



<p><b>RETURN BIDS TO:</b> <b>RETOURNER LES SOUMISSIONS À:</b></p> <p><b>Bid Receiving - Environment and Climate Change Canada / Réception des soumissions – Environnement et changement climatique Canada</b></p> <p><b>Electronic Copy/copie électronique:</b> <a href="mailto:soumissionsbids@ec.gc.ca">soumissionsbids@ec.gc.ca</a></p> <p><b>BID SOLICITATION</b> <b>DEMANDE DE SOUMISSIONS</b></p> <p><b>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE CANADA</b></p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p><b>SOUSSION À:</b> <b>ENVIRONNEMENT ET CHANGEMENT CLIMATIQUE CANADA</b></p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p><b>Title – Titre</b></p> <p style="text-align: center;"><b>Janitorial Services for Buildings and Facilities</b> <b>Cap Tourmente National Wildlife Area</b></p>	
	<p><b>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP</b>     <b>5000058842</b></p>	
	<p><b>Date of Bid solicitation – Date de la demande de soumissions</b> <b>2021-10-04</b></p>	
	<p><b>Bid Solicitation Closes - La demande de soumissions prend fin</b></p> <p><b>at – à 2:00 P.M.</b> <b>on – le 2021-11-12</b></p>	<p><b>Time Zone – Fuseau horaire</b></p> <p>Eastern Standard Time (EST)</p>
	<p><b>F.O.B – F.A.B</b> Destination.</p>	
	<p><b>Address Enquiries to - Adresser toutes questions à</b> <a href="mailto:moufid.samri@ec.gc.ca">moufid.samri@ec.gc.ca</a></p>	
	<p><b>Telephone No. – N° de téléphone</b> 514-496-2617</p>	<p><b>Fax No. – N° de Fax</b> 514-283-4439</p>
	<p><b>Delivery Required – Livraison exigée</b> As indicated in the Statement of Work.</p>	
	<p><b>Destination of Services / Destination des services</b> As indicated in the Statement of Work.</p>	
	<p><b>Security / Sécurité</b> A security requirement is applicable to this request.</p>	
<p><b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</b></p>		
<p><b>Telephone No. – N° de téléphone</b></p>	<p><b>Fax No. – N° de Fax</b></p>	



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Financial Bid Presentation Sheet.

The Annexes include the Statement of Work, Basis of Payment, Security Requirements Check List, Insurance Requirements, Supplier Name List and Former Public Servants - Competitive Bid Form.

### **1.2 Summary**

1.2.1 Environment and Climate Change Canada is looking for a supplier whose mandate will be to ensure the housekeeping of the buildings and infrastructure of the Cap-Tourmente National Wildlife Area, located at the following address:

**Cap-Tourmente National Wildlife Area  
570, Chemin du Cap-Tourmente  
Saint-Joachim (Quebec) G0A 3X0**

The supplier will be responsible for maintaining, according to the requirements specified in the quotation (see Annex "A"). The following buildings:

- 1) The administrative center of the Petite-Ferme
- 2) The workshop area
- 3) Public toilets (Petite-Ferme sector)
- 4) The interpretation center
- 5) The barn
- 6) The Léon Provancher Pavilion.



The duration of the contract is one year (01) firm, ie from December 1, 2021 to November 30, 2022. With the possibility of extending the term of the contract for up to four (4) additional periods of one (1) year each.

- 1.2.2 There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirement, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website”.
- 1.2.3 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003.
- 1.2.4 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
- 1.2.5 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), the Canada–Chile Free Trade Agreement, the Canada–Colombia Free Trade Agreement, the Canada–Honduras Free Trade Agreement, the Canada–Korea Free Trade Agreement, the Canada–Panama Free Trade Agreement, Canada-Peru Free Trade Agreement, the Comprehensive Economic Free Trade Agreement [CETA], the World Trade Organization – Agreement on Government Procurement [WTO-AGP], the Comprehensive and Progressive Agreement for Trans-Pacific Partnership [CPTPP] and the Canada-Ukraine Free Trade Agreement.

### **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 of 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 PSPC/PWGSC *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.

The standard instructions 2003 are modified as follows:

**Under “Text” at 02:**

**Delete:** “Procurement Business Number”

**Insert:** “Deleted”

**At Section 02 Procurement Business Number**

**Delete:** In its entirety

**Insert:** “Deleted”

**At Section 05 Submission of Bids, Subsection 05 (2d):**

**Delete:** In its entirety

**Insert:** “send its bid only to Environment and Climate Change Canada as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

**At Section 06 Late Bids:**

**Delete:** “PWGSC”

**Insert:** “Environment and Climate Change Canada”

**At Section 07 Delayed Bids:**

**Delete:** “PWGSC”

**Insert:** “Environment and Climate Change Canada”

**At Section 08 Transmission by Facsimile, Subsection 08 (1):**

**Delete:** In its entirety

**At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:**

**Delete:** In their entirety

**Insert:** “Deleted”

**At Section 17 Joint Venture, Subsection 17 (1) b.:**

**Delete:** “the Procurement Business Number of each member of the joint venture,”

**Insert:** “Deleted”

**At Section 20 Further Information, Subsection 20 (2):**

**Delete:** In its entirety

**Insert:** “Deleted”



## 2.2. **SACC Manual Clauses**

A7035T (2007-05-25), List of Proposed Subcontractors

## 2.3. **Submission of Bids**

Bids must be submitted to Environment and Climate Change Canada at the address and by the date, time and place indicated on page 1 of the bid solicitation.

## 2.4. **Former Public Servant – Competitive Bid**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, 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 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: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

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

### **2.5. 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.

### **2.6. Applicable Laws**

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

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.



## 2.10. Mandatory Site Visit

1. A mandatory site visit is scheduled for **October 28<sup>th</sup>, 2021 at 10:00 AM (Eastern Standard Time)**. Interested bidders should go to:

**Réserve nationale de faune du Cap -Tourmente  
570, Chemin du Cap-Tourmente  
Saint-Joachim (Québec) G0A 3X0**

2. For this project, the site visit is MANDATORY. The tenderer's representative must sign the attendance form at the site of the visit. **Bids submitted by bidders who have not signed the timesheet will be rejected.** No other appointment will be granted to bidders who do not participate in the site visit.

3. Bidders are requested to communicate with the Contracting Authority, at moufid.samri@ec.gc.ca, no later than October 26, 2021, to confirm attendance and provide the name (s) of the person (s). who will be present.

4. Any clarifications or changes made to the bid solicitation as a result of the site visit will be included in the bid solicitation in the form of an amendment.

4. COVID-19: In order to be granted access to the site visit, all persons must comply with any provincial regulations / guidelines or measures relating to COVID-19. Contractor personnel / persons who do not comply with these measures / regulations may be refused access to the site.

Due of the current COVID-19 pandemic, all of the measures required by Public Health must be followed, and it is requested that suppliers comply with the following measures for the site visit:

- a) A maximum of one (1) person per company is permitted for the site visit.
- b) The representative must identify himself/herself to the person organizing the visit (name, address, telephone number, etc.).
- c) The representative must wear a mask throughout the visit, both inside and outside.
- d) Social distancing of two (2) metres between people must be respected at all times.
- e) People will be required to disinfect their hands upon entering and exiting the buildings.
- f) Cancel your trip to the site if you have any symptoms associated with COVID-19.

## 2.12. Bid Challenge and Recourse Mechanisms

### Bid Challenge and Recourse Mechanisms

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

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

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





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



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

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

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

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

(1 electronic copy in PDF format by email to [soumissionsbids@ec.gc.ca](mailto:soumissionsbids@ec.gc.ca))

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

(1 electronic copy in PDF format by email to [soumissionsbids@ec.gc.ca](mailto:soumissionsbids@ec.gc.ca))

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

(1 electronic copy in PDF format by email to [soumissionsbids@ec.gc.ca](mailto:soumissionsbids@ec.gc.ca))

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

#### **Note for electronic submission of bids:**

In order to be considered, bids must be received by the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted ONLY to the following email address:

Email Address: [soumissionsbids@ec.gc.ca](mailto:soumissionsbids@ec.gc.ca)

Attention: **Moufid Samri**

Solicitation Number: **5000058842**

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than 15 megabytes (MB). It is each Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

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

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a complete, concise and clear manner to perform the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid,



Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

## **Section II: Financial Bid**

- 3.1.1** Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet in **Attachment 1 to Part 3**. The total amount of Applicable Taxes must be shown separately.
- 3.1.2** Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet in **Attachment 1 to Part 3**. The total amount of Applicable Taxes must be shown separately.
- 3.1.3** Bidders must submit their price FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- 3.1.4** Bidders should include the following information in their financial bid:
  - (a) Their legal name; and
  - (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

## **Section III: Certifications**

Bidders must submit the certifications required under Part 5.



**ATTACHMENT “1” TO PART 3 -  
FINANCIAL BID PRESENTATION SHEET**

The Bidder must complete the Financial Bid Presentation Sheet below for the contract period and option periods.

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, including Canadian customs duties and excise taxes.

For routine and periodic work, in accordance with Annex A - Statement of Work, the Contractor will be paid in accordance with the table below for the work performed.

Financial proposal - Janitorial Services for Buildings and Facilities CTNWA								
Site	Type	Période	Fréquence	Cost	Cost	Cost	Cost	Cost
				2021-2022 Firm Contract A	2022-2023 (1st year option) B	2023-2024 (2nd year option) C	2024-2025 (3rd year option) D	2025-2026 (4th year option) E
Administrative center (Petite-Ferme)	Routine	1st Decembre 2021 to 30 November 2022	3 days/week					
	Weekly		Once a week					
	Monthly		Once / month					
	Annual		Once a year					
Workshop area	Routine	23 April to 30 October and 1st Decembre to 22 April 31 October au 30 Novembre	4 times / week					
			3 times / week					
	Monthly	Once / month						
	Annual	Once a year						
Public toilets (Petite-Ferme)	Routine	5 January to 13 March and from 23 april to 4 november 1st december to 4 January and 13 March to 22 April	7 days / week					
			5 days / week					
	Monthly	Once / month						
	Annual	Once a year						
Interpretation center Complete building	Routine	23 April to 30 October	7 days / week					
	Weekly	23 April to 5 November	Once a week					
	Monthly		Once / month					
	Annual		Once a year					
Barn	Annual	1st to 15 april 1st to 30 June	Once a year					
Provancher Pavilion	Weekly	11 August to 30 October	Once a week					
	Annual	1st to 12 August	Once a year					
<b>Sub-Total</b>				\$	\$	\$	\$	\$
<b>Total for FINANCIAL EVALUATION (A) + (B) + (C) + (D) + (E) :</b>								.....\$
<b>Applicable Taxes (14.975%)</b>								.....\$
<b>GRAND TOTAL</b>								.....\$
<b>Hourly Rate for additional work, if necessary</b>				..... \$/hr	..... \$/hr	..... \$/hr	..... \$/hr	..... \$/hr

**Excel file of the above table is attached**



## 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.

### 4.2. Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract).

The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

#### 4.2.1 Mandatory Technical Evaluation Criteria

N*	Mandatory Technical Criteria	Conform (Yes / No)	Comments
M1	<p><u>Experience</u> The contractor must demonstrate that he has two (2) years of experience from the last five (5) years as of the bid closing date in performing janitorial services for installations similar to those presented in the statement of work.</p> <p>The contractor must provide all relevant information on the nature, importance, and complexity of the services offered. His proposal must demonstrate his experience in janitorial service by providing, among other things, the following information:</p> <ul style="list-style-type: none"> <li>• The name (s) of the company (s) or residence (s) which has (have) retained its services</li> <li>• Description of facilities and type of business operation (if applicable)</li> <li>• The name and coordinates of the contact person for reference purposes</li> <li>• The work period</li> </ul>		
M2	<p><u>Mandatory site visit</u> The contractor participated in the mandatory site visit.</p>		
M3	<p><u>Resources</u> The contractor must demonstrate that its employees have a minimum of one (1) year of experience from the last five (5) years as of the bid closing date in commercial or residential janitorial services. The tenderer must submit the CV for each of the individuals presented. Employee references will be verified.</p>		
M3	<p><u>Support Resources</u> The contractor must indicate the approach he will adopt to acquire additional resources. The contractor must demonstrate that he has the</p>		



	ability to provide the necessary personnel to perform the work described in the statement of work. Its proposal must take into account possible frequency adjustments, hourly rate work that will be added as and when the needs of the department as well as staff replacements (vacation, sickness, departure, etc.). The contractor is invited to include in his proposal the organizational chart of his company.		
<b>M4</b>	<p><u>Security Clearance</u> The Contractor must include with its bid valid security verification certificates or information on the level of reliability of its employees.</p> <p>The Contractor agrees to subject all non-security cleared employees assigned to service delivery to a reliability investigation. (<a href="#">Form duly completed for each candidate</a>)</p>		

#### 4.2.2 Mandatory Financial Criteria

N*	<u>Mandatory Financial Criteria</u>	Conform (Yes / No)	Comments
<b>F1</b>	<p><u>Budget</u> The maximum annual contract budget is set at <b>\$ 80,000.00 / year</b>. Any submission exceeding this limit will be rejected.</p>		

#### 4.2.3 Evaluation of Price

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

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

#### 4.3 Basis of Selection - Mandatory technical criteria

1. To be declared responsive, a bid must:
  - a. Comply with all the requirements of the bid solicitation;
  - b. Meet all mandatory criteria.
2. Bids which fail to meet requirement (a) or (b) will be declared non-responsive.
3. The responsive bid with the lowest total evaluated price will be recommended for award of a contract.
4. In the event that two financial proposals submit the same "lowest price", the bid solicitation will be awarded to the bidder with the lowest total annual **cost of year 1 and year 2 for the execution of works**.



## **PART 5 - CERTIFICATIONS**

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

### **5.1. Certifications Required Precedent to Contract Award**

#### **5.1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### **5.1.2. Federal Contractors Program for Employment Equity - Bid Certification**

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

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

### **5.2. Additional Certifications Required Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

#### **5.2.1. Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the



substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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





## **PART 6 – SECURITY AND OTHER REQUIREMENTS**

### **6.1. Security Requirement**

- (a) Before award of a contract, the following conditions must be met:
  - (i) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - (ii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (b) For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **6.2. Insurance Requirements**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in the contract.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.



## PART 7 - RESULTING CONTRACT

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

Title: *(insert only at contract award)*

### 7.1. Statement of Work

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

### 7.2. Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

2035\_(2020-05-28), General Conditions - Professional Services (High Complexity), as modified below, apply to and form part of the Contract.

### 7.3. Security Requirement

7.3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

1. Contractor's or Offeror's personnel requiring access to restricted work establishments must all hold a valid personnel security clearance at the RELIABILITY level in effect.
2. Subcontracts which contain security requirements should not be awarded without prior written permission.
3. The Contractor / Offeror must comply with the provisions:
  1. Security Requirements Check List and Safety Guideline (if applicable), attached at Annex C.
  2. Industrial Security Manual (Latest Edition).

### 7.4. Term of Contract

#### 7.4.1 Period of the Contract

The Work is to be performed from **December 1, 2021 to November 30, 2022 inclusive.**

#### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by **up to four (4) additional one (1) year** period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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



### 7.4.3 Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of **three (3) months** under the same conditions to ensure the required transition. 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.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 30 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

### 7.5. Authorities

#### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Moufid Samri  
Title: Procurment Specialist  
Environment and Climate Change Canada  
Procurement and Contracting Division  
105 McGill, 5e étage, Montréal, QC H2Y 2E7

E-mail address: [Moufid.samri@ec.gc.ca](mailto:Moufid.samri@ec.gc.ca)

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

#### 7.5.2 Technical Authority (It will be identified upon contract award.)

The Technical Authority for the Contract is:

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

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



**7.5.3 Project Authority** (It will be identified upon contract award.)

The Project Authority for the Contract is:

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

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

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

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

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

E-mail address: \_\_\_\_\_

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

**7.5.4 Contractor's Representative** (It will be identified upon contract award.)

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

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

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

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

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

E-mail address: \_\_\_\_\_

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

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

**7.7. Payment**

**7.7.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

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



### **7.7.2 Limitation of Expenditure**

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and the Applicable Taxes are extra.
- (b) 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:
  - (i) when it is 75 percent committed, or
  - (ii) four (4) months before the contract expiry date, or
  - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
- (c) 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.

### **7.8. Invoicing Instructions**

Canada will pay the Contractor when the Work is completed and delivered in accordance with the payment provisions of the Contract if:

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

#### **7.8.1 Monthly Payment**

Canada will pay the Contractor on a monthly basis for Work completed 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 delivered has been accepted by Canada.

### **7.9. Certifications and Additional Information**

#### **7.9.1 Compliance**



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

#### **7.10. Applicable Laws**

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

#### **7.11. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2020-05-28) General Conditions - Higher Complexity - Services
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex CX, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the Contractor's bid dated \_\_\_\_\_,

#### **7.12. Insurance Requirements – Specific requirement**

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

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

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

#### **7.13. SACC Manual Clauses**

SACC Manual clause B1505C (2016-01-28) Shipment of Dangerous Goods/Hazardous Products



## **7.15. Dispute Resolution**

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



## **ANNEX “A” STATEMENT OF WORK**

### **Janitorial Services for Buildings and Facilities Cap Tourmente National Wildlife Area, Environment and Climate Change Canada**

#### **1. BACKGROUND**

Officially established in 1978 by the Canadian Wildlife Service (CWS), the Cap Tourmente National Wildlife Area (CTNWA) is part of a national system of protected areas administered by Environment and Climate Change Canada (ECCC). Although its mandate is related to the protection and conservation of wildlife habitat, the CTNWA is open to the public and several buildings and facilities on the site are regularly used by various users. The CTNWA is open all year long, and employees work at the site every day, contractors carry out all types of work, and more than 40,000 visitors come to the protected area every year.

ECCC's CWS in Quebec (hereinafter referred to as the “Department”) requires an experienced contractor to provide janitorial services for the buildings and facilities of the CTNWA.

These Specifications present the instructions for preparing bids associated with the janitorial services required for all buildings and facilities at the CTNWA.

#### **2. MANDATE**

The successful contractor will be given the mandate to provide the skilled workers, some items of specialized equipment and personal protective equipment (PPE) required for its employees who will provide the janitorial services (hereafter the “work”) in CTNWA buildings and facilities, located at:

Cap Tourmente National Wildlife Area  
570 Cap Tourmente Road  
Saint-Joachim, QC G0A 3X0

The Contractor will be expected to maintain, clean and disinfect the buildings specified in the contract, in accordance with the requirements listed in these Specifications. See Annexes A6, A7, A8 and A9 for the quality standards required, the work quality evaluation sheets, the descriptions and frequency of the expected work, and an overview of the schedule for the planned work.

Buildings requiring routine and periodic work (weekly, monthly and annually):

- Petite-Ferme administrative centre and washrooms;
- Workshop area and washroom; public washrooms (Petite-Ferme area);
- Interpretation Centre and public washrooms;
- Barn
- Léon Provancher building and washroom

At the Department's request, the Contractor may be required to clean other buildings or facilities at the site.





### **3. TYPE OF CONTRACT**

These Specifications require the performance of two (2) types of work.

#### **4.1 Routine and periodic work (weekly, monthly and annual) at a flat rate**

The Contractor must specify flat rates for each type of routine and periodic work (weekly, monthly and annually), specified and described in Annex A8 of the document for each building.

#### **4.2 Additional work at an hourly rate (according to needs)**

An hourly rate must also be provided by the Contractor for the performance of additional work not described in these Specifications. This unplanned work will be done at the request of the Department's technical authority and will be defined on an as and when requested basis.

When the additional work becomes necessary, the Department will notify the Contractor, within a minimum time frame of 24 hours so that it can assess the costs and complete the work, after receiving Department approval.

#### **4.3 Prices**

The Contractor must submit all the prices for the type of work required in the financial bid table entitled Basis of Payment included in Annex A11 of the document.

It is the responsibility of each bidder to take into account in their initial bid the applicable labour standards (including health and safety aspects) and any possible adjustments to salaries and benefits pertaining to their employees and business during the term of the contract.

At no time during the term of the contract will the Department accept any adjustments to the initially submitted prices to compensate for possible adjustments in standards and increases.

### **4. BILLING**

The work covered by these Specifications will be billed on a monthly basis and will be payable 30 days after receipt of the invoice, and after the completion and acceptance of the work by the Department's technical authority in compliance with the following:

#### **5.1 Routine and periodic work (weekly, monthly and annual) at a flat rate**

The flat rate submitted and indicated in the basis of payment for each type of routine and periodic work (weekly, monthly and annual) will be billed monthly and include details of the frequency of each type of work requested by the Department's technical authority for each building.

#### **5.2 Additional work at an hourly rate**

The costs associated with completion of additional work, and completed at the request and following the authorization of the Department's technical authority, will be itemized on a monthly invoice based on the hourly rate indicated in the basis of payment.



### 5.3 Submission of invoices

Each Contractor invoice must be addressed to the Department's technical authority and include the following:

- Company's name and address;
- Contract number and reference;
- Invoice reference number and the day's date
- Description of the types and frequency of the routine and periodic work (weekly, monthly and annually) at a flat rate per building;
- Description of the types, frequency and number of additional work hours at an hourly rate;
- The subtotal before applicable taxes, the applicable taxes indicated separately and the total amount of the invoice including the applicable taxes;
- GST and QST registration numbers.

