



**RETURN BIDS TO:**

Parks Canada Agency Bid Receiving Unit  
 National Contracting Services  
 Bid Fax: 1-866-246-6893  
 Bid E-mail Address:  
[soumissionouest-bidswest@canada.ca](mailto:soumissionouest-bidswest@canada.ca)

This is the only acceptable email address for responses to the bid solicitation. Bids submitted by email directly to the Contracting Authority or to any other email address will not be accepted.

The maximum email file size is 15 megabytes. The Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to bid documents will not be accepted.

**REQUEST FOR QUOTATION**

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

**Comments:**

**Issuing Office:**  
 Parks Canada Agency  
 National Contracting Services  
 Calgary, AB

<b>Title:</b> Janitorial Services – Sidney Operations Center, Gulf Islands National Park Reserve, BC	
<b>Solicitation No.:</b> 5P420-21-0037/A	<b>Date:</b> August 13, 2021
<b>Client Reference No.:</b> n/a	
<b>GETS Reference No.:</b> PW-21-00965409	

<b>Solicitation Closes:</b> <b>At: 14:00</b> <b>On: September 7, 2021</b>	<b>Time Zone:</b> <b>MDT</b>
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<b>F.O.B.:</b> Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
<b>Address Enquiries to:</b> Adam Tan	
<b>Telephone No.:</b> 587-436-5793	<b>Fax No.:</b> 1-866-246-6893
<b>Email Address:</b> <a href="mailto:adam.tan@canada.ca">adam.tan@canada.ca</a>	
<b>Destination of Goods, Services, and Construction:</b> Gulf Islands National Park Reserve, BC	

**TO BE COMPLETED BY THE BIDDER**

<b>Vendor/ Firm Name:</b>	
<b>Address:</b>	
<b>Telephone No.:</b>	<b>Fax No.:</b>
<b>Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):</b>	
<b>Signature:</b>	<b>Date:</b>

**Solicitation No.:**  
5P420-21-0037/A

**Amendment No.:**  
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**Contracting Authority:**  
Adam Tan

Ver.02.08.21

**Client Reference No.:**  
PW-21-00965409

**Title:**  
Janitorial Services – Sidney Operations Center, Gulf Islands National Park Reserve, BC

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## **IMPORTANT NOTICE TO BIDDERS**

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

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

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

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The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

### **Security Requirements**

There are security requirements associated with this requirement. For further instructions, consult Part 1 – General Information and Part 6 – Resulting Contract Clauses.

### **Direct Deposit**

The Government of Canada has replaced cheques with direct deposit payment(s); an electronic transfer of funds deposited directly into a bank account. In order to receive payment, new vendors that are awarded a contract will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

Additional information on this Government of Canada initiative is available at:  
<http://www.directdeposit.gc.ca>

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## PART 1 – INFORMATION AND INSTRUCTIONS

### 1.1. Security Requirements

New personnel security clearance requests require the fingerprinting of individuals to conduct a criminal record check. The validity of an existing personnel security clearance issued by the Government of Canada is not affected by this requirement of the criminal record check process. Contractors who require personnel security clearances to perform a contract for the Government of Canada are responsible for all costs associated with obtaining the security clearances.

1.1.1. Before award of a contract, the following conditions must be met:

- (a) 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;
- (b) The Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

1.1.2. 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.

### 1.2. Statement of Work

The requirement is detailed under **Article 6.2** of the resulting contract clauses.

### 1.3. Optional Site Visit

- There will be an optional site visit on Thursday August 26, 2021 at 2:00 PM PDT. Interested bidders are to meet at the reception of the main building, 2220 Harbour Road, Sidney, BC V8L 2P6
- Please be advised that there will be a limit of two (2) representatives per bidder attending the site visit. Bidders are requested to RSVP to the contracting authority by August 24, 2021 at 2:00 PM MDT. Should there be sufficient interest in site visit attendance, Parks Canada may assign time slots to bidders in an effort to maintain social distancing protocols.
- In accordance with provincial health regulations, interested bidders must be symptom free, wear a face mask and observe social distancing from others on site. Review with the Parks Canada Agency Authority and a question and answer session will be held outside the buildings and only one bidder at a time will be permitted entry for measurements and photos.
- Bidders are requested to communicate with the Contracting Authority before the optional site visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may 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

### 1.4. Debriefings

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

## **PART 2 – BIDDER INSTRUCTIONS**

### **2.1. Standard Instructions, Clauses and Conditions**

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020-05-28), Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

Subsection 2. entitled epost Connect of section 08, Transmission by Facsimile or by epost Connect of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety.

