washrooms Facility (for the period of October 1 2021 to October 31 2021 only)

Pick up all litter and debris and empty washroom waste containers and replace liners.	Daily
Wash all trash containers using germicidal detergent.	Daily
Replenish all washroom supplies. ***soap must be compatible with the dispensers (non-rusting)	Daily
Using a damp cloth, wash/dust and disinfect all horizontal surfaces.	Daily
Using a germicidal solution, spot clean all stains and spills (including chewing gum).	Daily
Spot clean all architectural metals.	Daily
Using a germicidal solution, thoroughly clean all toilets and urinals inside and outside. Wipe and polish all chrome fixtures.	Daily
Using a germicidal solution, thoroughly clean all sinks including undersides and pipes. Wipe and polish all chrome fixtures.	Daily
Using a germicidal solution wipe walls and partitions around toilets, urinals and sinks.	Daily
Clean mirrors.	Daily
Remove graffiti using appropriate cleaner.	Daily
De-scale toilets and urinals using an organic non-acid type bowl cleaner.	Daily
Dust mop all hard surface floors with treated dust mop.	Daily

Damp mop floor using a germicidal solution.	Daily
Wash and sanitize all walls, interior of cubicles, and areas surrounding urinals.	Weekly
Dust all baseboards, ledges, moldings, door frames, window sills and other low and high reach areas.	Weekly

7.0 SNOW CLEARING - Snow Removal and Ice Control Requirements

All of the following duties will need to be performed during and after any snowfall, and must be done prior to any flight arrivals/departures during the winter months:

- A. Ensure that doors and walkways of the main entrances and exits (both airside and groundside) are kept free of ice and snow. Shovel, sweep and/or sand these areas as required.
- B. Sidewalks, stairs, entrances, emergency exits shall be free from snow and ice accumulation and sanded or treated with a chemical approved by the Departmental Representative to provide safe footing.

8.0 Assignments

8.1. General

- A. The Contractor must provide one resource at all times to be on site for the requirement of Cleaning and Snow Clearing Services, that must be provided Monday through Sunday, between the hours of 6:00am to 10:00pm (16 hours per day), per the frequencies listed in sections 6.0 and 7.0 of the Cleaning and Snow clearing duties.
- B. Time and schedule may increase/decrease according to air carrier scheduling, and as requested by the Departmental Representative. Any additional hours will be paid on an “as and when required basis” hourly rate as identified in the ATTACHEMENT 1 to PART 3 - Pricing Schedule, section 5. Cost Breakdown.

9.0 Access to Buildings

- A. The Airport Security Office has been designated as a place where all employees will sign “In and Out”, entering time of arrival and departure on the sheets provided, which will form the daily register substantiation for payment claims. Under no circumstances in the duration of this contract will the Contractor remove the daily register from this office unless the Departmental Representative gives prior agreement.
 - 1. In the event of payment disputes regarding weekly hours of work, the daily register will prevail. Failure of an employee to register “out” will render a daily register entry invalid.
- B. Each employee will be issued a security pass on arrival at the site and this pass is to be surrendered when signing out, or as otherwise agreed upon between the Contractor and the Departmental Representative.
- C. Only employees wearing a visible, valid security pass will be allowed access to the work site. No persons accompanying employees will be allowed on the site.
- D. Keys to buildings and offices will be issued to the supervisor individuals and must be left at the Security Desk at the end of each shift.
- E. Locked offices and storage areas are to be cleaned when scheduled or when required.
- F. Employees are not permitted to loiter in the building before or after work.
- G. Employees are to note that the entire Air Terminal Building and Combined Services Building are designated Non Smoking areas.

10.0 Contractor's Responsibilities

10.1 Building Security, Locking and Unlocking Doors, etc.

- A. The Contractor is responsible for the security of the buildings as determined by the Departmental Representative, to the extent of locking and unlocking doors necessary for the completion of work.
- B. The Contractor will ensure that the employees close and lock all windows, and that all lights are shut off when not required.

10.2 Transportation

Where the work is to be performed at more than one building at the site, the Contractor is to provide means of transportation for the employees between the buildings at the work site at the Contractor's own expense. No allowance for travel has been made in the specified weekly hours in the Offer and Acceptance.

10.3 Employee Assignments

The Contractor shall:

- A. Issue each employee with their assigned duties and Quality Standards Section both translated, if required, into the employee's language at the Contractor's cost, and appropriate cleaning equipment and materials;
- B. Instruct each employee to perform only the duties indicated in their assignments;
- C. Ensure employees are assigned the responsibility for cleaning all cleaners' closets in their assigned area, and that they are responsible for the appearance and cleanliness for their equipment and tools.
- D. Move and replace furniture as required for the cleaning.
- E. Do not place chairs, wastepaper baskets, etc. on desks, tables or workbenches during cleaning operations.
- F. Ensure cleaning solutions do not seep under furniture legs, file cabinets or partitions.
- G. Empty outside ashtrays or cigarette receptacles into separate metal containers and wipe clean with damp cloth. Leave contents in metal containers overnight soaking in water before disposing.
- H. All employees employed by the Contractor shall understand how to work around people engaged in the performance of their duties, passengers and the visiting public, and extend courtesy at a minimum by:
 - 1. Knocking before entering an office to clean, and then requesting permission to enter.
 - 2. Not vacuum an office while someone is on the telephone.
 - 3. Not vacuum or clean under a table when people are eating.
 - 4. Not interrupt personnel at ticket counters while clients are being served.
 - 5. Not vacuum or mop the floor in waiting area while passengers or the visiting public are present, except in the case of spills or melting snow accumulation.
 - 6. Public washrooms are to be cleaned when the least amount of passengers are present in the Terminal Building. If the men or women's washroom is closed for cleaning, a sign must be posted.
 - 7. When dealing with the public and tenants of the airport, you must adhere to a professional standard.

10.4 Occupational Health and Safety

- A. The Contractor shall comply with all laws, regulations, and the Canada Labour Code, relating to the work, whether federal, provincial, or municipal, as if the work was being constructed for a person other than Her Majesty, and shall pay for all permits, taxes and certificates required in respect of the execution of the work. A site-specific health and safety plan will be submitted to the Departmental Representative prior to the start of any work on the Contract. No on-site work will be undertaken prior to the receipt and review of the safety plan from the Departmental Representative. This review does not ensure/imply approval of this plan. The Contractor is to be in good standing with the Workplace Health and Safety and Compensation Commission of Newfoundland and Labrador.
- B. In the event of an incident or an accident during the course of the work, the Contractor shall notify the Departmental Representative as soon as possible.
- C. The Contractor will observe, exercise, use caution, post signs and wear safety vests when and where applicable, to avoid injury to persons or property, or annoyance to, or undue interference with, the public and operations in the building.
- D. The Contractor will ensure that all ladders, scaffolding or other devices required for cleaning operations are firm, stable and in good operating condition and shall be placed, shifted and removed in such a manner and with such precaution as will ensure the safety of and minimal interference to the public and tenants in the work areas affected.
- E. The Contractor will store all cleaning materials, which are flammable or susceptible to spontaneous combustion in metal containers that are equipped with self-closing tight fitting lids when not in use.
- F. The Contractor's employees will keep all waxes, polishes and other flammable cleaning materials tightly sealed and stored separately from rags and other cleaning materials and equipment.
- G. The use of gasoline, highly flammable solvents or cleaning materials is prohibited inside all the buildings, which are to be cleaned under this Contract.
- H. The Contractor will post and enforce "No Smoking" signs in all Cleaners' closets and eating area.
- I. The Contractor will prohibit the use of hotplates and other electric utensils in all Cleaners' closets.
- J. In accordance with the Canada Labour Code, employees shall wear a high visibility vest while performing exterior duties on groundside or airside.