## 5. DRAWINGS AND/OR PLANS

In addition to the site visit, drawings/plans presenting the various buildings identified in these Specifications will be made available to the Contractor to become familiar with the areas where the routine and periodic maintenance work (weekly, monthly and annually) will be performed (Annexes A1 to A5). The buildings are described hereafter. To provide an idea of the scope of the potential use of the buildings open to the public (public washrooms, Interpretation Centre).

Approximately 45,000 visitors come the CTNWA every year. The daily number of visitors varies from a few dozen, a few hundred, to even a few thousand people during peak periods (mainly in the fall).

### 5.1 Petite-Ferme administrative centre (Annex A1)

A historic building used as an administrative building and reserved for Department employees, it consists of three floors (basement, main and second floors), but only two floors are included in these Specifications because work is not required in the basement. The main floor includes: main entrance, offices, washroom, kitchen, lunchroom, meeting rooms, stairs, etc. The second floor includes: offices, washroom, storage rooms, stairs, etc. Depending on the season, between five and ten people work there.

### 5.2 Workshop (Annex A2)

This building reserved for Department employees comprises a single floor where field employees work. The building consists of the following: mechanical workshop, carpentry area, storage area, washroom, multi-purpose room/kitchen, employee lockers, office, etc. Depending on the season, between five and ten people work there.

### 5.3 Public washrooms (Petite-Ferme area) (Annex A2)

This is a one-storey building for all users of the CTNWA. The men's washroom includes one urinal, two toilet stalls, two sinks and one counter. The women's washroom includes three toilet stalls, two sinks and one counter.



#### **5.4 Interpretation Centre (Annex A3)**

A building with three (3) floors used by public services employees and all CTNWA users. The basement has a mechanical room. The main floor includes: first aid room, visitor reception area, exhibit room, projection room, hallway, stairs and public washrooms (two (2) urinals, eight (8) toilets, four (4) sinks, two (2) counters, etc.). The second floor includes: employee offices, kitchen, projection room, hallways, stairs and public washrooms with one (1) urinal, three (3) toilets and four (4) sinks). Depending on the season and the situation, between two and eight employees work there.

#### **5.5 Barn (Annex A4)**

Building with one floor used by employees for storage. Occasionally, the building is used to hold sporadic presentations for the public. There are two large storage rooms, and they are used to store material and equipment.

#### **5.6 Léon Provancher Building (Annex A5)**

Building with one floor used sporadically for specific activities. Occasionally used by visitors accompanied by an interpreter. The building consists of one large multi-purpose room, one toilet, one sink and three storage rooms.

The surface areas, quantities and even the details indicated in the documents are provided for information purposes only.

### **6. STORAGE SPACES**

The Department will provide the Contractor with storage space near each maintenance area. These spaces are not for the exclusive use of maintenance employees. They are made available for the storage and supplies, materials and equipment required for the work. The Department is not responsible for damage to supplies, materials and equipment belonging to the Contractor that it might choose to keep in the designated storage spaces.

The Contractor will be responsible for cleaning up all storage spaces it uses.

The Department's technical authority can inspect the storage spaces and the Contractor's materials at all times to ensure compliance with the requirements. The Contractor and its employees must comply with instructions and implement any corrective measures indicated by the Department's technical authority as soon as possible.



## **7. SUPPLIES, PRODUCTS, MATERIALS AND EQUIPMENT**

### **7.1 Department-provided material**

The Department will provide all the hygiene, maintenance and disinfection products needed to do the required work. The supplied products include toilet paper, paper towels, sanitary napkin bags, bags for recycling and waste (various formats), antibacterial soap and disinfection and cleaning products deemed necessary for the required work.

The Contractor will be required to use janitorial supplies approved and provided by the Department and comply with all the information indicated on the technical data sheets, such as dilutions and proper use of the product.

If the Contractor requires a special maintenance product, it will be the Contractor's responsibility to acquire it (purchase and procurement).

New products must first be approved and comply with Department standards. After receiving authorization to use a new product, the Contractor must submit to the Department the manufacturer's name and the product source and composition. The Contractor must submit to the Department the technical data sheets and/or material safety data sheets for the products used once authorization has been given to use it.

The Department also provides, in each storage space, the basic equipment and materials deemed necessary by the Department to complete the required work (step ladder, brooms, vacuum cleaner, cart, mop, cloths, etc.).

### **7.2 Contractor-provided material**

The Contractor must provide the PPE (disinfectant for hands, gloves, safety glasses, face shields, rubber boots, overalls, disinfectant wipes, surgical or procedure masks, face coverings, etc.) for all employees assigned to janitorial work in the CTNWA buildings and facilities.

The Contractor and its personnel must ensure the availability and compliance of the PPE required to complete the janitorial work at all times. The PPE provided by the Contractor must be used in accordance with the appropriate procedures and be compliant with the standards, laws and regulations, with special attention paid given to the context of the COVID-19 pandemic.

The Contractor must also provide the specific materials and equipment required for certain jobs such as the cleaning of carpets and upholstered chairs, or any other equipment deemed relevant by the Contractor but not provided by the Department.

If specialized equipment other than those provided by the Department are requested by the Contractor, such as special vacuum cleaners or other specialized equipment deemed relevant for the completion of the work requested, they must first be approved by the Department's technical authority and this equipment will be the responsibility of the Contractor (cost, procurement, repairs, etc.).



### **7.3 Maintenance of materials**

The Contractor is responsible for maintaining all materials and equipment used in completing the required work (regular, adequate and compliant washing of cloths, microfibre pads, mop heads, cleaning and emptying of vacuum cleaners, etc.). After each use, the Contractor and its employees must do what is necessary to maintain the cloths, rags, microfibre pads, etc.

When transporting and cleaning the materials, the Contractor and its employees must comply with handling and storing rules in order to avoid cross-contamination.

Soiled materials must not be stored, handled and/or transported in the same room as clean materials. Soiled materials must be double-bagged in bags that are labelled and properly closed.

### **7.4 Storage of materials**

It is the responsibilities of the Contractor to store, clean and maintain in good condition all materials and equipment it has been given to complete the required work.

The Contractor and its employees must constantly ensure that the containers are properly closed, preventing odours and possible product spills or the release of cloths or other materials that might present a fire hazard, contamination or other. The Contractor and its employees must safely store all flammable products in containers approved by the competent authorities.

All maintenance materials must, without exception, be properly identified by specifying the contents, dates and type of product dilution. Rags and cloths must be categorized by colour and their use must be clearly labelled and observed.

The Contractor must ensure that incompatible chemicals are stored in such a way that they do not come into contact with each other.

All materials and products must be safely stored in storage cabinets and spaces set aside for that purpose.

Loaned material and equipment, in addition to the supplies provided to the Contractor, are to be used only for the required work on the premises identified by the Department. It is understood that when materials and certain equipment such as cloths, rags, pads, etc. are being cleaned, these materials will be outside the CTNWA and unavailable for a reasonable period (maximum five (5) days) before being returned to their identified storage spaces.

The Contractor must ensure that no employees are authorized to leave the CTNWA with any materials that do not belong to them, including items found in the residual materials.

### **7.5 Inventory update**

It is the Contractor's responsibility to maintain the inventories required by the Department and to record in the logbook provided for that purpose the frequency of product use and quantity of product used. If and when required, the Contractor will notify the Department when inventories are low so that the Department can place the necessary orders and avoid a shortage of supplies or equipment.



Microfibre cloths of various colours and properly labelled for their use must be kept in sufficient quantity at all times in each of the storage spaces.

## **8. TRAINING**

At the beginning of the contract, mandatory training must be taken by all Contractor employees who will be assigned to perform janitorial services in CTNWA buildings. This mandatory training, organized by the Department, will aim to familiarize the Contractor's employees with the various products provided, to demonstrate the various contexts and quantities of product required for each situation. This mandatory training will be at the Contractor's expense. Once the training is completed, the Contractor will be responsible for relaying the information provided during the initial training to all new employees that it hires during the course of this contract.

The Contractor must use appropriate methods developed by the Department to ensure the cleanliness of the spaces cleaned. In this regard, the Contractor's employees must have good experience and/or the required training in janitorial services. On this specific point, the Department reserves the right to accept or refuse any of the supplier's employees.

The successful Contractor must train its employees or ensure they have received the proper training to complete all of the required work in a safe manner. Consequently, the Contractor must ensure that employees have the required knowledge in the use and wearing of PPE. Please note that PPE does not eliminate the risk. All employees must maintain good hygiene and physical distancing practices.

The Contractor and its employees must comply with the regulations in the Workplace Hazardous Materials Information System (WHMIS). They must ensure that the material safety data sheets for all hazardous products used are kept permanently in the product storage spaces. These sheets must be kept up to date and when new products are integrated, the Contractor and its employees must make sure to add the appropriate sheets in the storage area for new products

The Contractor must provide the Department with satisfactory proof that all employees have adequately completed WHMIS training and/or have an excellent understanding of WHMIS.

## **9. QUALITY MANAGEMENT**

Throughout the contract period, the Contractor and its employees must maintain a standard of quality for all required work. The buildings and facilities must be kept attractive and clean, observing cleanliness standards for public use and promoting good personal hygiene habits for all users. The Contractor and its employees must also follow the manufacturer's recommendations for products, materials and equipment used.

Annex A6 provides a detailed definition of the methods, products and equipment to be used in completing the work described in these Specifications, as well as the applicable standards. The Contractor must comply thoroughly with the quality standards indicated in Annex A6. During the inspections, the Department's technical authority will use these standards to evaluate the quality of the work by using a work quality evaluation sheet, a copy of which can be found in Annex A7. Any cleaning inspection with a score under 80% will require a correction process.



The correction process will be implemented progressively since there will be a breaking in period of one (1) month at the beginning of the contract. If after this breaking in period the quality control reports produced by the Department's representative still shows results beneath the 80% threshold, the Contractor will be considered in default of the contract.

For the first default, the Contractor will receive a written notice from the Department's technical authority requesting the required adjustments in order to comply with the 80% threshold. No penalty will be applied. However, the corrective work must be completed within forty-eight (48) hours.

In the event the corrective work requested is not completed correctly within the required timeframe, a non-compliance notice will be issued by the Department's technical authority to report the nature of the penalty that will be applied on the invoice for the current month. The Contractor must also correct the deficiencies within forty-eight (48) hours.

The nature of the penalty will be calculated individually for each type of work deemed non-compliant, at the time of the initial quality control. The amount of this adjustment represents a percentage of the flat rate for that type of work. The adjustment in the cash amount is calculated by type in the following manner:  $(1 - (\% \text{ of control divided by tolerance } \%)) \times \text{maintenance cost for the type of work}$ .

For example, let us assume that for the routine work on public washrooms (Petite-Ferme area), the flat rate is \$100 per routine job. Following the quality control inspections undertaken for the month, the technical authority assesses the quality of janitorial work completed in the public washrooms at 70%, which is beneath the applicable tolerance threshold of 80%. The amount of the calculated adjustment will therefore be \$12.50 which represents the result of  $(1 - (70\% \text{ divided by } 80\%)) \times \$100$ . This calculation will apply on all flat-rate work evaluated.

The Department's technical authority reserves the right to apply the penalty or not if the penalty or deficiency is deemed negligible. The Contractor must however correct the deficiencies within forty-eight (48) hours.

If the corrective work requested has still not been done within forty-eight (48) hours by the Contractor or it does not meet the required standards, a correction process will be undertaken and could include the hiring of a third party to complete the non-compliant work at the Contractor's expense.

If the corrective work is not successfully completed within the given timeframe, a penalty in terms of monthly payment, in an amount equivalent to the number of times or type of deficient work has been pointed out by the Department's technical authority, will be subtracted from the Contractor's invoice. This will come as a result of a decision made by the Department having determined that despite the corrective work requested, part of the janitorial services has been deemed as having not been completed or having been completed in an unsatisfactory manner.

If the Contractor does not respect the work schedule specified in these Specifications, a penalty on the monthly payment will be withheld up to the total for the non-completed work.



## 10. USAGE AND RIGHT OF ACCESS

At the start of the contract, the Contractor must also provide the Department with the names of all employees who will be providing janitorial services at the CTNWA.

All of the supplier's employees who will have access to the site must undergo a federal government security screening to obtain the necessary reliability status. The Contractor's employees must have a Reliability security clearance issued by the Department before they are appointed to their positions.

The Department places high importance on the protection and enhancement of the CTNWA buildings, some of which are designated or recognized as being of national historic interest.

For this reason, upon contract award, the Contractor will be issued a personal access code to operate the various alarm systems, along with a personal coded identification card. Given the confidential nature of this information, the Contractor and its employees must agree not to disclose or share this information with anyone and must keep it in strict confidence.

If the Contractor or any of the Contractor's employees have reason to believe that this information may be known to anyone other than themselves, the Contractor must notify the Department at once so that the Department's technical authority can immediately make the necessary changes by providing those concerned with new codes and identification cards.

At no time can the Contractor or its employees be accompanied by people other than those who have a Reliability security clearance as stipulated in the contract to perform janitorial services in CTNWA buildings, approved by the Department and authorized by the technical authority.

To provide the janitorial services required in these Specifications, the Department gives permission to the Contractor to occupy and use the following buildings solely for janitorial purposes: the Petite-Ferme administrative centre, the workshop area, the public washrooms (Petite-Ferme area), the Interpretation Centre and the Barn. However, if the Department asks the Contractor to perform janitorial services in buildings other than those identified in these Specifications, the Department will provide the keys and necessary authorizations to access the buildings for the period in question.

## 11. KEYS

At the outset of the Contract, the Department will issue the Contractor a set of keys to all rooms, buildings and gates leading areas where janitorial services are to be provided. The Loan of Material form (Annex A10) must be completed and signed by the Contractor chosen prior to the start of the contract term.

It is understood that the Contractor and its employees must maintain thorough control over the keys, including the loss or forgetting of keys, and the keys must never be transferred to unauthorized personnel.

Neither the Contractor nor its employees are authorized to make any duplicates of CTNWA keys.





The cost of any changes to locks or the making of duplicates due to any form of negligence on the Contractor will be at its expense.

The Contractor or its employees must never unlock a door giving access to the rooms, buildings and gates at the CTNWA to anyone.

The Contractor will be responsible for closing and locking rooms, buildings and gates and activating any alarm systems in the buildings, making sure to properly lock all doors and openings after leaving, if that is the way they were upon arrival, or at the Department's request.

## **12. HOURS OF WORK**

The Contractor will complete all work required by the Department outside of operating hours for the public and working hours of the employees. The work will be conducted in the evenings after 5:30 p.m. or before 8:00 a.m., regardless of the day of the week (weekends included).

On occasion, the Department's technical authority may authorize the Contractor to perform the work during work periods other than those indicated above. Acceptance by the Department's technical authority will only be possible if the work can be done safely in the presence of users (employees and visitors) and without disrupting the activities in progress.

## **13. DESCRIPTION OF THE WORK**

To meet the janitorial service needs of ECC's CTNWA, the Contractor must complete routine and periodic tasks (weekly, monthly and annually) taking into account the clarifications and frequency of the work described for each of the site buildings presented in Annex A8 of the document.

The descriptions are provided for information purposes only and provide an idea of the scope and other approximate information regarding the tasks to be completed, their frequency and the requirements of the janitorial services.

Regardless of the routine and periodic work and their descriptions, the Contractor could also be called upon to complete additional work at the requests of the Department in all identified buildings and in other buildings and facilities located within the CTNWA.

The frequency and type of routine and periodic work planned in the work schedule presented in Annex A9 will be confirmed at the beginning of each month by the Department's technical authority. The additional work will be confirmed when an agreement is made between the Contractor and the Department. The number of hours associated with the additional work will be determined based on the work to be completed and the approval of the Department's technical authority.

Neither the Contractor nor its employees can complete a task in the workplace other than those included under the contract.

## **14. CHANGES TO TASKS AND DATES**

For the contract period, the Department's technical authority can ask for changes to the days identified, the frequency of the tasks as well as the initial scope of the planned routine and periodic work (weekly, monthly or annually). Under joint agreement, these



changes could take place without having to pay additional fees to the Contractor, provided these replace and do not require a level of work that is higher than the requirements requested. In the event these adjustments create additional work for the Contractor, they will be added to the invoice, at an hourly rate and for the number of hours used to complete the work based on needs, only if they have been previously approved by the Department's technical authority.

Temporary, unforeseeable adjustments can occur at any time during the contract period. Such adjustments can occur in the event of circumstances or exceptional situations (strikes, protests, pandemics, vandalism, flooding, special exercises or operations, etc.) that require a review of certain tasks or the usual frequency and significant adjustments to the initially planned work time.

Such situations can result in work stoppage notices issued by the contracting authority or in negotiations between the Contractor and the Department. These temporary amendments to the contract would result in the reduction or addition of the frequency and tasks that would be specified based on the special needs required by the particular context of the moment.

## **15. LOGBOOKS**

The Contractor must record all work performed in a logbook kept on the worksite. The logbook, developed and provided by the Department, must be posted at each location where scheduled janitorial services are provided. It will be the responsibility of the Contractor and its employees to ensure that the logbooks are available and constantly posted and that the information is up to date. The information contained in the logbooks will confirm the dates on which the work is performed and will serve as a basic tool for ad hoc assessments, which will be carried out at the discretion of the Department.

## **16. OPERATING PROCEDURES**

### **16.1 Clothing**

When working at the CTNWA, the Contractor and its employees must wear clothing that is clean, safe and adapted to the tasks. Janitorial staff must wear gloves at all times when working and must have a sufficient quantity of them for frequent changes. The Department's technical authority could refuse access to the Contractor or to any of its employees who are not wearing the proper clothing for the tasks.

### **16.2 Department employee workspace**

The Contractor and its employees must make sure not to disrupt the activities and the organization of the work of users in the buildings in which they are providing janitorial services. Janitorial staff must therefore complete their work without disrupting the activities taking place and they must leave all employee materials where they are. The Contractor's employees must not move any papers, documents or objects left on desks or other furnishings. Under no circumstances is it permitted for Contractor personnel to open desk drawers, filing cabinets or the doors to any other furnishings.

### **16.3 Breaks, defects**

The Contractor's employees must take note of any defects (lighting, sanitary equipment, etc.) or others that are detected during their janitorial work and must notify the



Department's technical authority as soon as possible based on the severity of the situation.

The Contractor must notify the Department's technical authority as soon as possible in the event of damages, whether accidental or not, caused by its employees.

#### **16.4 Lost objects**

The Contractor's employees must submit to the Department's technical authority all objects found during their janitorial work.

#### **16.5 Restrictions**

It is strictly prohibited to place chairs, wastepaper baskets and others on the desks or tables, without first covering the surfaces with the appropriate protective fabric. Under no circumstances must the Contractor's employees use office equipment such as tables, filing cabinets, chairs and other things as scaffolding in order to complete their tasks of for any other purpose. The telephone can be used on occasion but strictly for professional purposes when alarms have been triggered or any other serious situation. Further, under no circumstances are employees authorized to use, for their own personal use, telephones, computers and peripherals or any other object left on the desks, tables or furnishings in general. Electric, electronic and computer devices, as well as telephones must not be disconnected at any time.

#### **16.6 Checking of doors, windows, faucets and lights**

The Contractor and its employees will take the necessary steps at all times to make sure no door or window remains unlocked or open in their absence (apart from certain situations requested by the Department's technical authority). Special attention will also be given to making sure all faucets are turned off. The Contractor must follow all instructions given by the Department's technical authority.

The Contractor and its employees must make sure that no lights are left on once their work is done unless there are employees in the room.

#### **16.7 Waste**

All waste (non-recyclable and recyclable) must be transported daily in the appropriate containers situated near the workshop and Interpretation Centre. The Contractor and its employees must notify the Department's technical authority when they notice that the waste containers are full to capacity so that they can be emptied as quickly as possible.

Stacks of paper or all other documents that are not in a container (garbage can or recycling bin) can only be removed if they carry the wording "Throw away", "Garbage" or "Waste".

### **17. SPECIFIC RESPONSIBILITIES OF THE CONTRACTOR**

#### **17.1 Legislation and regulations**

The Contractor shall comply with all federal, provincial and municipal legislation and regulations, as well as those of all other administrative authorities, in any way applicable to the premises occupied and the activities taking place thereon.



## 17.2 Health and safety

The Contractor agrees to read and comply with the Department's security policy. The policy document is available at the following web address: <http://publiservice.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578>

The Contractor must comply with the applicable occupational health and safety laws, codes and standards, whenever applicable. The Contractor agrees to ensure compliance with all applicable requirements and occupational health and safety obligations on Department property.

The Contractor is responsible for providing and ensuring that its employees have the proper PPE (hand disinfectant, gloves, safety glasses, face shields, rubber boots, overalls, disinfectant wipes, surgical or procedure masks, etc.) depending on the nature of the janitorial tasks to be completed.

