



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment and Climate Change Canada / Réception des soumissions – Environnement et changement climatique Canada</p> <p>Electronic Copy: soumissionsbids@ec.gc.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE CANADA</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>SOUSSION À: ENVIRONNEMENT ET CHANGEMENT CLIMATIQUE CANADA</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>Title – Titre Janitorial Services</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000053936</p>	
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2021-10-15</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</p> <p>at – à 3:00 P.M. on – le 2021-11-16</p>	<p>Time Zone – Fuseau horaire</p> <p>Eastern Standard Time</p>
	<p>F.O.B – F.A.B</p>	
	<p>Address Enquiries to - Adresser toutes questions à Shawn Davis shawn.davis@ec.gc.ca</p>	
	<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) 2021-12-01</p>	
	<p>Destination of Services / Destination des services Ontario</p>	
	<p>Security / Sécurité There is a security requirement associated with this solicitation</p>	
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>		
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	
<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p>		
<p>Signature</p>	<p>Date</p>	



PART 1 - GENERAL INFORMATION.....	4
1.1 Introduction.....	4
1.2 Summary.....	4
1.3 Debriefings.....	5
PART 2 - BIDDER INSTRUCTIONS.....	6
2.1. Standard Instructions, Clauses and Conditions.....	6
2.2. SACC Manual Clauses.....	7
2.3. Submission of Bids.....	7
2.4. Enquiries - Bid Solicitation.....	7
2.5. Former Public Servant – Competitive Bid.....	7
2.6. Applicable Laws.....	9
2.7. Improvement of Requirement During Solicitation Period.....	9
2.8. Mandatory Site Visit.....	9
2.9. Bid Challenge and Recourse Mechanisms.....	9
2.10. Ontario Labour Legislation - Bid.....	10
PART 3 - BID PREPARATION INSTRUCTIONS.....	13
3.1. Bid Preparation Instructions.....	13
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....	15
4.1 Evaluation Procedures.....	15
4.2 Technical Evaluation.....	15
4.3 Financial Evaluation.....	15
4.4. Basis of Selection.....	15
PART 5 - CERTIFICATIONS.....	18
5.1. Certifications Required Precedent to Contract Award.....	18
5.2. Additional Certifications Required Precedent to Contract Award.....	18
5.3. Financial Capability.....	19
PART 6 – SECURITY, FINANCIAL BID AND OTHER REQUIREMENTS.....	20
6.1. Security Requirement.....	20
PART 7 - RESULTING CONTRACT.....	21
7.1. Statement of Work.....	21
7.2. Standard Clauses and Conditions.....	23
7.3. Security Requirement.....	23
7.4. Term of Contract.....	23
7.5. Authorities.....	24
7.6. Proactive Disclosure of Contracts with Former Public Servants.....	25
7.7. Payment.....	25
7.8. Invoicing Instructions.....	26
7.9. Certifications and Additional Information.....	27
7.10. Applicable Laws.....	27
7.11. Priority of Documents.....	27
7.12. Insurance Requirements – Specific requirement.....	28
7.13. Ontario Labour Legislation - Contract.....	28
7.14. SACC Manual Clauses.....	28
7.15. Dispute Resolution.....	28
7.16. Contract Financial Security.....	28



7.17. Security Deposit Definition: Contract	29
ANNEX "A"	30
STATEMENT OF WORK	30
Appendix "A"	41
GENERAL BUILDING CLEANING & RECYCLING SCHEDULES FOR CCIW/WTC	41
Appendix "B"	45
LABORATORY CLEANING AND WASTE REMOVAL PROTOCOLS FOR CCIW/WTC.....	45
Appendix "C"	46
CCIW/WTC FLOOR PLANS	46
Appendix "D"	47
OCCUPATION SAFETY & HEALTH FOR CONTRACTORS.....	47
ANNEX "B"	49
BASIS OF PAYMENT	49
ANNEX "C"	53
CONTRACTOR PERFORMANCE RATING	53
ANNEX C - Appendix 1	55
JANITORIAL INSPECTION REPORT	55
ANNEX C - Appendix 2	56
JANITORIAL INSPECTION REPORT - Example	56
ANNEX "D"	57
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION.....	57
ANNEX "E"	58
INSURANCE REQUIREMENTS.....	58
ANNEX F	60
TASK AUTHORIZATION FORM PWGSC-TPSGC 572	60
ANNEX G.....	64
SECURITY REQUIREMENT CHECK LIST (SRCL)	64



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 List of Suppliers, a Confidentiality Agreement, the Information - Ontario Labour Legislation, Financial Bid Presentation Sheet, Mandatory Technical Criteria And Point Rated Technical Criteria.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, Insurance Requirements, the Non-Disclosure Certification, the Schedule of Milestones, and any other annexes.

1.2 Summary

- 1.2.1 Environment and Climate Change Canada has a requirement for janitorial services as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is from contract award to March 31, 2024.
- 1.2.2 There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, 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”).
- 1.2.6 There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex named Federal Contractors Program for Employment Equity - Certification.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days 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"

At Section 05 Submission of Bids, Subsection 05 (4):

Delete: "sixty (60) days"

Insert: "one hundred and twenty (120) days"

2.2. SACC Manual Clauses

B3000T (2006-06-16) Equivalent Products

B1000T (2014-06-26) Condition of Material – Bid

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. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.5. 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.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

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 Ontario.

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

2.7. Improvement of Requirement During Solicitation Period

Clause [A9076T](#) advises Bidders that they can propose improvement to the technical requirement(s) contained in the bid solicitation.

2.8. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the Canada Centre for Inland Waters, 867 Lakeshore Road, Burlington, Ontario, L7S 1A1 on November 3, 2021. The site visit will begin at 10:00am, at the front security desk.

Bidders must communicate with the Contracting Authority no later than November 2, 2021 at 15:00h to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

Bidders visiting ECCC sites are expected to comply with all current federal and provincial public health legislation.

2.9. 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.

2.10. Ontario Labour Legislation - Bid

Refer to Attachment 1 to Part 2.



**ATTACHMENT 1 TO PART 2 -
INFORMATION, ONTARIO LABOUR LEGISLATION**

1. In accordance with the requirements of section 77(1) of the *Employment Standards Act, 2000*, S.O. 2000, c. 41, the following information concerning each employee of the previous supplier providing services at the premises is attached:
 - (a) the employee's job classification or job description;
 - (b) the wage rate actually paid to the employee;
 - (c) a description of the benefits, if any, provided to the employee including the cost of each benefit and the benefit period to which the cost relates;
 - (d) the number of hours that the employee works in a regular work day and in a regular work week, or if the employee's hours of work vary from week to week, the number of the employee's non-overtime hours for each week that the employee worked during the thirteen (13) weeks before the date of the request for information;
 - (e) the date on which the employer hired the employee;
 - (f) any period of employment attributed to the employer under section 10 of the Act;
 - (g) the number of weeks that the employee worked at the premises during the twenty-six (26) weeks before the request date. The 26-week period must be calculated without including any period during which the provision of services at the premises was temporarily discontinued, or during which the employee was on leave of absence under Part XIV of the Act;
 - (h) a statement indicating whether either of the following subparagraphs applies to the employee:
 - (1) The employee's work, before the request date, included the provision of services at the premises, but the employee did not perform his or her job duties primarily at those premises during the thirteen (13) weeks before the request date.
 - (2) The employee's work included the provision of services at the premises, but the employee was not actively at work immediately before the request date, and did not perform his or her job duties primarily at the premises during the most recent thirteen (13) weeks of active employment.
2. The name, residential address and telephone number of each employee as they appear in the previous employer's records will be provided to the successful Bidder after contract award.
3. In addition to the above information, a copy of either the collective agreement, union certificate, or pending union application(s) regarding these employees at the premises is also attached, if applicable.
4. Bidders must use the information referred to in subparagraphs 1.(a) to 1.(h) and paragraph 3 (if applicable) only for the purposes of preparing their bids and complying with the Act. Bidders must not disclose such information except as may be authorized by Canada in writing.



5. The enclosed information concerning the employees of the previous employer providing services at the premises has been received from the previous employer and Canada does not warrant its accuracy or completeness. Canada will not be responsible for any damage or loss which may result from use of or reliance upon any of this information.

