



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

AADNC.SOUSSIONBID.AANDC@CANADA.CA

Date of Solicitation - Date de la demande 2021-09-10		Page 1 of 36
Address inquiries to - Adresser toute demande de renseignements à : Bruno.Paradis2@canada.ca		
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur	
Destination STIUX LOOKOUT, ONTARIO		

**BID SOLICITATION  
DEMANDE DE SOUMISSIONS**

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and at the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of Supply Arrangement No. n/a . Only suppliers who are pre-qualified and have been issued a supply arrangement at the time this bid solicitation is issued are eligible to bid.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement numéro n/a . Seuls les fournisseurs qui sont pré-qualifiés et auxquels un arrangement en matière d'approvisionnement a été émis au moment où cette demande de soumissions est émise peuvent présenter une soumission.

Solicitation No. - N° de la demande 1000232795	Amendment No. - N° de modification
Solicitation closes - La demande prend fin at - à 2:00 p.m. EDT on - le 2021-10-04	File No. - N° de dossier 1000232795

**Instructions:  
Municipal taxes are not applicable.**

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, and must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

**Instructions:  
Les taxes municipales ne s'appliquent pas.**

Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiquée(s). Le montant des taxes applicables doit apparaître séparément.

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Supplier Name and Address - Nom et adresse du fournisseur	
Telephone No. - N° de téléphone	
Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of supplier (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)	
Signature	Date

## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

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

### **1.2 Statement of Work**

The Work to be performed is detailed under Annex A of the resulting contract clauses.

### **1.3 Debriefings**

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

### **1.4 Trade Agreements**

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

## **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.

### **2.2 Submission of Bids**

Bids must be submitted electronically only to Indigenous Services Canada (ISC) by the date, time and e-mail address indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by any other means to ISC will not be accepted.

### **2.3 Former Public Servant**

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

#### **Definitions**

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the

implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

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

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 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:

- 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.

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## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) 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 Ontario.

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.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that the Bidder submits its bid electronically in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The total size of the email, including all attachments, must not exceed 10 megabytes (MB). It is solely the Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

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

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

#### **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

##### **3.1.1 Electronic Payment of Invoices – Bid**

The method of invoice payment by Indigenous Services Canada (ISC) is by direct deposit to the Contractor's financial institution of choice.

##### **3.1.2 Exchange Rate Fluctuation**

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

##### **3.1.3 SACC Manual Clauses**

#### **Section III: Certifications**

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

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

<b>Attention Bidders:</b> Write beside each of the criterion the relevant page number(s) from your bid which addresses the requirement identified in the criteria.			
	<b>Mandatory Technical Criteria</b>	<b>Met (Yes/No)</b>	<b>Cross-Reference to bid (indicate page #)</b>
<b>MT1</b>	<p><b>Experience</b></p> <p>The Bidder must demonstrate a minimum of thirty six (36) months of experience in providing cleaning, janitorial and recycling services as a firm or organization.</p> <p>a) Name and location of the organization in which the services was provided;            b) Name, address, email and phone number for the client contact point;            c) Brief description of services provided</p>		
<b>MT2</b>	<p><b>Performance and Quality Assurance</b></p> <p>The Bidder must outline a Performance Management and Quality Assurance approach and methodology, which must include:</p> <p>a) an approach and methodology to measure, track and monitor performance and quality of work;            b) identify how performance issues will be addressed</p>		
<b>MT3</b>	<b>Infection Control</b>		

	The Bidder must provide a complete listing of the proposed cleaning and infection control solutions being used on site along with the WHIMIS sheets confirming their ingredients.		
<b>MT4</b>	<b>Transportation</b>  The bidder must provide and be able to accommodate their own transportation for all proposed employees to and from their location of business to various Indigenous Service Canada sites as identified in the Statement of Work.		
<b>MT5</b>	<b>Reporting</b>  The bidder must provide a sample of the detailed checklist used for the duration of the contract.		

#### 4.1.1.2 Point Rated Technical Criteria

#	Point-Rated Technical Criteria	Minimum points required	Actual Score	Cross-Reference to bid (indicate page #)
<b>R1</b>	<p><b>Performance and Quality Assurance</b></p> <p>The Bidders should clearly outline their Performance Management and Quality Assurance approach and methodology. The approach and methodology outlined should include the following:</p> <ul style="list-style-type: none"> <li>a) Methodology to be used to match the competency and experience of a resource with Indigenous Service Canada requirements. <b>(5 points)</b></li> <li>b) Identification of how the Bidder will ensure that any issues raised by Indigenous Service Canada related to performance or quality assurance, are resolved. <b>(5 points)</b></li> <li>c) Identification of the typical problems and risks associated with the work and how the Bidder will attempt to prevent them and provide remedies and solutions.</li> </ul>	15 / 20	<b>/20</b>	



	<p><b>(5 points)</b></p> <p>d) Description of the method for auditing the quality and performance of the work by its resources. <b>(5 points)</b></p>			
<b>R2</b>	<p><b>Understanding of the Requirement</b></p> <p>The bidder demonstrates an understanding of the Statement of Work and includes:</p> <p>a) Proper cleaning techniques          b) Understanding of and response to last minute requests          c) Formal cleaning procedures for infection control in all areas in relation to Public Health Guidelines.</p> <p><b>Scale for above R2 a to c elements:</b></p> <p><b>10 points</b> = Demonstrated a complete understanding of the requirement; clear recognition of problems and sound, even creative solutions.  <b>8 points</b> = Good understanding overall; fair understanding of some minor areas; recognition of problems, some incomplete solutions.  <b>5 points</b> = Overall fair understanding; missing many points including some major areas; limited appreciation of problems and solutions.  <b>3 point</b> = Weak understanding, missing many major areas; weak understanding of problems.  <b>0 points</b> = No demonstrated understanding of the requirement.</p>	23 / 30	<b>/30</b>	
<b>R3</b>	<p><b>Relevant Work Experience as an Firm/Organization</b></p> <p>The Bidder demonstrates that they have relevant work experience in providing services, in addition to the minimum required in mandatory requirement M1.</p>	15 / 20	<b>/20</b>	