10.5 Exclusive Use of Personnel

- A. Employees assigned to cleaning and snow clearing duties on any shift shall complete all such duties required during the shift and shall not be withdrawn from such duties in such shift and assigned to any other part of the duty.
- B. Breach of the above during the performance of the Contract may result in the employee(s) being deemed absent for the whole of the shift in which the breach took place, with the corresponding reduction in the Contract price.

10.6 Lost and Found

The Contractor will immediately turn over any found article to the on-duty Security Personnel who will then hold it for claim or disposal as approved by the Departmental Representative.

10.7 Gratuities

The Contractor will instruct all employees that gratuities will not be accepted or solicited for any reason by them from the passengers, tenants, customers or other persons using the premises, and will ensure the employees' compliance.

10.8 Information to Employees

- A. The Contractor will post on a bulletin board, specially provided for employees, the following information:
- Employees' shift schedule;
 - Employee assignments for Routine Cleaning;
 - Employee uniform/identification/security requirements;
 - Post Orders.
- B. Copies of the above information are to be made available by the Contractor to the Departmental Representative, prior to posting.

10.9 Employee Uniforms

- A. The Contractor will be responsible for ensuring the appearance of all personnel assigned to the Contract is such as to reflect credit on the Crown and the Contractor.
- Uniforms are to be clean, pressed and in good repair;
 - Head and facial hair to be neat, clean and well groomed;
 - Shoes are to be clean;
 - Only approved uniforms are to be worn;
 - Neatness in dress;
 - All personnel are to be clean and devoid of foul or offensive odors;
 - Scent free workplace should be exercised.
- B. For security, identification, hygiene and aesthetic reasons, the Contractor shall ensure that all employees wear at all times when working under this Contract, a clean uniform - jacket, shirt and trousers for male; jacket, blouse and slacks for female - identifying Contractor's name, of a type approved by the Departmental Representative.
- C. All issued uniform items shall be replaced by the Contractor as the need arises so as to ensure contractor's personnel are presentable to the public at all times.
- D. Uniforms shall be worn by Contractor's personnel at all times while engaged in the performance of their duties and must be maintained as clean and neat as possible and fit properly. Worn, frayed, damaged or patched uniforms will not be accepted. Failure to comply with the above may be considered grounds for removal from the premises.
- E. The Contractor will ensure that all employees wear suitable, safe, and neat appearing footwear, in keeping with the type of work that they are assigned under this Contract, and in accordance with any applicable safety legislation or regulations.

10.10 Employee Parking

- A. The Contractor will arrange for up to two (2) parking areas at a cost of \$60.00 per month each, payable by the Contractor with the appropriate Departmental Representative. Staff vehicles are to be parked in assigned parking spaces only.
- B. There is a \$30.00 monthly surcharge in effect for electrical plug-ins (per space) from November 1 to April 30 each year, subject to increase/decrease.
- C. Parking permits for employee vehicles are available from Airport Manager's Office and must be visibly displayed in vehicle windshield.

10.11 Contractor's Employees

The Department is to be informed of new or departing employees. The Contractor will provide each month to the Departmental Representative, a list of names and addresses of all employees employed on this Contract.

10.12 Identification Cards, Security Passes and Keys

- A. Contractor's personnel are required to carry government issued and controlled identification cards or security passes on their person. Any permits required by the Contractor will be his.
- B. The Departmental Representative will issue a pass bearing the employee's photograph to each employee designated by the Contractor as employed on the work site. This pass must be clearly visible on the employee's person while working, and is an essential part of each employee's uniform and identification. Failure to wear such identification either in the restricted or public areas may result in action being taken against the Contractor by the appropriate security authorities for breach of security.
- C. The Contractor will protect and secure all keys entrusted to him/her and return them to the Departmental Representative on termination of the Contract.
- D. In the event that any keys or passes are lost by the Contractor and cannot be produced on demand, the following sums of money will be deducted from the Contract's monthly payments to cover replacements and administrative costs:
 - Each pass - [\$150.00]
 - Each key - [\$100.00]
 - a. This is in addition and without prejudice to any other remedy the Departmental Representative may have under this Contract, the Contractor and the employee will be obligated to attend an interview with the local police or other designated airport security authority to record the details of the loss, at the Contractor's cost.

11.0 Materials, Equipment, Supplies and Storage – Contractor's Responsibility

11.1 General

- A. The Contractor will submit to the Departmental Representative a complete list of all materials and equipment conforming to the requirements of these sections: "Materials and Equipments", "Minimum Required Equipment for Cleaning" and "Non-mechanized Cleaning Equipment and Materials" proposed for use. The list will include the brand name, origin, composition, capacity, model or type number and manufacturer's name.
- B. The materials used by the Contractor shall be manufactured under quality-controlled conditions with quality control batch numbers and supplier's name included on the cases or containers.
- C. Liquid supplies will be kept in metal or plastic containers, which the Cleaners will be able to carry to the actual place of application.
- D. The Departmental Representative may take samples of Contractor's materials and test them to ensure that they comply with the standard specified.
- E. All contents of containers must be clearly identified on the exterior, and apply the appropriate dangerous goods identification if applicable. The Workplace Hazardous Materials Information System (WHMIS) symbol must be displayed where applicable.

11.2 Materials and Equipment

- A. The Contractor shall ensure that all products used in the work place are classified and labeled according to the Workplace Hazardous Materials Information Systems (WHIMS) legislation, which requires the employer to provide detailed worker education potential health effects of hazardous materials in their work environment and how they can be handled and disposed of safely.
- B. A copy of the Material Safety Data Sheets (M.S.D.S.) for all products and materials used in building will be given to the Departmental Representative at time of entry to the building. A binder with the copies of the M.S.D.S. shall be maintained by contractor in the building and updated when new approved products are purchased. This binder shall be made available for Transport Canada Representative upon request.
- C. The Contractor shall use only cleaning products and supplies that are environmentally friendly and biodegradable.
- D. The Contractor shall ensure that all equipment used to perform the services is in a state of good repair. The Transport Canada Representative reserves the right to have equipment which is judged to be defective or not suitable, taken out of service and the Contractor shall supply suitable replacement equipment within one working day.
- E. The Contractor's equipment must be in good operating order, well maintained, clean and approved in writing, by the Departmental Representative, prior to use on the Contract.
- F. The Contractor shall have standby equipment available within 24 hours at all times in the event of loss, theft, or damage to the equipment initially provided.
- G. The Contractor will equip all electrical machines with a minimum 15 m length electrical cord, of adequate capacity, complete with ground wire and three pronged plug. The Contractor will ensure that all electrical cords are in good condition and that they are not frayed.
- H. The Contractor shall supply or enter into contract with company to supply and maintain and refill touchless soap dispensers in all washrooms in the Air Terminal Building and Combined Services Building.
- I. The Contractor shall supply or enter into and maintain a contract with company to supply and maintain Feminine Hygiene Disposal Units for all female and general use washrooms in the Air Terminal Building. (Total of 8 units will be required).
- J. The Contractor shall supply or enter into contract with company to replenish dispensers with tampons and feminine napkins in Air Terminal Building.