The Contractor shall always ensure that it and its employees wear appropriate safety gloves and safety goggles when using cleaning products while doing cleaning work or when there is a risk of contact with biological contaminants (excrement, bird nests, dead animals, etc.). If there is an accumulation of biological contaminants, notify the Department's technical authority so that he/she can provide the requirements to be observed.

The Contractor must comply with the WHMIS regulations and ensure that the safety data sheets for all hazardous products used are permanently kept in the building where the products are stored, that they are updated when new products are bought and that each container, regardless of its size, is properly labelled.

The Contractor shall ensure that it and its employees read the labels on the products used and they shall be aware of the precautions to be taken if a product is inhaled or splashed into the eyes. All this information may be sent to the Contractor through WHMIS. The Contractor and its employees must comply with WHMIS regulations.

The Contractor and its employees are responsible for organizing their work to eliminate potential hazards at the source.

The Contractor shall ensure that all equipment and tools used for this work are properly maintained and in good condition. The Department's technical authority reserves the right to forbid the use of any material or equipment deemed dangerous, defective or inappropriate.

## 17.3 Warranties

The Contractor shall release ECCC from any liability in respect of damages to persons or property, as well as to claims, actions, legal proceedings, against all damage caused to persons or property, as well as against claims, demands, action, suits or other proceedings that may be initiated by anyone for any means whatsoever relative to this Agreement.

ECCC disclaims all liability for loss or damage of any kind to property on the premises that belongs to or has been entrusted to the Contractor on the premises.



#### **17.4 Security clearance**

The Contractor, including all designated personnel for the execution of the contract work requiring access to operational zones or work areas where access is regulated or who could be exposed to protected information or property in Department facilities, must first receive a security clearance approved by the Department.

The Contractor will provide in a timely manner the complete list of employees who will be assigned to the contract and who satisfy the minimum-security requirement. The list must include a copy of the security clearance issued for each employee.

Any individual who does not meet the minimum-security requirements will not be given access to CTNWA facilities.

It is the Contractor's responsibility to have compliant personnel at all times and to keep up to date the list of employees who have a valid security clearance in order to meet the security requirements and janitorial service needs required under the contract.

#### **17.5 Replacement and continuity of personnel**

The Contractor shall at all times ensure the availability of the staff it presented to the Departmental representative beforehand and whose security clearance has been approved by the Department. If for reasons beyond its control, the Contractor is unable to provide the services of those employees, it shall provide replacements with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to the Department.

The Contractor must, as soon as possible, give notice to the Department's technical authority of the reason for replacing the individual and provide:

- a. The name, qualifications and experience of the proposed replacement; and
- b. Proof that the proposed replacement has the required security clearance granted by Canada, if applicable;
- c. The necessary training on the work to be performed and the use of the products.

The Contractor must not, in any event, allow performance of the work by unauthorized replacements. The Contracting Authority may order that a replacement stop performing the work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 1. The fact that the Contracting Authority does not order that a replacement stop performing the work does not relieve the Contractor from its responsibility to meet the requirements of the contract.

The Contractor is responsible for managing, directing and supervising the personnel it provides.

The Contractor must provide and relay the relevant instructions to its employees and ensure their required training and professional development, namely in regards to local directives and work methods, as well as the appropriate behaviour in the Department's facilities.

The Contractor is at all times responsible for the actions of its employees on Department property during the execution of the contract, including any possible damage.



## **17.6 Contract compliance**

The Contractor assumes full responsibility for the activities and obligations that are intrinsic to the janitorial services to be provided under the contract.

The Contractor, including its employees, agree to comply with the terms, conditions, work, schedules and timeframes stipulated, expected or specified in the contract, and to do everything in its power to satisfy the requirements of the contract and those inherent in the requests and expectations of the Department's technical authority.

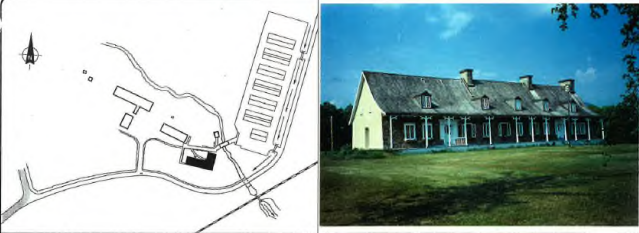
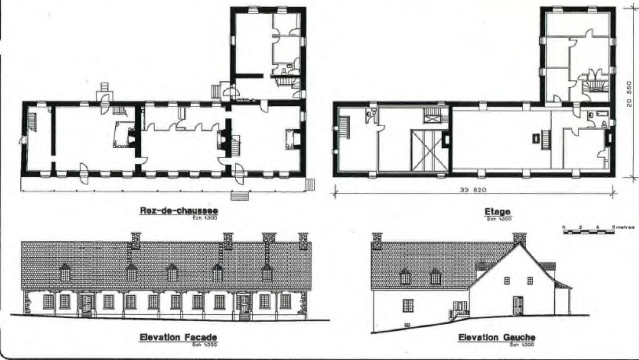
The Contractor must ensure that its employees comply at all times with the directives, instructions, local regulations and those posted onsite, including the sensitive nature of certain information shared in the Department's facilities, as well as verbal or written instructions from the Department's technical authority or another person in authority.

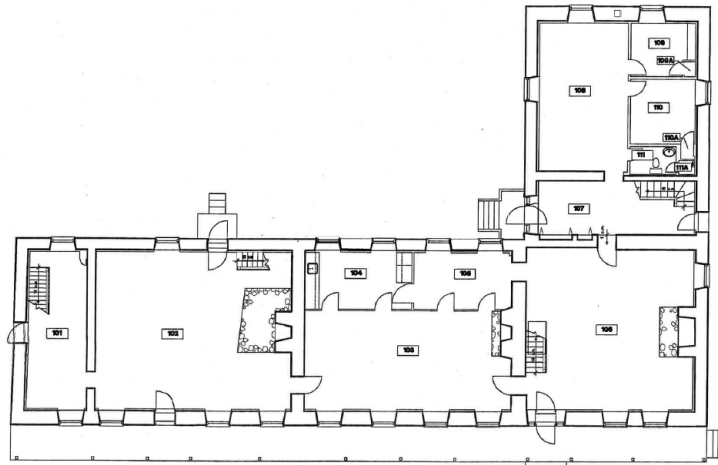
The Contractor agrees to maintain all physical locations that are part of the contract. The Contractor also agrees to provide all the labour, materials and equipment required to complete the planned and required work as described in the technical specifications specified in the Annexes, as well as all other work that, although not specifically mentioned, could be implicitly understood.



**ANNEX A1**

**Plans and Drawings of the Petite-Ferme Administrative Centre at the CTNWA**

<b>Dossier technique - Secteur La Petite Ferme</b> <small>Reserve Nationale de Faune du Cap Tourmente</small>		<b>Centre administratif</b> <span style="float: right;">No10400</span> <b>Section 2.1</b> <span style="float: right;">Fiche technique</span>																																																																																																										
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Étage	Maçonnerie d'époque 10,9 m.c.																																																																																																											
	Bois naturel 10,9 m.c.																																																																																																											
<b>Plafonds :</b>																																																																																																												
Sous-sol	Solives 278,3 m.c.																																																																																																											
	Contreplaqué peint 12,9 m.c.																																																																																																											
Rez-de-chaussée	Bois traité 90,3 m.c.																																																																																																											
	Bois naturel 97,1 m.c.																																																																																																											
	Pliacoplâtre peint 12,4 m.c.																																																																																																											
	Bois peint 11,6 m.c.																																																																																																											
Étage	Bois traité 58,5 m.c.																																																																																																											
	Enduit (crâp) 109,3 m.c.																																																																																																											
	Bois peint 85,7 m.c.																																																																																																											
	Bois naturel 16,4 m.c.																																																																																																											
<b>Portes :</b>	37																																																																																																											
<b>Fenêtres :</b>	50																																																																																																											
	Carréaux 815																																																																																																											
	<p>page 28</p>																																																																																																											

<b>Dossier technique - Secteur La Petite Ferme</b> <small>Reserve Nationale de Faune du Cap Tourmente</small>		<b>Centre administratif</b> <span style="float: right;">No10400</span> <b>Section 2.2</b> <span style="float: right;">Aménagement intérieur</span>
 <p style="text-align: center;"><b>PLAN REZ-DE-CHAUSSEE</b> Ech 1 : 125</p>		
		<p><b>Identification des pièces</b></p> <ul style="list-style-type: none"> <li>101 Interprétation</li> <li>102 Interprétation</li> <li>103 Salle de conférence</li> <li>104 Cuisine</li> <li>105 Salle à manger</li> <li>106 Salle polyvalente</li> <li>107 Entrée</li> <li>108 Secrétariat</li> <li>109 Bureau</li> <li>109A Rangement</li> <li>110 Bureau</li> <li>110A Rangement</li> <li>111 Toilette</li> <li>111A Rangement</li> </ul>
		<p>0 2 4 6 metres</p> <p>page 30</p>



**ANNEX A1 (cont'd)**

**Plans and Drawings of the Petite-Ferme Administrative Centre at the CTNWA**

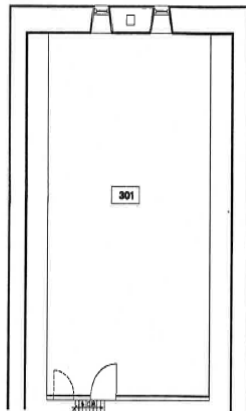
**Dossier technique - Secteur La Petite Ferme**  
Reserve Nationale de Faune du Cap Tourmente

Centre administratif

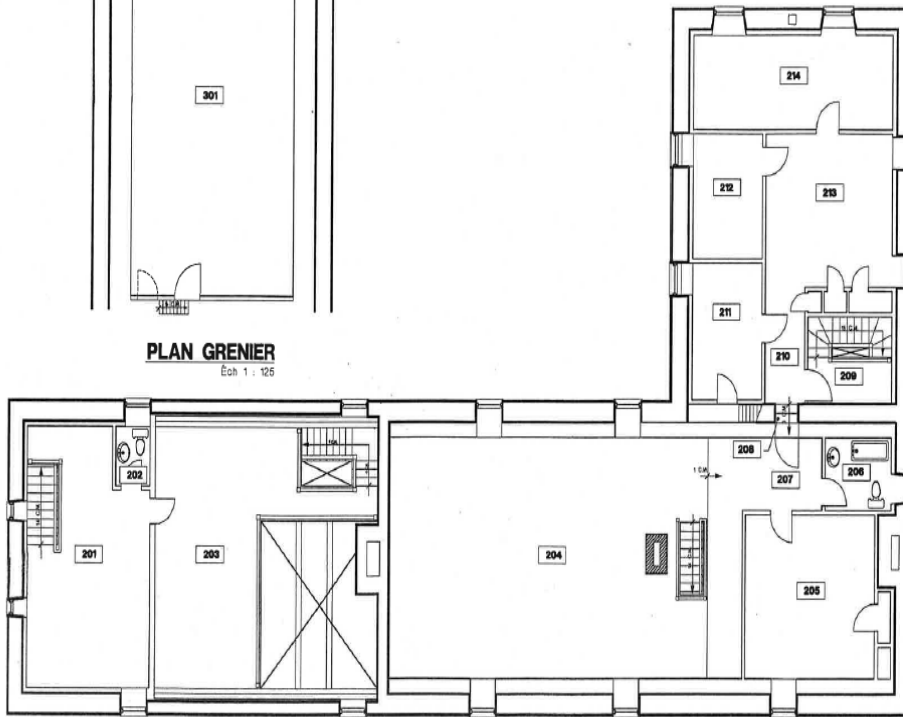
No10400

Section 2.2

Amenagement Interieur



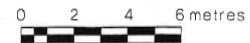
**PLAN GRENIER**  
Ech 1 : 125



**PLAN ETAGE**  
Ech 1 : 125

**Identification des pieces**

- 201 Interprétation
- 202 Toilette
- 203 Interprétation
- 204 Atelier
- 205 Bureau
- 205A Rangement
- 206 Toilette
- 207 Passage
- 208 Passage
- 209 Escalier
- 210 Passage
- 211 Chambre noire
- 212 Bureau
- 213 Salle à dessin
- 214 Bureau
- 301 Grenier

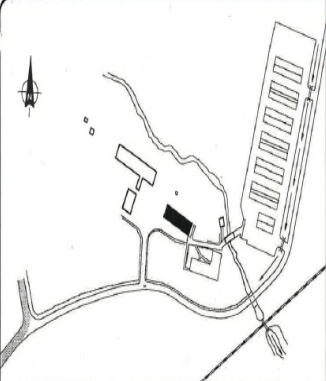

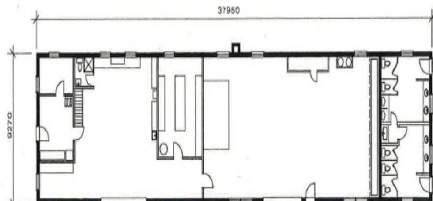
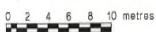

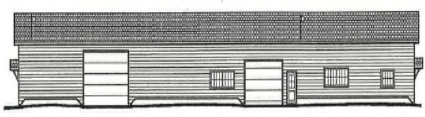






**ANNEX A2**

**Plans and Drawings of the Workshop and Public Washrooms  
in the Petite-Ferme Area at the CTNWA**

<p><b>Dossier technique - Secteur Atelier Toilettes</b> Réserve Nationale de Faune du Cap Tourmente</p>	<p><b>Atelier Toilettes</b> <span style="float: right;">No10420</span></p> <p><b>Section 2.1</b> <span style="float: right;">Fiche technique</span></p>
 	<p><b>Fiche technique</b></p> <p><b>Situation :</b> Réserve Nationale de faune de Cap Tourmente</p> <p><b>Rôle :</b> Atelier d'entretien et toilettes publiques</p> <p><b>Année de construction :</b> n/d</p> <p><b>Coût :</b> n/d</p> <p><b>Caractéristiques :</b></p> <p><b>Général :</b> Bâtiment de 319 m.c. sur un étage plus une mezzanine de 25,6m.c.</p> <p><b>Fondations :</b> Béton, épaisseur et profondeur inconnues</p> <p><b>Murs extérieurs :</b> Déclin de bois peint 354,7 m.c. Contreplaqué peint 15,0 m.c.</p> <p><b>Toit :</b> Bardoux de bois sciés 422,4 m.c.</p> <p><b>Planchers :</b></p> <p>Rez-de-chaussée Tuiles céramiques 40,4 m.c. Béton 229,9 m.c. Contreplaqué peint 25,7 m.c. Préclard 49,5 m.c.</p> <p>Mezzanine Contreplaqué 25,6 m.c.</p> <p><b>Murs intérieurs</b></p> <p>Rez-de-chaussée Tuiles céramiques 55,7 m.c. Placoplâtre peint 63,2 m.c. Contreplaqué peint 493,7 m.c. Bois peint 43,0 m.c.</p> <p>Mezzanine Contreplaqué peint 12,0 m.c.</p> <p><b>Plafonds :</b></p> <p>Rez-de-chaussée Placoplâtre peint 40,4 m.c. Contreplaqué peint 345,4 m.c.</p> <p><b>Portes :</b> 14 unités</p> <p><b>Fenêtres :</b> 15 unités</p>
 <p style="text-align: center;"><b>Rez-de-chaussée</b> Ech. 1/100</p> 	
 <p style="text-align: center;"><b>Elevation Droite</b> Ech. 1/100</p>	 <p style="text-align: center;"><b>Elevation Facade</b> Ech. 1/100</p>



**Dossier technique - Secteur la Petite Ferme**

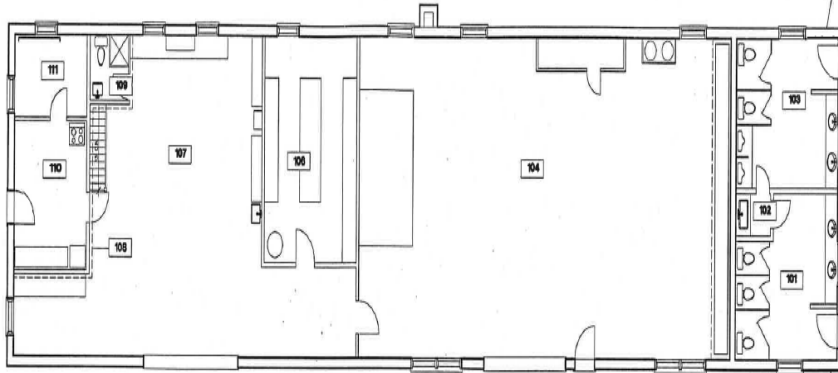
Reserve Nationale de Faune du Cap Tourmente

Atelier Toilettes

No10420

Section 4.1 et 4.4

Plomberie ; Protection incendie

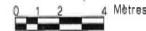


**IDENTIFICATION**

**No des pieces ;**

- 101 Toilette
- 102 Rangement
- 103 Toilette
- 104 Atelier
- 105 Mécanique
- 106 Rangement
- 107 Atelier
- 108 Rangement mezzanine
- 109 Toilette
- 110 Cuisine
- 111 Bureau

**PLAN REZ-DE-CHAUSSEE**  
ECH 1 : 125



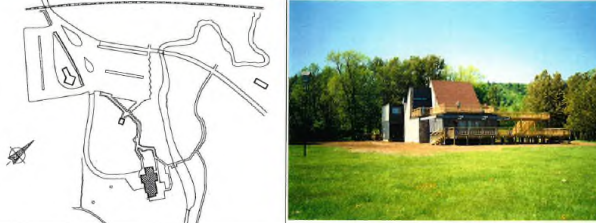
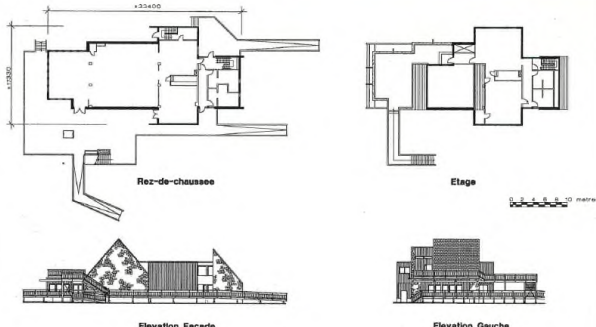
**Equipement**

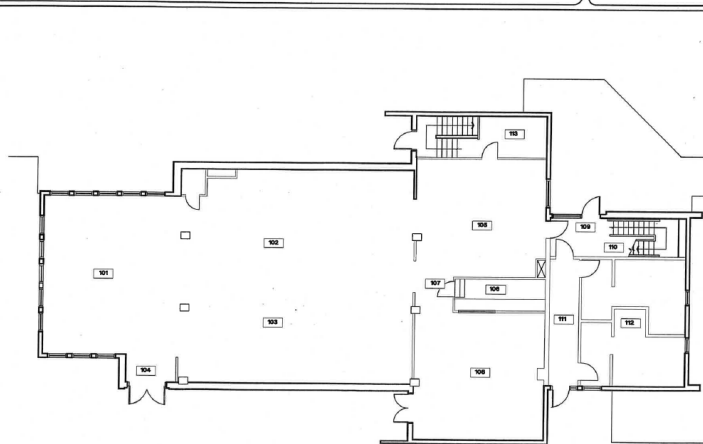
Symb.	Qte.	Description
	5	Lavabo encastré
	2	Cuve
	6	Toilette
	2	Urinoir
	3	Chauffe-eau électrique
	1	Douche