6. Bidders who require clarification or further information may contact: shawn.davis@canada.ca.

Canada Center for Inland Waters						
Name	Start Date	Description	Nb hours per week	Wages		Benefits
Employee 1	1-Nov-15	Supervisor	40	\$ 20.00	Per hour	6% vacations
Employee 2	1-Nov-15	Heavy Duty	40	\$ 18.00	Per hour	6% vacations
Employee 3	16-Nov-20	Heavy Duty	40	\$ 18.00	Per hour	4% vacations
Employee 4	27-May-19	Light Duty	40	\$ 17.00	Per hour	4% vacations
Employee 5	1-Nov-15	Light Duty	40	\$ 17.00	Per hour	6% vacations
Employee 6	1-Nov-15	Light Duty	40	\$ 17.00	Per hour	6% vacations
Employee 7		Light Duty	40	\$ 17.00	Per hour	Employee left March 19, 2021 - currently vacant
Employee 9	1-Nov-15	Site Manager	20	\$ 25,000.00	Per year	6% vacations



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)

Section II: Financial Bid (1– electronic copy)

Section III: Certifications (1 – electronic copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders; and
- (3) print on both sides of the paper.

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
Attention: *Shawn Davis*
Solicitation Number: 5000053936

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 and describe their approach in a thorough, concise and clear manner for carrying out 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

1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.

1.2 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.

1.3 Other clauses

C3011T (2013-11-06) Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

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 Technical Evaluation

Mandatory technical evaluation criteria are included in Attachment 1 to Part 4.

4.3 Financial Evaluation

4.3.1 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 evaluation purposes only, the price of the bid will be determined as follows:

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 Annex B.

4.4. Basis of Selection

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

In the event two or more responsive bids have the same lowest evaluation price, the proposal with the most experience in Mandatory Criteria, M.1., will be recommended for contract award



**ATTACHMENT 1 TO PART 4
MANDATORY TECHNICAL CRITERIA**

- M.1. The Bidder must demonstrate that it has a minimum of two (2) years of cleaning experience within the last five (5) years from date of bid closing.

In order to demonstrate this experience the Bidder is requested to complete the Bidder's Experience Table found at Attachment 2 to Part 4, or provide the equivalent information.



**ATTACHMENT 2 TO PART 4
BIDDER'S EXPERIENCE TABLE**

The Bidder should complete the Bidder's Experience Table and include it with its bid.

The Bidder's Experience Table is for MT1

Additional rows may be added as required.

Bidder's Experience Table	
Company Name:	
Experience 1	
Client:	
Client's Contact Information (contact name, telephone number, and email address):	
Start Date:	
End Date:	
Project Description:	
Experience 2	
Client:	
Client's Contact Information (contact name, telephone number, and email address):	
Start Date:	
End Date:	
Project Description:	



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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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.

5.2.2 Education and Experience

SACC *Manual* clause A3010T (2010-08-16) Education and Experience

5.3 Financial Capability

SACC *Manual* Clause A9033T (2012-07-16) Financial Capability



PART 6 – SECURITY, FINANCIAL BID AND OTHER REQUIREMENTS

6.1. Security Requirement

- (a) Before award of a contract, the following conditions must be met:
 - (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (ii) 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;
 - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

- (b) Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

- (c) 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.



PART 7 - RESULTING CONTRACT

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

Title: Janitorial Services

7.1. Statement of Work

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

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex F.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 3 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$1,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Technical Authority and the Contracting Authority") before issuance.



7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

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

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "A". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 20 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process.

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and



- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

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.

7.2.2 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in 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. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **Reliability Status**, granted or approved by CISD/PWGSC
3. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC
4. The Contractor/Offeror must comply with the provisions of the:
 1. Security Requirements Check List and security guide (if applicable), attached at Annex C
 2. Industrial Security Manual (Latest Edition)

7.3.2. The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level.

7.4. Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2024 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 2 additional 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.

7.5. Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Environment and Climate Change Canada
Procurement and Contracting Division

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

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

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 Contractor's Representative

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

For the Work described in the Statement of Work and relating to Scheduled Services in Annex A and Pricing Schedule 1:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$_____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, 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 Basis of payment: Individual task authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment Annex B

Canada's liability to the Contractor under the authorized task authorization must not exceed the *limitation of expenditure* specified in the authorized task authorization. Custom duties are *included* and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are *included* and Applicable Taxes are extra.



2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. 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.

7.7.4 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.

7.7.5. Time Verification

C0711C (2008-05-12) Time Verification

7.8. Invoicing Instructions

7.8.1. Monthly Payment



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

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

7.8.2 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

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.

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms 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 Ontario.

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;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Contractor Performance Rating
- (f) Annex D, Federal Contractors Program for Employment Equity - Certification;
- (g) Annex E, Insurance Requirements;
- (h) Annex F, Task Authorization Form PWGSC-TPSGC 572;
- (i) Annex G, Security Requirement Check List (SRCL);



- (j) the signed Task Authorizations (including all of its annexes, if any);
- (k) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award.*), as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.12. Insurance Requirements – Specific requirement

The Contractor must comply with the insurance requirements specified in Annex E. 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. Ontario Labour Legislation - Contract

SACC Manual clause A0075C (2014-11-27) Ontario Labour Legislation - Contract

7.14. SACC Manual Clauses

SACC Manual clause B1501C (2018-06-21) Electrical Equipment
SACC Manual clause A9039C (2008-05-12) Salvage
SACC Manual clause D5328C (2014-06-26) Inspection and Acceptance

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](#)".

7.16. Contract Financial Security



1. The Contractor must provide one of the following contract financial securities within 15 calendar days after the date of contract award:
 - a. a performance bond form [PWGSC-TPSGC 505](#) in the amount of 20 percent of the Contract Price; or
 - b. a performance bond form [PWGSC-TPSGC 505](#) and a labour and material payment bond form [PWGSC-TPSGC 506](#), each in the amount of 10 percent of the Contract Price; or
 - c. a labour and material payment bond form [PWGSC-TPSGC 506](#) in the amount of 20 percent of the Contract Price; or
 - d. a security deposit as defined in clause [E0008C](#) in the amount of 20 percent of the Contract Price.

Any bond must be accepted as security by one of the bonding companies listed in [Treasury Board Contracting Policy, Appendix L](#), Acceptable Bonding Companies.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmaturing, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

7.17. Security Deposit Definition: Contract

SACC Manual clause E0008C (2018-06-21) Security Deposit



ANNEX "A"
STATEMENT OF WORK
SPECIFICATION FOR JANITORIAL CLEANING SERVICES

TABLE OF CONTENTS

1. Site of Work
2. Building Security
3. Site Authority
4. Definitions
5. Areas to be cleaned
6. Materials and Equipment
7. Responsibility for Damage - Building and Contents
8. Supervision and Communication
9. Inspection and Reporting
10. Security
11. Hours of Works
12. Uniforms
13. Financial Considerations
14. Description of Services
15. Methods of Cleaning
16. Specific Locations & Frequency of Cleaning

Appendix "A" – Schedule of Work

Appendix "B" – Protocols for Laboratory Cleaning

Appendix "C" – CCIW/ WTC Floor Plans

Appendix "D" – General Responsibility and Accountability for Occupations Health & Safety for Contractors



1. SITE OF WORK

Environment and Climate Change Canada (ECCC)
Canada Centre for Inland Waters (CCIW)
& Wastewater Technology Centre (WTC)
867 Lakeshore Road, P.O. Box 5050
Burlington, Ontario, L7R 4A6

2. BUILDING SECURITY

The Contractor/Sub Contractors and staff must be security cleared.

3. SITE AUTHORITY

All services shall be performed in the scope of work, and no additional work shall be undertaken without written approval. A designated representative of Property Management will be assigned to oversee the day to day operations.

4. DEFINITIONS

In the context of the specifications, the following definitions apply.

Service Site Authority (S.S.A or designate) – means the Environment Canada Manager, Properties Accommodation & Security, Property Management - District 2 or authorized designate

Site Supervisor - means the contractor's representative at the work site.