	<p>a) Name and location of the organization in which the service was provided;</p> <p>b) Name, address, phone number for the client contact point;</p> <p>c) Brief description of the services provided</p> <p><b>Five (5) points</b> will be awarded for each relevant work experience, to a maximum of twenty (20) points.</p>			
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**4.1.2 Financial Evaluation**

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

**4.2 Basis of Selection**

**4.2.1 SACC Manual Clause [A0027T](#) (2012-07-16), Basis of Selection – Highest Rating of Technical Merit and Price**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum points specified for each criterion for the technical evaluation,
2. Bids not meeting "(a) or (b) or (c)" will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	<b>Pricing Score</b>	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
<b>Combined Rating</b>		84.18	73.15	77.70
<b>Overall Rating</b>		1st	3rd	2nd

## **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 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 procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.2.3 Additional Certifications Precedent to Contract Award**

##### **5.2.3.1 Status and Availability of Resources**

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

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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 CLAUSES : 1000232795**

1. Pursuant to the Policy on Government Security, the nature of the services to be provided under this contract requires a valid Government of Canada (GoC) personnel Security Screening at the level **Reliability Status** for the Contractor, authorized resources and any sub-contractors to be assigned to conduct the work.
2. Prior to the commencement of the work, the Contractor and each authorized resources involved in the performance of the work under this contract must each hold a valid Security Screening at the level **Reliability Status** during the lifetime of the contract.
3. The Contractor and its personnel requiring access to Government of Canada operational restricted access area(s) must EACH hold a valid Security Screening at the level of **Reliability Status** and must be escorted at all time while on Government of Canada secured restricted access areas.
4. The contractor and its personnel may not have access to protected and/or classified information and/or assets.
5. Subcontracts are not to be awarded without the prior written permission from the security in contracting team of ISC.
6. Any substitute or alternate resource proposed for this contract:
  - a) must be approved by Security and Emergency Services Divisions of Indigenous Services Canada; and,
  - b) must hold a valid GoC Security Screening at the level of **Reliability Status**, before gaining access to sensitive work site(s)
7. Under this contract, if a Contractor submits a resource who is subsequently found to not meet the Security requirements, the Department may immediately terminate the contract with no obligation to replace the resource with a resource from the same Contractor or to pay any invoice for work undertaken by this resource.
8. This contract only has force or effect for as long as the Security Screening at the level of **Reliability Status** is valid. During the lifetime of this contract, if the Security Screening issued prior to the commencement of the work, be suspended or revoked the contract shall be terminated immediately and the Contractor shall have no claim against Her Majesty or the Minister as a result of the termination. The Contractor shall be paid for satisfactory work performed up to the time of termination pursuant to the terms of the Contract.
9. The Contractor must comply with the provisions of the:

- a) Security agreement, attached as Annex D ; and
- b) Policy on Government Security <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578>

## 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 with the following adaptations:

- a) References to Public Works and Government Services Canada (PWGSC) are replaced by the Indigenous Services Canada (ISC); and
- b) Section 10, Subsection 1 is amended as follows:
  - Delete: "Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery."
  - Insert: "Invoices must be submitted by Email to the Project Authority in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery."
- c) Section 10, Subsection 2, paragraph a. is amended as follows:
  - Delete: "the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s)"
  - Insert: "the contract title and number, the date, deliverable/description of the Work and financial code(s)"

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to September 30, 2024 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 periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

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## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Bruno Paradis  
Title: Senior Procurement and Contracting Officer  
Indigenous Services Canada  
Materiel and Assets Management Directorate  
Address: 10 Wellington Street, 13<sup>th</sup> floor, Gatineau, Québec, K1A 0H4

Telephone: 873-355-2459  
E-mail address: Bruno.paradis2@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: (Will be inserted at Contract award)

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

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

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

### **6.5.3 Contractor's Representative**

(Will be inserted at Contract award)

## **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**

For the Work described in the Statement of Work in annex A :



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 \$ \_\_\_\_\_ (*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 \$ \_\_\_\_\_ (*amount at contract award*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% 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.
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 Electronic Payment of Invoices – Contract**

The method of invoice payment by Indigenous Services Canada (ISC) is by direct deposit to the Contractor's financial institution of choice.

If not registered for direct deposit payments, to enable payment, the Contractor must complete the Indigenous Services Canada Electronic Payment Request form ([http://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ/STAGING/texte-text/20\\_545\\_1362495227097\\_eng.pdf](http://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ/STAGING/texte-text/20_545_1362495227097_eng.pdf)), and submit the form to the address provided.

### **6.7.4 Terms of Payment - Monthly Payment**

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**

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 time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract
2. Invoices must be distributed as follows:
- a. The original must be forwarded to the address shown on page 1 of the Contract 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 Ontario.

### **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, Security Agreement;
- (g) the Contractor's bid dated \_\_\_\_\_ (*will be inserted at the time of contract award*)

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1. Scope**

##### **1.1 Title**

Janitorial, Cleaning, Laundry and Recycling Services

##### **1.2 Introduction**

Indigenous Services Canada, First Nations and Inuit Health Branch (FNIHB), Sioux Lookout, Ontario, requires janitorial, cleaning, laundry and recycling services for various Indigenous Services Canada facilities located in Sioux Lookout, Ontario.