### ANNEX A3

## Plans and Drawings of the Interpretation Centre at the CTNWA

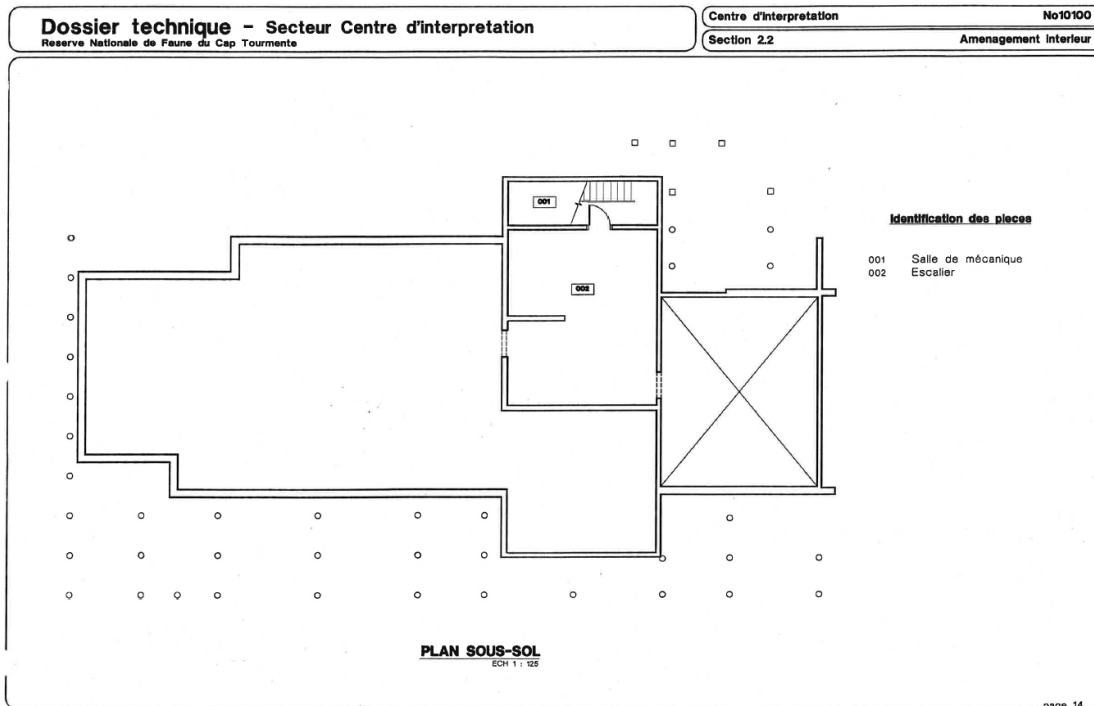
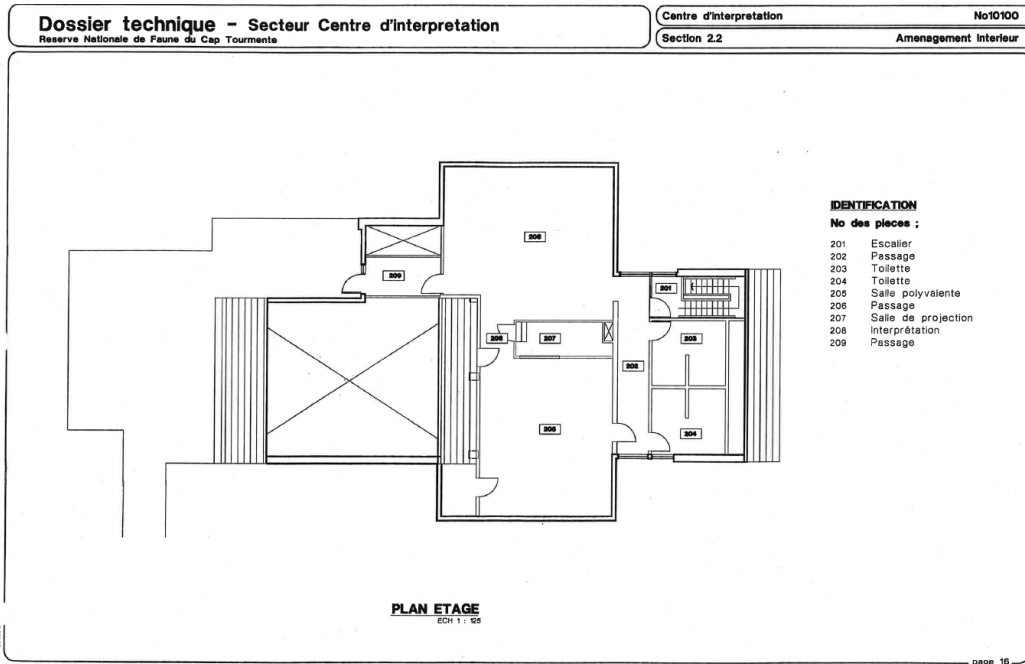
<b>Dossier technique - Secteur Centre d'interprétation</b> Réserve Nationale de Faune du Cap Tourmente		<b>Centre d'interprétation</b> Section 2.1	<b>No10100</b> Fiche technique
	<b>Fiche technique</b> <b>Situation :</b> Réserve Nationale de faune du Cap Tourmente <b>Rôle :</b> Sér de Centre d'interprétation de la faune <b>Année de construction :</b> 1973 <b>Cout :</b> 1068,0 (1986)		
	<b>Caractéristiques :</b> <b>Générales :</b> Bâtiment de 558,2 m.c. répartis sur deux étages avec sous-sol partiel et construit sur fondations de béton <b>Fondations :</b> Béton de 2,56 m de haut. X 250 x 500 mm d'épais. <b>Galerie :</b> Bois traité 491,4 m.c. <b>Murs extérieurs :</b> Pierre calcaire 190,9 m.c. Plancher terrier 349,5 m.c. Contreplaqué-Céram 10,8 m.c. Béton apparent (murs de fondations) 99,6 m.c. <b>Tot :</b> Bordsaux d'asphalte 232,0 m.c. Multicouche 274,0 m.c. <b>Planchers :</b> Sous-sol Béton peint 52,3 m.c. Rez-de-chaussée Bois franc vernis 188,3 m.c. Vitrile 44,8 m.c. Prêlard 22,1 m.c. Tapis 43,2 m.c. Tuiles céramique 58,2 m.c. Étage Vitrile 57,6 m.c. Prêlard 15,7 m.c. Tapis 54,1 m.c. Tuiles céramique 34,3 m.c. <b>Murs intérieurs</b> Sous-sol Blocs de béton 24,5 m.c. Béton 54,0 m.c. Enduit 18,5 m.c. Contreplaqué peint 5,9 m.c. Rez-de-chaussée Pierre naturelle 109,9 m.c. Placoplatre peint 450,1 m.c. Tuiles céramique 128,0 m.c. Étage Tuiles céramique 81,8 m.c. Placoplatre peint 252,8 m.c. Pierre naturelle 12,2 m.c. <b>Plafonds :</b> Sous-sol Bois franc vernis 45,4 m.c. Rez-de-chaussée Bois franc vernis 311,0 m.c. Carreaux insonorisants 43,2 m.c. Placoplatre peint 50,5 m.c. Étage Carreaux insonorisants 16,8 m.c. Placoplatre peint 39,7 m.c. <b>Portes :</b> 25 unités <b>Fenêtres :</b> 27 unités		
	<p>page 13</p>		

<b>Dossier technique - Secteur Centre d'interprétation</b> Réserve Nationale de Faune du Cap Tourmente		<b>Centre d'interprétation</b> Section 2.2	<b>No10100</b> Aménagement intérieur
			
<b>IDENTIFICATION</b> <b>No des pièces :</b> 101 Interprétation 102 Interprétation 103 Interprétation 104 Entrée 105 Interprétation 106 Salle de projection 107 Passage 108 Salle polyvalente 109 Passage 110 Escalier 111 Passage 112 Toilette 113 Escalier			
<p>page 15</p>			



**ANNEX A3 (cont'd)**

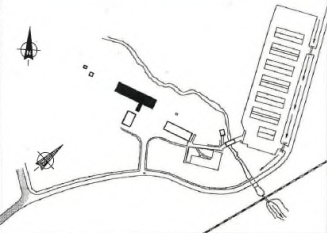

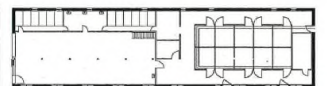
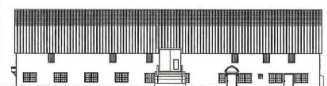
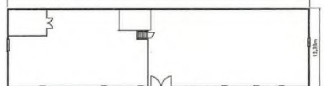

**Plans and Drawings of the Interpretation Centre at the CTNWA**

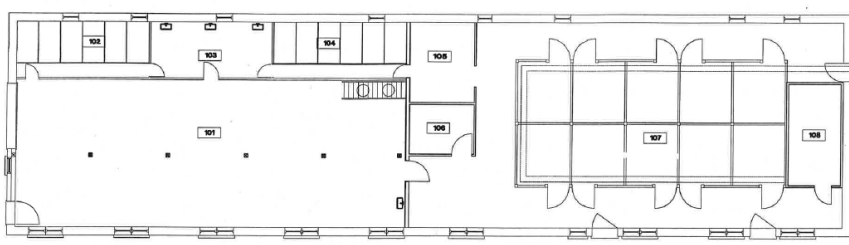




**ANNEX A4**

**Plans and Drawings of the Barn at the CTNWA**

<b>Dossier technique - Secteur Grange</b> <small>Reserve Nationale de Faune du Cap Tourmente</small>		<b>Grange</b> <b>Section 2.1</b>	<b>No10430</b> <b>Fiche technique</b>
		<p><b>Fiche technique</b></p> <p>Sit: R</p> <p>Grange: 421010430</p> <p><b>FICHE TECHNIQUE</b></p> <p>Situation: Réserve Nationale de Faune du Cap Tourmente          Rôle: Écurie, entrepôt à matériaux et atelier de mécanique          Année de construction: n/d          Coût: n/d          Caractéristiques: Bâtiment de 1011,8 m.c. sur deux étages avec écurie et fosse à fumier.</p> <p>Fondations: Béton, épaisseur et profondeur inconnues</p> <p>Murs extérieurs: Bois peint 696,7 m.c.          Toit: Tôle galvanisée 336,0 m.c.</p> <p>Planchers:          Rez-de-chaussée: Béton 515,4 m.c.          Étage: Bois 300,4 m.c.          Bois peint 172,7 m.c.</p> <p>Murs intérieurs:          Rez-de-chaussée: Béton 44,9 m.c.          Bois 210,4 m.c.          Contreplaqué 152,9 m.c.          Étage: Contreplaqué peint 227,8 m.c.          Bois 676,1 m.c.          Contreplaqué peint 48,9 m.c.</p> <p>Plafonds:          Rez-de-chaussée: Bois 244,3 m.c.          Bois peint 65,9 m.c.          Étage: Bois peint 25,1 m.c.          Colonnes: 919,8 m.c.</p> <p>Portes: 16          Fenêtres: 27</p>	
 <p style="text-align: center;"><b>Rez-de-chaussée</b> <small>Éch. 1 : 400</small></p>  <p style="text-align: center;"><b>Elevation Facade</b> <small>Éch. 1 : 100</small></p>	 <p style="text-align: center;"><b>ÉTAGE</b> <small>Éch. 1 : 400</small></p>  <p style="text-align: center;"><b>Elevation Gauche</b> <small>Éch. 1 : 100</small></p>	<p style="font-size: small;">D302P 44</p>	

<b>Dossier technique - Secteur La Petite Ferme</b> <small>Reserve Nationale de Faune du Cap Tourmente</small>		<b>La Grange/Ecurie</b> <b>Section 4.1 et 4.4</b>	<b>No10430</b> <b>Plomberie ; Protection incendie</b>									
 <p style="text-align: center;"><b>PLAN REZ-DE-CHAUSSEE</b> <small>Éch. 1 : 100</small></p>			<p><b>IDENTIFICATION</b></p> <p><b>No des pieces :</b></p> <ul style="list-style-type: none"> <li>101 Accueil des chasseurs</li> <li>102 Salle de nettoyage</li> <li>103 Salle de nettoyage</li> <li>104 Salle de nettoyage</li> <li>105 Rangement</li> <li>106 Rangement</li> <li>107 Ecurie</li> <li>108 Rangement</li> </ul>									
<p><b>Equipement</b></p> <table style="font-size: small; margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Symb.</th> <th>Qte.</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">☐</td> <td style="text-align: center;">4</td> <td>Evier</td> </tr> <tr> <td style="text-align: center;">○</td> <td style="text-align: center;">2</td> <td>Chauffe-eau électrique</td> </tr> </tbody> </table>			Symb.	Qte.	Description	☐	4	Evier	○	2	Chauffe-eau électrique	<p style="font-size: small;">page 46</p>
Symb.	Qte.	Description										
☐	4	Evier										
○	2	Chauffe-eau électrique										



**ANNEX A5**

**Plans and Drawings of the Léon Provancher Building at the CTNWA**

<b>Dossier technique - Secteur Chalet de la Friponne</b> <small>Réserve Nationale de Faune du Cap Tourmente</small>		<b>Chalet la Friponne</b> No 10500 Section 2.1      Fiche technique
		<p><b>Fiche technique</b></p> <p><b>Situation :</b> Réserve Nationale de Faune du Cap Tourmente</p> <p><b>Rôle :</b> Centre d'apprentissage aux sciences naturelles</p> <p><b>Année d'achat :</b> n / d <b>Coût :</b> n / d</p> <p><b>Caractéristiques :</b></p> <p><b>Générales :</b> Bâtiment de 93,9 m.c. sur un étage rénové en 1992</p> <p><b>Fondations :</b> 19 colonnes en acier galvanisées H&amp;S 76.2 x 76.2 x 6.35 sur base de béton à 2,100 dans le sol</p> <p><b>Galerie :</b> Bois traité, 55,0 m.c.</p> <p><b>Murs extérieurs :</b> Pts traité teint 154,2 m.c. Contreplaqué orizon 33,9 m.c.</p> <p><b>Toit :</b> Bardes de d'asphalte (vert) 139,1 m.c.</p> <p><b>Planchers :</b> Revêtement de caoutchouc 93,9 m.c.</p> <p><b>Murs intérieurs :</b> Placoplâtre peint 195,8 m.c.</p> <p><b>Plafonds :</b> Placoplâtre peint 93,9 m.c.</p> <p><b>Portes :</b> Extérieures en acier 3 Intérieures en bois 5</p> <p><b>Fenêtres :</b> À guilaine double, 4 carreaux 2 À guilaine, 2 carreaux 6 Fixes, 1 carreau 2</p>

<b>Dossier technique - Secteur Chalet de la Friponne</b> <small>Réserve Nationale de Faune du Cap Tourmente</small>		<b>Chalet la Friponne</b> No 10500 Section 4.1      Plomberie														
<p>Boîte isolée contenant tuyau d'égout avec bouche de nettoyage et tuyau d'égout avec vanne d'arrêt</p>	<p style="text-align: center;"><b>Équipement</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Symb.</th> <th>Qté.</th> <th>Description</th> <th>Marque</th> <th>Modèle</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">☒</td> <td style="text-align: center;">1</td> <td>Lavabo</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">☒</td> <td style="text-align: center;">1</td> <td>Toilette</td> <td></td> <td></td> </tr> </tbody> </table>	Symb.	Qté.	Description	Marque	Modèle	☒	1	Lavabo			☒	1	Toilette		
Symb.	Qté.	Description	Marque	Modèle												
☒	1	Lavabo														
☒	1	Toilette														



## **ANNEX A6**

### **General Descriptions and Quality Standards**

The general descriptions and quality standards provide the definitions, methods, examples of tool use and quality standards that must be observed when completing the janitorial work at the CTNWA as required under the contract.

The Contractor and its employees must familiarize themselves with the information presented in the descriptions and quality standards to ensure a proper understanding and to ensure application when undertaking the expected work. The Department's technical authority will use these quality standards when conducting service quality inspections in a sporadic manner throughout the contract period.

**Trash:** Includes paperclips, staples, paper, fasteners, mop strands and any other non-usable items found on counters, work surfaces, floors and carpeting, as well as on the ground outside near the doors.

**Trash/garbage:** Includes the contents of waste receptacles (garbage containers, wastepaper baskets, etc.), ashtrays and sani-cans.

**Stairwell:** Includes steps, risers, ramps and rungs.

**Sweeping:** Remove dust, soil, sand and all other trash from the surface.

- **Quality standards:** The surfaces must be free of dust, dirt, trash or other foreign residue, including in the corners, along walls, under and behind uncovered radiators, under furniture, behind doors and everywhere else. Move furniture or other objects, when required, and put them back in their original position after sweeping.

**Remove:** Remove fingerprints, grime and graffiti from vertical and/or horizontal surfaces with a damp cloth and then dry with a clean cloth.

- **Quality standards:** All vertical and/or horizontal surfaces must be free of fingerprints, grime or graffiti.

**Vacuuming:** Remove dust, dirt, flies and all other debris with the vacuum cleaner.

- **Quality standards:** Rugs, carpets, walls and all other areas where the vacuum cleaner is needed shall be free of dust, dirt and all other types of debris.



## **ANNEX A6**

### **General Descriptions and Quality Standards (cont'd)**

**Dusting:** Using a feather duster, damp cloth, mop and/or vacuum cleaner to remove dirt, dust, stains and cobwebs.

**Method:** Start with higher surfaces and work your way down. Clean around the item by moving clockwise or counter-clockwise. Use a duster only when you cannot use a cloth or when it would take too long. Before dusting offices, be sure to have dusted all high surfaces and overhangs. Then wipe the filing cabinets, the display or exhibit modules and all accessible surfaces with a cloth. Use a hand duster when dusting the lower part of a desk where the legs are. Move items to dust under them. The easy way to move heavy items, without making marks, is to slide them. Lift light items, dust where they were located, and return them to their original location. Do not move papers. Dust around them. When dusting telephones, do not spray with cleaning solution, but rather use a damp cloth. Dust chairs from top to bottom. Use a hand duster for the legs and the lower part of the chair.

- **Quality standards:** All dusted items must be free of dust, dirt, stains and markings. They must appear clean at all times.

**Cleaning:** Remove waste and trash, remove foreign matter and stains, dust all surfaces, damp mop and dust mop and vacuum, replenish the necessary items in the washrooms, wash the cabinets, sinks, chrome and metal fixtures, mirrors and the dispensers.

- **Quality standards:** The floors, furnishings, display modules, counters and toilet accessories must be free of trash, dust, dirt and stains. Ashtrays and garbage receptacles must be emptied and clean. Dispensers must be full and clean.

**Disinfecting:** Clean and disinfect all surfaces that are frequently touched by hand (door handles, handrails, switches, cabinet handles, faucets, tables, counters, electronic devices, etc.). Cleaning products remove germs, dirt, and impurities from surfaces by using soap (or detergent) and water. Cleaning does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Disinfecting products (store-bought disinfectant solutions and/or sprays) kill germs on surfaces using chemicals. Disinfect, leave on for 1 minute and then wipe with another cloth. Switch cloths between each step and place them in double bags that are properly labelled for cleaning and avoid all contact. If using paper towel to wipe, place it in a separate double garbage bag.

- **Quality standards:** Use of appropriate products, product action time respected, and use of cloths of appropriate colour for the surfaces identified. Compliance with instructions for disposing of the materials used.





## **ANNEX A6**

### **General Descriptions and Quality Standards (cont'd)**

**Cleaning of ceilings:** Remove dirt, dust and cobwebs using a vacuum cleaner or broom.

- **Quality standards:** Ceilings must be free of dust, dirt and cobwebs.

**Wall cleaning:** Cleaning of various wall surfaces includes all vertical spaces or areas attached or joined to walls (ducts, cables and tubes or other insulation wrap, ventilation vents and grilles, etc.).

**Method:** Remove all items to be cleaned from the wall space and install the equipment required for cleaning. Dust the walls to remove as much dirt as possible. Dust the walls starting at the bottom using an untreated dry mop or a feather duster. Dip a sponge in soapy water and squeeze gently to remove excess water and prevent drips. Start washing at the bottom of each wall in three-foot-by-three-foot sections and rinse each section. Check to see that there is no splashing elsewhere on the walls.

- **Quality standards:** After cleaning, walls must be free of stains, dirt, dust and grease. They must present an appearance of cleanliness and, if required, they must have been disinfected.

**Cleaning the floors:** The various floor cleaning work includes all types of flooring (wood, ceramic, cement, carpeting, linoleum, etc.).

**Method:** Remove all objects or debris from the floor and from behind furniture. Pass a dry mop on all floors not covered with carpeting and use a broom on cement floors. Remove stains from all floors and clean up any damage using a damp mop and a neutral detergent. Wash the floors in the washrooms and neighbouring hallways (ceramic) using a disinfecting solution. For carpeted surfaces, use a vacuum cleaner.

- **Quality standards:** The floor must be free of dust, dirt, markings, mop strands, water and surface stains. Walls, baseboards and other surfaces must be free of splashing, water marks and scratches from equipment.

**Cleaning of foot grilles:** Remove the grilles, clean them, including between the slats and the drain and the recessed pan, and put the grilles back in place.

- **Quality standards:** The grilles must be clean and free of dirt and trash. The same goes for the drains and recessed pans.

**Cleaning of lighting fixtures:** Shut off the power to the fixture and ensure that hands are dry. Remove the protective cover and clean it on both sides. Vacuum and damp wipe with a lightly moistened cloth or sponge all interior and exterior parts of the fixture, ensuring to use minimal water so as not to damage the contacts. Ensure that bulbs and tubes are cool before damp wiping them and that all cleaned parts are dry before replacing them and turning the power back on.



## **ANNEX A6**

### **General Descriptions and Quality Standards (cont'd)**

- **Quality standards:** After cleaning, fixtures must be free of dust, dirt and insects. They must look clean and bright.

**Cleaning of metal surfaces:** Remove dirt with synthetic detergent or an approved product, properly dry with a dry, soft cloth and polish. Do not use abrasives and inform the Department of any defect in the metal or its covering.

- **Quality standards:** The metal surfaces must be free of dirt, spots or prints. After cleaning, surfaces must be dry and free of streaks. The surfaces must sparkle.

**Cleaning of soap, paper towel and toilet paper dispensers:** Clean and disinfect the dispensers with a product approved by the Department and ensure at all times that the dispensers contain enough product (soap, toilet paper, etc.) to meet demand so that no dispenser is empty.

- **Quality standards:** Dispensers will be clean, disinfected and have a shine at all times. They will contain enough product to meet demand.

**Cleaning of toilets and urinals:** Using an approved product, clean and disinfect all interior and exterior surfaces of toilets and/or urinals to remove all marks.

- **Quality standards:** Toilets and urinals will be clean, disinfected and have a shine at all times and be free of marks. Sinks and exposed pipes must be free of dust, with no traces of dirt or moisture. The flush systems, toilet seats, tanks and urinals must be cleaned thoroughly.