Deputy - means the Site Supervisor's designate at the work site

EC - means Environment Canada

CGSB - means Canadian General Standards Board

PWGSC - means Public Works and Government Services of Canada

5. AREAS TO BE CLEANED

- **CCIW** - Building known as CCIW (Canada Centre for Inland Waters) main building complex with gross floor area of **45,557 m²**
- **WTC** - Building known as Wastewater Technology Centre (WTC) with gross floor area of **2,610 m²**
- **North Annex** - a two (2) story blocked building, north of Wastewater Technology Building (WTC), with gross floor area of **289 m²**
- **Trailer complex #1**, located on south/west side of CCIW with gross floor area of **88 m²**
- **Trailer complex #2**, located on south/west side of CCIW with gross floor area of **146 m²**

- **Trailer complex #4 Bluebox**, located on south/west side of CCIW with gross floor area of **232 m²**
- Trailer complex #5 located on south/west side of CCIW with gross floor area of **220 m²**
- CCIW Third (3rd) Floors, which are mechanical floors
- CCIW Eight (8th) Floor (Penthouse)
- WTC Third (3rd) Floor (Penthouse)

6. MATERIALS AND EQUIPMENT

- Materials and equipment required for the performance of the contract, such as mobile floor machines, "caution - wet floor" cones, all bags including garbage, compost and recycling bags, HEPA vacuum cleaners, brooms, mops (wet and dry), ladders, dusting cloths, pails, scrubbing brushes, cloths, scrapers, soaps, scouring materials, detergents, spray deodorants, disinfectants, polishing materials, such as waxes and applicators, etc., will be supplied by the Contractor. The Contractor is responsible to ensure that adequate supplies are available and on site at all times.



- There are 60 Touch free hand sanitizer dispensers located throughout the CCIW & WTC site that require the contractor to supply the refills and batteries as required. These stations must be checked weekly
- Washroom supplies consisting of toilet paper, hand soap, liquid soap, paper hand towels, deodorizers (pucks) for urinals, deodorizers for wall units, plastic green and clear garbage/compost bags, will be provided by the Contractor.
- All cleaning machinery and equipment shall be maintained.
- The Contractor shall list in his tender document all equipment to be used on site and advise the S.S.A. or designate in writing of any changes made during the contract and receive prior approval from the S.S.A. or designate to implement changes for the duration of this contract.
- Storage space will be provided for the containment of the Contractor's equipment/supplies and the Contractor shall use these facilities exclusively and shall not store equipment or supplies elsewhere on site.
- Electricity and hot water required by the Contractor in the execution of janitorial services will be provided. The contractor shall ensure all lights not designated for safety and security are turned off after cleaning operations are completed.
- The Contractor must use products of an environmental friendly nature.
- Upon award of the contract, the contractor must remove all the washroom's (CCIW, WTC, Portables, North Annex) paper towel and soap dispensers in CCIW, WTC, Portables, & North Annex. These units to be replaced with touch free units (approximately 85 soap dispensers and 60 paper towel dispensers). Contractor to ensure the supplies and the batteries for these units are included for the duration of this contract.

7. RESPONSIBILITY FOR DAMAGE - BUILDINGS AND CONTENTS

- It is the responsibility of the Contractor to ensure that all products are compatible with the surface on which they are applied.
- The Contractor must note any damage discovered during the execution of cleaning routines such as blocked drains, urinals, sinks, toilets, water fountains, etc., (which the Contractor is unable to clear), broken mirrors, windows or other such damage. All damage, requiring maintenance, or other incidents shall be reported immediately to the site authority. The Contractor will also ensure that all mobile equipment, i.e. barrels, utility carts, etc., will be provided with resilient bumpers and approved wheels or castors.
- It is the Contractor's responsibility at time of contract award to examine the surfaces that are to be maintained in order to ascertain their condition and to immediately bring to the S.S.A. or designate attention, in writing, any defective surfaces within 30 days of contract award.
- Flammable cleaning materials and containers in which they are carried or stored are to be used only when essential, subject to the approval of the S.S.A. or designate

8. SUPERVISION AND COMMUNICATION

- **The Contractor must provide a Site Supervisor on site during all hours that cleaning services are being provided in this contract.**
- A responsible person shall be nominated to act as Deputy to the Site Supervisor during periods of his/her absence. This person is to have the authority normally vested with the Site Supervisor to receive and act upon reports and/or requests for cleaning services.
- The Site Supervisor and/or the Deputy will be supplied, by EC with a communication device, so that the S.S.A or designate can have access to him while on site.
- The Site Supervisor and/or the Deputy will be supplied, by the contractor with a communication device, so that the S.S.A or designate can have access to him at all times.
- The Site Supervisor and the Deputy must be fully conversant in English.
- The Site Supervisor and/or the Deputy must report to the S.S.A or designate daily to resolve any problems that may arise and obtain special instruction.



9. INSPECTION AND REPORTING

- A work log shall be maintained in the building by the Site Supervisor in which he/she shall record daily the work performed on a daily basis. The log shall be made available to the S.S.A or designate at all times. Buildings will be inspected regularly by the S.S.A. or designate and unacceptable conditions will be reported to both the Site Supervisor and the Contracting Authority. An unacceptable condition must be given immediate attention to rectify. The Site Supervisor is to indicate the corrective action and report back to the S.S.A or designate within 24 hours of notification of the condition.
- A management representative of the cleaning contracting company (but not the Site Supervisor) must inspect the buildings on a monthly basis, and attend quarterly meetings (monthly if necessary) with the S.S.A or designate (or as determined by the S.S.A or designate) to review the operational schedules, work logs and any concerns with the cleaning program.

10. SECURITY

- Contract personnel must wear EC Site security identification cards on outer clothing and must be visible at all times while on site.
- Upon termination of contract personnel, the site security identification cards must be returned to the S.S.A. or designate
- Contractor to provide to S.S.A or designate in writing, the names of all employees and a copy of their security clearance. Contractor shall ensure that staff, when commencing work shall sign at the security Desk located near the Main Entrance and sign out after completion of every shift.

11. HOURS OF WORK

- Cleaning schedules shall be on a five day a week basis - Monday through Friday excluding holidays, split into 3 shifts commencing at 0600 hrs and ending no later than 0600 hrs. The shifts frequency maybe changed upon request of the Technical Authority.
- Daytime cleaning schedules shall commence at 0600. Washing of floors will be prior to 0800 or after 1600.
- Cleaning on weekends shall be authorized by the S.S.A. or designate
- Sufficient staff must be on site to respond to the core hours, operational needs of the facilities between the hours of 0800 and 1600 hrs.

12. UNIFORMS Cleaning personnel must wear suitable uniforms with company name displayed.

13. DESCRIPTION OF SERVICES

Clean

As used in this specification shall mean that, after a cleaning procedure has been completed, the surface must be residue free.

Spot Cleaning

This service consists of the removal of all defacing matter from surfaces, i.e. scuff marks on floors, on desks and walls, spots, smudges, stains on traffic lanes in all areas of the buildings. This includes carpeted and floor areas, and as requested by S.S.A or designate.

Emergency Clean-ups

Accidents, equipment failures and water seepage will require emergency clean up at any time, day or night, as requested by the

S.S.A. or designate. A contact person's telephone number must be available and a 24-hour/day response is mandatory. If there is no



response within one (1) hour, other available persons will be used; the difference in cost shall be the responsibility of this contractor.

Emergency Cleaning – outside of normal work shift (0600 – 2300)

Consists of any cleaning task of an immediate urgent nature resulting from accidents, or other unforeseen causes, and which are not covered elsewhere in this specification, and as requested and approved by S.S.A or designate. The Site Supervisor must verbally inform the S.S.A or designate the length of time, in hours, to complete emergency cleaning. The S.S.A or designate can give immediate verbal approval at this time. The Site Supervisor must submit a written quote to the S.S.A or designate for this work within 48 hours. A separate invoice must be submitted within 30 days of completion of work.

Incident Weather Cleaning

During incident weather, high traffic areas, such as entrance ways, main foyer, main stairs, halls, corridors and stairwells and any other area deemed necessary by S.S.A or designate, may require accelerated cleaning to neutralize the effects of tracking dirt, snow, grit, etc. into these areas.

Events Setups and Tear-downs

Special setups and tear-downs of tables, chairs, equipment etc. for conferences, seminars, symposiums, training etc. may be requested by the S.S.A or designate

14. METHOD OF CLEANING

Floors

Laboratory floor sweeping and mopping

Floor sweeping and mopping will only occur while laboratory personnel are present at all times. At minimum, these personnel must be experienced technologists who are fully trained in spill response procedures. Floor cleaning will be scheduled through the janitorial site supervisor. During a floor cleaning exercise, all chemicals/solvents must be capped or properly stored in a location that would not come into accidental contact with a cleaner when floors are being cleaned. Clutter must also be removed or minimized from floors before janitorial staff commence cleaning them. If a hazard is obvious, the janitorial staff will refuse to clean floors. The hazard will be identified with the Laboratory Manager and rectified before the floor can be cleaned. In the event of a spill, trained laboratory personnel are responsible for following spill response protocol for CCIW. Janitorial staffs **are not** to be engaged in cleanup of any kind.