##### **1.3. Objectives of the Requirement**

Indigenous Services Canada, First Nations and Inuit Health, Sioux Lookout, ON requires janitorial, laundry and recycling services for various Indigenous Services Canada facilities within Sioux Lookout. These services are required to maintain a healthy, clean, safe and environmentally friendly atmosphere for all Indigenous Services Canada employees occupying Indigenous Services Canada, and will include, but not limited to, office space, complex units, duplexes, and warehouse building.

##### **1.4 Background and Specific Scope of the Requirement**

It is Indigenous Services Canada's responsibility to ensure that all employees have a safe and clean environment within the workplace and residences. In doing so, Indigenous Services Canada needs to contract for various janitorial, cleaning, laundry and recycling services. Indigenous Services Canada is responsible for the operating and maintenance of various Indigenous Services Canada office space and housing facilities including complex units, duplexes, and warehouse. Housing accommodates Indigenous Services Canada employees including Nurses, Doctors and Dentists as well as potential Contractors performing short-term services where accommodations would be necessary. In order for Indigenous Services Canada to properly maintain these facilities, regular/ongoing janitorial, cleaning, laundry and recycling services are required. There is also a requirement for last minute cleaning for units that become vacant and someone new coming in.

#### **2. Requirements**

##### **2.1. Tasks, Activities, Deliverables and Milestones**

It is imperative that all Indigenous Services Canada employees work within a clean and safe environment at all times. Through the contract, the described task/activities below are to be performed with care of the highest quality by the contractor.

Provide laundry services for various Indigenous Services Canada Accommodations units within Sioux Lookout, including (14) Complexes Units and (1) Duplex Unit.

Laundry items include face cloths, towels, bed linens and rags. Services include pick-up, processing and return laundry to the required housing units.

Contractor to provide all cleaning supplies, materials, and equipment necessary for the proper performance of the janitorial service. Supplies and materials include, but are not limited to, brooms, brushes, dust cloths, micro fibre mops, sponges, squeegees, liquid and powder detergents,

disinfectants, glass cleaner, floor cleaners, linens, garbage bags and any other compounds necessary to properly maintain the cleanliness of the premises.

Paper products and garbage bags must be 100 percent recyclable. All cleaning products must be scent free and environmentally friendly as certified through EcoLogo (Canada's Environmental Choice Program) and clearly labeled as per WHMIS.

Contractor must ensure all windows and doors are closed and locked, and room is secure after cleaning.

**The following are the locations with the required cleaning tasks and frequencies that have been updated to include Covid-19 protocols:**

**Office Accommodations – Administration Building**

**Address:** 84 Seventh Ave, Sioux Lookout ON

**Note:** Building is 7061 square feet.

<b>Tasks</b>	<b>Frequency</b>
Restock all dispensers, including hand towels, toilet tissue and hand soap in bathrooms and hand sanitizers in building.	Twice Daily
<b>Washrooms:</b> Clean and sanitize sinks, faucets, toilets, urinals, sanitary dispensers, counters and stall doors, wipe dry. Spray and wipe mirrors, streak free.	Twice Daily
Empty wastebaskets and remove collected trash to Indigenous Services Canada Designated bins, and replace liners that are torn or soiled.	Twice Daily
Sweep and wet mop hard surface floors with disinfecting cleaner, placing "Caution - Wet Floor" signs on wet, damp or slippery surface floors when mopped.	Twice Daily
<b>All Areas:</b> Disinfect, spray and spot wipe all doors, doorknobs, walls, light switches to ensure fingerprints, splatters and/or smudges are wiped clean. Spot Clean soiled office chairs as required and/or requested. Sanitize additional touch points such as hand sanitizing dispensers in hallways.	Twice Daily
Dust, wipe and sanitize, all horizontal surfaces such as furniture, ledges, counter tops, boardroom tables, telephones, desktops, hutches, window sills, electric baseboard heaters etc.	Twice Daily
Vacuum carpeted floors and walkway mats, spot clean soiled carpets to remove any stains.	Daily
Vacuum carpeted floors in the Central Registry main office.	Daily
Dust and clean all window air return vents/grills.	Monthly
<b>Waiting Room and Vestibule:</b> Dust and sanitize all chairs, disinfect and wipe down all doors, doors knobs, walls and light switches, and wipe down countertops and glass barrier.	Twice Daily
<b>Kitchenette:</b> Clean and sanitize Kitchen: Replenishment of hand soap, dish soap and paper towels. Ensure that sink, faucet, counter and cabinets are sanitized and wiped dry.	Twice Daily
<b>Kitchenette:</b> Clean and sanitize inside and outside of Fridge/Microwave.	2 x year or as requested

Tasks	Frequency
Interior cleaning of all windows including screens, blinds, window coverings, light fixture coverings. Time lines must be communicated to Project Authority (2) weeks in advance for all office space.	2 x year or as requested
Steam and shampoo all carpets, ensure that all furniture and equipment is moved and replaced as found upon completion. Time lines must be communicated to Project Authority (2) weeks in advance for all office space.	2 x year or as requested
Exterior cleaning of all windows. Time lines must be communicated to Project Authority (2) weeks in advance for all office space.	yearly or as requested
<b>Side Entrances:</b> Clean and sanitize including exterior touch points	Twice Daily
<b>Shredding Receptacles:</b> Disinfect surfaces	Twice Daily
<b>Dental Sterilization room</b> (Single stall washroom): Take out garbage and wash floor.	Daily
<b>Interview Room Temporarily Closed:</b> <i>Will be added to cleaning schedule once opened</i>	Twice Daily
<b>Boardroom (currently Dental storage room):</b> Take out garbage and vacuum carpeted floor.	Daily
<b>Offices and Cubicles:</b> Staff will sanitize equipment and work surfaces during regular work days	Weekends/ Holidays
<b>2 Photocopier Rooms:</b> Staff will sanitize equipment and work surfaces during regular working days. Cleaners to sanitize counters and equipment (photocopier, faxes and printers)	Weekends/ Holidays
<b>Garbage receptacles:</b> Will be placed outside of offices as needed. Bags are to be changed during COVID	Daily

**Stores**

- (3) offices consisting of:
- (4) work stations
- (1) Warehouse

**Address:** 82 Seventh Ave, Sioux Lookout ON (as of January 1, 2022 address change 69 Seventh Avenue)

**Note:** The size of the area to be cleaned is approximately 4000 square feet- this measurement includes other various offices that will be used as multipurpose space. This measurement also includes hallways, elevator bay and elevator etc..