11.3 Minimum Required Equipment for Cleaning

The Contractor shall furnish, as a minimum, the following equipment:

- A. One caddie bag service cart complete with brackets, minimum 180-litre capacity, dark colored, waterproof collection bag and pockets.
- B. One floor machine with 425-525 mm brush diameter, minimum 145 p.m. brush speed, complete with pad holding attachment plate similar to "3_M Interlock", complete with accessories.

- C. One 45-litre capacity wet/dry tank type vacuum, with polyethylene tank complete with wet and dry pick-up attachments.
- D. Two carpet vacuums complete with accessories, 500 mm cleaning width, and fully adjustable beater brush and non-marking bumpers.

11.4 Non-mechanized Cleaning Equipment and Materials

The Contractor shall provide each of their employees with the following appropriate equipment and materials for performance of work in assigned areas.

Lighter duty cleaning equipment and materials will comprise:

- A cleaner's cart with shelves or pockets and large waste collection bag, complete with separate metal container for ashes.
- Short-handled, small triangular dust mop (untreated) for low and high dusting.
- Manual carpet sweeper suitable to be carried on cleaner cart.
- Dusting mitts, and clean cloths.
- Two sponges.
- Ten liter plastic pail.
- Plastic spray bottle with glass cleaner solution.
- Plastic spray bottle with detergent solution.
- One liter bottle with clear water.
- Radiator brush for dusting hard-to-get-at and rough surfaces.
- One liter plastic bottle of detergent.
- Small funnel and ¼ - litre measuring cup.
- Stainless steel polish.
- One liter plastic bottle of lotion-type cleanser.
- One small wire strainer and large metal slotted spoon for sifting sand in urns.
- Putty knife with 25 mm wide blade.
- Plastic liners for waste receptacles (disposable).

Rest room cleaning equipment and materials:

(these materials are to be environmentally friendly as well unscented and biodegradable)

- Toilet paper and towels.
- Hand soap as per section **11.2, H.**
- One liter plastic jug of cleaner disinfectant with dispensing pump or one liter plastic bottle of cleaner disinfectant.
- Bowl brush or mop (if brush is used, wire must be plastic coated).
- One liter plastic bottle of bowl cleaner.
- Cleaner disinfectant in spray bottle.
- Plumbers' plunger.
- Deodorant screens for urinals

Routine carpet care equipment and materials:

- Wet/dry pick-up vacuum.
- Spray bottle with spot-cleaning solution and brush, and clean cloth or sponge.

Routine floor care equipment and materials:

- Dustpan.
- Broom.
- Mopping outfit (i.e. mop buckets, wringers, and mops).
- Two sponges.
- Four liter plastic jug of detergent.
- 600 mm swivel dust mop.

- Putty knife and/or long-handled scraper.
- Dust mop for large open areas.
- Spray-buff pads.
- Spray bottle or spray-buff attachment for spray buffing.
- Floor machine with pad holder.

Routine window care and materials:

- Window squeegee with extensions to 3 meters.
- Window brush.
- Chamois.
- Spray container.
- Glass cleaner.
- Small 2 meters ladder.

11.5 Cleaning Materials to be provided by Contractor

Materials to be used by the Contractor in performing the work will conform to the following minimum requirements:

- Detergent, general purpose, liquid built;
- Detergent, germicidal, general purpose, liquid;
- Detergent, liquid, nonionic, unbuilt, concentrated;
- Cleaning compound, general purpose, powder to;
- Remover, for water-emulsion type floor wax;
- Compound cleaning, toilet bowls and urinals;
- Compound cleaning, toilet bowl;
- Glass cleaner;
- Floor sealer for resilient surfaces;
- Buffable water emulsion floor wax;
- Metal polish;
- Liquid silicone furniture polish;
- Non freezing window cleaner for exterior use in winter;
- Plastic garbage bags (poly bag 66 cm x 91 cm, 1.5 mil);
- Plastic garbage bags (poly bag 89 cm x 127 cm, 2 mil);
- Oven cleaner;
- Paper toweling: multifold and rolled;
- Toilet Tissue: interfold and rolled;
- Hand soap: liquid and powder;
- Deodorant blocks for urinals;
- Miscellaneous products required to complete specific tasks;
- Uniforms and badges.

It is understood and agreed that the above items will remain the property of the Contractor who shall be responsible for all operating costs such as maintenance, etc.

11.6 Substitution of Materials and Equipment

- A. No substitution of specified materials and equipment on the Contractor's part will be permitted without the prior written approval of the Departmental Representative.
- B. The Contractor may only submit proposals for substitution after award of Contract. Such requests must include statements of respective costs of items originally specified and the proposed substitution.
- C. Proposals for substitution of materials and equipment will be considered by the Departmental Representative, if:

- the materials or equipment selected by the tenderer from those specified are not available;
 - the delivery date for the materials or equipment would unduly delay the Contract;
 - alternative material or equipment to that on the approved list which is brought to the attention of, and considered by, the Departmental Representative as being equivalent to the material or equipment specified, and will result in a credit to the Contract amount.
- D. Amounts of all credits arising from the approval of substitutions will be determined by the Departmental Representative, and the Contract price will be reduced accordingly.

11.7 Contractor's Material Storage and Office Space

- A. The Contractor will neatly store all supplies, materials and equipment when not in use in storage areas and Cleaner's closets designated by the Departmental Representative.
- B. The Contractor will keep these areas neat and clean at all times in accordance with applicable fire regulations.
- C. Floor mops will be stored in a suspended position to allow for air circulation around the mop heads.

11.8 Garbage Storage

- A. The Contractor will store litter awaiting garbage disposal in the areas approved by the Departmental Representative.
- B. The Contractor will contain dry garbage in plastic bags or steel cans with appropriate lids.
- C. The Contractor will keep area floors at the site free of litter at all times.

12.0 Equipment Maintenance

It is understood and agreed that the Contractor shall be responsible for the maintenance of their equipment and will repair and/or replace it in the event of any loss or neglectful damage. The cost of normal maintenance, required as a result of ordinary wear and tear, will be borne by Transport Canada.

13.0 Employee Standards

- A. The Contractor will be responsible to maintain high standards of performance, conduct, competency and integrity of personnel assigned to the Contract. The Contractor will ensure a high standard of professionalism by employees.