Dust Mopping

A dust control method must be used in all dust mopping operations by using either a non-oil retardant on clean dust mops or disposable dust mop cloths. Sweeping compounds containing oils, abrasives, or other harmful substances must not be used. Power HEPA vacuum equipment can be used in lieu of dust mopping. Floor areas, including areas under furniture, must be fully dust mopped or HEPA vacuumed.

Damp Mopping

Dust mopping must precede this operation. Use clean water for damp mopping. A small amount of detergent can be added. Mop swirls on floors from dirty mops and water are not acceptable. Buffing must follow damp mopping where a buffable floor finish is used.

NOTE: When damp mopping, use germicidal agent.

Wash or Wet Mop

Dust mopping must precede this operation. Clean cool or warm water must be used. A small amount of detergent can be added. Residue must be picked up and floor must be rinsed until clean. Add germicidal agent to rinse water. Wet mopping and rinsing must be done in heavily soiled areas.

NOTE: This should be done after 1600 hrs unless authorized by the S.S.A or designate

Scrubbing and Refinishing



This operation must be preceded by dust removal. Warm water, to which the recommended amount of detergent has been added, shall be used. Use power scrubbing equipment either having a scrubbing brush or suitable synthetic pad. Solution must be permitted time to work its chemical action on floor surfaces. Residue must be picked up and floor rinsed until clean.

Stripping and Refinishing

This operation consists of the complete removal of all floor finish and other residues. When rinsed, floors must be neutral. A sealer, as recommended by the floor manufacturer and in accordance with CGSB standards, must be applied. Floor finish must be applied and buffed as recommended by the manufacturer. Soil and residue must be removed from the baseboards and all other vertical surfaces, including furniture legs and bases, while it is still solvent.

NOTE: Floors to be sealed twice annually after stripping. Floor finish must be applied and buffed as recommended by the manufacturer.

Buffing

This must be performed by mechanical means using a lamb's wool, felt, or an appropriate synthetic pad.

Spray Buffing

Spray buffing is permitted in lieu of washing, finishing, and buffing in office areas. Spray buffing is not permitted in other areas. Spray buffing is not permitted in other areas unless instructed by the S.S.A or designate. If spray buffing does not maintain set standards of cleanliness required in Department buildings, the S.S.A or designate will direct the Site Supervisor to return to the frequencies of wash, wet mop and rinse, scrub and refinish as specified. When spray buffing is used, unless equipment and methods of cleaning used by the Contractor indicate otherwise, spray buffing must be followed by either vacuuming or dust mopping of furniture.

Corners

Corners and other partially obscured areas must be kept free of dirt, dust and water marks at all times. Contractor must prevent cleaning solutions from sweeping under furniture, partitions, etc. Contractor will not use petroleum base waxes on asphalt tile floor.

Warning Signs

Portable warning signs and guide ropes must be used by the Contractor to identify areas undergoing cleaning operations where danger may exist for staff or the general public. The size and type of these signs shall be appropriate for the area in which they are used and supplied by the contractor.

Floors & Baseboards

- HEPA vacuumed or swept using a dust control method
- washed to remove stains

Floors - Hardwood & Vinyl Tile

- HEPA vacuumed or swept
- buffed using a spray bottle with a water/wax mixture
- washed, scrubbed, wax removed, sealed and re-waxed

Floors & Baseboards - Quarry Tile

- Use no wax; treat with an accolade sealer/finish compound
- Use quarry tile sealer/finish semi-annually

Floors - Carpeted

- Offices to be HEPA vacuumed - weekly
- Hallways to be HEPA vacuumed - weekly
- Director General's area & offices to be HEPA vacuumed - daily
- Conference rooms to be HEPA vacuumed and checked - weekly



- Soiled areas spot clean - monthly

Note: for the purpose of this contract steam cleaning of L205 DG's Boardroom and office areas, North/South Seminar Rooms, Auditorium, and Guest Lounge are to be steam cleaned on a semi annual basis when suggested by the S.S.A or designate

**** All other carpeted areas in the facility to receive steam cleaning twice per year at no extra charge****

Floors - Linoleum

Sweep and wash, buff, strip and wax annually in consultation with S.S.A. or designate

Floor Mats

The contractor shall provide appropriate walkway mats and runners at all entrances and exits of CCIW as determined by S.S.A or designate These mats and runners shall be regularly HEPA vacuumed, shampooed and/or replaced monthly as determined by the S.S.A or designate – areas included are CCIW, WTC and all occupied trailers

Hallway Floors

- Stains to be removed
- Washed and buffed
- Strip old wax and re-wax annually
- Baseboards and corners to be "hand-cleaned"

NOTE: Frequent washing required during inclement weather as determined by S.S.A. or designate. Washing of floors is to be carried out **ONLY** before 0800 and after 1600 except for emergency spot cleaning.

Stairwells

- Sweep and spot clean
- Railings to be wiped using a detergent
- Main foyer stairs and mall stairs to be washed
- Mezzanine stairs with concrete finish to be swept
- Stairs with vinyl tile finish - steps to be washed and spot cleaned

NOTE: Frequent washing required during inclement weather as determined by S.S.A or designate Hand railings to be wiped using a detergent

Windows/Glass Surfaces/Blinds/Doors

Interior Glass Surfaces

Windows must be washed with non-streaking agents. Alcohol solution may be used. Window washing operations must include all adjacent metal surfaces such as mullions, frames, sills, etc.

Glass

Glass panels in doors, glass wall partitions and mirrors are to be checked for fingerprints and smudges to be removed daily.

Glass Display Cases

Displays shall be dusted and fingerprints removed daily.

Blinds

Ordinarily, they can be cleaned in place by using a soft sponge dampened in a mild neutral soap solution. Turn slats so that they lie flat and clean one side. Then turn slats so that opposite side is out and lies flat and clean with sponge. Wipe with soft clean cloth to prevent soiling. Avoid getting straps wet. Vinyl straps must be cleaned in the same manner as the slats. Non-vinyl straps must be HEPA vacuumed and spot wiped as required. All blinds in the facility will be washed on a semi annual basis.

Windows

Windowsills, ledges and convector covers shall be regularly damp wiped. Venetian blinds and louver drapes shall be damp wiped and all tracks HEPA vacuumed semi-annually.



All exterior glass and windows to be washed semi-annually in the spring and fall, as stated by S.S.A or designate. All interior windows to be washed semi annually, as stated by S.S.A or designate

Doors

.....Doors, door frames and door hardware to be wiped.

Hand prints, finger marks, and remnants from notices such as tape are to be removed daily. Glass panes in doors are to be cleaned daily.

Washrooms

General Cleaning

Washbasins, toilet tanks and urinals must be thoroughly washed with warm water and detergent mixture, used as specified by the detergent manufacturer. Special care must be taken when cleaning the undersides of the seats and rims of the toilet bowls. Toilet bowls and urinals must be descaled. Apply descalant with care so as to avoid damage to the fixtures, etc.

Supplies

Washrooms must be checked twice daily to ensure toilet paper and paper towel supplies are kept up.

Walls and Ceiling

Walls and floors must be washed with warm water and detergent, as recommended by the manufacturer, and rinsed with warm clean water having a germicidal agent mixture. Upon completion of the cleaning operation, there must be no visible soil, streaks, or other discoloration on the finish.

Micellaneous

Cobwebs

The Contractor shall ensure that cobwebs and other filaments do not form in ceiling corners, inside windows, on partitions, lighting fixtures, or in any other areas. Ceiling air supply and return air grills to be HEPA vacuumed semi annually.

Waste Receptacles in Laboratories

Waste receptacles must be emptied daily (after 1600 hrs) and damp wiped after each emptying if necessary. Contractor is responsible for supplying and inserting waste bags in all receptacles.

Vinyl Upholstered Furniture

This material may be washed or damp wiped using warm water and a germicidal agent mixture and wiped dry as required. Suitable furniture cleaner, liquid or spray may be used as an alternative method of cleaning. Care must be taken to wipe all cleaner residues from surfaces.