**Cleaning the walls, doors and partitions of the toilet stalls:** Clean the walls, doors and partitions of the toilet stalls using approved products so that there is no dust or marks.

- **Quality standards:** The walls, doors and partitions of the toilet stalls will be clean and disinfected and there will be no marks.

**Cleaning of sinks, counters and hand dryers:** Clean and disinfect all sinks, counters and hand dryers using approved products.

- **Quality standards:** The sinks, counters and hand dryers must be thoroughly cleaned and disinfected. The sinks, counters and hand dryers must be free of dust, dirt and stains as well as any accumulation of soap, dust or mould.

**Cleaning of windows and mirrors:** Wash surfaces with a window cleaner and wipe them with a dry cloth. Do not use abrasives to wash windows.

- **Quality standards:** Windowpanes must be clean on both sides and free of markings. Window frames, sills and floors must be clean and free of water spots. All objects moved to make room for cleaning must be put back in their usual places.



## **ANNEX A6**

### **General Descriptions and Quality Standards (cont'd)**

**Cleaning of the Plexiglas®:** Wash surfaces with a mild soap (dish detergent) and a dry cloth. Do not use a window cleaner or abrasives to wash Plexiglas®.

- **Quality standards:** Plexiglas® must be clean and be free of dust and streaks. The floor must be clean and free of water stains. All objects moved to make room for cleaning must be put back in their usual places.

**Cleaning of the roller shades:** Damp wipe the upper support and both sides of the shade.

- **Quality standards:** The upper support and the shade must be clean and free of dirt.

**Cleaning of furnishings, kitchen and workspaces:** Clean with a product and remove all stains and/or dirt.

- **Quality standards:** Furnishings and work and kitchen spaces must be free of dirt, dust and stains.

**Waste receptacles:** Empty all bins, provide and replace all appropriately sized plastic bags, and replace them when they are dirty or ripped. The bags must be changed when they contain organic or moist trash. Clean and disinfect with an appropriate cloth to avoid the formation of bacteria. Move the waste to an outdoor storage area intended for this purpose based on the type of transportation adapted to the type of waste being transported.

- **Quality standards:** No waste must be left in the bins. Plastic bags must be put in bins and exterior surfaces of bins must be clean. There must be no trace of bacteria or bad odours. Ashtrays must be clean.

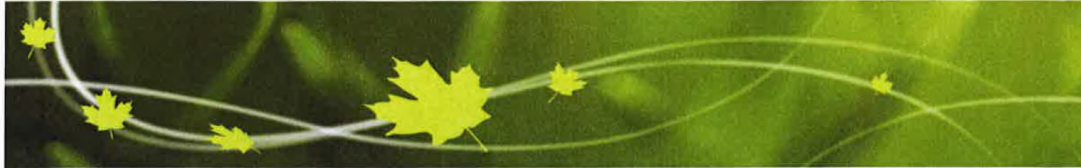
**Odour control:** Odours in lounges, waste bins and other locations are caused by bacteria that decompose organic matter. Before disinfecting a surface, clean it to remove organic matter that bacteria feed on. Once this organic matter has been removed, disinfect and deodorize surfaces to prevent any potential bacterial growth and a return of unpleasant odours. To freshen up the odours in the washrooms, odour control devices must be installed and maintained in accordance with the frequency indicated in the task descriptions.

- **Quality standards:** The building must be free of unpleasant odours.



### ANNEX A7

## Evaluation Form – Quality of Work



### Formule d'évaluation de la qualité des travaux

Entretien ménager des bâtiments et infrastructures  
Réserve nationale de faune du Cap-Tourmente  
(contrat)

Personne qui procède à l'inspection : \_\_\_\_\_

Date de l'inspection : \_\_\_\_\_

Endroit inspecté : Bâtiment administratif de la Petite-Ferme

Signature du fournisseur : \_\_\_\_\_

#### Note

10	Aucune poussière/ saleté / marque / hachure
9	Poussière / saleté / marque / hachures <b>non visible</b>
8	Début de poussière / saleté /marques / hachures <b>visible</b>
7	Poussière / saleté/ marque / hachure <b>visible en petite quantité</b>
6	Poussière / saleté /marque / hachure <b>visible en grande quantité</b>
0/5	Insalubre (de légèrement à totalement)
Remarques	<b>La norme acceptable est de 8</b>

#### Inspection

Travaux d'entretien	Note	Remarques
<b>Routiniers (3x semaine, Lundi, mercredi et vendredi)</b>		
Vider, nettoyer les récipients à déchets et de recyclage		
Aspirateur (tapis d'entrée +bureaux RDC)		
Balayer les planchers (RDC +étage)		
Passer une vadrouille savonneuse planchers (rez-de-chaussée)		
Nettoyer les miroirs		
Nettoyer et désinfecter cuvettes/toilettes		
Nettoyer et désinfecter éviers-robinetterie		
Nettoyer comptoir/ séchoir à main/toilette		
Nettoyer surfaces de travail d'employés		
Nettoyer comptoir / table /chaises /poignées micro-ondes et frigo		
Nettoyer et remplir distributeurs de savon		
Nettoyer et alimenter les distributeurs à papier hygiénique		





## ANNEX A7

### Evaluation Form – Quality of Work (cont'd)

Travaux d'entretien	Note	Remarques
<b>Hebdomadaire (tous les mercredis)</b>		
Vadrouille savonneuse planchers RDC (toilette, cuisine, salle manger entrée et salon)+ étage(toilette, superviseur, salle naturalistes et bureau technicien		
Nettoyer la poignée de porte de l'entrée		
Laver fenêtre porte d'entrée		
Passer un balai dans les escaliers menant étage (lavage aux 2 semaines)		
Retirer les toiles d'araignées et mouches visibles et accessibles (entrée, bureaux, salon, salle manger, cuisine et tablettes)		
Nettoyer et vider le cendrier extérieur		
Épousseter les cadres (portes et fenêtres) de même que les calorifères		
Balayer galerie +marches (entrée)		
Nettoyer l'intérieur des micro-ondes +extérieur frigo et panneaux armoires		
<b>Ménage mensuelle (dernier vendredi du mois)</b>		
Nettoyer et laver les planchers des 2 salles de réunion + pièce ouest		
Mettre à jour les inventaires des produits et de l'outillage		
Nettoyer les tablettes et cadrage des salles de réunion		
Nettoyer les appareils d'éclairage		
Remplacer les cartouches d'odeur		
Appliquer un traitement contre l'urine sur le plancher à proximité des toilettes		
Nettoyer le dessus des électroménagers		
Nettoyer l'intérieur du frigo et de la fontaine réfrigérée		
<b>Annuel</b>		
Nettoyer l'extérieur et l'intérieur des fenêtres (régulières et châssis doubles) f		
Nettoyer l'intérieur + extérieur des portes		
Nettoyer les murs et les plafonds		
Retirer les toiles d'araignées près des accès extérieurs		
Nettoyer les cages d'escaliers		
Nettoyer les tablettes de châssis, calorifères bibelots, etc		
Nettoyer et laver tous les planchers		
Nettoyer et désinfecter les surfaces de travail, les tables et les chaises		
Louer un équipement spécialisé divan + tapis		



## **ANNEX A8**

### **Description of the Work**

The description of the janitorial services for the CTNWA buildings and facilities required under the contract are broken down in terms of the frequency and type of maintenance required for each of the buildings. **Annex A9** provides an overview of the frequency and types of maintenance planned on a monthly basis in each building. As specified in the Specifications, various adjustments can be made to the planned work schedule, confirming that the schedules are provided for information purposes only.

The descriptions are provided for information purposes only and present an idea of the scale. The descriptions provide approximate information regarding the tasks and work to be completed, the frequency and the requirements for the maintenance required.

Regardless of the descriptions and requirements detailed in the contract, the Contractor is ultimately responsible for maintaining the site in an acceptable and compliant state of cleanliness and must observe trade practices.

The Contractor will adopt work methods that it deems the most appropriate for executing the contract, taking into account current practices and the recommendations and requirements of product manufacturers and suppliers, cleaning devices and equipment and the quality standards required by the Department.

#### **PETITE-FERME ADMINISTRATIVE BUILDING**

The Petite-Ferme administrative centre is located in the NWA's entrance area. The building is accessible to employees but not site visitors.

Administrative building with three (3) floors. Building classified as historical. No maintenance required in the basement. The main floor includes: main entrance, offices, washroom, kitchen, lunchroom, meeting rooms, stairs, etc. The second floor includes: offices, washroom, storage rooms, stairs, etc. Depending on the season, between five (5) and ten (10) people work there and meetings occasionally take place there. **Annex A1** provides an overview of the rooms inside this building.

#### **PETITE-FERME ADMINISTRATIVE BUILDING / Routine cleaning (3 times/week)**

Routine cleaning of the Petite-Ferme administrative building is to be done three (3) days a week (Monday, Wednesday and Friday), excluding statutory holidays. The Contractor agrees to do the following:

- Empty and clean all waste receptacles inside the building and to regularly replace the bags when dirty. Garbage bags are to be placed in the appropriate outdoor containers near the workshop area.
- Vacuum the carpet at the main entrance to the building and in the ground floor offices.



## **ANNEX A8**

### **Description of the Work (cont'd)**

#### **PETITE-FERME ADMINISTRATIVE BUILDING / Routine cleaning (3 times/week)**

- Sweep all wood, ceramic and linoleum floors on the ground level (washroom, lunchroom, kitchen, main entrance and lounge);
- Sweep all ceramic and linoleum floors on the second level (office, naturalists' room and washroom);
- Wash and disinfect the interior and exterior of toilet bowls and all their components (identifying the cloths for cleaning toilet bowls is mandatory, and they are to be used only for that purpose);
- Wash and disinfect the sinks and plumbing fixtures;
- Clean and disinfect the countertop in the ground floor washroom;
- Clean and disinfect all frequently touched materials and equipment (switches, door handles, etc.);
- Clean all work surfaces used by employees (telephone, keyboard, desk surface, etc.). Take care to use the appropriate cleaner on computer screens;
- Clean the washroom mirrors;
- Clean and disinfect the countertops in the kitchen and tabletops in the lunchroom, as well as refrigerator and microwave oven handles;
- Clean and disinfect the hand soap dispensers (main floor washroom, kitchen sink and second floor washroom) and refill them when half empty;
- Dust, clean and disinfect toilet paper dispensers; change rolls if necessary;
- Dust, clean and disinfect hand dryers and remove all fingerprints;
- Sweep and pick up all debris (papers, cigarette butts and others) found on the ground near and in front of the outdoor entrances in each area (3 metres).



## **ANNEX A8**

### **Description of the Work (cont'd)**

#### **PETITE-FERME ADMINISTRATIVE BUILDING / Weekly cleaning**

Weekly cleaning of the Petite-Ferme administrative building is to be done every Wednesday. The Contractor agrees to do the following:

- Mop all wood (neutral pH), ceramic (disinfectant) and linoleum (neutral pH) floors on the ground level (washroom, lunchroom, kitchen, main entrance and lounge);
- Mop all ceramic (disinfectant) and linoleum (neutral pH) floors on the second level (offices, naturalists' room and washroom);
- Clean and disinfect the handle of the entrance door to remove all fingerprints;
- Wash interior and exterior of door window at the entrance to the building;
- Sweep the stairs to the second floor; Mandatory washing every two (2) weeks;
- Be sure to remove all cobwebs and flies that are visible and accessible inside the Petite-Ferme building (main entrance, ground floor offices and washroom, lounge, lunchroom, kitchen, as well as the offices and washroom on the second floor, including windowsills);
- Clean and disinfect the ashtray located outside the Petite-Ferme building, and empty it if necessary;
- Dust (all door and window frames and heaters in the kitchen, lunchroom, lounge, offices and washroom on the ground floor and in the offices and washroom on the second floor);
- Sweep the porch at the main entrance to the Petite-Ferme building and remove all cobwebs from the walls and around the door;
- Clean interior of microwave ovens and exterior of refrigerator and cabinet doors in the Petite-Ferme kitchen with soap and water.





## **ANNEX A8**

### **Description of the Work (cont'd)**

#### **PETITE-FERME ADMINISTRATIVE BUILDING / Monthly cleaning**

Monthly cleaning of the Petite-Ferme administrative building is to be done the last Wednesday of every month. The Contractor agrees to do the following:

- Sweep and wash (neutral pH) the floors of the two meeting rooms and the foreman's room at the west end of the building;
- Clean all door and windowsills and frames in the two meeting rooms and the foreman's room at the west end of the building;
- Clean all light fixtures;
- Wash and disinfect the tiles in the washrooms;
- Clean the tops of the kitchen appliances;
- Wash the inside of the refrigerator in the kitchen with soap and water;
- Update the inventory of building cleaning supplies and equipment.

#### **PETITE-FERME ADMINISTRATIVE BUILDING / Annual cleaning**

Annual cleaning of the Petite-Ferme administrative building is to be done by the end of May each year. The Contractor agrees to do the following:

- Clean all windows (regular and double-hung), frames, trim and storm windows, clean all interior and exterior windows on the ground floor, and clean all interior windows on the second floor;
- Clean all interior and exterior doors on the ground floor, and clean all interior doors on the second floor;
- Clean all interior ceilings and walls on the ground floor and second floor;
- Remove all cobwebs from around the exterior accesses to the building;
- Clean the stairwells to the second floor;
- Remove cobwebs and sweep all accessible surfaces in the offices, washrooms, kitchen, lunchroom, lounge, two meeting rooms and foreman's room at the west end of the building.



## **ANNEX A8**

### **Description of the Work (cont'd)**

#### **PETITE-FERME ADMINISTRATIVE BUILDING / Annual cleaning**

- Clean windowsills, heaters, walls, wall hangings, notice boards, ornaments, carvings, tables and furniture using soap and water;
- Clean and wash all floors on the ground level and second level;
- Clean and disinfect all work surfaces, tables and chairs;
- Rent (at the Contractor's expense) special equipment to clean the sofas in the lounge, the upholstered chairs and the carpets on the ground floor at the entrance and in the ground floor offices;
- Routine, weekly and monthly tasks must still be completed.

#### **WORKSHOP AREA**

The workshop area is located by the entrance to the NWA. As its name suggests, it is a workshop for employees on the site. The building is used as workspace for the mechanical room, woodworking shop and storage of vehicles and outdoor equipment.

Building with one floor, used by field personnel. The building is composed of the following: mechanical workshop, carpentry space, storage area, washroom, multi-purpose room/kitchen, employee lockers, office, etc. Depending on the season, between five (5) and ten (10) people work there. **Annex A2** provides an overview of the rooms inside building.

#### **WORKSHOP AREA/Routine cleaning (3–4 times/week)**

Routine cleaning of the workshop area is to be done **four (4) days a week** (Monday, Wednesday, Thursday and Saturday) during the period **April 23 to October 30, 2022**. Similar period for subsequent years. The Departmental representative will provide the work schedule for the following year at least two months in advance. For the other periods, the routine janitorial services will have to be performed three (3) days a week (Monday, Wednesday and Friday), excluding statutory holidays. The Contractor agrees to do the following:

- Empty and clean all waste receptacles inside the building, and regularly replace the bags. Bags of garbage and recyclables are to be placed in the appropriate outdoor containers near the workshop area.



## **ANNEX A8**

### **Description of the Work (cont'd)**

#### **WORKSHOP AREA/ Monthly cleaning (3–4 times/week)**

- Remove cobwebs and sweep all accessible surfaces in the office, multi-purpose room, first aid room and washroom;
- Vacuum the carpet at the employee entrance;
- Sweep and mop (neutral pH) the ceramic floors in the building with soap and water (multi-purpose room, first aid room, office and washroom (disinfectant));
- Clean and disinfect all frequently touched materials and equipment (switches, door handles, etc.);
- Wash the mirror in the employee washroom;
- Clean and disinfect the countertops in the washroom and multi-purpose room;
- Wash and disinfect the sinks and plumbing fixtures;
- Clean and disinfect the tabletop in the employees' multi-purpose room and all the handles (including refrigerator and microwave) and switches.
- Clean and disinfect the chairs in the multi-purpose room;
- Wash and disinfect the hand soap dispensers and refill them when half empty.
- Dust, clean and disinfect toilet paper dispensers, and change rolls if necessary;
- Clean and disinfect the hand dryer and remove all fingerprints;
- Wash and disinfect the interior and exterior of the urinal and toilet bowl and all their components (identifying the cloths for cleaning toilet bowls is mandatory, and they are to be used only for that purpose);
- Clean and disinfect the toilet stall and shower, and be sure to remove all dirt and streaks;
- Clean and disinfect the work surface used by workshop employees (telephone, desk surface, etc.). Take care to use the appropriate cleaner on computer screens;
- Clean and disinfect the handles of the entrance doors.



## **ANNEX A8**

### **Description of the Work (cont'd)**

#### **WORKSHOP AREA / Monthly cleaning (3–4 times/week)**

- Wash the interior windows on all entrance doors, as well as those in the building's first aid and multi-purpose rooms;

#### **WORKSHOP AREA / Monthly cleaning**

Monthly cleaning of the workshop area is to be done the last Monday of every month. The Contractor agrees to do the following:

- Clean inside the microwave oven and refrigerator, as well as the fronts of the cabinet doors in the multi-purpose room with soap and water;
- Mop with soapy water (neutral pH) the floor in the multi-purpose room and office and disinfect the floor in the washroom;
- Dust all door and window frames and heaters in the office, multi-purpose room, washroom and first aid room;
- Clean the top of lockers and cabinets in the multi-purpose room, first aid room and office;
- Sweep the area outside the main entrance, the two other accesses and around the outside windows to remove cobwebs;
- Clean the tops of kitchen appliances;
- Clean all light fixtures;
- Update the inventory of building cleaning supplies and equipment.

#### **WORKSHOP AREA / Annual cleaning**

Annual cleaning of the workshop area is to be done by the end of May each year. The Contractor agrees to do the following:

- Clean the interior and exterior of all windows and frames;
- Clean all interior and exterior doors;
- Clean all walls, ceilings and floors in the office, multi-purpose room, first aid room and washroom;



## **ANNEX A8**

### **Description of the Work (cont'd)**

#### **WORKSHOP AREA / Annual cleaning**

- Remove all cobwebs from around the exterior accesses to the building;
- Remove cobwebs and sweep all accessible surfaces in the office, multi-purpose room, first aid room and washroom;
- Clean windowsills, heaters, walls, tables and furniture with soap and water;
- Clean and disinfect all work surfaces, tables and chairs;
- Routine, weekly and monthly tasks must still be completed.

#### **PUBLIC WASHROOMS (PETITE-FERME AREA)**

The public washrooms in the Petite-Ferme area are located at the south end of the workshop area near the entrance to the NWA. They are accessible to all site users (employees and visitors).

Building with one floor, used by all users making use of the CTNWA. The men's washroom includes: one (1) urinal, two (2) toilet stalls, two (2) sinks, one (1) counter, etc. The women's washroom includes: three (3) toilet stalls, two (2) sinks, one (1) counter, etc. The CTNWA receives nearly 40,000 visitors per year. The daily number of visitors varies from a few dozen, a few hundred, to even a few thousand people during peak periods (mainly in the fall). **Annex A2** provides and overview of the layout of the site.

When the public washrooms in the Petite-Ferme area become accessible to site users, they must be disinfected and cleaned daily. Within the current context of the COVID-19 pandemic, the frequency at which the public facilities must be cleaned must be adjusted. The recommendations and regular updates made by Public Health must be taken into account. Although the planning for the janitorial services is included in the work schedule presented in **Annex A9**, adjustments may be made as the situation and actual usage needs evolve. These adjustments could require the cancellation or addition (up to three (3)) of routine tasks on a daily basis. These adjustments will be made by the technical authority for the contract, as stipulated in the Specifications.



## **ANNEX A8**

### **Description of the Work (cont'd)**

#### **PUBLIC WASHROOM (PETITE-FERME AREA) / Routine cleaning (5–7 times/week)**

Routine cleaning of the public washrooms in the Petite-Ferme area is to be done every day during the periods of **January 5 to March 13, 2022, and April 23 to November 4, 2022**. Similar periods for subsequent years. The Departmental representative will provide the work schedule for the following year at least two months in advance. For the other periods, cleaning will have to be performed five days a week (Monday to Friday), excluding statutory holidays. The Contractor agrees to do the following:

- Empty, clean and disinfect all waste receptacles inside the building, and regularly replace the opaque bags. Garbage bags are to be placed in the appropriate outdoor containers near the workshop area;
- Clean and disinfect interior and exterior doors to remove all dirt, fingerprints and cobwebs;
- Clean all interior windows, mirrors, tops of heaters and windowsills;
- Be sure to remove all visible cobwebs from inside the building;
- Clean and disinfect all frequently touched materials and equipment (switches, door handles, etc.);
- Clean and disinfect all toilets, urinals, baby changing stations and all their components (identifying the cloths for cleaning toilet bowls is mandatory, and they are to be used only for that purpose);
- Clean and disinfect the doors, toilet stalls and countertops in the washrooms;
- Clean and disinfect the hand dryers and soap dispensers, and refill them when half empty;
- Wash and disinfect the sinks and plumbing fixtures;
- Clean, dust and disinfect toilet paper dispensers, and change rolls if necessary;
- Clean and disinfect water dispensers;
- Sweep the floors and wash them with soap and water (disinfection);



## **ANNEX A8**

### **Description of the Work (cont'd)**

#### **PUBLIC WASHROOM (PETITE-FERME AREA) / Routine cleaning (5–7 times/week)**

- Clean and disinfect the door activation buttons installed for persons with mobility impairment.