Examples of conduct/behaviors considered to be unsuitable are:

- (a) Chewing gum, smoking or eating food on posts except at non-public night watchmen stations or while on lunch break or in rest rooms;
 - (b) late for duty;
 - (c) evidence of alcohol or drug abuse;
 - (d) vacating his or her post without authority;
 - (e) on post without prescribed personnel equipment, where applicable, such as radio, keys, notebook, etc.;
 - (f) tampering or playing with government property;
 - (g) overstaying coffee or lunch breaks;
 - (h) derogatory remarks about the federal government and the job;
 - (i) not complying written or oral instructions from the Departmental Representative.
- B. The cleaning services provided by the Contractor are for a Federal Government of Canada Airport. The Contractor shall provide a quality service that is of a high degree of standard.

- C. The Contractor will provide qualified, experienced resources in the conduct of the work.
- D. The Contractor will perform quality assurance spot checks on a regular basis to ensure that its resources are meeting this high standard of service.

14.0 Cleaning Quality Standards

The goal of these quality standards is to “no visible soil” condition. Under these standards, soil will be removed before being allowed to accumulate in the Routine Cleaning. A “no visible soil” level is in contrast to a “visible soil” level where soil is expected and is visible as in loading docks/truck bays and a “no soil” environment, is one which is bacteria free as in a hospital operating room.

14.1 Exterior

14.1.1 Policing:

Sidewalks, entrances, and other areas shall be free of paper and other debris/litter.

14.1.2 Sweeping:

Sidewalks, entrances, and other designated areas shall be clean and free from litter.

14.1.3 Entrances:

After washing, exterior finish shall present a clean surface, free from grime and soap or water streaks.

14.1.4 Snow Removal:

Sidewalks, stairs, entrances, emergency exits shall be free from snow and ice accumulation, and shall be sanded or treated with a chemical approved by the Departmental Representative to provide safe footing.

14.2 Floor Maintenance

14.2.1 Sweeping/Dust Mopping/Spot Cleaning:

1. There shall be no dirt, trash or other matter left in corners, behind or under freestanding radiators, under furniture or behind doors.
2. Floors shall be free of dust film. There shall be no dirt left where sweepings were picked up.

14.2.2 Damp and wet mopping:

1. All mopped areas shall be clean and free of surface stains, mop streaks and loose mop strands.
2. Walls, baseboards and other surfaces shall be free of watermarks and splashing.
3. Water or other cleaning solution shall not have been allowed to collect under furniture legs and cabinets.

14.2.3 Spray Buffing:

1. There shall be neither dust nor dirt left on the floor.
2. There shall be no muddying or rippling effect caused by over spraying.
3. The floor shall present an overall appearance of cleanliness.
4. Baseboards, equipment and furniture shall be free of spray residue.

14.2.4 Scrubbing/Stripping:

1. There shall be no surface dirt or stains visible when scrubbed.
2. There shall be no wax or finish buildup on the floor surface when stripped.
3. The furniture (excluding file cabinets) shall be moved for complete floor coverage.
4. Walls, baseboards and other surfaces shall be free of watermarks, splashing and scars from equipment.

14.2.5 Finishing (application of wax or floor finishes):

1. The floor shall be free of streaks, mop strand marks, skipped areas and other evidence of improper application.
2. The floor shall be clean and bright looking including in corners and under furniture.
3. There shall be no residue on walls, baseboards, furniture and other surfaces.

14.2.6 Vacuuming or Carpet Sweeping:

1. Carpets and rugs shall be clean and free from dust, dirt and other debris. Nap on rugs should be laid in one direction.
2. T mats shall be clean and carpet or rug area around and under T mats shall be free of dust and dirt.
3. Floor area under immediate edge of rugs shall be free of dirt and dust.
4. Bare floors around rugs shall be clean. No dirt shall be left in corners, under furniture, behind doors or radiators.

14.2.7 Miscellaneous:

1. Chairs, waste paper baskets, etc., shall not be placed on desks or tables during cleaning operations.
2. Furniture and equipment shall be replaced to the position it occupied prior to the commencement of the floor cleaning operations.

14.3 Walls

Walls shall be free of finger marks, smudges and other defacing marks.

14.4 Glass Door and Side Lights

1. There shall be no streaks, smears or unwashed places on glass and all framing shall be clean.
2. There shall be no water on the floor sills or stools.

14.5 Polishing Metal Surfaces

Doorknobs, push bars, kick plates, railing, doors and other surfaces shall be clean and polished.

14.6 Miscellaneous

1. Foot grills and recessed pans shall be free of dirt and debris after scheduled cleaning.
2. Walk-off mats shall be clean and dry.
3. Lobby and entrances shall be free of debris/litter.
4. Notice boards, directory boards and interior of fire hose cabinets including glass shall be clean.

14.7 Trash Removal

1. All ashtrays and wastepaper receptacles shall be empty, cleaned and in place. Bottoms of ashtrays shall be dry before placing back on surface.
2. All paper and garbage receptacles shall be emptied. Plastic bags shall be replaced daily and the exterior of receptacles wiped clean.

14.8 Dusting

1. There shall not be any dust or dust streaks on desks or other office furniture.
2. Glass tops on desk and tables shall be clean and free of finger marks and stains.
3. All pictures, plaques, etc., shall be free of dust.
4. Corners and crevices shall be free of dust.
5. Radiators, window stools, door ledges, frames, louvers, baseboards and partition ledges shall be free of dust and stains.

14.9 Spot Cleaning

Walls, doors, doorframes, door and partition glass shall be free of finger marks.

14.10 Damp Wiping

Mirrors, ashtrays, and all other glass shall be clean and free of dust, dirt streaks and spots.

14.11 Rest Room Cleaning and Servicing

14.11.1 Trash Removal:

All paper and garbage receptacles shall be emptied, plastic bags shall be replaced daily and the exterior surface wiped clean.

14.11.2 Supplies:

All dispensers of supplies shall be filled.

14.11.3 Sanitary Receptacles:

1. All sanitary receptacles shall be emptied and disposal bags replaced daily.
2. All sanitary receptacles shall be free of odour, spots, stains and finger marks removed.

14.11.4 Fixtures:

1. All surfaces of washbasins and all exposed piping shall be free of dust, dirt spots and stains.
2. All surfaces of flush tank, toilet seats, bowls and urinals shall be disinfected.
3. Plumbing fixtures shall be free of stains, soap buildup, dust and mold.

14.11.5 Dispensers, Walls, Stall Partitions, Doors, Shelves, Mirrors, Ledges:

1. All dispensers, shelves, shelf brackets and ledges shall be free of finger marks, dust and stains. All mirrors shall be clean.
2. Walls, stall partitions and doors shall be free of dust, hand marks, pencil marks, water streaks, mop marks and fittings shall be free of mold.

14.11.6 Floors:

Floors shall be maintained as per floor maintenance sub clauses using a germicidal detergent.

14.12 Staircase Cleaning

14.12.1 Sweeping and Dusting:

1. Stair landings, treads and corners of stair treads shall be free of dirt, dust streaks and debris/litter.
2. Stair railings, ledges, door moldings, radiators, window stools and grills shall be free of dust.