### **2.2. Submission of Bids**

Bids must be submitted only to the Parks Canada Agency (PCA) Bid Receiving Unit by the date and time indicated on page 1 of the bid solicitation.

#### **Bids submitted in-person or by courier may not be accepted.**

The only acceptable facsimile for responses to bid solicitations is 1-866-246-6893.

The only acceptable email address for responses to bid solicitations is [soumissionsouest-bidswest@canada.ca](mailto:soumissionsouest-bidswest@canada.ca).

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The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

### **2.3. Enquiries – Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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.

## 2.4. Applicable Laws

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

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

## 2.5. Bid Challenge and Recourse Mechanisms

2.5.1. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

2.5.2. Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell website](#), under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)

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

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**Contracting Authority:**  
Adam Tan

Ver.02.08.21

**Client Reference No.:**  
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**Title:**  
Janitorial Services – Sidney Operations Center, Gulf Islands National Park Reserve, BC

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## **PART 3 – BID PREPARATION INSTRUCTIONS**

### **3.1. Bid Preparation Instructions**

Canada requests that the bid be gathered per section and separated as follows:

Section I: Financial Bid  
Section II: Certifications

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

#### **Section I: Financial Bid**

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

##### **3.1.1. Exchange Rate Fluctuation**

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

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

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

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## **PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1. Evaluation Procedures**

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

#### **4.1.1. Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

#### **4.1.2. Basis of Selection**

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



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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1. Certifications Required with the Bid

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

#### 5.1.1. Integrity Provisions – Declaration of Convicted Offences

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

### 5.2. Certifications Precedent to Contract Award and Additional Information

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

#### 5.2.1. Integrity Provisions – Required Documentation

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

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), must provide the information requested at **Annex E to Part 5 of the Bid Solicitation** prior to contract award.

#### 5.2.2. Former Public Servant

Contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds.

In order to comply with Treasury Board policies and directives on contracts awarded to Former Public Servants, the Bidder must provide the information requested at **Annex F to Part 5 of the Bid Solicitation** prior to contract award.

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### **5.2.3. Federal Contractors Program for Employment Equity – Bid Certification**

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

## **PART 6 – RESULTING CONTRACT CLAUSES**

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

### **6.1. Security Requirements**

**6.1.1.** The following security requirements apply to and form part of the Contract.

**6.1.1.1** The Contractor/Offeror's personnel as well as their subcontractors that require unescorted access to work site(s) as well as access to sensitive assets or information must EACH hold and maintain a valid RELIABILITY STATUS, granted or approved by Parks Canada Agency Security Directorate (PCASD).

\*Sensitive assets may include: Cash, artefacts, firearms, explosives, keys, vehicles, Historic sites and buildings, electronic equipment, IT networks, Critical installations and systems, etc.

**6.1.1.2** The Contractor/Offeror's personnel as well as their subcontractors MUST NOT remove any PCA information or assets from the identified work site(s) without consent from a PCA employee, and they must ensure that their personnel are made aware of and comply with this restriction.

### **6.2. Statement of Work**

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

#### **6.2.1 Work Authorization Process – As-and-when Requested Services**

##### **6.2.1.1 Work Authorization:**

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

##### **6.2.1.2 Work Authorization Process:**

- (a) The Project Authority will provide the Contractor with a description of the work.
- (b) The WA will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables.
- (c) The Contractor must provide the Project Authority, within 1 day of receipt, the proposed total estimated cost for performing the work and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- (d) The Contractor must not commence work until a WA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a WA has been received will be done at the Contractor's own risk.

#### **6.2.2 Canada's Obligation – Portion of the Work – Work Authorizations**

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

### **6.3. Standard Clauses and Conditions**

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

### 6.3.1. General Conditions

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

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

### 6.4. Term of Contract

#### 6.4.1. Period of the Contract

The period of the Contract is from October 1, 2021 to September 30, 2022 inclusive.