#### **PUBLIC WASHROOMS (PETITE-FERME AREA) / Monthly cleaning**

Monthly cleaning of the public washrooms (Petite-Ferme area) is to be done on the first Monday of each month. The Contractor agrees to do the following:

- Remove all cobwebs from around the exterior accesses to the building;
- Clean and disinfect the floors;
- Clean the foot grilles;
- Wash and disinfect the ceramic tiles in the washrooms. Apply a urine treatment solution to all floors around urinals and toilets;
- Replace the air freshener cartridges;
- Clean all light fixtures;
- Clean water shall be added to all floor drains;
- Routine tasks must still be completed.
- Update the inventory of building cleaning supplies and equipment.

#### **PUBLIC WASHROOMS (PETITE-FERME AREA) / Annual cleaning**

Annual cleaning of the public washrooms (Petite-Ferme area) is to be done by the end of May each year. The Contractor agrees to do the following:

- Clean the interior and exterior of all windows, frames and trim;
- Clean the foot grilles;
- Clean and disinfect all walls, ceilings and floors;
- Remove all cobwebs from around the exterior accesses to the building;
- Routine and monthly tasks must still be completed.



## **ANNEX A8**

### **Description of the Work (cont'd)**

#### **INTERPRETATION CENTRE**

The Interpretation Centre is located 1.5 km from the entrance to the NWA. Employees work in the Interpretation Centre every day during the period from mid-April to mid-November, and visitors of all categories (approximately 40,000 visitors per year) visit the Interpretation Centre.

Building with three (3) floors used by public services personnel and used by all users of the CTNWA. Approximately 40,000 visitors come the CTNWA every year. The daily number of visitors varies from a few dozen, a few hundred, to even a few thousand people during peak periods (mainly the fall). The basement has a mechanical room. The main floor includes: first aid room, visitor reception, exhibit room, projection room, hallway, stairs and washrooms (two (2) urinals, eight (8) washrooms, four (4) sinks, two (2) counters, etc.). The second floor includes: employee offices, kitchen, projection room, hallways, stairs and washrooms with one (1) urinal, three (3) toilets, four (4) sinks, etc.). Depending on the season and the situation, between two (2) and eight (8) employees work there. See **Annex 3** for an illustration of the building.

Given the current context of the COVID-19 pandemic, the Department is forced to make only the public washrooms of the building accessible to visitors. When public facilities become accessible to the public, frequent disinfection and cleaning will be required. The constantly evolving current pandemic situation is forcing frequent adjustments to the cleaning of these public facilities based on the recommendations and regular updates from Public Health and based on the public use of the facilities. Although the planning for the janitorial services is included in the work schedule presented in **Annex A9**, adjustments may be made as the situation and actual usage needs evolve. These adjustments could require the cancellation or addition (up to three (3)) of routine tasks on a daily basis. These adjustments will be made by the technical authority for the contract, as stipulated in the Specifications.

Access to the various areas of the Interpretation Centre depends on certain parameters, some of which are harder than others to predict, requiring a description of the work in two (2) parts.

- 1. Description of the various types of work required – complete building**
- 2. Description of the various types of work required – Interpretation Centre excluding the exhibit and projection rooms – public washrooms, employee offices and first aid room**





## **ANNEX A8**

### **Description of the Work (cont'd)**

#### **PART 1 – INTERPRETATION CENTRE – COMPLETE BUILDING**

##### **Routine cleaning – (7 times/week)**

Routine cleaning of the Interpretation Centre (complete building) is to be done every day (seven (7) days a week) when it becomes accessible to the public. The contract period is from **April 23 to October 30, 2022**. Similar period for subsequent years. The Departmental representative will provide the work schedule for the following year at least two months in advance. The description of the tasks given in part 1 applies to the normal and regular operating hours of the building for the general public with access to the exhibit and projection rooms. The Contractor agrees to do the following:

- Empty and clean all waste receptacles inside the building, and regularly replace the bags. Bags of garbage and recyclables are to be placed in the appropriate outdoor containers.
- Clean and disinfect the reception counter and its components, the exhibit modules and their components, the turnstile and its components, the artifacts, horizon line, Plexiglas®, etc., in the exhibit room, so that it is free of dust, fingerprints and streaks.
- Clean and disinfect all frequently touched materials and equipment (switches, door handles, etc.);
- Clean interior and exterior glass doors to remove all fingerprints and cobwebs; Disinfect handles and automatic door opening buttons;
- Clean all windows and frames on the ground floor (interior and exterior), including those at the end of the exhibit room and in the washroom hallway (the glass doors are very important);
- Be sure to remove all visible cobwebs from inside the building;
- Be sure to remove all visible cobwebs, where accessible, from around the outside of the Interpretation Centre entrances and from the frames of the windows next to the service doors (as well as the doors in the washroom hallway);
- Clean and disinfect all toilets, urinals, baby changing stations and all their components (identifying the cloths for cleaning toilet bowls is mandatory, and they are to be used only for that purpose);
- Clean the doors, toilet stalls and countertops in the washrooms;



## **ANNEX A8**

### **Description of the Work (cont'd)**

#### **PART 1 – INTERPRETATION CENTRE – COMPLETE BUILDING**

##### **Routine cleaning – (7 times/week)**

- Clean the hand dryers and soap dispensers, and refill them when half empty;
- Wash and disinfect the sinks and plumbing fixtures;
- Clean, dust and disinfect toilet paper dispensers, and change rolls if necessary;
- Empty, wash and disinfect all sani-cans and check that they are clean, particularly the exterior (fingerprints, etc.);
- Clean and disinfect the handles of the exterior and interior doors;
- Wash the floor (disinfectant) of the washroom hallway and of the washrooms (on the ground level) and on the second level when it is accessible to the public (be sure that the floors on the second level are washed at least three (3) times a week).
- Check that the two projection rooms are clean; pick up any papers and trash; mop or even wash the floor, if necessary; dust the speakers and chairs (the ground floor room must be washed at least twice a week, and the second-floor room must be washed once every two (2) weeks);
- Clean and disinfect the floor (neutral pH) and the equipment in the first aid room;
- Sweep the stairs to the second floor;
- Sweep the second level floor (must be washed once every week);
- Clean and disinfect the work surfaces, table, chairs and counters used by the employees;
- Clean and disinfect the drinking fountains;
- Clean and disinfect the ramps on either side of the passageway on the second floor, and remove cobwebs as needed;
- Remove cobwebs from the exterior sign, located to the right of the entrance door, indicating the hours of the Interpretation Centre;



## **ANNEX A8**

### **Description of the Work (cont'd)**

#### **PART 1 – INTERPRETATION CENTRE – COMPLETE BUILDING**

##### **Routine cleaning – (7 times/week)**

- Clean the ashtray outside the Centre near the entrance door and empty it if necessary (at least three (3) times a week);
- Dust mop then damp mop (neutral pH) the wood floor in the exhibit room.

#### **Part 1 – INTERPRÉTATION CENTRE – COMPLETE BUILDING / Weekly cleaning**

Weekly cleaning of the Interpretation Centre is to be done every Thursday until the first week of November (inclusively) and the Contractor agrees to do the following:

- Vacuum behind the employees' desks and wash the floor (neutral pH) in the employees' office;
- Wash the floor (neutral pH) in the projection room on the ground floor and all floors on the second floor (hallway, employee office, projection room and device control);
- Dust the frames and trim in the ground floor projection room;
- Vacuum and mop (neutral pH) the service entrance and stairs leading to the exhibit room;
- Wash the stairs (neutral pH) leading to the second floor;
- Vacuum under and behind the display modules;
- Routine cleaning tasks must still be completed.

#### **Part 1 – INTERPRETATION CENTRE – COMPLETE BUILDING / Monthly cleaning**

Weekly cleaning of the Interpretation Centre is to be done the first Thursday of every month until the first week of November and the Contractor agrees to do the following:

- Remove all cobwebs from around the exterior accesses to the building;
- Clean and disinfect the stairwell from the service entrance up to the second floor;



## **ANNEX A8**

### **Description of the Work (cont'd)**

#### **Part 1 – INTERPRETATION CENTRE – COMPLETE BUILDING / Monthly cleaning**

- Clean windowsills, heaters, walls, wall hangings, notice boards, ornaments, frames and furniture with soap and water;
- Clean and wash all floors on the ground level and second level;
- Clean the foot grilles;
- Wash interior and exterior of all windows, door windows and frames on the ground floor and all interior windows and frames on the second floor of the Interpretation Centre;
- Remove all cobwebs from around the exterior accesses to the Interpretation Centre (access doors to the washroom hallway, projection room outside exit, employee entrance door and second floor emergency exit);
- Clean the refrigerator and microwave oven in the employees' office on the second floor;
- Dust the back and underside of all modules in the exhibit room;
- Clean the stairwell to the basement (remove cobwebs from the walls and floor, and wash the steps with soap and water);
- Remove cobwebs and sweep all accessible surfaces in the basement machine room;
- Clean and disinfect the toilet stalls and tile walls in the washrooms. Apply a urine treatment solution to all ceramic floors in the washrooms on the ground level and second level.
- Update the inventory of building cleaning supplies and equipment.
- Replace the air freshener cartridges;
- Clean all light fixtures;
- Routine and weekly cleaning tasks must still be completed.



## **ANNEX A8**

### **Description of the Work (cont'd)**

#### **Part 1 – INTERPRETATION CENTRE – COMPLETE BUILDING / Annual cleaning**

Annual cleaning of the Interpretation Centre is to be done between April 1 and 15. The Contractor agrees to do the following:

- Clean the interior and exterior of all windows, door windows and frames on the ground floor and second floor;
- Wash and disinfect the interior floors and walls on the ground floor and second floor of the Interpretation Centre, as well as the accessible ceilings (hallways, bathrooms, exhibit room, offices, projection rooms, employee offices and stairwells);
- Remove all cobwebs from inside the building (ceiling, behind and under exhibit modules, etc.);
- Remove all cobwebs from around the exterior accesses to the Interpretation Centre (access doors to the washroom hallway, projection room outside exit, employee entrance door and second floor emergency exit);
- Dust the back and underside of all modules in the exhibit room;
- Dust all the taxidermied animals, technique to be validated with the Department's technical authority;
- Clean the stairwell to the basement (remove cobwebs from the walls and ceiling and wash the steps with soap and water);
- Remove cobwebs, sweep and clean all accessible areas in the machine room located in the basement;
- Clean, disinfect and wash all floors on the ground level and second level;
- Clean and disinfect the interior and exterior of employees' lockers, the refrigerator and the microwave oven located in the employees' office on the second floor;
- Clean and disinfect the interior and exterior of the cabinets at the reception desk;
- Clean and disinfect the first aid room (walls, ceiling, counter, cabinets, sink and plumbing fixtures);
- Clean and disinfect the roller shades;
- Do a complete cleaning and disinfection of the control room for audio-visual equipment (wash the ceiling, the walls and the floor and dust the equipment while ensuring that nothing is unplugged);



## **ANNEX A8**

### **Description of the Work (cont'd)**

#### **Part 1 – INTERPRETATION CENTRE – COMPLETE BUILDING / Annual cleaning**

- Wash and disinfect the toilet stalls, including the ceramic walls in the washrooms. Apply a urine treatment solution to all ceramic floors in the washrooms on the ground level and second level.
- Replace all air freshener cartridges;
- Rent (at the Contractor's expense) cleaning equipment and clean the chairs in the two projection rooms as well as the fabric chairs in the employees' work locations;
- Routine, weekly and monthly cleaning tasks must still be completed.

#### **PART 2 – INTERPRETATION CENTRE EXCLUDING THE EXHIBIT AND PROJECTION ROOMS – PUBLIC WASHROOMS, OF EMPLOYEE OFFICES AND FIRST AID ROOM**

The routine cleaning of the Interpretation Centre, excluding the projection and exhibit rooms, will be carried out in the context where the Interpretation Centre area is accessible to the public along with the public washrooms in that area. The Interpretation Centre public washrooms are located in the Interpretation Centre building. Since the public will not be allowed in certain parts of the Interpretation Centre, such as the projection and exhibit rooms, the same periodic cleaning tasks as those specified in part (complete building) would not be required. Part 2 of the Interpretation Centre building specifies the tasks required within the context of limited public access to certain Interpretation Centre areas. The contract period is from **April 23 to October 30, 2022**. Similar period for subsequent years. The Departmental representative will provide the work schedule for the following year at least two months in advance. The description of the tasks given in part 2 applies to the limited operating hours of the building for the general public with limited public access to the hallway and public washrooms. The Contractor agrees to do the following:



## **ANNEX A8**

### **Description of the Work (cont'd)**

#### **PART 2 – INTERPRETATION CENTRE EXCLUDING THE EXHIBIT AND PROJECTION ROOMS – PUBLIC WASHROOMS, OF EMPLOYEE OFFICES AND FIRST AID ROOM**

##### **Routine cleaning (7 times/week)**

The routine cleaning of the Interpretation Centre, excluding the exhibit and projection rooms, will focus on the building entrances visible to the public, the service entrances, the washrooms, employee offices and the first aid room. These tasks will be completed every day (7 days/week), when the building becomes accessible to the public. The Contractor agrees to do the following:

- Empty and clean all waste receptacles and recycling bins inside the building, and regularly replace the bags. Bags of garbage and recyclables are to be placed in the appropriate outdoor containers.
- Clean and disinfect all frequently touched materials and equipment (switches, door handles, etc.);
- Clean the exterior glass doors;
- Clean the windows and frames (washrooms);
- Be sure to remove all visible cobwebs from inside the building (hallway, washrooms and first aid room);
- Be sure to remove all visible cobwebs, where accessible, from around the outside of the Interpretation Centre entrances and from the frames of the windows next to the service doors (as well as the doors in the washroom hallway);
- Clean and disinfect all toilets, urinals, baby changing stations and all their components (identifying the cloths for cleaning toilet bowls is mandatory, and they are to be used only for that purpose);
- Clean and disinfect the doors, toilet stalls and countertops in the washrooms;
- Clean and disinfect the hand dryers and soap dispensers, and refill them when half empty;
- Wash and disinfect the sinks and plumbing fixtures;
- Clean, dust and disinfect toilet paper dispensers, and change rolls if necessary;



## **ANNEX A8 Description of the Work (cont'd)**

### **PART 2 – INTERPRETATION CENTRE EXCLUDING THE EXHIBIT AND PROJECTION ROOMS – PUBLIC WASHROOMS, EMPLOYEE OFFICES AND FIRST AID ROOM**

#### **Routine cleaning (7 times/week)**

- Empty, wash and disinfect all sani-cans and check that they are clean, particularly the exterior (fingerprints, etc.);
- Clean and disinfect the handles of the exterior and interior doors;
- Wash the floor (disinfectant) in the washroom hallway and the floor in the washroom itself (ground floor);
- Sweep the service entrance stairs, the stairs leading the second floor and the floor of the offices on the second floor;
- Clean and disinfect the work surfaces, table, chairs and counters used by the employees;
- Clean and disinfect the drinking fountains;
- Remove cobwebs from the exterior sign, located to the right of the entrance door, indicating the hours of the Interpretation Centre;
- Clean the ashtray outside the Centre near the entrance door and empty it if necessary (at least three (3) times a week);

### **PART 2 – INTERPRETATION CENTRE EXCLUDING THE EXHIBIT AND PROJECTION ROOMS – PUBLIC WASHROOMS, OF EMPLOYEE OFFICES AND FIRST AID ROOM**

#### **Weekly cleaning**

The routine cleaning of the Interpretation Centre excluding the exhibit and projection rooms will focus on the building entrances visible to the public, the service entrances, the washrooms, employee offices and the first aid room must be done every Thursday until the first week of November (inclusively) and the Contractor agrees to do the following:

- Vacuum behind the employees' desks and wash the floor (neutral pH) in the employees' office;
- Vacuum and mop (neutral pH) the service entrance, the first aid room, stairs leading to the exhibit room and the stairs leading the second floor and the offices;





## **ANNEX A8**

### **Description of the Work (cont'd)**

#### **PART 2 – INTERPRETATION CENTRE EXCLUDING THE EXHIBIT AND PROJECTION ROOMS – PUBLIC WASHROOMS, EMPLOYEE OFFICES AND FIRST AID ROOM**

##### **Weekly cleaning**

- Clean the foot grilles;
- Remove all cobwebs from around the exterior accesses to the building;
- Clean the stairwell to the basement (remove cobwebs from the walls and floor, and wash the steps with soap and water);
- Remove cobwebs and sweep all accessible surfaces in the basement machine room;
- Clean and disinfect the toilet stalls and tile walls in the washrooms. Apply a urine treatment solution to all ceramic floors in the washrooms on the ground level and second level.
- Update the inventory of building cleaning supplies and equipment.
- Check and replace the air freshener cartridges;
- Clean all light fixtures;
- Routine tasks must still be completed.

#### **PART 2 – INTERPRETATION CENTRE EXCLUDING THE EXHIBIT AND PROJECTION ROOMS – PUBLIC WASHROOMS, OF EMPLOYEE OFFICES AND FIRST AID ROOM**

##### **Monthly cleaning**

No monthly cleaning of the Interpretation Centre is required if the exhibit and projection rooms are not accessible to the public.



## **ANNEX A8**

### **Description of the Work (cont'd)**

#### **PART 2 – INTERPRETATION CENTRE EXCLUDING THE EXHIBIT AND PROJECTION ROOMS – PUBLIC WASHROOMS, EMPLOYEE OFFICES AND FIRST AID ROOM**

##### **Annual cleaning**

The routine cleaning of the Interpretation Centre excluding the exhibit and projection rooms will focus on the building entrances visible to the public, the service entrances, the washrooms, employee offices and the first aid room, but it should still include several tasks in the projection and exhibit rooms. Annual cleaning of the Interpretation Centre is to be done between April 1 and 15. The Contractor agrees to do the following:

- Clean the interior and exterior of all windows, door windows and frames on the ground floor and second floor;
- Clean and disinfect the interior floors and walls on the ground floor and second floor of the Centre as well as the accessible ceilings (hallways, bathrooms, exhibit room, offices, projection rooms, employee offices and stairwells);
- Remove all cobwebs from inside the building (ceiling, behind and under exhibit modules, etc.);
- Remove all cobwebs from around the exterior accesses to the Interpretation Centre (access doors to the washroom hallway, projection room outside exit, employee entrance door and second floor emergency exit);
- Dust the back and underside of all modules in the exhibit room;
- Dust all the taxidermied animals (technique to be validated with the Department's technical authority);
- Clean and disinfect the stairwell to the basement (remove cobwebs from the walls and ceiling and wash the steps with soap and water);
- Remove cobwebs, sweep and clean all accessible areas in the machine room located in the basement;
- Clean, disinfect and wash all floors on the ground level and second level;
- Clean and disinfect the interior and exterior of employees' lockers, the refrigerator and the microwave oven located in the employees' office on the second floor;
- Clean and disinfect the interior and exterior of the cabinets at the reception desk;



## **ANNEX A8**

### **Description of the Work (cont'd)**

#### **PART 2 – INTERPRETATION CENTRE EXCLUDING THE EXHIBIT AND PROJECTION ROOMS – PUBLIC WASHROOMS, EMPLOYEE OFFICES AND FIRST AID ROOM**

##### **Annual cleaning**

- Clean and disinfect the first aid room (walls, ceiling, counter, cabinets, sink and plumbing fixtures);
- Clean and disinfect the roller shades;
- Do a complete cleaning of the control room for audio-visual equipment (wash the ceiling, the walls and the floor and dust the equipment while ensuring that nothing is unplugged);
- Wash and disinfect the toilet stalls, including the ceramic walls in the washrooms. Apply a urine treatment solution to all ceramic floors in the washrooms on the ground level and second level.
- Replace all air freshener cartridges;
- Routine and weekly cleaning tasks must still be completed.

##### **BARN**

The barn is located by the entrance to the NWA. The building is not accessible to visitors. The building is used for the storage of cleaning products, signage for the site, vehicles and sometimes occasional construction activities take place there. The building may also be used to accommodate hunting clients if a controlled hunting activity is taking place at the site (October only).

Building with one (1) floor used by personnel for storage. Occasionally, the building is used to offer sporadic presentations. There are two (2) large storage rooms and they are used to store material and equipment. Depending on the season, between five (5) and eight (10) employees work there. **Annex A4** provides an overview of the rooms inside building.

##### **BARN / Routine, weekly and monthly cleaning**

This type of cleaning is not required for this building.

##### **BARN / Annual cleaning**

Annual cleaning of the Barn is to be done by the end of June. The Contractor agrees to do the following:



## **ANNEX A8**

### **Description of the Work (cont'd)**

#### **BARN / Annual cleaning**

- Clean all the interior windows and windowsills in the hunter information room;
- Vacuum and/or sweep the cement floor.
- Remove all accessible cobwebs from the inside of the information room;
- Clean and disinfect the sinks and plumbing fixtures;
- Clean and disinfect the interior and exterior of the storage cabinet as well as the tables;
- Clean and disinfect the chairs (40) installed in the information room (if chairs are installed);
- Clean and disinfect the interior of the entrance door and all frequently touched surfaces and items (door handles, switches, etc.).