Tasks per Unit	Frequency
Restock all dispensers, including hand towels, toilet tissue and hand soap in bathrooms and hand sanitizers in building.	Daily
<b>Washrooms:</b> Clean and sanitize sinks, faucets, toilets, urinals, sanitary dispensers, counters and stall doors, wipe dry. Spray and wipe mirrors, streak free.	Twice Daily
Empty wastebaskets and remove collected trash to Indigenous Services Canada Designated bins, and replace liners that are torn or soiled.	Daily
Sweep and wet mop hard surface floors including hallways with disinfecting cleaner, placing "Caution - Wet Floor" signs on wet, damp or slippery surface floors when mopped.	Weekly/as required
Spray and spot wipe all doors, doorknobs, walls, light switches to ensure fingerprints, splatters and/or smudges are wiped clean. Spot Clean soiled office chairs as required and/or requested.	Daily
Dust, wipe and sanitize, all horizontal surfaces such as furniture, ledges, counter tops, boardroom tables, telephones, desktops, hutches, window sills, electric baseboard heaters, exterior doors and handles, etc.	Daily
Dust and clean all window air return vents/grills and bathroom fan vent covers.	Monthly
Interior cleaning of all windows including screens, blinds, window coverings, light fixture coverings. Time lines must be communicated to Project Authority (2) weeks in advance for all office space.	2 x year or as requested
Exterior cleaning of all windows. Time lines must be communicated to Project Authority (2) weeks in advance for all office space.	1 x year or as requested

**Maintenance Garage: (1) office consisting of:**

- (4) work stations
- (1) Shared Shop/ maintenance are with (2) workstations
- (1) Shared washroom

**Address:** 80 Seventh Ave, Sioux Lookout ON

**Note:** Building is 300 square feet

Tasks per Unit	Frequency
Restock all dispensers, including hand towels, toilet tissue and hand soap in bathrooms and hand sanitizers in building.	Daily
<b>Washrooms:</b> Clean and sanitize sinks, faucets, toilets, urinals, sanitary dispensers, counters and stall doors, wipe dry. Spray and wipe mirrors, streak free.	Twice Daily
Empty wastebaskets and remove collected trash to Indigenous Services Canada Designated bins, and replace liners that are torn or soiled.	Twice Daily
Sweep and wet mop hard surface floors with disinfecting cleaner, placing "Caution - Wet Floor" signs on wet, damp or slippery surface floors when mopped.	Twice Daily
Spray and spot wipe all doors, doorknobs, walls, light switches to ensure fingerprints, splatters and/or smudges are wiped clean. Spot Clean soiled office chairs as required and/or requested.	Twice Daily
Dust, wipe and sanitize, all horizontal surfaces such as furniture, ledges, counter tops, boardroom tables, telephones, desktops, hutches, window sills, electric baseboard heaters etc.	Twice Daily
Vacuum door mats.	Daily
Dust and clean all window air return vents/grills and bathroom fan vent covers.	Monthly
Interior cleaning of all windows including screens, blinds, window coverings, light fixture coverings. Time lines must be communicated to Project Authority (2) weeks in advance for all office space.	2 x year or as requested
Exterior cleaning of all windows. Time lines must be communicated to Project Authority (2) weeks in advance for all office space.	yearly or as requested

**Living Accommodations – Complex units**

- 14 Units consisting of:
- (5) 3 level units
  - (9) 2 level units
  - (1) shared laundry room
  - (14) complex units will require regular and last minute cleaning.

**Address:**

- Complex 1-5,** 72 Seventh Ave, Sioux Lookout, ON
- Complex 6-11,** 70 ½ Seventh Ave, Sioux Lookout, ON
- Complex 12-14,** 70 Seventh Ave, Sioux Lookout, ON

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 1000232795  
 Client Ref. No. - N° de réf. du client  
 1000232795

**Note:**

Complex #'s 1-5 = Approx. 1234.62 square feet  
 Complex #'s 6-14 = Approx. 1065.63 square feet

**Please note cleaning will be requested as per Housekeeping List (HKL) or per Complete and Thorough cleaning when requested (CTC).**

Tasks per Unit	Frequency
<b>UNIT</b>	
Restock toilet tissue and hand soap. Change all towels and bed linens, remove to Laundry.	HKL
Clean and sanitize sinks, faucets, toilets and counters, wipe dry. Spray and wipe mirrors, streak free.	HKL / CTC
Empty wastebaskets and remove collected trash to Indigenous Services Canada Designated bins, and replace liners that are torn or soiled.	HKL / CTC
Spray and spot wipe all doors, doorknobs, walls, light switches and cupboards to ensure fingerprints, splatters and/or smudges are wiped clean.	HKL / CTC
Dust, wipe and sanitize, all horizontal surfaces such as furniture, window sills, counters, ledges, electric baseboard heaters and dressers etc.	HKL / CTC
Sweep and wet mop hard surface floors with disinfecting cleaner and vacuum carpeted areas/mats within units.	HKL / CTC
Wipe down appliances (fridge, stove, microwave), inside and outside as required to ensure food splatters and/or food particles are wiped clean.	HKL / CTC
Dust and clean bathroom fan/vent cover and all light fixture covers in units. Clean Kitchen and Bathroom cupboards inside and out.	CTC
Interior cleaning of all window screens, blinds and window coverings.	CTC
Wash walls.	CTC
Steam and shampoo furniture (sofa, chairs, mattress) and carpets, ensure that all furniture and equipment is moved and replaced as found upon completion.	CTC
Exterior window cleaning of all windows. Time lines must be communicated to Project Authority (2) weeks in advance for all units.	Yearly/as requested
<b>Shared Laundry Facility:</b> Wipe down inside and outside of each washer/dryer. Dust blinds/window sills, empty wastebasket, clean and sanitize sink, faucet. Sweep and wet mop hard surface floor with disinfecting cleaner, placing "Caution - Wet Floor" signs on wet, damp or slippery surface floors when mopped.	Twice Daily
<b>Complex 1 to 5:</b> Wipe down inside and outside of washer/dryer.	CTC