14.12.2 Cleaning, polishing and wall spotting:

1. Glass, wood and metal surfaces shall be clean and free of all marks and dirt.
2. Handrails, doorknobs and other surfaces shall be clean and polished where applicable.
3. Walls up to a standing height shall be free of all marks.

14.12.3 Mopping and stripping:

Stair landings, treads, risers, walls and baseboards shall be clean and free of watermarks and splashing from cleaning and finishing solutions. Floors shall be maintained as per floor maintenance sub clauses.

14.13 Ashtrays outside ATB

14.13.1 Debris:

All debris shall be removed from the ashtrays. There shall be no debris in the base of the ashtrays.

14.13.2 Cleaning and polishing:

The interior of the ashtrays top shall be wiped clean and the chrome parts including the base, cleaned and polished.

14.14 Drinking Fountains

1. All fountains shall be disinfected. The porcelain, metal and/or enamel surfaces shall be clean and free of stains.
2. All other surfaces shall be free of spots, stains and streaks.

14.15 Elevator Cleaning

1. Floors, including corners, threshold plates and door tracks shall be clean. Floors shall be polished and slip-free.
2. Walk-off mats and floor underneath (when in place) shall be clean and dry.
3. Carpeted floors shall be free of dust, dirt and debris/litter.
4. Walls shall be free of dust, finger or splash marks, streaking and water marks.
5. Handrails and baseboards shall be clean and polished.
6. Doors and frames shall be free of finger marks, etc...

14.16 Clocks, Pictures, Plaques

1. Glass shall be clean and free of streaks.
2. Edge shall be wiped free of dust.

14.17 Lockers

1. Tops shall be free of dust.
2. Fronts shall be free of spots, splash marks, dust and streaks.

14.18 Vertical and Horizontal Blinds

1. Both sides of slats shall be clean and free of dust.
2. Window frames and adjoining area shall be free of dust.

14.19 Wall and Ceiling Ventilators/Vents/Diffusers

1. Shall be free of dust
2. Framework around ventilator shall be wiped clean.

14.20 Exhaust Fans

Wall area around fan shall be free of dust.

14.21 Junction of Walls and Ceilings

To be free of cobwebs.

14.22 Window, Partition and Show Case Glass Cleaning

1. Glass shall be clean on both sides and free of streaks.
2. Sash, sill and stool shall be clean and free of watermarks.
3. Items moved during the cleaning operation shall be returned to original location.

14.23 Contractor's Space and Cleaner's Closets

1. All floors shall be clean
2. All fixtures and walls shall be free of dust and stains.
3. Mop pails/trucks shall be empty and free of odors.
4. There shall be no waste paper, garbage or empty containers in the Cleaner's Closets.
5. There shall be no storage of flammable liquids in Cleaner's Closets.
6. All cleaning supplies and equipment stored in Cleaner's Closets must be kept in accordance with good housekeeping practices.
7. All unmarked containers shall be labeled as to their contents to comply with the W.H.M.I.S. Legislation.

15.0 Area Dimensions

In the category column, certain rooms have been indicated with "NIC". NIC, in this case means that is it not in contract. This should not be calculated in the cost.

15.1 AIR TERMINAL BUILDING - 1st FLOOR

Room #	Room Name	Area (sq. m)
100	Departures Vestibule	51.0
101	Mechanical	40.8 NIC
102	Ticketing Lobby	172.4

103	Stair	30.0
104	Staff Lounge	37.5
105	Security Office	20.8
106	Vestibule	5.5
107	Airline Ticketing	9.7
108	Airline Ticketing	9.7
109	Airline Ticketing	9.7
110	Flex Ticketing	5.6
111	Airline Ticketing	12.0
112	Airline Ticketing	9.7
113	CATSA HBS	40.5
114	CATSA Office	20.3
115	VEST	3.6
116	Waiting room	299.7
117	CATSA PBS	56.6
118	Secure Departure Lounge	154.9
119	Washroom	3.9
120	VEST	4.8
121	Baggage Claim	313.3
122	Vestibule	12.3
124	Vestibule	6.8
125A	Vestibule	12.2
125	Baggage Drop	14.4
126	Mechanical room	80.0 NIC
127	Car Rental	9.4
128	Car Rental	8.7
129	Corridor	16.2
130	Lockers	4.8
131	Electrical Room	39.4 NIC
132	Land Lines	10.3 NIC
133	Boiler Room	61.5 NIC
134	Storage	17.0
135	Restaurant Storage	19.1 NIC
136	Arrivals Vestibule	44.7
137	ANTE	13.5
138	Janitor	4.2
138A	Universal WR	5.0
139	Male WR	26.1
140	Female WR	25.5
141	Server	37.6 NIC
142	Kitchen	21.0 NIC
143	CORR	10.2 NIC
144	Vest	4.4 NIC

145	Washroom	4.3 NIC
146	Jan	1.5 NIC
147	Dinning	84
148	Bar	52.5 NIC
149	Office	12.0
150	Office	11.7
151	Office	10.6
152	Office	12.3
153	Cargo office	18.2
154	Cargo room	78.4
155	Office	12.0
156	Office	12.0
157	Office	14.4
159	Washroom	6.1
161	Office	11.1
162	LOBBY	12.7
164	Stair	16.7
165	Storage	1.2
166	Secure Passage	11.6
167	VEST	4.2
168	EMR	5.6
169	Baggage handlers	8.8
170	Washroom	3.2
171	VEST	5.6
172	Baggage room	113.5
173	VEST	7.4
174	Corridor	27.2
106A	Corridor	10.5
120A	VEST	4.8
126A	Plenum	7.0 NIC
143A	Pantry	4.0
154B	Pascan	5.5
154C	PAL	5.5
154D	PAL	16.3
154E	JAZZ	7.1
174A	CORRIDOR	9.8
174B	Corridor	18.1
Level 2		
	Room Name	Area (sq. m)
200	Stair	10.6
201	JAN	5.4
202	LOBBY	12.1

203	CORR	42.1
203A	CORR	4.3
204	Flight services station	79.7
205	FSS Lounge	7.1
206	FSS Lunch	27.1
208	Men's WR	5.0
209	Women's WR	5.0
210	Office	15.9
211	Office	15.8
212	Office	15.5
213	Office	14.5
214	Stair	23.4
215	General Office	30.9
216	Stock RM Closet	2.0
217	APM Office	16.7
218	Files	5.1
219	Workshop	31.0
220	Kitchenette	8.9
221	Equipment room	57.3
222	Boardroom ECC	41.4
223	Mechanical Room	56.3 NIC

15.2 COMBINED SERVICES BUILDING -1st FLOOR

Room #	Room Name	Area (sq. m)	
100	Urea Storage	50.40	NIC
101	Sand Storage	60.48	NIC
102	Maintenance Garage	587.82	NIC
103	Vestibule	2.90	-
104	Field Maintenance Office	13.90	-
105	Battery Room	7.40	NIC
106	Corridor	17.40	-
108	Washroom	8.40	-
109	Lunch Room	24.19	-
110	Tool and Parts Storage	22.20	NIC
111	Oil Storage	14.00	NIC
112	Field Tools Storage	11.80	NIC
113	Trades Workshop	56.84	NIC
113A	Storage Area	9.54	NIC
114	Janitor	7.95	-
115	Boiler Room	132.13	NIC
115A	Vacant Office	19.47	-
116	Tank Storage Room	61.70	NIC
117	EPU Room	48.70	NIC