Finishes (General)

Surfaces listed hereunder must be cleaned by damp wiping with a soft cloth or chamois unless otherwise indicated. The cleaning solution will consist of clear water and germicidal agent mixture. Surfaces must always be properly rinsed and dried. Acceptable cleaning materials can be used provided adequate care is taken not to damage the treated surface. The type of cleanser to use on each surface is indicated below.

Artificial Plants/Rock Areas

Artificial plants should be kept dust free. Rock areas under stairs should be HEPA vacuumed and kept dust free.

Mezzanine Guard Rails

Guard rails are to be dusted daily and be washed with a mild detergent weekly.

Janitor Closets

Closets not to be used for kitchenette purposes and must look clean and presentable at all times. Turn lights off when not using the closet, provided light switches are present.

Waste and Garbage Disposal from Offices

Waste and garbage disposal from laboratories, workshops, washrooms and warehouse areas are in this contract. Collect and dispose of this waste daily. All bags for garbage, compost and recycling supplies by contractor. Waste and garbage removal from offices, with some exceptions as determined by the S.S.A or designate, is not part of this contract.

Waste, Glass and Garbage Disposal from Laboratories



Laboratory waste (general and glass) must be placed in the hallway by EC staff between 4-6 pm for removal. General waste will be sorted from glass. General waste bags (green in color) must be **tied off** and placed in hallways in bins by lab personnel to be collected by janitorial staff. GLASS (of any kind) **must** be thoroughly cleaned and placed in clear bags provided then the bags will be tied off and placed in hallway in containers (loose glass will not be removed by the contractor). Container bags will be replaced once waste and glass are removed by contractor. **(Please see attached Appendix B, Protocols for lab cleaning and lab waste removal)**

Dusting Common User Areas and Office and Laboratory Furniture

Dusting of common user areas shall be done on a regular basis as determined by the S.S.A or designate. Dusting of office furniture shall be done on a weekly basis. Dusting of laboratory furniture is not part of the requirements. .

Changes in Cleaning Routines

Any change in established cleaning routines shall be discussed with the S.S.A or designate to ensure that work is or shall be performed.

15. SPECIFIED LOCATIONS AND FREQUENCY OF CLEANING

Common areas -**Boardrooms/Seminar Rooms/Conference Rooms-18 rooms (Daily twice)**

- Furniture to be dusted
- Furniture to be waxed and polished
- Chairs HEPA vacuumed
- Carpet to be HEPA vacuumed
- Vinyl floor to be swept
- Polished, stripped and waxed
- Light switches cleaned and disinfected

Library (Daily)

- Vacuum carpeted areas
- Offices and work areas to be swept
- Vinyl tile areas to be buffed
- Dust furniture
- Furniture to be waxed and polished
- Perform additional cleaning as required.
- Light switches cleaned and disinfected

Washrooms (53) (Twice Daily to check for stocked supplies and cleanliness)

- Toilets, seats, urinals, sinks, slop sinks shall be cleaned and sanitized
- All body contact areas such as toilet seats, taps, soap dispensers and door
- All handles shall be wiped and disinfected including door handles
- Floors and Baseboards to be washed
- Soap dispensers, toilet tissue and paper towel dispensers shall be refilled
- Clearing of blocked drains, sinks, urinals and toilets as required
- Vacuum exhaust grills in washroom (semi-annually)
- Urinal deodorizers to be replaced as required
- Light switches cleaned and disinfected

L231 offices behind the library (every Tuesday)

- Carpet to be HEPA vacuumed
- Furniture to be dusted and upholstery HEPA vacuumed



- All surfaces to be cleaned

Auditorium (Every two weeks)

- This area is to be cleaned when not in use and right after use
- Floors shall be HEPA vacuumed and spot cleaned
- Chairs to be HEPA vacuumed and professionally sanitized
- Stage area cleaned & projection room on the second floor to be cleaned

Elevators (Three times Daily)

- Floors to be swept and damp mopped
- Door track recesses to be HEPA vacuumed daily
- Doors and walls to be cleaned and fingerprints removed
- Button panel to be sanitized and disinfected
- Strip, seal and wax floors of the two (2) passenger elevators semi-annual

Kitchenettes- 12 (Twice Daily)

- Floor, sinks, and counters to be washed and garbage removed
- Light switches cleaned and disinfected

Cafeteria (Daily)

- Linoleum floor to be swept and damp mopped
- Linoleum floor to be buffed
- Linoleum floor to be stripped and waxed semi-annually
- Entrance doors surface, including glass panes, sanitized and notices attached to the glass removed
- Cafeteria chairs to be washed
- Cafeteria walls to be washed
- Cafeteria tables to be washed
- Floor, sinks, and counters to be washed after 16:00. **NOTE:** Ensure that grease and food particles are removed from the floor. Wash in corners, under counters, refrigerators, stoves and other floor mounted equipment.

Main Computer Room (Every week)

- Floor to be cleaned using a damp, well wrung-out mop.
- Waxing is not required.
- The use of brooms and brushes is not permitted in this area.
- Cleaning to be arranged with the S.S.A or designate

Main Entrance Areas at the entire facility (Three Times Daily)

- These entrances need to be in a spotless condition at all times.
- Entrances mats need to be washed and replaced monthly and HEPA vacuumed daily.
- Floors require washing daily.
- Hand prints are to be removed from doors and railings daily.
- Glass panes in doors are to be cleaned daily.

Workshops, Warehouse, Hydraulics Laboratory and Boiler Room Concrete (Twice Daily)

- All workshop floors (including Machine Shop) shall be swept daily.
- Warehouse floors (including Water Survey, New Hydraulics lab) are to be swept weekly.
- Boiler Room floors upper and lower to be swept and mopped once a month



- Storage areas are to be swept as instructed by S.S.A or designate Hydraulics Laboratory and Boiler Room Office floors to be swept daily
- H160,H158, and New Hydraulics Lab once a week

Executive Core (Twice Daily)

- Vacuum carpeted areas
- Offices and work areas to be swept
- Vinyl tile areas to be buffed
- Dust furniture
- Furniture to be waxed and polished
- Perform additional cleaning as required.



Appendix "A" CCIW/WTC

GENERAL BUILDING CLEANING & RECYCLING SCHEDULES FOR CCIW/WTC

Twice Daily:

- Clean washrooms in Main Building, North Annex, WTC, Hydraulics and All Trailers
- Sweep and wash all floors in hallways, main mall, main mall stairways, cafeteria seating area (after 1600), entrances and exits in all buildings
- Spot clean Guest lounge L231/L231A
- Spot clean the Auditorium L102
- Clean all water fountains
- Kitchenettes clean floor, sinks, and counters to be washed and garbage removed
- Copier rooms to be cleaned and sanitized
- Polish 4th- 7th floor hallways, Mall, 1st & 2nd floor A&L, R&D 1st and 2nd floor, And WTC 1st and 2nd floor
- Sweep and mop floors in Finance kitchen L215
- Sweep, mop and polish Ecotox halls, Catwalk, Ecotox, and Ships hallways 2nd floor
- Clean all Boardrooms in all buildings
- Clean North and South Seminar Rooms L225
- Clean elevators inside and out in all buildings/vacuum tracks
- Spot clean walls
- Clean all entrances glass and doors (daily as required)
- Sweep Machine Shop W107B/W108
- Pick up bypass in all labs (nightly after 1600)
- Inspect each recycling station daily for fullness, neatness, replacing each full container as required with the exception of compost which are to be emptied everyday to prevent odors and insects
- Washing recycling containers as required
- Take Bypass garbage to outside compactor, take compost materials to refrigerated holding area

Weekly:

- Fill floor drains in hallways around the facility to prevent them from drying
- Clean all the ash trays outside of each exist door around the facility and sweep around the area
- Remove and dispose of all the garbage bins outside by exist doors
- Clean spider webs in all the stairwells and the mechanical rooms including the Boiler room
- Clean the exterior doors and glass of all the entrances and keep clean of spider webs

Monthly:

Sweep/mop floors and remove garbage including sub stations

- A&L 8th floor
- A&L 3rd floor
- R&D 3rd floor
- H246
- WTC PH
- Boiler room
- WTC S200, S209, S211, S221, S223, S224, S106, S108, S109



Mondays:

- Sweep and mop Wood Shop office H146/H145, Wind Wave Flume Control Room H143A, Boiler Room/Control Room.
- HEPA vacuum and dust DG Area L206/L206A Boardroom, L204, L205/L205A/L205B, L207 to L211 (Before 8:00 am)
- HEPA vacuum and dust North Annex. (1st and 2nd)
- HEPA vacuum and dust 7th and 6th floors offices
- Sweep and mop 7th and 6th floors offices
- HEPA vacuum and dust all offices on 1st floor in Hydrographics
- Sweep and mop offices on 1st floor in Hydrographics
- Sweep and mop stairwells in Hydrographics

Tuesdays:

- Sweep and mop Library, H240, H241, First floor offices, R145A File Room, Survey Electronics R141 A/B R143A/C, Electronics R144A/B/R132, Dive Shop R140, R139
- HEPA vacuum and dust Library Area L200
- Clean the washroom in W106
- Sweep and mop, L461, L463, L465, & L446
- Clean North Guard Shack
- HEPA vacuum, dust, sweep and mop floors W107
- HEPA vacuum and dust 5th and 4th floor offices
- Sweep and mop 5th and 4th floor offices
- HEPA vacuum and dust all offices in Ships Wing area 2nd floor
- Sweep, mop and dust Ecotox offices and labs W231, W232, W234, W238, W250, W240 weekly
- Put compost outside for pick up when pick up company arrives
- Boat Shop offices

Wednesdays:

- Sweep, mop and dust Graphic Arts H225
- HEPA vacuum and dust Finance Area after 16:30
- Sweep and mop R&D 2nd floor offices (Wed & Thur if necessary)
- HEPA vacuum and dust R&D 2nd offices (Wed & Thur if necessary)
- HEPA vacuum, dust and empty garbage in Human Resources L226
- HEPA vacuum and dust 2nd floor offices in WTC
- HEPA vacuum, dust, sweep and mop all offices on second floor Hydraulics in the morning
- DFO Warehouse area

Thursdays:

- Sweep and mop Calibration Lab R101
- Clean front security desk and wash floor
- Sweep, mop and dust office L101
- Clean Raison Department and offices L104 A/B
- Sweep and mop 1st floor R&D offices and (complete second floor offices if necessary)
- HEPA vacuum and dust Water Survey R113
- HEPA vacuum and dust 1st floor R&D offices
- HEPA vacuum and dust carpet area only in WTC 1st floor
- Rocks under stairs in Main Mall cleaned (twice a year)



Fridays:

- Sweep and mop CWS-ENF 1st floor, and warehouse, Wet lab H140, W.W offices 1st & 2nd floor, Mail room
- Major clean 6th and 7th floor Washrooms
- Major clean 4th and 5th floor washrooms
- Major clean 2nd floor Washrooms
- HEPA vacuum and dust BPTS Offices L146A/B/C
- Major clean 2nd and 1st floor Washrooms
- Dust, sweep and mop W131
- HEPA vacuum, dust, sweep and mop floors in all Warehouse Offices
- HEPA vacuum and dust Trailers 1, 2, 4, & 5, 1st floor front hall and offices (L120 – L144, L146, & L150) and BPTS office L122
- Sweep and mop 1st & 2nd floor offices in WTC
- Major clean of all Washrooms in the facility
- Warehouse stairwell
- Wild Life enforcement
- Finance
- Wet Lab
- All stairwells within facility
- H158 & H160 every 2nd week

Monthly Laboratories (Sweep & Mop):

- Sweep and Mop Floors Only
- First Thursday of every month on 7th and 6th floor
- Second Thursday of every month on 5th and 4th floor
- First Wednesday of every month 2nd floor Ecotox
- Third Thursday of every month 1st floor Aquaef Lab H160
- Last Friday of every month Main Hydraulics Laboratory

Stairwell handrails for the entire facility (three times daily)

- Handrails and door handles to be cleaned and disinfected three times daily
-

Stairwell WTC (Weekly)

- Central stairs is clean every Monday
- North stairs is clean every Tuesday
- South stairs is clean every Wednesday

Stairwell Main Building (Weekly)

- NW is clean on Monday
- NE is clean on Tuesday
- Central is clean on Wednesday
- Central E is clean on Thursday
- SE is clean on Friday

Daily Recycling and Composting

The duties/specifications are to service up to 30 indoor recycling stations at CCIW by:



- Must comply with the recycling program used at the CCIW complex
- inspecting each station daily for fullness, neatness and proper organization, replacing full containers as required with the exception of composting containers which are to be emptied every day to avoid bad odors
- taking all garbage/waste out to the outside compactors, checking its contents for possible contamination and operating the compactor
- taking all cardboard materials to the outside compactors, checking its contents for possible contamination and operating the compactor
- taking all compostable materials to the compost hold refrigerator checking its contents for possible contamination
- contacting S.S.A or designate when compacts warning lights come on indicating compactor is $\frac{3}{4}$ full and calling Waste Services Wash containers as required
- assisting with the removal of recyclable items during general clean ups
- gathering the cardboard through out the buildings recycling stations and disposing of in compactor
- supply bins for general office clean up and cardboard boxes for office moves
- keep outside garbage bins at entranceway clean
- sweep and clean up excess trash around the outside compactor and bins
- maintain neatness of the recycling table (located in the warehouse) and disposing of unwanted materials from this table after a two week period

. FINANCIAL CONSIDERATIONS

- The Contractor must submit invoices monthly. Payment will be made upon certification by the S.S.A or designate that work has been performed in accordance with this specification.
- Extra work, except for emergency cleaning, must be authorized in writing by S.S.A or designate. A separate monthly invoice must be submitted to S.S.A or designate for this claim. Invoices for extra work completed and not authorized in writing by the Contractor Supervisor and by the S.S.A or designate will not be paid. Special rates for emergency responses shall be established



Appendix "B"

LABORATORY CLEANING AND WASTE REMOVAL PROTOCOLS FOR CCIW/WTC CANADA CENTRE FOR INLAND WATERS (CCIW) REVISED 23 MARCH 2010

LABORATORY WASTE REMOVAL

- Laboratory waste removal will be carried out between 4-6 pm daily
- Laboratory staff will be responsible for separating glass from general waste and placing each in marked bags supplied by the Contractor (**GREEN for general lab waste and CLEAR for glassware and bottles**)
- Laboratory general waste AND glass products must be in their appropriate separate bags and then placed waste containers outside of laboratory doors. (**NO loose garbage will be picked up at any time**)
- Glass products must be thoroughly rinsed by laboratory personnel before being placed in the clear bags within the container
- Laboratory staff must tie off both the GREEN waste bag and the CLEAR glass disposal bag before placing them in the container. Once tied, the containers will be placed in the hallways outside of the laboratory doors.
- Janitorial staff will remove **tied bags only** from containers and will replace both bags
- Laboratory staff are to dispose of **ALL sharps (i.e. needles, blades, etc) in clearly marked safety containers and taken down to the warehouse for proper disposal**
- Laboratory staff are to ensure that **no contaminated products or sharps (i.e. needles, blades..etc)** of any kind are to be placed in either the glass bags, waste bags or waste containers for disposal.
- Janitorial staff will **NOT REMOVE** waste that is not appropriately tied off in separate bags contained in the waste containers

LABORATORY FLOOR SWEEPING AND MOPPING

- All laboratory floor cleaning will be scheduled (schedule to follow and distributed to all laboratory staff)
- Laboratory personnel **must be present** at all times when janitorial staff enter and clean lab floors
- Laboratory personnel **must ensure** that the laboratory is not cluttered in a way to present possible danger to the janitorial staff while they mop the floor with specific equipment.
- Floors must be sweep and/or vacuumed and then mopped thoroughly
- Janitorial staff are to report to their Supervisor if a hazard is present and will remove themselves from the laboratory if not comfortable to proceed to clean.
- Janitorial staff will notify their Supervisor of the reasons why they are not proceeding with a specific lab cleaning as scheduled. The Site Authority or designate will consult with the lab manager on rectifying possible problems within the lab before it is re-scheduled for cleaning.