#### 6.4.2. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) from October 1, 2022 to September 30, 2023 inclusive, and October 1, 2023 to September 30, 2024 inclusive 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 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:

**Adam Tan**  
Contracting Officer, National Contracting Services  
Parks Canada Agency  
220 – 4 Avenue S.E., suite 720  
Calgary, AB T2G 4X3

Telephone: (587) 436-5793  
Facsimile: 1-866-246-6893  
E-mail address: [adam.tan@canada.ca](mailto:adam.tan@canada.ca)

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

#### 6.5.2. Project Authority

The Project Authority for the Contract is:

\*\*\* to be provided at contract award \*\*\*

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to

authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

**6.5.3. Contractor's Representative**

The Contractor's Representative for the Contract is:

**\*\* to be completed by the Bidder \*\***

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

**6.6. Proactive Disclosure of Contracts with Former Public Servants**

\*\*\* [SACC Manual clause A3025C](#) to be inserted at contract award, if applicable \*\*\*

**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 \$ \*\*\* to be inserted at contract award \*\*\*. Customs duties are included and Applicable Taxes are extra.

**6.7.2. Limitation of expenditure**

**6.7.2.1** Canada's total liability to the Contractor under the Contract must not exceed \$ \*\*\* to be inserted at contract award \*\*\*. Customs duties are included Applicable Taxes are extra.

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

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

whichever comes first.

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

### **6.7.3. Monthly Payment**

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

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

### **6.8. Invoicing Instructions**

**6.8.1.** 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.

Each invoice must be supported by:

- a. A copy of the Work Authorization, if applicable.

**6.8.2.** Invoices must be distributed as follows:

- a. Invoices must be forwarded electronically to the Project Authority for certification and payment.

### **6.9. Certifications and Additional Information**

#### **6.9.1. Compliance**

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

### **6.10. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **\*\*\* to be inserted at contract award \*\*\***.

### **6.11. Priority of Documents**

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

- (a) The Articles of Agreement;
- (b) The general conditions [2010C](#) (2020-05-28), General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;

- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS); and
- (g) The Contractor's bid dated \*\*\* to be inserted at contract award \*\*\*.

#### 6.12. SACC Manual Clauses

- [A1009C](#) (2008-05-12), Work Site Access
- [A9068C](#) (2010-01-11), Government Site Regulations
- [B6802C](#) (2007-11-30), Government Property
- [B9028C](#) (2007-05-25), Access to Facilities and Equipment

#### 6.13. Insurance Requirements

The Contractor must comply with the insurance requirements specified in **Annex C**. 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.

#### 6.14. Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

## ANNEX “A” – STATEMENT OF WORK

### 1. Title

Cleaning Services Gulf Islands National Park Reserve – Sidney Operations Centre & the adjacent ‘Frank House’, Sidney, BC

### 2. Scope

#### 2.1. Objective

Provision of Janitorial Services at the Sidney Operations Building, and the adjacent ‘Frank House’ located at Gulf Islands National Park Reserve, 2220 Harbour Road, Sidney, BC.

#### 2.2. Terminology

**Common Area** includes open office space, washrooms located on all floors, showers, coffee room, main stairwell and lobby, photocopy room, three (3) board rooms and board room sink area available for use by more than one (1) Parks Canada employee.

**Flight of Stairs** includes steps and risers situated between two (2) floor levels including landings.

**Green Product** means cleaning products that are biodegradable, phosphate-free, odourless or low-odour, low volatile organic compounds (VOC) products for all general-purpose cleaning. All cleaning products used must meet the Environmental Choice Program Certification (“Eco-Logo”) criteria or equivalent.

**High Traffic Areas** includes entrance lobbies, corridors and traffic aisles in the Operations Building and Frank House.

**Materials** include all products as required for the performance of the Work, in addition to all supplies necessary for the physical cleaning of the buildings unless otherwise specified.

**Office Equipment** includes but is not limited to computer monitors, keyboards, mice, CPU towers, telephones and other pieces of movable equipment located within an office space. Additionally, Office Equipment includes but is not limited to the printer, fax machine and shredder located in the Common Area of the Operations Building.

**Public Areas** include all areas accessible by the public in the Operations Building and Visitor Centre.

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

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

#### 2.3. Quality Standards

The Contractor must meet the following standards:

##### **Carpet Cleaning**

- (a) All carpets and walk-away mats must be clean and free of accumulated dust and dirt and stains by use of a professional carpet cleaning machine.
- (b) Areas must be cleaned to walls and corners.

##### **Cleaning: General**

- (a) All surfaces and objects specified must be free of dust, stains, spills, debris and soil immediately after cleaning operation.
- (b) Machinery and equipment must not block a passageway, or present a trip hazard.



- (c) Furnishings moved by cleaners must be relocated to their original location.

#### **Clean and Disinfect**

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

#### **Damp Mopping**

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

#### **Damp Wiping**

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

#### **Descal**

- (a) All surfaces must be cleaned of accumulated mineral deposits using a descaling product following the manufacturer's instructions.