118	Switch Gear Room	49.70	NIC
119	Regulator Room	39.56	NIC
120	Vestibule	3.00	NIC
121	Alarm Room	14.38	NIC-
122	Fire Chief Office	12.35	NIC
123	Fire Truck, Equipment Storage Area	162.00	NIC
124	Storage Room	13.96	NIC
125	Locker Room	10.00	NIC
126	Corridor	16.21	NIC-
127	Workshop	18.55	NIC
128	Vestibule	3.00	
129	Kitchen	37.21	
130	Washroom	9.85	
131	Dorm. and Training Room	36.04	

15.3 COMBINED SERVICES BUILDING – 2nd FLOOR

Room #	Room Name	Area (sq. m)	
201	Foam and Dry Chemical Storage Area (Mezzanine)	166.86	NIC
202	Mezzanine Storage	255.57	NIC
203	Building Maintenance Office	132.30	-

16.0 Reporting of Needed Repairs

The Contractor will promptly notify the Departmental Representative of any repairs required to buildings, fixtures and appurtenances.

17.0 Damage to the Buildings and Contents

- A. The Contractor is to ensure that all products are compatible with the surface on which they are used.
- B. The cost of repair of any damage to the site resulting from use or misuse of any material or equipment will be charged to and paid for by the Contractor.
- C. The Contractor shall provide and maintain suitable means to safeguard any building, within which the work is being performed, and its contents from injury, dust and defacement during the progress of work.
- D. The Contractor shall carry proper Insurance for the duration of this contract as indicated in the "Insurance Conditions".

18.0 Confidentiality of Information

The Contractor agrees:

- A. not to reproduce, in any form, any portion of the contractual document;
- B. to hold in strictest confidence all Confidential Information obtained in connection with this contract and agrees not to disclose such information to any person other than those persons identified by the Departmental Representative, in writing, prior to the commencement of work;
- C. to take all precaution in dealing with Confidential Information so as to prevent any unauthorized person from having access to such Confidential Information.

- D. For the purposes of the contract, the term Confidential Information means all information (whether oral, written or computerized) which is identified orally or in writing as being information of a confidential, restricted or protected nature and shall include any excerpts of or copies made of such information and any notes made from the review of such material by the Contractor. The Contractor agrees that if they are in doubt whether certain information is confidential, they shall treat such information as confidential until advised by the Departmental Representative that it is not confidential. This confidentiality clause shall survive the termination of any contract with the Contractor and shall remain in full force and effect unless specifically released by the Departmental Representative.

19.0 Security Requirements

All employees must have or must be able to obtain a Reliability Check from Transport Canada Security Branch, in accordance with the Personnel Security Screening Standard (PSSS).

20.0 Travel Requirements

The resource will be required to travel to Wabush Airport, Newfoundland and Labrador, to complete the work. Travel and living arrangements are to be included in the weekly rate.

21.0 Work Location

The work will be completed at Wabush Airport, in Wabush, Newfoundland and Labrador.

22.0 Support Provided by Canada ("Her Majesty")

22.1 Materials and Equipment for Snow Removal and Ice Control Duties

"Her Majesty" will provide the following materials:

- One electric snow blower for walkway cleaning.
- Ice melter and sand for walkways.
- Shovels, scrappers, and brooms

22.2 Conveyances

The Contractor where available, will be permitted the use of elevators, escalators, conveyors, and dumbwaiters at the site. The Contractor shall be responsible for the safe operation of these modes of conveyance. The public have priority.

22.3 Light, Heat, Power and Water

Transport Canada will supply all heat, light, and power, hot and cold water reasonably required for the work at the site.

23.0 Timeframe and Delivery Dates

Work is to start at contract award for a period of two (2) years with a possibility to extend the period of the contract for two (2) additional one (1) year periods.

24.0 SAMPLE WEEKLY FLIGHT SCHEDULE

Type	Flight # & Airline	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		
		A	D	A	D	A	D	A	D	A	D	A	D	A	D	
AIR INUIT																
BE100	533/534			1225	1245			1225	1245							
MAX AVIATION																
								930	945							
PASCAN																
SAAB 340	314		630		630		630		630		630				June 13-September 30, 2021	
SAAB 340	311	1345		1345		1345		1345		1345					May 31-September 30, 2021	
SAAB 340	312		1415		1415		1415		1415		1415					
SAAB 340	315	2300		2300		2300		2300							June 13-September 30, 2021	
SAAB 340	317													2300	June 13-September 30, 2021	
PROVINCIAL AIRLINES																
													Effective until June 27, 2021			
Q400	901	1150		1150		1150		1150		1150				1440		
Q400	902		1300		1300		1300		1300		1300				1520	
DH1	1902	1215		1215		1215		1215		1215						
DH1	1901		1250		1250		1250		1250		1250					
BEH	923			1220				1220								
BEH	924				1330				1330							
Q400	917											1250				
Q400	918												1335			
DH3	921	1610		1645				1645		1610						
DH3	922		1730		1730				1730		1730					
DH3	1910	1725				1725				1725				1455		
DH3	1909		1755				1755				1755				1520	
DH3	1910	Every 2nd Thursday - Opposite Charter Thursday							1725							
DH3	1909	Every 2nd Thursday - Opposite Charter Thursday								1755						
CHARTER BI-WEEKLY PAL AIRLINES																
	3041/3042							1030	1100							
	3038/3039							945	1100							
	3043/3044							2145	2230							
	3046/3047							2200	2300							
															As of 2021-05-14	

ANNEX “B” – BASIS OF PAYMENT


1. All values are in Canadian Dollars, Canadian customs duties and excise taxes included, Applicable Taxes excluded.
2. Offerors are required to provide an all-inclusive weekly rate for the period as noted below. The fixed rate must include all costs associated with providing these services.
3. You will be paid your costs reasonably and properly incurred for the performance of the work as follows:

(to be inserted at contract award)

Item	Description of Deliverable	Weeks	All-Inclusive Firm Price
1	Period of the Contract: October 1, 2021, to September 30, 2023 For the provision of Janitorial and Snow Clearing Services, total tendered all-inclusive price for the initial contract period, as per the Cost Breakdown in Attachment 1 to Part 3 – Pricing Schedule.	104	\$
Total Cost (Applicable Taxes excluded):			\$
Applicable Taxes (15%):			\$
Total All-Inclusive Evaluated Price for the initial period of contract (taxes included):			\$
2	Option Period 1: October 1, 2023, to September 30, 2024 For the provision of Janitorial and Snow Clearing Services, total tendered all-inclusive price for the Option Year 1 contract period, as per the Cost Breakdown in Attachment 1 to Part 3 – Pricing Schedule.	52	\$
3	Option Period 2: October 1, 2024, to September 30, 2025 For the provision of Janitorial and Snow Clearing Services, total tendered all-inclusive price for the Option Year 2 contract period, as per the Cost Breakdown in Attachment 1 to Part 3 – Pricing Schedule.	52	\$
Total Evaluated Price (Applicable Taxes excluded): (sum of: Option Period one + Option Period 2)			\$
Total All-Inclusive Evaluated Price (Applicable Taxes excluded): (sum of: Initial Period + Option Period one + Option Period 2)			
Applicable Taxes (15%):			\$
Total All-Inclusive Evaluated Price (Applicable Taxes included): (sum of: Initial Period + Option Period one + Option Period 2)			\$