Appendix "C"

CCIW/WTC FLOOR PLANS

**THIS DOCUMENT WILL BE DISTRIBUTED AS A SEPARATE ATTACHMENT
TO THE RFP.**



Appendix "D"

OCCUPATION SAFETY & HEALTH FOR CONTRACTORS

GENERAL RESPONSIBILITY AND ACCOUNTABILITY FOR OCCUPATIONAL SAFETY AND HEALTH FOR CONTRACTORS WORKING AT THE CANADA CENTRE FOR INLAND WATERS

The Contractor Shall:

1. Comply with *Prescribed and Non-Prescribed Standards* (Canada Occupational Safety & Health Regulations, National Fire Code, National Building Code, Hazardous Products Act, Province of Ontario Occupational Health and Safety Act, Ontario Construction Projects Regulation, Ontario Industrial Establishments Regulation, Workplace Hazardous Materials Information System (WHMIS) Regulation, Workplace Safety and Insurance Act, 1997, Ontario Fire Protection and Prevention Act, CCIW fire & Emergency Procedures, CCIW Security Policy, Emergency and Security measures as established by law, Environment Canada and the Canada Centre for Inland Waters (CCIW).
2. Provide a *Written Copy* of their Health and Safety Policy to the Manager, Properties, Accommodation and Security prior to the commencement of any work or undertaking *and* ensure a copy of this policy is posted at a prominent location within the area where work will be carried out.
3. Ensure that the machinery, equipment and tools used by the Contractors employees or the employees of any Sub-Contractor in the course of their work, meet *Prescribed and Non-Prescribed* Federal, Provincial and/or accepted Industry Standards and are safe to use under all conditions of their intended use.
4. Ensure that the activities of the Contractors employees or the employees of any Sub-Contractor granted access to the work site DO NOT endanger the Health and Safety of any employee or any other person granted access to the CCIW.
5. Ensure that every employee of the Contractor and the employees of any Sub-Contractor are adequately *trained and certified or licensed* to conduct their work in accordance with *Prescribed and Non-Prescribed* Federal, Provincial, Municipal or Industrial Standards.
6. Ensure that the operation and maintenance of all electrical equipment shall meet the standards set out in the Canadian Electrical Code and that all testing or work performed on electrical equipment shall be performed by a *qualified* person or and employee under the *direct supervision* of a qualified person.
7. Provide First-Aid Services to their employees and the employees of and Sub-Contractor consistent with the Regulations under the Workers' Compensation Act - First Aid Requirements R.R.O. 1990, Reg. 1101 for the Province of Ontario.
8. Provide every employee of the Contractor and employee of any Sub-Contractor or any other individual worker granted access to the work site with *Prescribed Safety Materials, Equipment, Devices, Tools and Clothing*. And documented training on its intended use shall be forwarded to the S.S.A. or designate.
9. Upon *request*, accompany S.S.A. or designate during periodic site safety inspections and shall *respond, in writing*, to any corrective actions deemed necessary or appropriate to correct any unsafe Act,



Equipment, Procedure or Device within a predetermined time frame as established by the S.S.A. or designate.

10. The Contractor and Sub-Contractor shall not recommence any work until such time as the unsafe Act, Equipment, Procedure or Device has been corrected to the satisfaction of the S.S.A. or designate.

11. The Department, or S.S.A. or designate, Retains the right, where it has reasonable cause to believe that, the use or operation of a machine, or a condition exists that constitutes a danger, or the performance of or activity of an employee of the Contractor or Sub-Contractor, presents a danger to any other worker, Departmental employee or any other person(s) granted access to CCIW; **TO IMMEDIATELY STOP ANY SUCH WORK OR ACTIVITY.**

The parties to the agreement acknowledge that such work stoppage **DOES NOT** constitute a breach of contract.



**ANNEX "B"
BASIS OF PAYMENT**

It is MANDATORY that Bidders submit firm prices/rates for the period of the proposed Contract for all items listed hereafter. This section, when completed, will be considered as the Bidder's financial proposal.

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

Rates quoted must remain firm for the period of the Contract. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. HST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

NOTE: no additional charges will be allowed for travel to the site

PRICING SCHEDULE 1: ROUTINE/SCHEDULED CLEANING

Firm all inclusive rates for Routine/Scheduled Cleaning operations.

Firm Unit Pricing, F.O.B. Destination, HST (if applicable) Extra						
Item No.	Description	Cleanable Area	Firm Monthly Rate per m ²	Firm Monthly Rate	No. of Months	Firm Annual Rate
A Contract Period: December 1, 2021 – March 31 2024						
1	Canada Centre for Inland Waters (CCIW)	45,557 m ²	\$ _____ / m ² =	\$ _____ x	28 =	\$
2	Wastewater Technology Centre (WTC)	2,610 m ²	\$ _____ / m ² =	\$ _____ x	28 =	\$
3	North Annex	289 m ²	\$ _____ / m ² =	\$ _____ x	28 =	\$
4	Trailer complex #2	146 m ²	\$ _____ / m ² =	\$ _____ x	28 =	\$
5	Trailer complex #4 Bluebox	232 m ²	\$ _____ / m ² =	\$ _____ x	28 =	\$



6	Trailer complex #5	220 m ²	\$ _____ / m ² =	\$ _____ x	28 =	\$
				Annual Subtotal		
FIRM REQUIREMENT - Annual Subtotal = (i):						\$
B	Option Year 1: April 1, 2024– March 31, 2025					
7	Canada Centre for Inland Waters (CCIW)	45,557 m ²	\$ _____ / m ² =	\$ _____ x	12 =	\$
8	Wastewater Technology Centre (WTC)	2,610 m ²	\$ _____ / m ² =	\$ _____ x	12 =	\$
9	North Annex	289 m ²	\$ _____ / m ² =	\$ _____ x	12 =	\$
10	Trailer complex #2	146 m ²	\$ _____ / m ² =	\$ _____ x	12 =	\$
11	Trailer complex #4	232 m ²	\$ _____ / m ² =	\$ _____ x	12 =	\$
12	Trailer complex #5	220 m ²	\$ _____ / m ² =	\$ _____ x	12 =	\$
				Subtotal		\$
C	Option Year 2: April 1, 2025 – March 31, 2026					
13	Canada Centre for Inland Waters (CCIW)	45,557 m ²	\$ _____ / m ² =	\$ _____ x	12 =	\$
14	Wastewater Technology Centre (WTC)	2,610 m ²	\$ _____ / m ² =	\$ _____ x	12 =	\$
15	North Annex	289 m ²	\$ _____ / m ² =	\$ _____ x	12 =	\$
16	Trailer complex #2	146 m ²	\$ _____ / m ² =	\$ _____ x	12 =	\$
17	Trailer complex #4 Bluebox	232 m ²	\$ _____ / m ² =	\$ _____ x	12 =	\$
18	Trailer complex #5	220 m ²	\$ _____ / m ² =	\$ _____ x	12 =	\$
				Subtotal (iii):		\$



PRICING SCHEDULE 2: “AS AND WHEN REQUESTED” SERVICES

TASK AUTHORIZATIONS

Additional services and project cleaning may be required on an “as and when requested” basis and authorized by the Technical Authority. The work requested must be for the buildings defined herein and the type of services defined in the Statement of Work.

The quantities specified below are provided for evaluation purposes only.

Firm all inclusive prices/rates including overhead, profit and all related costs for “as and when requested” services in addition to the work described in Pricing Schedule 1.

Firm Unit Pricing, F.O.B. Destination, HST (if applicable) Extra					
Task No.		Contract Period December 1, 2021 to March 31, 2024	Option Year 1 April 1, 2024 to March 31, 2025	Option Year 2 April 1, 2025 to March 31, 2026	Subtotals
1	Stripping and resealing of floors				
	Unit Price	\$ _____/m ²	\$ _____/m ²	\$ _____/m ²	----
	Estimated Qty.	1800 m ²	1800 m ²	1800 m ²	----
	Extended Price	\$	\$	\$	\$
2	Waxing				
	Unit Price	\$ _____/m ²	\$ _____/m ²	\$ _____/m ²	----
	Estimated Qty.	2400 m ²	2400 m ²	2400 m ²	----
	Extended Price	\$	\$	\$	\$
3	Hourly Rate during regular working hours (Monday – Friday) for additional cleaning services				
	Unit Price	\$ _____/m ²	\$ _____/m ²	\$ _____/m ²	----
	Estimated Qty.	80 hours	80 hours	80 hours	----
	Extended Price	\$	\$	\$	\$
4	Emergency cleaning for water damage from plumbing or building failure during regular working hours (Monday – Friday)				
	Unit Price	\$ _____/m ²	\$ _____/m ²	\$ _____/m ²	----
	Estimated Qty.	20 hours	20 hours	20 hours	----
	Extended Price	\$	\$	\$	\$
	Subtotal (iv):				\$



TOTAL EVALUATED PRICE: Subtotal (i) + (ii) + (iii) + (iv) = \$ _____(HST excluded)

Determination of Cost

In the case of the addition or elimination of cleanable space, the change in the amount of space of the contract shall be calculated using the firm (monthly) rate per m² identified in the Pricing Schedules above and in accordance with the following formula:

The firm monthly rate per m² for Routine and Scheduled Cleaning operations shall be multiplied by twelve months divided by two hundred and fifty working days. This amount shall be multiplied by the additional or eliminated m². The ensuing amount shall then be multiplied by the number of days the additional space will be cleaned or eliminated. The resulting amount shall then constitute the sum by which the contract shall be increased or decreased.