#### **LÉON PROVANCHER BUILDING**

The Léon Provancher Building is located in the Interpretation Centre area. The building is not generally accessible to the public but is sometimes used to offer special activities.

Building with one (1) floor used sporadically for specific activities. Occasionally used by visitors accompanied by an interpreter. The building is composed on one (1) large multi-purpose room, one (1) toilet, one (1) sink and three (3) storage rooms. Used mainly during the fall, a few employees and visitors may make use of it. **Annex A5** provides an overview of the rooms inside building.

#### **LÉON PROVANCHER BUILDING / Routine and monthly cleaning**

This type of cleaning is not required for this building.

#### **LÉON PROVANCHER BUILDING / Weekly cleaning**

The weekly cleaning of the Léon Provancher Building will take place every Tuesday for the period of **August 11 to October 30, 2022**. Similar period for subsequent years. The Departmental representative will provide the work schedule for the following year at least two months in advance. The Contractor agrees to do the following:



## **ANNEX A8 Description of the Work (cont'd)**

### **LÉON PROVANCHER BUILDING/Weekly cleaning**

- Remove all accessible cobwebs from the inside the large room and washroom;
- Empty, clean and disinfect waste receptacles and recycling bins inside the building (washroom and large room) and replace the bags. Bags of garbage are to be placed in the appropriate outdoor containers;
- Clean and disinfect the rooms in the large room;
- Clean and disinfect all frequently touched materials and equipment (switches, door handles, etc.);
- Clean the interior and exterior glass doors to remove all fingerprints and cobwebs;
- Clean all windows and frames (interior and exterior) located on the front of the building;
- Be sure to remove all visible and accessible cobwebs found inside the building, near the entrances;
- Clean and disinfect the toilet and all its components and equipment (identifying the cloths for cleaning toilet bowls is mandatory, and they are to be used only for that purpose);
- Clean and disinfect the soap dispenser, and refill it when half empty;
- Wash and disinfect the sinks and plumbing fixtures;
- Clean, dust and disinfect toilet paper dispensers, and change rolls if necessary;
- Clean and disinfect the handles of the exterior and interior doors;
- Sweep and wash the floor (disinfectant) in the washroom and the one in the large room;



## **ANNEX A8 Description of the Work (cont'd)**

### **LÉON PROVANCHER BUILDING / Annual cleaning**

The annual cleaning of the Léon Provancher Building must be completed by August 12. The Contractor agrees to do the following:

- Clean interior and exterior of all windows and frames on the front of the building;
- Clean all interior and exterior doors;
- Remove all cobwebs from around the exterior accesses to the building;
- Remove cobwebs and sweep all accessible surfaces in the multi-purpose room and washroom;
- Clean the walls, ceilings and floors in the multi-purpose room and washroom;
- Clean windowsills, heaters, counters and table in the multi-purpose room with soap and water;
- Sweep and wash the floor (disinfectant) in the washroom and the one in the large room;
- Routine tasks must still be completed.



## ANNEX A9 Work Schedule

Décembre 2021

DIMANCHE	LUNDI	MARDI	MERCREDI	JEUDI	VENDREDI	SAMEDI
			1 Petite-Ferme (H) Atelier @ Toilet.publiques @	2 Toilet.publiques @	3 Petite-Ferme @ Atelier @ Toilet.publiques @	4 Site fermé
5 Site fermé	6 Petite-Ferme @ Atelier @ Toilet.publiques (M)	7 Toilet.publiques @	8 Petite-Ferme (H) Atelier @ Toilet.publiques @	9 Toilet.publiques @	10 Petite-Ferme @ Atelier @ Toilet.publiques @	11 Site fermé
12 Site fermé	13 Petite-Ferme @ Atelier (M) Toilet.publiques @	14 Toilet.publiques @	15 Petite-Ferme (H) Atelier @ Toilet.publiques @	16 Toilet.publiques @	17 Petite-Ferme @ Atelier @ Toilet.publiques @	18 Site fermé
19 Site fermé	20 Site fermé	21 Site fermé	22 Site fermé	23 Site fermé	24 Site fermé	25 NOËL Site fermé
26 Site fermé	27 lundi férié	28 Site fermé	29 Site fermé	30 Site fermé	31 Site fermé	

	Petite ferme	Atelier	Toilette publiques	Centre	Grange	P. Provancher
Routinier	5 x	7 x	12 x	0	0	0
Hebdomadaire	3 x	0	0	0	0	0
Mensuel	0 x	1 x	1 x	0	0	0
Annuel	NON	NON	NON	NON	NON	NON

Janvier 2022

DIMANCHE	LUNDI	MARDI	MERCREDI	JEUDI	VENDREDI	SAMEDI
						Jour de l'AN 1 Site fermé
2 Site fermé	3 Petite-Ferme @ Atelier @	4 Site fermé	5 Petite-Ferme (H) Atelier @ Toilet.publiques @	6 Toilet.publiques @	7 Petite-Ferme @ Atelier @ Toilet.publiques @	8 Toilet.publiques @
9 Toilet.publiques @	10 Petite-Ferme @ Atelier @ Toilet.publiques (M)	11 Toilet.publiques @	12 Petite-Ferme (H) Atelier @ Toilet.publiques @	13 Toilet.publiques @	14 Petite-Ferme @ Atelier @ Toilet.publiques @	15 Toilet.publiques @
16 Toilet.publiques @	17 Petite-Ferme @ Atelier @ Toilet.publiques @	18 Toilet.publiques @	19 Petite-Ferme (H) Atelier @ Toilet.publiques @	20 Toilet.publiques @	21 Petite-Ferme @ Atelier @ Toilet.publiques @	22 Toilet.publiques @
23 Toilet.publiques @	24 Petite-Ferme @ Atelier @ Toilet.publiques @	25 Toilet.publiques @	26 Petite-Ferme (M) Atelier @ Toilet.publiques @	27 Toilet.publiques @	28 Petite-Ferme @ Atelier @ Toilet.publiques @	29 Toilet.publiques @
30 Toilet.publiques @	31 Petite-Ferme @ Atelier (M) Toilet.publiques @					

	Petite ferme	Atelier	Toilette publiques	Centre	Grange	P. Provancher
Routinier	9 x	12 x	26 x	0	0	0
Hebdomadaire	3 x	0	0	0	0	0
Mensuel	1 x	1 x	1 x	0	0	0
Annuel	NON	NON	NON	NON	NON	NON



## ANNEX A9 Work schedule (cont'd)

### Décembre 2021

DIMANCHE	LUNDI	MARDI	MERCREDI	JEUDI	VENDREDI	SAMEDI
			1 Petite-Ferme (H) Atelier (A) Toilet publiques (P)	2 Toilet publiques (P)	3 Petite-Ferme (A) Atelier (A) Toilet publiques (P)	4 Site fermé
5 Site fermé	6 Petite-Ferme (A) Atelier (A) Toilet publiques (P)	7 Toilet publiques (P)	8 Petite-Ferme (H) Atelier (A) Toilet publiques (P)	9 Toilet publiques (P)	10 Petite-Ferme (A) Atelier (A) Toilet publiques (P)	11 Site fermé
12 Site fermé	13 Petite-Ferme (M) Atelier (M) Toilet publiques (P)	14 Toilet publiques (P)	15 Petite-Ferme (H) Atelier (A) Toilet publiques (P)	16 Toilet publiques (P)	17 Petite-Ferme (A) Atelier (A) Toilet publiques (P)	18 Site fermé
19 Site fermé	20 Site fermé	21 Site fermé	22 Site fermé	23 Site fermé	24 Site fermé	25 NOËL Site fermé
26 Site fermé	27 lundi férié Site fermé	28 Site fermé	29 Site fermé	30 Site fermé	31 Site fermé	
	Petite ferme	Atelier	Toilette publiques	Centre	Grange	P. Provancher
Routinier	5 x	7 x	12 x	0	0	0
Hebdomadaire	3 x	0	0	0	0	0
Mensuel	0 x	1 x	1 x	0	0	0
Annuel	NON	NON	NON	NON	NON	NON

### Janvier 2022

DIMANCHE	LUNDI	MARDI	MERCREDI	JEUDI	VENDREDI	SAMEDI
						Jour de l'AN 1 Site fermé
2 Site fermé	3 Petite-Ferme (A) Atelier (A)	4	5 Petite-Ferme (H) Atelier (A) Toilet publiques (P)	6 Toilet publiques (P)	7 Petite-Ferme (A) Atelier (A) Toilet publiques (P)	8 Toilet publiques (P)
9 Toilet publiques (P)	10 Petite-Ferme (A) Atelier (A) Toilet publiques (M)	11 Toilet publiques (P)	12 Petite-Ferme (H) Atelier (A) Toilet publiques (P)	13 Toilet publiques (P)	14 Petite-Ferme (A) Atelier (A) Toilet publiques (P)	15 Toilet publiques (P)
16 Toilet publiques (P)	17 Petite-Ferme (A) Atelier (A) Toilet publiques (P)	18 Toilet publiques (P)	19 Petite-Ferme (H) Atelier (A) Toilet publiques (P)	20 Toilet publiques (P)	21 Petite-Ferme (A) Atelier (A) Toilet publiques (P)	22 Toilet publiques (P)
23 Toilet publiques (P)	24 Petite-Ferme (A) Atelier (A) Toilet publiques (P)	25 Toilet publiques (P)	26 Petite-Ferme (M) Atelier (A) Toilet publiques (P)	27 Toilet publiques (P)	28 Petite-Ferme (A) Atelier (A) Toilet publiques (P)	29 Toilet publiques (P)
30 Toilet publiques (P)	31 Petite-Ferme (A) Atelier (M) Toilet publiques (P)					
	Petite ferme	Atelier	Toilette publiques	Centre	Grange	P. Provancher
Routinier	9 x	12 x	26 x	0	0	0
Hebdomadaire	3 x	0	0	0	0	0
Mensuel	1 x	1 x	1 x	0	0	0
Annuel	NON	NON	NON	NON	NON	NON





**ANNEX A9**  
**Work schedule (cont'd)**  
**Février 2022**

DIMANCHE	LUNDI	MARDI	MERCREDI	JEUDI	VENDREDI	SAMEDI
		1	2 Petite-Ferme (H) Atelier ® Toilet.publiques ®	3	4 Petite-Ferme ® Atelier ® Toilet.publiques ®	5 Toilet.publiques ®
6 Toilet.publiques ®	7 Petite-Ferme ® Atelier ® Toilet.publiques (M)	8 Toilet.publiques ®	9 Petite-Ferme (H) Atelier ® Toilet.publiques ®	10 Toilet.publiques ®	11 Petite-Ferme ® Atelier ® Toilet.publiques ®	12 Toilet.publiques ®
13 Toilet.publiques ®	14 Petite-Ferme ® Atelier ® Toilet.publiques ®	15 Toilet.publiques ®	16 Petite-Ferme (H) Atelier ® Toilet.publiques ®	17 Toilet.publiques ®	18 Petite-Ferme ® Atelier ® Toilet.publiques ®	19 Toilet.publiques ®
20 Toilet.publiques ®	21 Petite-Ferme ® Atelier ® Toilet.publiques ®	22 Toilet.publiques ®	23 Petite-Ferme (M) Atelier ® Toilet.publiques ®	24 Toilet.publiques ®	25 Petite-Ferme ® Atelier ® Toilet.publiques ®	26 Toilet.publiques ®
27 Toilet.publiques ®	28 Petite-Ferme ® Atelier (M) Toilet.publiques ®					
	Petite ferme	Atelier	Toilette publiques	Centre	Grange	P. Provancher
Routinier	8 x	11 x	27 x	0	0	0
Hebdomadaire	3 x	0	0	0	0	0
Mensuel	1 x	1 x	1 x	0	0	0
Annuel	NON	NON	NON	NON	NON	NON

**Mars 2022**

DIMANCHE	LUNDI	MARDI	MERCREDI	JEUDI	VENDREDI	SAMEDI
		1	2 Petite-Ferme (H) Atelier ® Toilet.publiques ®	3	4 Petite-Ferme ® Atelier ® Toilet.publiques ®	5 Toilet.publiques ®
6 Toilet.publiques ®	7 Petite-Ferme ® Atelier ® Toilet.publiques (M)	8 Toilet.publiques ®	9 Petite-Ferme (H) Atelier ® Toilet.publiques ®	10 Toilet.publiques ®	11 Petite-Ferme ® Atelier ® Toilet.publiques ®	12 Toilet.publiques ®
13 Toilet.publiques ®	14 Petite-Ferme ® Atelier ® Toilet.publiques ®	15 Toilet.publiques ®	16 Petite-Ferme (H) Atelier ® Toilet.publiques ®	17 Toilet.publiques ®	18 Petite-Ferme ® Atelier ® Toilet.publiques ®	19 Site fermé
20 Site fermé	21 Petite-Ferme ® Atelier ® Toilet.publiques ®	22 Toilet.publiques ®	23 Petite-Ferme (H) Atelier ® Toilet.publiques ®	24 Toilet.publiques ®	25 Petite-Ferme ® Atelier ® Toilet.publiques ®	26 Site fermé
27 Site fermé	28 Petite-Ferme ® Atelier (M) Toilet.publiques ®	29 Toilet.publiques ®	30 Petite-Ferme (M) Atelier ® Toilet.publiques ®	31 Toilet.publiques ®		
	Petite ferme	Atelier	Toilette publiques	Centre	Grange	P. Provancher
Routinier	8 x	12 x	26 x	0	0	0
Hebdomadaire	4 x	0	0	0	0	0
Mensuel	1 x	1 x	1 x	0	0	0
Annuel	NON	NON	NON	NON	NON	NON



**Work schedule (cont'd)**

**AVRIL 2022**

DIMANCHE	LUNDI	MARDI	MERCREDI	JEUDI	VENREDI	SAMEDI
					1 Petite-Ferme ® Atelier ® Toilet.publiques ®	2 Site fermé
3 Site fermé	4 Petite-Ferme ® Atelier ® Toilet.publiques (M)	5 Toilet.publiques ®	6 Petite-Ferme (H) Atelier ® Toilet.publiques ®	7 Toilet.publiques ®	8 Petite-Ferme ® Atelier ® Toilet.publiques ®	9 Site fermé
10 Site fermé	11 Petite-Ferme ® Atelier ® Toilet.publiques ®	12 Toilet.publiques ®	13 Petite-Ferme (H) Atelier ® Toilet.publiques ®	14 Toilet.publiques ®	15 vendredi Saint Site fermé	16 Site fermé
17 Pâques Site fermé	18 Lundi Pâques Site fermé	19 Toilet.publiques ®	20 Petite-Ferme (H) Atelier ® Toilet.publiques ®	21 Atelier ® Toilet.publiques ®	22 Petite-Ferme ® Toilet.publiques ® Centre ®	23 Atelier ® Toilet.publiques ® Centre ®
24 Toilet.publiques ® Centre ®	25 Petite-Ferme ® Atelier (M) Toilet.publiques ® Centre ®	26 Toilet.publiques ® Centre ®	26 Petite-Ferme (M) Atelier ® Toilet.publiques ® Centre ®	28 Atelier ® Toilet.publiques ® Centre (H)	29 Petite-Ferme ® Toilet.publiques ® Centre ®	30 Atelier ® Toilet.publiques ® Centre ®
Routinier	7 x	12 x	21 x	8 x	0	0
Hebdomadaire	3 x	0	0	1 X	0	0
Mensuel	1 x	1 x	1 x	0	0	0
Annuel	NON	NON	NON	OUI	NON	NON

**MAI 2022**

DIMANCHE	LUNDI	MARDI	MERCREDI	JEUDI	VENREDI	SAMEDI
1 Toilet.publiques ® Centre ®	2 Petite-Ferme ® Atelier ® Toilet.publiques (M) Centre ®	3 Toilet.publiques ® Centre ®	4 Petite-Ferme (H) Atelier ® Toilet.publiques ® Centre ®	5 Atelier ® Toilet.publiques ® Centre (M)	6 Petite-Ferme ® Toilet.publiques ® Centre ®	7 Atelier ® Toilet.publiques ® Centre ®
8 Toilet.publiques ® Centre ®	9 Petite-Ferme ® Atelier ® Toilet.publiques ® Centre ®	10 Toilet.publiques ® Centre ®	11 Petite-Ferme (H) Atelier ® Toilet.publiques ® Centre ®	12 Atelier ® Toilet.publiques ® Centre (H)	13 Petite-Ferme ® Toilet.publiques ® Centre ®	14 Atelier ® Toilet.publiques ® Centre ®
15 Toilet.publiques ® Centre ®	16 Petite-Ferme ® Atelier ® Toilet.publiques ® Centre ®	17 Toilet.publiques ® Centre ®	18 Petite-Ferme (H) Atelier ® Toilet.publiques ® Centre ®	19 Atelier ® Toilet.publiques ® Centre (H)	20 Petite-Ferme ® Toilet.publiques ® Centre ®	21 Atelier ® Toilet.publiques ® Centre ®
22 Toilet.publiques ® Centre ®	23 Fête des patriotes Atelier ® Toilet.publiques ® Centre ®	24 Toilet.publiques ® Centre ®	25 Petite-Ferme (M) Atelier ® Toilet.publiques ® Centre ®	26 Atelier ® Toilet.publiques ® Centre (H)	27 Petite-Ferme ® Toilet.publiques ® Centre ®	28 Atelier ® Toilet.publiques ® Centre ®
29 Toilet.publiques ® Centre ®	30 Petite-Ferme ® Atelier (M) Toilet.publiques ® Centre ®	31 Toilet.publiques ® Centre ®		Grand ménage de la Petite-Ferme Complété Grand ménage de l'Atelier complété Grand ménage des toilettes publiques complété		
Routinier	8 x	16 x	30 x	27 x	0	0
Hebdomadaire	3 x	0	0	3 x	0	0
Mensuel	1 x	1 x	1 x	1 x	0	0
Annuel	OUI	OUI	OUI	NON	NON	NON



## ANNEX A9 Work Schedule (cont'd)

### JUN 2016

DIMANCHE	LUNDI	MARDI	MERCREDI	JEUDI	VENDREDI	SAMEDI
			1 Petite-Ferme (H) Atelier @ Toilet publiques @ Centre @	2 Atelier @ Toilet publiques @ Centre (M)	3 Petite-Ferme @ Toilet publiques @ Centre @	4 Atelier @ Toilet publiques @ Centre @
5 Toilet publiques @ Centre @	6 Petite-Ferme @ Atelier @ Toilet publiques (M) Centre @	7 Toilet publiques @ Centre @	8 Petite-Ferme (H) Atelier @ Toilet publiques @ Centre @	9 Atelier @ Toilet publiques @ Centre (H)	10 Petite-Ferme @ Toilet publiques @ Centre @	11 Atelier @ Toilet publiques @ Centre @
12 Toilet publiques @ Centre @	13 Petite-Ferme @ Atelier @ Toilet publiques @ Centre @	14 Toilet publiques @ Centre @	15 Petite-Ferme (H) Atelier @ Toilet publiques @ Centre @	16 Atelier @ Toilet publiques @ Centre (H)	17 Petite-Ferme @ Toilet publiques @ Centre @	18 Atelier @ Toilet publiques @ Centre @
19 Toilet publiques @ Centre @	20 Petite-Ferme @ Atelier @ Toilet publiques @ Centre @	21 Toilet publiques @ Centre @	22 Petite-Ferme (H) Atelier @ Toilet publiques @ Centre @	23 Atelier @ Toilet publiques @ Centre (H)	24 Saint-Jean Toilet publiques @ Centre @	25 Atelier @ Toilet publiques @ Centre @
26 Toilet publiques @ Centre @	27 Petite-Ferme @ Atelier (M) Toilet publiques @ Centre @	28 Toilet publiques @ Centre @	29 Petite-Ferme (M) Atelier @ Toilet publiques @ Centre @	30 Atelier @ Toilet publiques @ Centre (H)	Grand ménage annuel grange complété	
Routinier	Petite ferme 7 x	Atelier 17 x	Toilette publiques 29 x	Centre 25 x	Grange 0	P. Provancher 0
Hebdomadaire	4 x	0	0	4 x	0	0
Mensuel	1 x	1 x	1 x	1 x	0	0
Annuel	NON	NON	NON	NON	OUI	NON