ANNEX "C" – SECURITY REQUIREMENTS CHECK LIST

Common Centralized Professional Services: Security Requirement Checklists (SRCLs)

	Government of Canada Gouvernement du Canada	Contract Number / Numéro du contrat T2062-200052 Security Classification / Classification de sécurité UNCLASSIFIED
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 Transport Canada		2. Branch or Directorate / Direction générale ou Direction Programs
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 Janitor Service for Wabush Airport, Wabush, NL		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
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 <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET <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 <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada
Gouvernement du Canada

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

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 A 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 UNCLASSIFIED

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	
											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).

ANNEX “D” to PART 3 OF THE BID SOLLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.4.1, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);

ANNEX “E” to PART 5 OF THE BID SOLICITATION

INTEGRITY PROVISIONS

List of names for integrity verification:

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) requires suppliers, regardless of their status under the policy, to submit a list of names with their bid or offer. The list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors
- Privately owned corporations must provide a list of the owners' names
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners
- Suppliers that are a partnership do not need to provide a list of names

Suppliers may use this form to provide the list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: information to submit a bid or offer](#) for additional details.

Supplier information

Supplier's legal name:
Organizational structure: <input type="checkbox"/> Corporate entity <input type="checkbox"/> Privately owned corporation <input type="checkbox"/> Sole proprietor
Supplier's address:
Supplier's procurement business number (optional):
Solicitation or transaction number:
Date of bid, offer submission or closing date of Invitation to Offer (yyyy-mm-dd):

List of names

Name	Title

Declaration

I, (name) _____, (position) _____, of
(supplier's name) _____ declare that the information provided in this
Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to
provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for
award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I
must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of
names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and
Suspension within 10 working days of any changes to the list of names submitted.

Signature

Please include with your bid or offer.

ANNEX "F" – INSURANCE REQUIREMENTS

INSURANCE CONDITIONS FOR SERVICE CONTRACTS

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

1. DEFINITIONS

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

2. INDEMNIFICATION

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

3. PERIOD OF INSURANCE

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

4. PROOF OF INSURANCE

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

5. NOTIFICATION

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

6. INSURED

- 6.1. Each insurance policy shall insure the Vendor, and shall include as an Additional Named Insured, Her Majesty the Queen in right of Canada as represented by the Minister of Transport.

7. PAYMENT OF DEDUCTIBLE

- 7.1. The amount of the deductible, if any, shall be borne by the Vendor.

8. PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE

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

The Minimum Acceptable Amount is \$2,000,000

- 8.2. The policy shall be issued with a deductible amount of not more than **\$1,000** per occurrence applying to property damage claims only.
9. THIRD PARTY LIABILITY INSURANCE FOR VEHICLES AND EQUIPMENT OWNED, LEASED, USED OR OPERATED BY THE VENDOR
- 9.1. The Vendor shall provide an endorsement to the public liability and property damage insurance policy to include third party liability insurance for vehicles and equipment owned, leased, used or operated by the Vendor.
- Minimum acceptable amount is \$1,000,000.**
10. TENANTS LEGAL LIABILITY INSURANCE (WHERE APPLICABLE)
- 10.1. The Vendor shall provide an endorsement to the public liability and property damage insurance policy to provide coverage for premises under the Vendor's care, custody and control in a **minimum amount of \$500,000.**

ANNEX “G” – HOLDBACK

ADDITIONAL TERMS OF PAYMENT

1. Definition

A **Holdback** is a portion of the contract payment or the progress payment withheld to ensure the performance of the contract and is not payable until the contractor has fulfilled all the terms and conditions of the contract.

2. Holdback Amount

The Holdback applicable to this contract will be 15% of each amount that the Contractor invoices each month for the work completed and accepted by the project authority, during the initial contract period (Period of the Contract: October 1, 2021 to September 30, 2023).

3. Additional Invoicing Instructions

The Contractor shall, upon submission of an invoice, as per the Terms of Payment, deliver to the Departmental Representative or his representative, the following additional details for the holdback requirement:

- a. indicate the deduction for holdback, for the applicable period(s)
- b. indicate the GST/HST as a separate item

4. Payment of Holdback

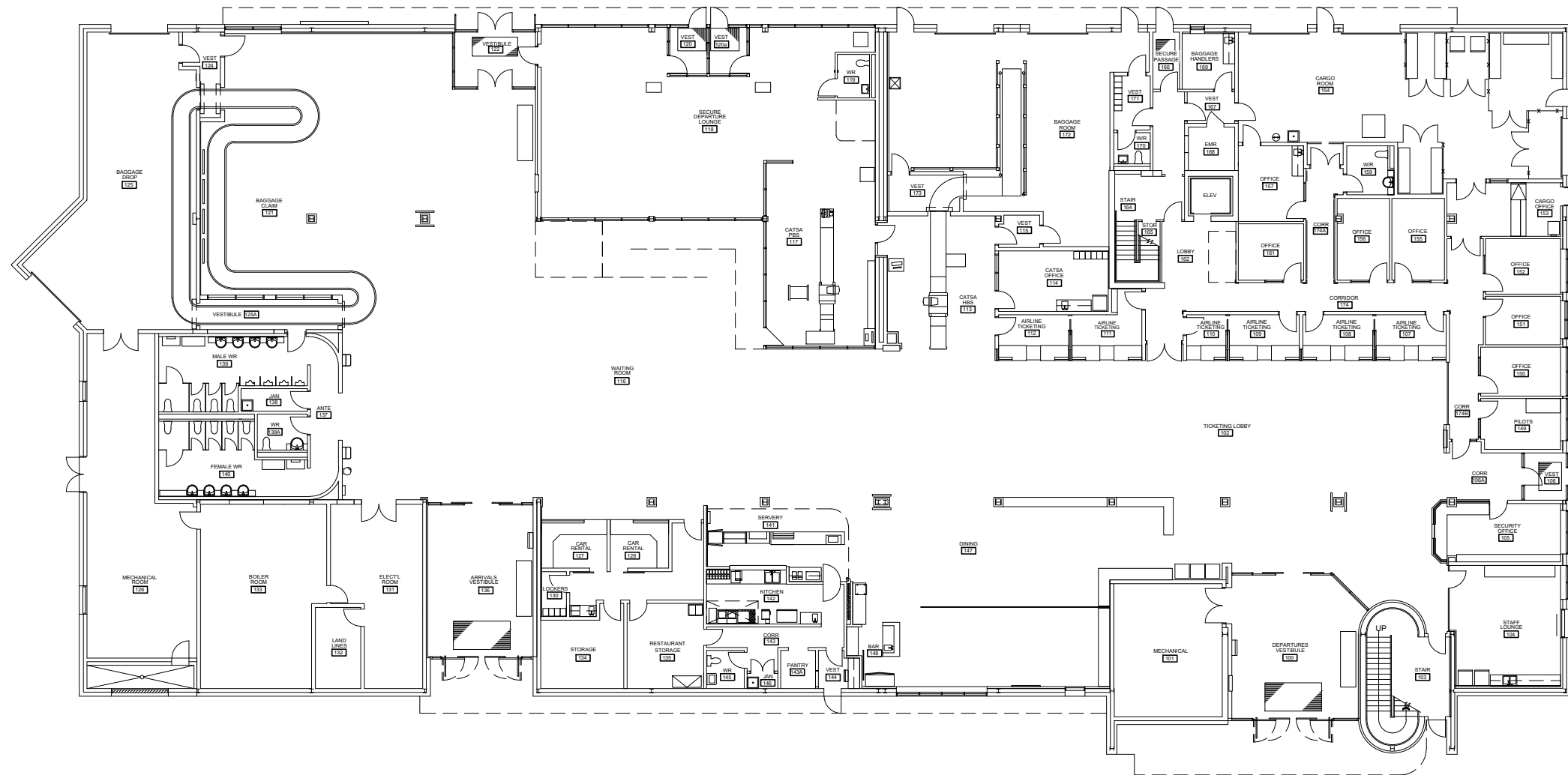
The Holdback amount will be paid to the Contractor every twelve (12) months following the start date of the contract. With the second holdback amount being paid at the end the contract on September 30, 2023.