#### **Dust Mopping**

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

#### **Glass and Mirror Cleaning**

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

#### **High dusting**

- (a) All surfaces must be free of dust.
- (b) Surface must be dusted using damp rag wiping.
- (c) Dust must be contained and prevented from floating freely in the air during operation.

#### **Spot Cleaning**

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

#### **Stain Removal**

- (a) All carpets, walk-away mats and hard surface floors must have no visible stains or discoloration after stain removal operation.

#### **Strip and Refinish**

- (a) All old finish must be removed and all residual stripper chemical cleaned away.
- (b) Floor areas including open areas and flooring around furniture legs and into corners must be cleaned using a mild detergent solution.
- (c) All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations
- (d) New finish must be applied to all portions of the floors.
- (e) Refinish must include application and buffing of one (1) coat of liquid wax
- (f) All areas must be clean and clear of all stains, blemishes and dirt, and have a consistent shine free of scrapes and marks once the "Strip and Refinish" is complete.

#### **Sweeping**

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

### **Vacuuming**

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

### **Wash Floors**

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

## **3. Contractor's Responsibilities - Requirements**

The Contractor must:

### **3.1 Tasks**

- (a) Supply all labour, tools, equipment and supplies necessary for the physical cleaning of the worksite and materials as required for the performance of the Work;
- (b) Provide all trash bags, recycling bags, toilet tissue, paper hand towels, urinal blocks and hand soap. There are existing soap, paper towel, and toilet paper dispensers, however if they break or malfunction the successful contractor must replace them.
- (c) Follow and sign an itemized log chart posted on the back of doors when Routine Cleaning and Scheduled Operations are performed;
- (d) Perform minor unplugging of drains and toilets, as required, during Routine Cleaning and Scheduled Operations;
- (e) Upon arrival and completion of cleaning, ensure that the buildings are secured (i.e. windows closed and latched, doors locked, lights turned off and security alarms set);
- (f) Inform the Project Authority immediately of any deficiency or damage that may render a building unserviceable for public use, discovered during performance of the Work;
- (g) Submit a sample and accompanying Material Safety Data Sheets for all applicable supplies and materials proposed for the Work to the Project Authority for approval before use; and
- (h) Ensure that where substances classified as controlled products, under the Controlled Products Regulations, are to be used in Crown-owned facilities, that:
  - i. The Contractor's employees receive appropriate training as per provincial/ federal regulations and the Workplace Hazardous Material Information System (WHMIS); and
  - ii. Controlled products are brought to the attention of the Project Authority.
- (i) Upon the request of the Project Authority, immediately and permanently remove from the Work any employee who, in the opinion of the Project Authority, is incompetent or has conducted him/ herself improperly

### **3.2 Routine Cleaning**

*Note: The boardroom, staff lunchroom and library are located in the Operations Building.*

#### **3.2.1 Daily Tasks**

The Contractor must perform the following duties **daily** at the **Operations Building and Frank House** (unless otherwise specified) after 5:00 p.m. and completed before 7:00 a.m. of the following morning:

- (a) Clean the following:
  - i. Waste containers in public washrooms
  - ii. Mirrors in public and staff washrooms
  - iii. Countertops in public and staff washrooms
  - iv. Custodial storage areas provided by Parks Canada
  - v. Outdoor drinking fountains and water dispensers at Visitor Centre and in staff lunchroom
- (b) Clean and disinfect the following:
  - i. Sinks/ washbasins in public and staff washrooms
  - ii. Toilets including seats (both sides), tanks and bowls in public and staff washrooms
  - iii. Urinals in public and staff washrooms
  - iv. All body contact points including but not limited to light switches, door handles, water taps, faucets, receptacles, dispensers and flush valves in public and staff washrooms
- (c) Wash all hard surface floors
- (d) Empty all waste containers and properly dispose of waste to maintenance compound in lower parking lot
- (e) Refill consumable products as needed including but not limited to toilet tissue, paper hand towels, urinal blocks and hand soap in public washrooms
- (f) Vacuum (and spot clean as needed) the following:
  - i. All carpets in High Traffic Areas and Public Areas
  - ii. All mats

### 3.2.2 Weekly Tasks

The Contractor must perform the following duties **weekly** (each Friday) at the **Operations Building and Frank House** (unless otherwise specified) after 5:00 p.m. and completed before 7:00 a.m. of the following morning:

- (a) Clean the following:
  - i. Exterior of all fridges and freezers
  - ii. Exterior and interior of all microwaves
  - iii. Waste and recycling containers in Public Areas and office spaces
- (b) Clean and disinfect the following:
  - i. Sinks/ washbasins in Common Area
  - ii. Countertops in Common Area
  - iii. Boardroom, staff lunchroom and library tabletops
  - iv. Toilets including seats (both sides), tanks and bowls in Frank House staff washrooms
  - v. Urinals in Frank House staff washrooms
- (c) Damp wipe the following:
  - i. All handrails
  - ii. All Office Equipment in Common Areas
- (d) Wash all hard surface floors
- (e) Empty all waste and recycling containers in Public Areas and office spaces and properly dispose of waste and recycling (making sure not to mix recyclable paper and bottles together) to maintenance compound in lower parking lot
- (f) Spot clean walls in all Public Areas
- (g) Vacuum (and spot clean as needed) the following:
  - i. All carpets and mats in office spaces, boardroom and library

- ii. All flights of stairs

### 3.2.3 Monthly Tasks

The Contractor must perform the following duties **monthly** (on a Friday) at the **Operations Building, and Frank House** (unless otherwise specified) after 5:00 p.m. and completed before 7:00 a.m. of the following morning:

- (a) Descale all toilet bowls, urinals and sinks/ washbasins
- (b) All light switches and door handles surfaces.

### 3.2.4 Scheduled Operations

The Contractor must perform the following duties **biannually** (i.e. two (2) times during each year of the Contract) (each March and September) at the **Operations Building and Frank House** (unless otherwise specified) after 5:00 p.m. and completed before 7:00 a.m. of the following morning:

- (a) Clean and disinfect the following:
  - i. Telephones in office spaces
  - ii. Washroom showers
- (b) Damp wipe the following:
  - i. Desktops in office spaces
  - ii. All vertical surfaces
  - iii. Shelves
  - iv. Tables and desks
  - v. Furniture in staff lunchroom
- (c) Dust the following:
  - i. Tops of desks in office spaces
  - ii. Tops of cabinets, doors, and picture frames in Operations Building and Visitor Centre only
  - iii. Lights, ledges and fans
- (d) Strip and refinish all linoleum floors
- (e) Vacuum and damp wipe all vents and grills
- (f) Clean carpets and remove stains from all carpets and mats in office spaces and Common Area, and carpeted hallways in the Operation's Building.
- (g) Sweep and damp wash floor in server room in the Operation's Building

### 3.2.5 Additional Cleanings - As and When Requested Services

Parks Canada Agency may require additional cleaning on an as and when requested basis. The Project Authority will inform the Contractor of the requirements, and an agreement will be reached, in accordance with **Annex "B"**, as to how and when the Work is to be performed. Any Additional Cleanings must be approved in writing by the Project Authority and any changes to the Contract must be authorized in writing by the Contracting Authority.

### 3.3 Constraints

- (a) Green Products must be used for the physical cleaning of the buildings.
- (b) All containers brought into Crown-owned facilities containing controlled products must be labelled, stored and handled in accordance with WHMIS and Transport of Dangerous Goods Regulations.

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- (c) The Work must be executed with a minimum of inconvenience to Parks Canada personnel and the general public. The Contractor must comply with all directions of the Project Authority relative to the scheduling of the Work, including the specific times during which it shall be performed. The Contractor must take all necessary measures to avoid disruption of essential services or impedance, interruption or endangerment of pedestrian or other traffic by reason of the Contractor's activities.
- (d) All Contractor employees assigned to perform the Work must be over the age of nineteen (19) years.
- (e) If any employee of the Contractor in the opinion of the Site and Visitor Experience Manager presents a threat to security, the Contractor must ensure that the employee not perform the Work any further.

#### **4. Parks Canada Agency Support**

Parks Canada shall:

- (a) Provide all electricity, hot and cold water required by the Contractor for performance of the Work;
- (b) Provide one (1) small custodial storage area at the Visitor Centre and one (1) small custodial storage area at the Operations Building for the Contractor's use;
- (c) Provide all security access and keys required to access the worksite;

**ANNEX “B” – BASIS OF PAYMENT**

**\*\* to be completed by the Bidder \*\***

**Financial Bid Submission Requirements**

- (a) The Bidder must submit their financial bid in accordance with the Basis of Payment.
- (b) The Bidder must submit prices for all items listed in the Basis of Payment.
- (c) All prices are in Canadian dollars, FOB destination
- (d) Customs duties are included and Applicable Taxes are extra.