**Living Accommodations – Duplexes**

**Duplex:** (1) duplex consisting of (2) units.

**Address:**

94A First Avenue, Sioux Lookout, Ontario

94B First Avenue, Sioux Lookout, Ontario

Note: Each unit is approximately 1006.43 square feet, with 1 Floor plus Basement.

**Please Note cleaning will be requested as per Housekeeping List (HKL) or as per Complete and Thorough Cleaning when requested (CTC).**

Tasks per Unit	Frequency
<b>UNIT</b>	
Restock toilet tissue and hand soap. Change all towels and bed linens, remove to Laundry.	HKL
Clean and sanitize sinks, faucets, toilets and counters, wipe dry. Spray and wipe mirrors, streak free.	HKL / CTC
Empty wastebaskets and remove collected trash to Indigenous Services Canada Designated bins, and replace liners that are torn or soiled.	HKL / CTC
Spray and spot wipe all doors, doorknobs, walls, light switches and cupboards to ensure fingerprints, splatters and/or smudges are wiped clean.	HKL / CTC
Dust, wipe and sanitize, all horizontal surfaces such as furniture, window sills, counters, ledges, electric baseboard heaters and dressers etc.	HKL / CTC
Sweep and wet mop hard surface floors with disinfecting cleaner and vacuum carpeted areas/mats within units.	HKL / CTC
Wipe down appliances (fridge, stove, microwave), inside and outside as required to ensure food splatters and/or food particles are wiped clean.	HKL / CTC
Dust and clean bathroom fan/vent, furnace covers and all light fixture covers in unit. Clean Kitchen and Bathroom cupboards inside and out.	CTC
Interior cleaning of all window screens, blinds, and window coverings.	CTC
Wash walls.	CTC
Wipe down inside and outside of each washer/dryer.	CTC
Steam and shampoo furniture (sofa, chairs, mattress) and carpets, ensure that all furniture and equipment is moved and replaced as found upon completion.	CTC
Exterior window cleaning of all windows. Time lines must be communicated to Project Authority two (2) weeks in advance for all units.	Yearly/as requested

## **2.2 Specifications and Standards**

The contractor will supply all cleaning supplies, material and equipment necessary for the proper performance of the janitorial service. Supplies and materials include, but are not limited to, brooms, brushes, dust cloths, micro fibre mops, sponges, squeegees, liquid and powder detergents, disinfectants, glass cleaner, floor cleaners, linens, garbage bags, and any other compounds necessary to properly maintain the cleanliness of the premises.

Paper products and garbage bags must be 100 percent recyclable. All cleaning products must be scent free and environmentally friendly as a certified through EcoLogo (Canada Environmental Choice Program) and clearly labeled as per WHMIS;

The contractor will ensure that employees are WHMIS Certified and ensure that copies of all Material Safety Data Sheets (MSDS) are located on site and are easily accessible to all staff.

All cleaning staff must wear appropriate uniform attire at all times while performing cleaning duties on Indigenous Services Canada sites.

Laundry and clinical services will be performed as per contractors standard operating procedures.

## **2.3 Technical, Operational and Organizational Environment**

The work will be conducted at various locations as noted in section 2.1 on weekdays and weekends, Monday to Sunday, during the hours of 06:00 a.m. to 4:00 p.m. Central Standard Time, including Government Holidays.

## **2.4 Method and Source of Acceptance**

Indigenous Services Canada will require monthly reporting, quarterly and/or ad hoc meetings if applicable and determined by the Project Authority to accompany invoicing. In addition, feedback from Indigenous Services Canada employees at the work locations will be utilized to assess quality of services performed.

All deliverables and services rendered by the Contractor are subject to review by the Project Authority. The deliverables deemed acceptable will be signed off by Indigenous Services Canada, and Indigenous Services Canada will have the right to reject any deliverables that are not considered satisfactory, or require its correction from the Contractor at no extra cost to Indigenous Services Canada.

## **2.5 Reporting Requirements**

The Contractor is expected to provide, in addition to monthly invoicing, a monthly report outlining the number of units cleaned during the week, including both thorough cleans and transient cleans. A monthly report outlining number of ad hoc change request for last minute cleaning of units will also be submitted. These reports will be submitted in an acceptable electronic format by e-mail attachment to the Project Authority. The Project Authority will take no more than (5) working days to review the status reports and provide feedback to the contractor as required.

In addition to the timely submission of all deliverables and the fulfilment of the Contractors obligations, it is the responsibility of the Contractor to facilitate and maintain regular communication with the Project Authority. Communication is defined as all reasonable efforts to inform all parties of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the work is progressing well and in accordance with expectations and regulations of this contract. The

Contractor is to immediately notify the Project Authority, verbally and then by followup email, of any issues, problems, or areas of concern in relation to any work under this contract.

## **2.6 Project Management Control Procedures**

The Project Authority will provide project coordination and contact for departmental input to ensure the successful completion of the work specified herein. The Project Authority shall be in contact with the winning bidder on a regular basis during the project as needed to identify and resolve matters that require Indigenous Services Canada assistance. Should the Project Authority have concerns, these will be addressed both verbally and then followed up in writing via an email to the Contractor.