5. Goods and Services Tax (GST) and Harmonized Sales Tax (HST)

The amount of the GST/HST applicable to the holdback shall be calculated and paid on the earlier of the day that the holdback is paid or becomes due.

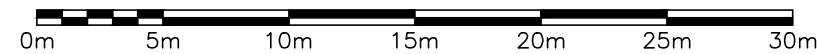
ANNEX "H"

AIRPORT PLAN, LEVEL 1 AND LEVEL 2



FLOOR PLAN - LEVEL 1

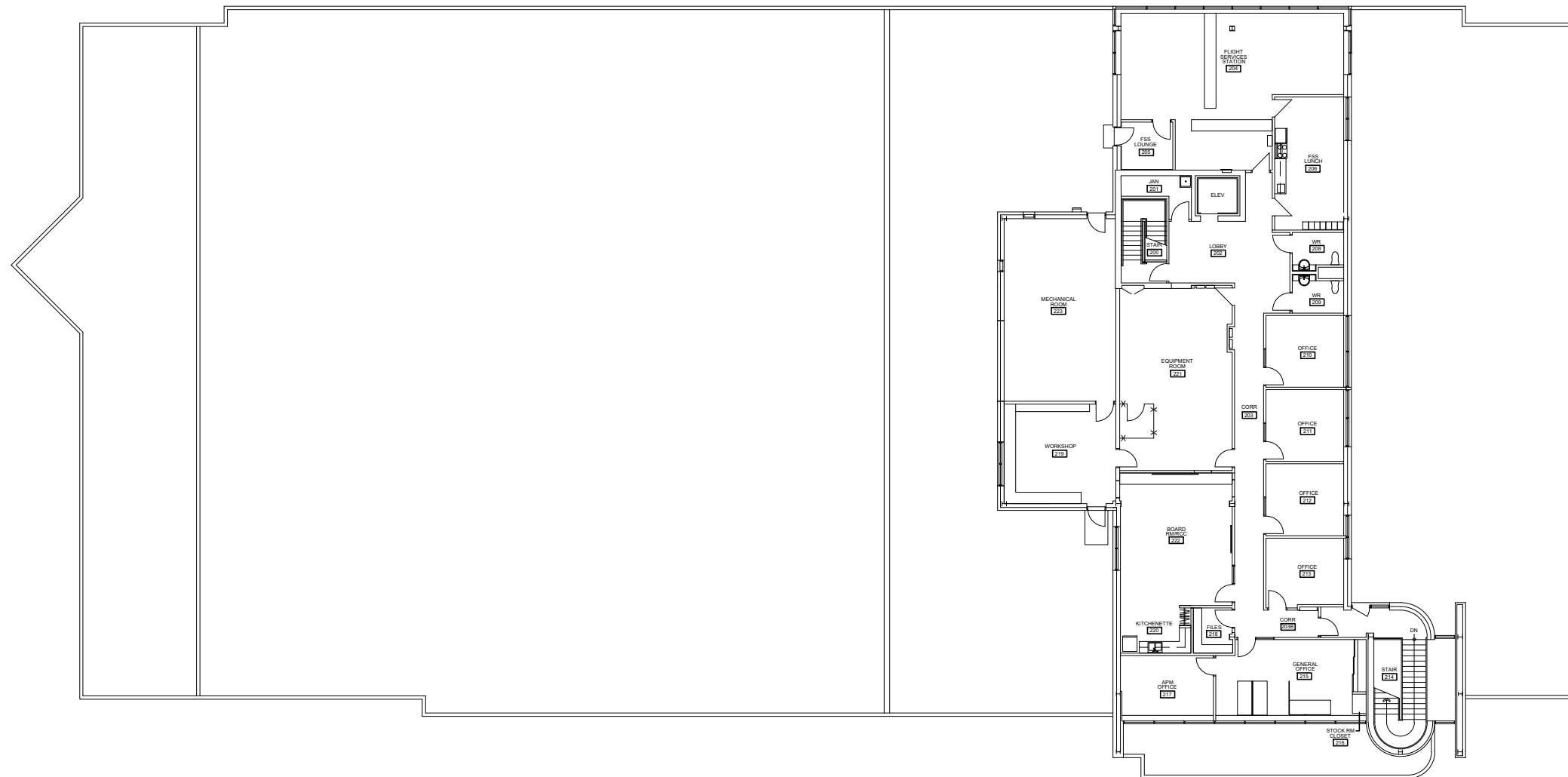
SCALE : 1:300



WABUSH AIRPORT WABUSH, NL

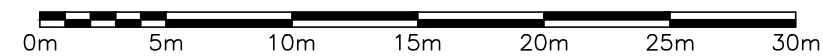
FLOOR PLAN LEVEL-1

0		
revisions		date
project		projet
WABUSH AIRPORT WABUSH, NL		
drawing		dessin
FLOOR PLAN LEVEL-1		
designed		conçu
date		
drawn		dessiné
date		
approved		approuvé
date	September 17, 2020	
Tender		Soumission
PWGSC Project Manager		Administrateur de projets TPSGC
project number		no. du projet
drawing no.		no. du dessin
		SK-1



FLOOR PLAN - LEVEL 2

SCALE : 1:300



0		
revisions		date
project		projet

WABUSH AIRPORT WABUSH, NL

drawing dessin

FLOOR PLAN LEVEL-2

designed conçu

date

drawn dessiné

date

approved **September 17, 2020** approuvé

date

Tender Soumission

PWGSC Project Manager Administrateur de projets TPSGC

project number no. du projet

drawing no. no. du dessin

SK-2