**Table 1. Firm Unit Prices**

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit prices in Canadian funds for all costs, including but not limited to all professional, materials, supplies, labour, technical, and administrative fees, costs, and travel as required to fulfill the requirements of *Annex A – Statement of Work* as defined

Item No.	Description	Unit of Measurement	Price Per Unit (PU)	Estimated Quantity (EQ)	Estimated Total (PU X EQ)
<b>For the period of the Contract: October 1, 2021 to September 30, 2022</b>					
1.1	Firm monthly price for <u>all</u> Supply of materials, Routine Cleaning and Scheduled Operations. <i>Includes all daily, weekly, monthly, quarterly, and annual tasks.</i>	Per Month	\$	12	\$
1.2	Firm hourly rate for Unscheduled Operations for as and when requested work.	Per Hour	\$	4	\$
<b>For the option year 1 of the Contract: October 1, 2022 to September 30, 2023</b>					
1.3	Firm monthly price for <u>all</u> Supply of materials, Routine Cleaning and Scheduled Operations. <i>Includes all daily, weekly, monthly, quarterly, and annual tasks.</i>	Per Month	\$	12	\$
1.4	Firm hourly rate for Unscheduled Operations for as and when requested work.	Per Hour	\$	4	\$

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**For the option year 2 of the Contract: October 1, 2023 to September 30, 2024**

<b>1.5</b>	Firm monthly price for <u>all</u> Supply of materials, Routine Cleaning and Scheduled Operations. <i>Includes all daily, weekly, monthly, quarterly, and annual tasks.</i>	<b>Per Month</b>	<b>\$</b>	12	<b>\$</b>
<b>1.6</b>	Firm hourly rate for Unscheduled Operations for as and when requested work.	<b>Per Hour</b>	<b>\$</b>	4	<b>\$</b>
<b>COMBINED ESTIMATED TOTAL FIRM UNIT BID PRICE (SUM OF ITEMS 1.1 TO 1.6) (EXCLUDING APPLICABLE TAX)</b>					<b>\$</b>

**Notes:**

- (a) Unidentified costs will not be allowable under the Contract unless there is a change to the work requirements and addressed by a contract amendment issued by the Contracting Authority;
- (b) Additional payment terms and conditions will not apply to the contract; and
- (c) Customs duties are included and Applicable Taxes are extra.

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## **ANNEX “C” – INSURANCE REQUIREMENTS – COMMERCIAL GENERAL LIABILITY INSURANCE**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Parks Canada Agency.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.



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**ANNEX “D” – ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)**

\*\*\* to be completed after contract award \*\*\*

**The following form must be completed and signed prior to commencing work on Parks Canada Sites.**

**Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.**

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the Canada Labour Code and the Canada Occupational Health and Safety Regulations are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

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

**Location of Work**

**General Description of Work to be Completed**

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**Mark “Yes” where applicable.**

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, \_\_\_\_\_ (*contractor*), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

**Name**

**Signature**

**Date**

**ANNEX “E” – LIST OF NAMES FOR INTEGRITY VERIFICATION FORM**

**\*\* to be completed by the Bidder \*\***

**LIST OF NAMES FOR INTEGRITY VERIFICATION FORM**

**Requirements**

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the Bidder’s 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 required 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: Required information to submit a bid or offer](#) for additional details.

**Supplier Information**

<b>Supplier’s Legal Name:</b>		
<b>Organizational Structure:</b> ( ) Corporate Entity ( ) Privately Owned Corporation ( ) Sole Proprietor ( ) Partnership		
<b>Supplier’s Legal Address:</b>		
<b>City:</b>	<b>Province / Territory:</b>	<b>Postal Code:</b>
<b>Supplier’s Procurement Business Number (optional):</b>		

**List of Names**

Name	Title

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**Declaration**

I, \_\_\_\_\_, (*name*)

\_\_\_\_\_, (*position*) of

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

---

**Signature**

**Date**

## ANNEX “F” – FORMER PUBLIC SERVANT

### **\*\* to be completed by the Bidder \*\***

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

### **Definitions**

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? <b>Yes</b> ( ) <b>No</b> ( )
---

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

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder’s status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### **Work Force Adjustment Directive**

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Ver.02.08.21

**Client Reference No.:**  
PW-21-00965409

**Title:**  
Janitorial Services – Sidney Operations Center, Gulf Islands National Park Reserve, BC

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Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? <b>Yes ( ) No ( )</b>
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If so, the Bidder must provide the following information:

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