No employee on behalf of the Contractor will be allowed to work without a current identification badge and key card access.

Indigenous Services Canada will review the Contractor's analysis, recommendations, reports and deliverables to ensure the requirements of the work listed in Section 2.1 of the SOW are fully realized.

## **3. Additional Information**

### **3.1 Indigenous Services Canada Obligations**

- Provide the Contractor with adequate number of key cards (one per employee assigned by the Contractor to perform the work) to access all Indigenous Services Canada facilities as noted in section 2.1 of the SOW;
- Provide the Contractor with Security Clearance forms to be completed and approved prior to all employees working on Indigenous Services Canada property;
- Brief the Contractor and employees of the Contractor on fire and emergency procedure, including the location of fire equipment and safety exits;
- Provide comments/concerns on the monthly reports within 5-working days;
- Provide assistance or support as required.

### **3.2 Contractor's Obligations**

- Have a valid security clearance at Reliability level for all employees working on Indigenous Services Canada property;
- All employees assigned by the Contractor to perform the work herein, shall be physically and mentally able to do their assigned work within the time frame indicated;
- Perform with care, skill and diligence the work set within the eventual contract;
- Provide all cleaning supplies, materials, and equipment necessary for the proper performance of the janitorial service. Supplies and materials include, but are not limited to, brooms, brushes, dust cloths, micro fibre mops, sponges, squeegees, liquid and powder detergents, disinfectants, glass cleaner, floor cleaners, linens, garbage bags, and any other compounds necessary to properly maintain the cleanliness of the premises.

- Paper products and garbage bags must be 100 percent recyclable. All cleaning products must be scent free and environmentally friendly as certified through EcoLogo (Canada's Environmental Choice Program) and clearly labeled as per WHMIS;
- Maintain satisfactory standards of employee competency, conduct, appearance, and integrity and will be responsible for taking disciplinary action with respect to his/her employees as may be necessary; ensure that his/her employees do not disturb papers on desks, open drawers or cabinets, filing systems, or use Indigenous Services Canada's telephones, or other equipment, except as authorized by the Project Authority;
- Close doors and windows, and lock room in secure areas after cleaning;
- Report any issues and/or facilities or conditions that require repairs to the Project Authority on a daily basis;
- Turn in lost and found articles to the Project Authority's administrative offices;
- Keep access key cards in a safe and secure location at all times, and will immediately report any lost key cards to the Project Authority;
- Will not bring personal items, with the exception of jewelry and medication, into the facilities or work areas as noted in section 2.1. Indigenous Services Canada will not be responsible to any of their Proposer's employees for loss of personal property; its purpose or offensive or harmful to any part of the facilities, its contents, equipment, employees, or patrons;
- Will not allow the consumption of food or drink in any areas other than the locations approved by the Project Authority;
- Will not allow the access of unauthorized persons into any Indigenous Services Canada facility, and the Contractor will accept all responsibility for damage, theft, loss or injury caused by , or inflicted upon any unauthorized person allowed access by the Contractor's employees while in the facility;
- Notify the Project Authority of unauthorized or suspicious person(s) is seen on premises.

Title to the equipment/furnishings chartered against this Contract shall vest in Canada upon payment of invoices amounts and shall remain so vested at all times.

For each item of equipment/furnishings that is purchased, the Contractor is to record the name, manufacturer, model number, serial number, optional equipment, supplier and price and forward this information to the Project Authority.

The Contractor shall label all equipment/furnishings as being the property of Canada.

Notwithstanding the fact that the equipment/furnishings under this Contract become vested in Canada, the equipment/furnishings shall remain within the custody and control of the Contractor until such time as the Project Authority provides instructions for its delivery. During this period of time, the Contractor shall take reasonable and proper care of the equipment/furnishings.

### **3.3 Location of Work, Work site and Delivery Point**

Locations across Sioux Lookout Ontario include:

- 84 Seventh Avenue (Administration Building)
- 82 Seventh Avenue (Old Hospital until December 31, 2021)
- 69 Seventh Avenue (Old Single Staff Residences as of January 1, 2022)
- 80 Seventh Avenue (Garage)

- 72 Seventh Avenue (Complex 1-5)
- 70 ½ Seventh Avenue (Complex 6-11)
- 70 Seventh Avenue (Complex 12-14)
- 94A First Avenue
- 94B First Avenue

The contractor will be responsible for their own transportation to and from each location in order to provide the services outlined within this statement of work.

Due to existing workload and deadlines, all personnel assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Project Authority and other departmental personnel.

### **3.4 Language of Work**

All written and verbal communication will be in English.

### **3.5 Special Requirements**

All cleaning solutions, solvents and sprays supplied and used by the Contractor must have WHMIS, and Material Safety Data Sheets (MSDS) documentation and support, and such documentation is to be readily available if required by the Project Authority.

### **3.6 Insurance Requirements**

Worker Safety Insurance Board (WSIB)

The Contractor must have current and valid WSIB coverage for all employees assigned to the eventual contract. Any such insurance shall be provided and maintained by the Contractor at its own expense.

The Contractor shall provide Indigenous Services Canada Project Authority a copy of their WSIB Clearance Certificate at the time of the contract award.

Contractor is to be familiar with Workplace Safety and Insurance Board standards for job site and worker safety.

The Crown will not be responsible for any damages to property, injuries or death incurred by or to the Contractor.

It shall be the sole responsibility of the Contractor to decide whether or not any insurance coverage is necessary for its own protection or to fulfill its obligations under the Contract and to ensure compliance with required federal, provincial or municipal law. Any such insurance shall be provided and maintained by the Contractor at its own expense.