### JUILLET 2022

DIMANCHE	LUNDI	MARDI	MERCREDI	JEUDI	VENDREDI	SAMEDI
					1 Confédération Toilet publiques @ Centre @	2 Atelier @ Toilet publiques @ Centre @
3 Toilet publiques @ Centre @	4 Petite-Ferme @ Atelier @ Toilet publiques (M) Centre @	5 Toilet publiques @ Centre @	6 Petite-Ferme (H) Atelier @ Toilet publiques @ Centre @	7 Atelier @ Toilet publiques @ Centre (M)	8 Petite-Ferme @ Toilet publiques @ Centre @	9 Atelier @ Toilet publiques @ Centre @
10 Toilet publiques @ Centre @	11 Petite-Ferme @ Atelier @ Toilet publiques @ Centre @	12 Toilet publiques @ Centre @	13 Petite-Ferme (H) Atelier @ Toilet publiques @ Centre @	14 Atelier @ Toilet publiques @ Centre (H)	15 Petite-Ferme @ Toilet publiques @ Centre @	16 Atelier @ Toilet publiques @ Centre @
17 Toilet publiques @ Centre @	18 Petite-Ferme @ Atelier @ Toilet publiques @ Centre @	19 Toilet publiques @ Centre @	20 Petite-Ferme (H) Atelier @ Toilet publiques @ Centre @	21 Atelier @ Toilet publiques @ Centre (H)	22 Petite-Ferme @ Toilet publiques @ Centre @	23 Atelier @ Toilet publiques @ Centre @
24 Toilet publiques @ Centre @	25 Petite-Ferme @ Atelier (M) Toilet publiques @ Centre @	26 Toilet publiques @ Centre @	27 Petite-Ferme (M) Atelier @ Toilet publiques @ Centre @	28 Atelier @ Toilet publiques @ Centre (H)	29 Petite-Ferme @ Toilet publiques @ Centre @	30 Atelier @ Toilet publiques @ Centre @
31 Toilet publiques @ Centre @						
Routinier	Petite ferme 8 x	Atelier 16 x	Toilette publiques 30 x	Centre 27 x	Grange 0	P. Provancher 0
Hebdomadaire	3 x	0	0	3 x	0	0
Mensuel	1 x	1 x	1 x	1 x	0	0
Annuel	NON	NON	NON	NON	NON	NON



**ANNEX A9**  
**Work Schedule (cont'd)**  
**Août 2022**

DIMANCHE	LUNDI	MARDI	MERCREDI	JEUDI	VENDREDI	SAMEDI
	1 Petite-Ferme @ Atelier @ Toilet.publiques(M) Centre @	2 Toilet.publiques @ Centre @	3 Petite-Ferme (H) Atelier @ Toilet.publiques @ Centre @	4 Atelier @ Toilet.publiques @ Centre (M)	5 Petite-Ferme @ Toilet.publiques @ Centre @	6 Atelier @ Toilet.publiques @ Centre @
7 Toilet.publiques @ Centre @	8 Petite-Ferme @ Atelier @ Toilet.publiques @ Centre @	9 Toilet.publiques @ Centre @	10 Petite-Ferme (H) Atelier @ Toilet.publiques @ Centre @ Ménage annuel du Pavillon Provancher complété	11 Atelier @ Toilet.publiques @ Centre (H)	12 Petite-Ferme @ Toilet.publiques @ Centre @	13 Atelier @ Toilet.publiques @ Centre @
14 Toilet.publiques @ Centre @	15 Petite-Ferme @ Atelier @ Toilet.publiques @ Centre @	16 Toilet.publiques @ Centre @ P. Provancher (H)	17 Petite-Ferme (H) Atelier @ Toilet.publiques @ Centre @	18 Atelier @ Toilet.publiques @ Centre (H)	19 Petite-Ferme @ Toilet.publiques @ Centre @	20 Atelier @ Toilet.publiques @ Centre @
21 Toilet.publiques @ Centre @	22 Petite-Ferme @ Atelier @ Toilet.publiques @ Centre @	23 Toilet.publiques @ Centre @ P. Provancher (H)	24 Petite-Ferme (H) Atelier @ Toilet.publiques @ Centre @	25 Atelier @ Toilet.publiques @ Centre (H)	26 Petite-Ferme @ Toilet.publiques @ Centre @	27 Atelier @ Toilet.publiques @ Centre @
28 Toilet.publiques @ Centre @	29 Petite-Ferme @ Atelier (M) Toilet.publiques @ Centre @	30 Toilet.publiques @ Centre @ P. Provancher (H)	31 Petite-Ferme (M) Atelier @ Toilet.publiques @ Centre @			
Routinier	Petite ferme 9 x	Atelier 17 x	Toilette publiques 30 x	Centre 27 x	Grange 0	P. Provancher 0
Hebdomadaire	4 x	0	0	3 x	0	3
Mensuel	1 x	1 x	1 x	1 x	0	0
Annuel	NON	NON	NON	NON	NON	OUI

**Septembre 2022**

DIMANCHE	LUNDI	MARDI	MERCREDI	JEUDI	VENDREDI	SAMEDI
				1 Atelier @ Toilet.publiques @ Centre (M)	2 Petite-Ferme @ Toilet.publiques @ Centre @	3 Atelier @ Toilet.publiques @ Centre @
4 Toilet.publiques @ Centre @	5 Petite-Ferme @ Atelier @ Toilet.publiques(M) Centre @	6 Toilet.publiques @ Centre @ P. Provancher (H)	7 Petite-Ferme (H) Atelier @ Toilet.publiques @ Centre @	8 Atelier @ Toilet.publiques @ Centre (H)	9 Petite-Ferme @ Toilet.publiques @ Centre @	10 Atelier @ Toilet.publiques @ Centre @
11 Toilet.publiques @ Centre @	12 Petite-Ferme @ Atelier @ Toilet.publiques @ Centre @	13 Toilet.publiques @ Centre @ P. Provancher (H)	14 Petite-Ferme (H) Atelier @ Toilet.publiques @ Centre @	15 Atelier @ Toilet.publiques @ Centre (H)	16 Petite-Ferme @ Toilet.publiques @ Centre @	17 Atelier @ Toilet.publiques @ Centre @
18 Toilet.publiques @ Centre @	19 Petite-Ferme @ Atelier @ Toilet.publiques @ Centre @	20 Toilet.publiques @ Centre @ P. Provancher (H)	21 Petite-Ferme (H) Atelier @ Toilet.publiques @ Centre @	22 Atelier @ Toilet.publiques @ Centre (H)	23 Petite-Ferme @ Toilet.publiques @ Centre @	24 Atelier @ Toilet.publiques @ Centre @
25 Toilet.publiques @ Centre @	26 Petite-Ferme @ Atelier (M) Toilet.publiques @ Centre @	27 Toilet.publiques @ Centre @ P. Provancher (H)	28 Petite-Ferme (M) Atelier @ Toilet.publiques @ Centre @	29 Atelier @ Toilet.publiques @ Centre (H)	30 Petite-Ferme @ Toilet.publiques @ Centre @	
Routinier	Petite ferme 9 x	Atelier 16 x	Toilette publiques 29 x	Centre 25 x	Grange 0	P. Provancher 0
Hebdomadaire	3 x	0	0	4 x	0	4
Mensuel	1 x	1	1 x	1 x	0	0
Annuel	NON	NON	NON	NON	NON	NON



## ANNEX A9 Work Schedule (cont'd)

### Octobre 2022

DIMANCHE	LUNDI	MARDI	MERCREDI	JEUDI	VENDREDI	SAMEDI
						Atelier @ Toilet publiques @ Centre @
2 Toilet publiques @ Centre @	3 Petite-Ferme @ Atelier @ Toilet publiques(M) Centre @	4 Toilet publiques @ Centre @ P. Provancher (H)	5 Petite-Ferme (H) Atelier @ Toilet publiques @ Centre @	6 Atelier @ Toilet publiques @ Centre (M)	7 Petite-Ferme @ Toilet publiques @ Centre @	8 Atelier @ Toilet publiques @ Centre @
9 Toilet publiques @ Centre @	10 Petite-Ferme @ Atelier @ Toilet publiques @ Centre @	11 Toilet publiques @ Centre @ P. Provancher (H)	12 Petite-Ferme (H) Atelier @ Toilet publiques @ Centre @	13 Atelier @ Toilet publiques @ Centre (H)	14 Petite-Ferme @ Toilet publiques @ Centre @	15 Atelier @ Toilet publiques @ Centre @
16 Toilet publiques @ Centre @	17 Petite-Ferme @ Atelier @ Toilet publiques @ Centre @	18 Toilet publiques @ Centre @ P. Provancher (H)	19 Petite-Ferme (H) Atelier @ Toilet publiques @ Centre @	20 Atelier @ Toilet publiques @ Centre (H)	21 Petite-Ferme @ Toilet publiques @ Centre @	22 Atelier @ Toilet publiques @ Centre @
23 Toilet publiques @ Centre @	24 Petite-Ferme @ Atelier @ Toilet publiques @ Centre @	25 Toilet publiques @ Centre @ P. Provancher (H)	26 Petite-Ferme (M) Atelier @ Toilet publiques @ Centre @	27 Atelier @ Toilet publiques @ Centre (H)	28 Petite-Ferme @ Toilet publiques @ Centre @	29 Atelier @ Toilet publiques @ Centre @
30 Toilet publiques @ Centre @	31 Petite-Ferme @ Atelier (M) Toilet publiques @ Centre @					
	Petite ferme	Atelier	Toilette publiques	Centre	Grange	P. Provancher
Routinier	9 x	17 x	30 x	27 x	0	0
Hebdomadaire	4 x	0	0	3 x	0	4
Mensuel	1 x	1 x	1 x	1 x	0	0
Annuel	NON	NON	NON	NON	NON	NON

### NOVEMBRE 2022

DIMANCHE	LUNDI	MARDI	MERCREDI	JEUDI	VENDREDI	SAMEDI
		1 Toilet publiques @	2 Petite-Ferme (H) Atelier @ Toilet publiques @	3 Toilet publiques @ Centre (H)	4 Petite-Ferme @ Atelier @ Toilet publiques @	5 Site fermé
6 Site fermé	7 Petite-Ferme @ Atelier @ Toilet publiques(M)	8 Toilet publiques @	9 Petite-Ferme (H) Atelier @ Toilet publiques @	10 Toilet publiques @	11 Petite-Ferme @ Atelier @ Toilet publiques @	12 Site fermé
13 Site fermé	14 Petite-Ferme @ Atelier @ Toilet publiques @	15 Toilet publiques @	16 Petite-Ferme (H) Atelier @ Toilet publiques @	17 Toilet publiques @	18 Petite-Ferme @ Atelier @ Toilet publiques @	19 Site fermé
20 Site fermé	21 Petite-Ferme @ Atelier @ Toilet publiques @	22 Toilet publiques @	23 Petite-Ferme (H) Atelier @ Toilet publiques @	24 Toilet publiques @	25 Petite-Ferme @ Atelier @ Toilet publiques @	26 Site fermé
27 Site fermé	28 Petite-Ferme @ Atelier (M) Toilet publiques @	29 Toilet publiques @	30 Petite-Ferme (M) Atelier @ Toilet publiques @			
	Petite ferme	Atelier	Toilette publiques	Centre	Grange	P. Provancher
Routinier	8 x	11 x	21 x	0 x	0	0
Hebdomadaire	4 x	0	0	1 x	0	0
Mensuel	1	1	1 x	0 x	0	0
Annuel	NON	NON	NON	NON	NON	NON



**ANNEX A10**  
**Example of Loan of Equipment Form**



**EMPRUNT DE MATÉRIEL**

Environnement Canada Environnement Canada

**EMPRUNT DE MATÉRIEL**

CONTRAT fait le **Seizième (16) jour de septembre**

Deux mille vingt et un (2021)

ENTRE:

**L'ENTREPRENEUR XXX**  
**Responsable de l'entretien ménager des bâtiments et infrastructures**  
**Réserve nationale de faune du Cap-Tourmente**

Ci-après nommé l'emprunteur

Et Sa Majesté la Reine du chef du Canada, représentée aux présentes par le ministre de l'Environnement du Canada, ci-après nommé le prêteur.

Les dits emprunteur et prêteur conviennent de ce qui suit:

1. **Objet de prêt :**  
Le prêteur accepte de prêter le matériel décrit à l'article 2 ci-dessous, pour:

**Accéder au territoire de la réserve nationale de faune du Cap-Tourmente (RNFCT), de même qu'aux bâtiments et équipements visés par le contrat d'entretien ménager de la RNFCT (XXXXX) et n'utiliser que le matériel à des fins d'entretien ménager du site, tel que décrit dans le contrat.**

2. **Valeur du matériel :**  
Le prêteur et l'emprunteur conviennent que, aux fins des articles 5 et 6 ci-dessous, le coût de remplacement du matériel prêté est de:  
**2000,00\$**
3. (1) Le prêteur accepte de prêter à l'emprunteur le matériel décrit ci-dessous:
  - Outillage, matériel et produits de nettoyage
  - Clé des barrières de la RNFCT
  - Clé des toilettes publiques de l'Aire d'atelier de la RNFCT
  - Clé du mécanisme d'ouverture pour personnes à mobilité réduite des toilettes publiques de l'aire d'atelier de la RNFCT
  - Clé de l'armoire à ménage des toilettes publiques de l'Atelier
  - Clé du Centre d'interprétation de la RNFCT
  - Clé des fenêtres du centre d'interprétation de la RNFCT
  - Clé des distributeurs à savon de la RNFCT (2)
  - Clé des distributeurs de papier hygiénique de la RNFCT (2)
  - Clé des poubelles encastrées du Centre d'interprétation de la RNFCT



## ANNEX A10

### Example of Loan of Equipment Form (cont'd)

- Clé du cendrier extérieur du centre d'interprétation de la RNFCCT
- Clé du Pavillon Provancher

(a) pour une période de **12 mois** commençant le **16 septembre 2021** et se terminant le **15 septembre 2022**. Un nouveau formulaire de prêt sera signé lors des signatures des années d'options prévues au contrat.

(b) sans frais pour l'emprunteur, à l'exception des frais dont il est question aux présentes.

(2) Nonobstant le paragraphe (1)(a), le prêteur peut, pour quelque raison que ce soit et à quelque moment que ce soit, mettre fin au présent contrat en donnant à l'emprunteur un préavis de    jours, auquel cas l'emprunteur doit, à ses propres frais, retourner ledit matériel au lieu d'affaires du prêteur.

4. Il incombe à l'emprunteur de préparer et d'emballer le matériel prêté en vertu du présent contrat et de payer s'il y a lieu au prêteur les frais de transport dudit matériel, entre le lieu d'affaires du prêteur et celui de l'emprunteur.

5. L'emprunteur doit garder le matériel en bon état, compte tenu de l'usure normale, et le retourner dans le même état qu'il l'a reçu; sur demande du prêteur, à tout moment, l'emprunteur doit fournir au prêteur une caution acceptable et suffisante garantissant que ledit matériel sera conservé et retourné comme il se doit.

6. L'emprunteur doit assurer à ses propres frais le matériel contre le feu, le vol, les dommages matériels et d'autres risques, pour la somme de 500,00\$ dollars, laquelle équivaut au coût de remplacement du matériel, et fournir au prêteur une preuve satisfaisante de l'assurance. Il doit être précisé dans la police d'assurance que le prêteur du matériel en est le propriétaire.

7. (1) L'emprunteur doit tenir le prêteur indemne et à couvert de toutes réclamations, de tous dommages, coûts, dépenses et de toutes autres revendications, dont l'emprunteur doit assumer la responsabilité, que l'un ou l'autre peut subir ou dont il peut faire l'objet par suite de toute action ou omission de la part de l'emprunteur ou causés par:

(a) toute blessure corporelle (y compris celles entraînant la mort) ou perte ou dommage aux biens  
D'autrui et manifestement ou prétendument attribuable à l'utilisation du matériel décrit aux présentes;

(b) tous droit, privilège, charge ou réclamation s'appliquant audit matériel; et

(c) la possession ou l'utilisation du matériel par l'emprunteur ou par toute personne à qui l'emprunteur a remis ledit matériel aux fins du présent contrat.

(2) Pour les fins du paragraphe 7(1), l'emprunteur doit, à ses propres frais et avant la



## ANNEX A10

### Example of Loan of Equipment Form (cont'd)

prise de possession du matériel souscrire et maintenir pour la durée du présent contrat une assurance de responsabilité civile pour une somme satisfaisante à Sa Majesté. Cette assurance doit être émise par une compagnie d'assurance autorisée à faire affaire au Canada. La police d'assurance doit nommer l'emprunteur et Sa Majesté à titre de bénéficiaires.

8. L'emprunteur ne doit pas retirer le matériel de son lieu d'affaires sans obtenir au préalable le consentement écrit du prêteur, et doit permettre à ce dernier ou à son mandataire, à tout moment raisonnable, d'inspecter le matériel afin d'en apprécier l'état.

9. Le présent contrat annule et remplace tous autres accords, ententes, négociations et discussions antérieures, sous forme orale ou écrite, entre le prêteur et l'emprunteur, concernant le matériel en question.

#### FAIT ET SIGNE

Emprunteur	Signature
_____	_____
	Date : _____
pour le ministre de l'environnement	Signature
_____	_____
	Date : _____





**ANNEX "B" \_\_\_\_\_**  
**BASIS OF PAYMENT**

*(to be completed at contract award)*



ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



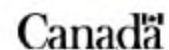
Contract Number / Numéro du contrat: 5000058842
Security Classification / Classification de sécurité: NON CLASSÉ

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

Form with multiple sections: PART A - CONTRACT INFORMATION, 1. Originating Government Department or Organization, 2. Branch or Directorate, 3. a) Subcontract Number, 3. b) Name and Address of Subcontractor, 4. Brief Description of Work, 5. a) Will the supplier require access to Controlled Goods?, 5. b) Will the supplier require access to unclassified military technical data..., 6. Indicate the type of access required, 6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information..., 6. b) Will the supplier and its employees require access to restricted access areas..., 6. c) Is this a commercial courier or delivery requirement..., 7. a) Indicate the type of information that the supplier will be required to access..., 7. b) Release restrictions / Restrictions relatives à la diffusion, 7. c) Level of information / Niveau d'information

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat <b>5000058842</b>
Security Classification / Classification de sécurité NON CLASSE

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

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input checked="" type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	Special comments: Commentaires spéciaux :		

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



Contract Number / Numéro du contrat <b>5000058842</b>
Security Classification / Classification de sécurité <b>NON CLASSE</b>

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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



## **ANNEX "D" INSURANCE REQUIREMENTS**

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 Public Works and Government Services Canada.
  - 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.
- n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8



**For other provinces and territories, send to:**

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.



**ANNEX “E”  
LIST OF SUPPLIER NAMES FORM**

Environment and Climate Change Canada has endorsed the Integrity Regime developed and implemented by Public Services and Procurement Canada. By submitting a quote, Contractors agree to comply with the provisions of the Integrity Regime and [Ineligibility and Suspension Policy](#) as well as the [Code of Conduct for Procurement](#). / Environnement et Changement climatique Canada a adopté le régime d'intégrité développé et mis en place par Services publics et Approvisionnement Canada. Les fournisseurs acceptent, en soumettant une proposition, de se conformer aux dispositions du régime d'intégrité et la [Politique d'inadmissibilité et de suspension](#) ainsi que le [Code de conduite pour l'approvisionnement](#).

In accordance with the PWGSC (now PSPC) [Ineligibility and Suspension Policy](#), the following information is to be provided when bidding or contracting.<sup>1</sup> / Selon la [Politique d'inadmissibilité et de suspension](#) de TPSGC (maintenant SPAC), les renseignements suivants doivent être fournis lors d'une soumission ou de la passation d'un marché.<sup>1</sup>

**\* Mandatory Information / Informations obligatoires**

<b>* Complete Legal Name of Company / Dénomination complète de l'entreprise</b>	
<b>* Operating Name / Nom commercial</b>	
<b>* Company's address / Adresse de l'entreprise</b>	<b>* Type of Ownership / Type d'entreprise</b>
	<input type="checkbox"/> Individual / Individuel <input type="checkbox"/> Corporation / Corporation <input type="checkbox"/> Joint-Venture / Coentreprise
<b>* Board of Directors<sup>2</sup> / Membres du conseil d'administration<sup>2</sup> (Or provide the list as an attachment / Ou mettre la liste en pièce-jointe)</b>	
<b>First name / Prénom Last Name / Nom</b>	<b>Position (if applicable) / Position (si applicable)</b>






**1 List of names:** All suppliers, regardless of their status under the Policy, must submit the following information when participating in a procurement process:

- suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- suppliers that are a partnership do not need to provide a list of names.

**2 Board of Governors /Conseil des gouverneurs; Board of Managers /Conseil de direction; Board of Regents /Conseil de régents; Board of Trustees / Conseil de fiducie; Board of Visitors /Comité de réception**

**Liste des noms:** Tous les fournisseurs, peu importe leur situation au titre de la Politique, doivent présenter les renseignements ci-dessous au moment de prendre part à un processus d'approvisionnement:

- les fournisseurs constitués en personne morale, y compris ceux qui présentent une soumission à titre de coentreprise, doivent fournir la liste complète des noms de tous les administrateurs actuels ou, dans le cas d'une entreprise privée, des propriétaires de la société;
- les fournisseurs soumissionnant à titre d'entreprise à propriétaire unique, y compris ceux soumissionnant en tant que coentreprise, doivent fournir la liste complète des noms de tous les propriétaires;
- les fournisseurs soumissionnant à titre de société en nom collectif n'ont pas à soumettre une liste de noms.



## **ANNEX "F"** **FORMER PUBLIC SERVANT - COMPETITIVE BID FORM**

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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Name and Signature

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Date