### **3.7 Travel and Living**

Not Applicable, no travel and living expenses will be reimbursed

## **4. Required Resources or Types of Roles to be performed**

Contractor must provide experienced resources in custodial/janitorial services in a professional environment including office and living dwellings.

This also includes experience in recycling programs.

## **5. Applicable Documents and Glossary**

### **5.1 Applicable Documents**

Solicitation No. - N° de l'invitation

1000232795

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

1000232795

EcoLogo: <http://www.ecologo.org/en/>

WHMIS: <https://www.hc-sc.gc.ca/ewh-semt/occup-travail/whmis-simdut/index-eng.php>

## **5.2 Relevant Terms, Acronyms and Glossaries**

<i>FNIHB</i>	-	<i>First Nations &amp; Inuit Health Branch</i>
<i>MSDS</i>	-	<i>Material Safety Data Sheets</i>
<i>SOW</i>	-	<i>Statement of Work</i>
<i>WHMIS</i>	-	<i>Workplace Hazardous Material Information System</i>
<i>WSIB</i>	-	<i>Workplace Safety and Insurance Board</i>
<i>HKL</i>	-	<i>Housekeeping List</i>
<i>CTC</i>	-	<i>Clean and Thorough Cleaning</i>

**ANNEX "B"  
 BASIS OF PAYMENT**

For the Work described in the Statement of Work in annex A :

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work to a limitation of expenditure of \$\_\_\_\_\_ (amount will be inserted at contract award). Customs duties are included and Applicable Taxes are extra.

<b>The Bidder's per diem rates for the proposed Category of Personnel is as follows:</b>				
<b>INITIAL CONTRACT PERIOD: Contract Award to September 30, 2024</b>				
<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E)</b>
<b>Category of Personnel</b>	<b>Name of Proposed Resource</b>	<b>Estimated number of Months</b>	<b>All-inclusive fixed Monthly Rate</b>	<b>Total Cost E = C x D</b>
Janitorial Services	(at Contract award)	36 Months		
<b>Total Estimated Initial Contract Cost:</b>				
<b>Applicable Taxes</b>	<b>Insert the amount, as applicable:</b>			<b>GST: HST: PST:</b>
<b>GRAND TOTAL</b>				

<b>The Bidder's per diem rates for the proposed Category of Personnel is as follows:</b>				
<b>OPTIONAL CONTRACT PERIOD 1: October 1, 2024 to September 30, 2025</b>				
<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E)</b>
<b>Category of Personnel</b>	<b>Name of Proposed Resource</b>	<b>Estimated number of Months</b>	<b>All-inclusive fixed Monthly Rate</b>	<b>Total Cost E = C x D</b>
Janitorial Services	(at Contract award)	12 Months		
<b>Total Estimated Initial Contract Cost:</b>				
<b>Applicable Taxes</b>	<b>Insert the amount, as applicable:</b>			<b>GST: HST: PST:</b>
<b>GRAND TOTAL</b>				

Solicitation No. - N° de l'invitation  
 1000232795  
 Client Ref. No. - N° de réf. du client  
 1000232795

<b>The Bidder's per diem rates for the proposed Category of Personnel is as follows:</b>				
<b>OPTIONAL CONTRACT PERIOD 2: October 1, 2025 to September 30, 2026</b>				
(A)	(B)	(C)	(D)	(E)
Category of Personnel	Name of Proposed Resource	Estimated number of Months	All-inclusive fixed Monthly Rate	Total Cost E = C x D
Janitorial Services		12 Months		
<b>Total Estimated Initial Contract Cost:</b>				
<b>Applicable Taxes</b>	<b>Insert the amount, as applicable:</b>			GST: HST: PST:
<b>GRAND TOTAL</b>				



## ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat 1000232795
Security Classification / Classification de sécurité Unclassified

### SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

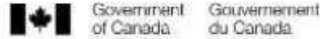
PART A – CONTRACT INFORMATION / PARTIE A – INFORMATION CONTRACTUELLE	
1. Branch / Sector / Directorate / Region / Direction générale / Secteur / Direction / Région <b>Indigenous Services Canada</b>	2. Contract type / Type de contrat Non-Competitive / Non-compétitif <input type="checkbox"/> Competitive / Compétitif <input checked="" type="checkbox"/> Type :
3. Brief Description of Work / Brève description du travail Janitorial, Cleaning, Laundry and Recycling Services for Indigenous Services Canada, Sioux Lookout Campus	
4. Contract Amount / Montant du contrat \$	6. Company Name and Address (for non-competitive contract only) / Nom et adresse de la compagnie (pour les contrats non-compétitifs seulement) :
5. Contract Start and End date / Date de début et de fin du contrat Contract Award to/à 2024/09/30	
7. Will the supplier require / Le fournisseur aura-t-il :	
7.1 access to PROTECTED and/or CLASSIFIED information or assets? accès à des renseignements ou à des biens désignés PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7.2 an access card to AANDC premises? besoin d'une carte d'accès aux bureaux d'AANDC?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
7.3 access to the departmental computer network? accès au réseau informatique du Ministère?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
(If the answer is <b>No</b> to all three questions, go to Part D / Si la réponse est <b>Non</b> aux trois questions, allez à la Partie D)	
PART B – SAFEGUARDS OFF-SITE (COMPANY) / PARTIE B – MESURES DE PROTECTION À L'EXTÉRIEUR (COMPAGNIE)	
PHYSICAL INFORMATION / ASSETS / RENSEIGNEMENTS MATÉRIELS / BIENS	
8. Will the supplier be required to receive/store PROTECTED and/or CLASSIFIED information/assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir/entreposer sur place des renseignements/biens PROTÉGÉS et/ou CLASSIFIÉS?	
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
9.1 Will the supplier be required to use its computers, portable media, or IT systems to electronically process/store sensitive information? Le fournisseur sera-t-il tenu d'utiliser ses propres ordinateurs, médias portatifs ou systèmes TI pour traiter/stocker électroniquement des renseignements sensibles?	
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
9.2 Will the supplier be required to electronically transmit sensitive information to/from the Department or with other parties? Le fournisseur sera-t-il requis de transmettre électroniquement de l'information sensible au/à partir du Ministère ou avec d'autres parties?	
If yes, specify: / Si oui, spécifiez :	
a) Email transmission / Transmission par courrier électronique :	<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
b) Other transmission (Secure FTP, Collaboration, etc) / Autre transmission (FTP sécurisé, collaboration, etc) :	<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
c) Remote access required to AANDC network (VPN, Citrix) / Besoin de connexion à distance au réseau d'AANDC (VPN, Citrix) :	<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
9.3 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* ?	
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
* Handling equipment and measures for secure transmission and emission (cryptographic, secure fax/phone)/ Manipulation de l'équipement et des mesures sécuritaires pour fin de transmission et émissions (cryptographie, téléphone/télécopieur sécuritaire)	

10. SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	Please refer to question : Veuillez vous référer à la question :	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		
		A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
Information / Assets Renseignements/Biens	7.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information / Assets (off site) Renseignements/Biens (extérieur)	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Information / Assets (off site) Renseignements/Biens TI (extérieur)	9.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Transmission - e-mail Transmission TI - courriel	9.2 a)	<input type="checkbox"/>	<input type="checkbox"/>				
IT Transmission - other Transmission TI - autre	9.2 b)	<input type="checkbox"/>	<input type="checkbox"/>				
Remote Access to Network Connexion à distance au réseau	9.2 c)	<input type="checkbox"/>	<input type="checkbox"/>				
COMSEC	9.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART C – PERSONNEL / PARTIE C – PERSONNEL

- 11.1 Personnel Security Screening Level Required:  
 Niveau d'enquête de la sécurité du personnel requis :     
  N/A / Non requis     
  Reliability/ Fiabilité     
  Confidential/ Confidentiel     
  Secret     
  Top Secret/ Très secret
- 11.2 May unscreened personnel be used for portions of work?  
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?     
  No / Non     
  Yes / Oui     
  N/A / Non requis
12. 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



Contract Number / Numéro du contrat  
 1000232795  
 Security Classification / Classification de sécurité  
 Unclassified

PART D – AUTHORIZATION / PARTIE D – AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) – Nom (en lettres moulées) Cynthia Lucier	Title - Titre Manager, Senior Officer Federal Assets	Signature <i>Cynthia Lucier</i>	
Telephone No. – N° de téléphone 807-737-0466	Facsimile No. - N° de télécopieur 807-737-3138	E-mail address – Adresse courriel cynthia.lucier@canada.ca	Date 2021-07-08
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) – Nom (en lettres moulées) Steven French	Title - Titre A/ Supervisor, Contract Security	Signature french, steven	<small>Digitally signed by french, steven Date: 2021.07.08 11:56:32 -04'00'</small>
Telephone No. – N° de téléphone 819-360-2958	Facsimile No. - N° de télécopieur	E-mail address – Adresse courriel steven.french@canada.ca	Date 2021/07/08
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) – Nom (en lettres moulées) Bruno Paradis	Title - Titre Senior Procurement and Contracting Officer	Signature paradis, bruno	<small>Digitally signed by paradis, bruno DN: cn=CN, o=CAN, ou=SCS, cn=paradis, email=paradis@canada.ca Reason: I am the author of this document Location: my signing location here Date: 2021-07-28 11:04:04 Full Name: CN=paradis, O=CAN, OU=SCS, CN=paradis, email=paradis@canada.ca</small>
Telephone No. – N° de téléphone 873-355-2459	Facsimile No. - N° de télécopieur	E-mail address – Adresse courriel bruno.paradis2@canada.ca	Date 8/7/2021
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) – Nom (en lettres moulées) Alexandre Paré Monderie	Title - Titre Manager, Personnel Security & Contract Security	Signature paremonderie, alexandre	<small>Digitally signed by paremonderie, alexandre Date: 2021.07.08 12:05:58 -04'00'</small>
Telephone No. – N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address – Adresse courriel alexandre.pare-monderie2@canada.ca	Date

**ANNEX "D"**  
**SECURITY AGREEMENT**

**Contract: \_\_\_\_\_ (at Contract award)**

I, \_\_\_\_\_ (Contractor) and authorized resources will fulfill the duties as contractor working under contract \_\_\_\_\_, as set out below, to the best of our abilities.

1. Will abide by all of Indigenous Services Canada (ISC) security clauses and requirements included in this contract. Acknowledge receipt and understand these existing clauses and requirements, and promise to familiarize with any amendments to them, forthwith after receipt of such amendments.
2. Understand and agree that information received in the process of performing our duties in relation to this contract is subject to the Policy on Government Security and may be also subject to the Privacy Act, and will remain the property of CIRNAC/ISC. Without the prior written authorization of CIRNAC/ISC or of the person to whom the information relates, this information can only be viewed by myself and authorized resources and may only be used for the purposes of this contract on behalf of CIRNAC/ISC.
3. Agree to notify ISC authorities of any unauthorized access, disclosure or misuse of the sensitive information of which we become aware and will provide full details of the incident immediately noting the corrective action taken to prevent a recurrence of the incident.
4. Understand and agree that any additional resources authorized to perform work under this contract will also abide by all of ISC security clauses and requirements included in this contract.

I, the undersigned, UNDERSTAND, AGREE AND CONSENT TO COMPLY WITH THE ABOVE:

Contractor:

PRINT NAME: \_\_\_\_\_

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

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

CIRNAC/ISC Project Authority:

PRINT NAME: \_\_\_\_\_

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

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