**ANNEX “C”
CONTRACTOR PERFORMANCE RATING**

- A. Each building covered under the Contract will be subject to inspection by a representative of Environment and Climate Change Canada (hereafter referred to as “Inspector”).
- B. Buildings will be thoroughly inspected by the Inspector, twice each month, using a Janitorial inspection Report (JIR). An example of the Janitorial Inspection Report is attached as Annex C - Appendix 1. The Contractor will be provided with a blank copy of all JIR’s as applicable to each building under the Contract, within 15 days of award of Contract.
- C. Each item on the JIR, as applicable to the building being inspected, will be assessed and deficiencies noted using the codes identified in the Legend section of the JIR. During inspection, each item included on the JIR will be compared to and rated against the expected outcomes described at 2.3.2 “Specific Task and Outcomes” in Annex A - Statement of Work.
- D. The inspector will assign a score for each item on the JIR, based on the extent to which each item meets the expected outcomes described at “2.3.2 Specific Tasks and Outcomes” in Annex A - Statement of Work.
- E. A total score will be calculated for each building inspected by adding the Inspector’s point allocation for each item on the JIR and totaling the assigned points. Each building will be scored on a scale of 100 points. The sum of the assigned points shall represent the overall building score on a scale of 100. An example of calculation to determine the overall building score is attached as Annex C - Appendix 2.
- F. An overall building score of 70 or less, may result in increased frequency of inspection
- G. During the term of the Contract, the Contractor will be provided with a copy of each completed JIR.
- H. A monthly score per building, will be calculated by averaging the sum of the overall scores for all inspections carried out at the building during a one month period.

I. Adjustments to Payment

The Contractor’s Invoice, calculated in accordance with Annex B - Basis of Payment, will be adjusted as follows:

- i. For each building having a monthly score of 70 to 100, the Contractor will be paid the amount stipulated in Annex B - Basis of Payment, for that particular building
- ii. For each building having a monthly score of 60 to 69, the Contractor will be paid the amount stipulated in Annex B - Basis of Payment, for that particular building minus 3%
- iii. For each building having a monthly score of 50 to 59, the Contractor will be paid the amount stipulated in Annex B - Basis of Payment, for that particular building minus 5%
- iv. For each building having a monthly score of 49 and below, the Contractor will be paid the amount stipulated in Annex B - Basis of Payment, for that particular building minus 20% Any building not inspected during the month will be deemed to have a monthly score of 75.

Should the Contractor receive a monthly building score of 69 or less, for the same building, in three consecutive months, it will be deemed in default of the Contract in which case Canada may elect to pursue termination of the Contract in accordance with the General Conditions. In addition, if the



Contractor receives a monthly building score of 59 or less, on any 8 occasions during any twelve month period, Canada may elect to pursue termination for default by the Contractor.

If the Contractor has any disagreement with its monthly building score, it must submit its complaint, with detailed rationale, in writing, to the Contractor Authority. The Contracting Authority will investigate the disagreement and provide written response to the Contractor in regard to the outcome of the complaint.

The initial thirty (30) calendar days of the Contract will be considered a trial period. During that time, inspections will be completed and building scores calculated, but no Adjustments to Payment will be made to the Contractor's Invoice. The Contractor will be informed of his building scores during the trial period.



**ANNEX C - Appendix 1
JANITORIAL INSPECTION REPORT**

BLDG. # _____
INSPECTED BY:

DESCRIPTIONS	Weight (points)	A	M	MX	MBS	BS	REMARKS
WASHROOMS	35	31-35	24-30	20-23	14-19	13<	
FLOORS	35	31-35	24-30	20-23	14-19	13<	
ENTRANCES	5	5	4	3	2	1	
STAIRS & RAILINGS	5	5	4	3	2	1	
DOORS / WINDOWS	5	5	4	3	2	1	
FLAT SURFACES / WALLS	5	5	4	3	2	1	
CLEANING EQUIPMENT / ROOM	5	5	4	3	2	1	
REFUSE REMOVAL	5	5	4	3	2	1	
Building Inspection Score	100						
Total							

LEGEND

- | | | |
|--------------------|----------------------|-------------------------|
| 1. ODOURS | 11. DEBRIS | 21. SOAP |
| 2. STREAKS | 12. DUST | 22. DIRT |
| 3. FILM | 13. MILDEW | 23. SCUFF MARKS |
| 4. HAIR | 14. FINGERMARK | 24. WAX BUILDUP |
| 5. FOREIGN MATTER | 15. LINT | 25. DULL FINISH |
| 6. RUST | 16. GRIT | 26. RECYCLABLES REMOVED |
| 7. SCUM | 17. GREASE | 27. GARBAGE REMOVED |
| 8. SCALE | 18. STAINS | 28. COBWEBS |
| 9. MINERAL DEPOSIT | 19. INK/PENCIL MARKS | 29. POWER SCRUBBED |
| 10. SPILLS | 20. PAPER PRODUCTS | 30. VACUUM |
| 31. LOCKERS | | |

A = ABOVE (90-100)
M = MEETS (70-89)
MX = MEETS WITH EXCEPTIONS (60-69)
MBS = marginally below standard (50-59)
BS = BELOW STANDARD (49 and less)



**ANNEX C - Appendix 2
JANITORIAL INSPECTION REPORT - Example**

BLDG. # _____
INSPECTED BY:

DESCRIPTIONS	Weight (points)	A	M	MX	MBS	BS	REMARKS
WASHROOMS	35		30				
FLOORS	35		24				
ENTRANCES	5		4				
STAIRS & RAILINGS	5		4				
DOORS / WINDOWS	5			3			
FLAT SURFACES / WALLS	5			3			
CLEANING EQUIPMENT / ROOM	5		4				
REFUSE REMOVAL	5	5					
Building Inspection Score	100	5	66	6			
Total	77						

LEGEND

- | | | |
|--------------------|----------------------|-------------------------|
| 1. ODOURS | 11. DEBRIS | 21. SOAP |
| 2. STREAKS | 12. DUST | 22. DIRT |
| 3. FILM | 13. MILDEW | 23. SCUFF MARKS |
| 4. HAIR | 14. FINGERMARK | 24. WAX BUILDUP |
| 5. FOREIGN MATTER | 15. LINT | 25. DULL FINISH |
| 6. RUST | 16. GRIT | 26. RECYCLABLES REMOVED |
| 7. SCUM | 17. GREASE | 27. GARBAGE REMOVED |
| 8. SCALE | 18. STAINS | 28. COBWEBS |
| 9. MINERAL DEPOSIT | 19. INK/PENCIL MARKS | 29. POWER SCRUBBED |
| 10. SPILLS | 20. PAPER PRODUCTS | 30. VACUUM |
| 31. LOCKERS | | |

A = ABOVE (90-100)
M = MEETS (70-89)
MX = MEETS WITH EXCEPTIONS (60-69)
MBS = MARGINALLY BELOW STANDARD (50-59)
BS = BELOW STANDARD (49 and less)



ANNEX "D"

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESDC)-Labour's website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.
- OR**
- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)



ANNEX "E" 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. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - o. 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.

Automobile Liability Insurance

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. 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.



ANNEX "F"
TASK AUTHORIZATION FORM PWGSC-TPSGC 572

Form - Formulaire

Instructions - Page 2

**Task Authorization
Autorisation de tâche**

Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization <i>(Use form DND 626 for contracts for the Department of National Defence)</i>	Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche <i>(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)</i>
---	--

Contract Number Enter the PWGSC contract number.	Numéro du contrat Inscrire le numéro du contrat de TPSGC.
Contractor's Name and Address Enter the applicable information	Nom et adresse de l'entrepreneur Inscrire les informations pertinentes
Security Requirements Enter the applicable requirements	Exigences relatives à la sécurité Inscrire les exigences pertinentes
Total estimated cost of Task (Applicable taxes extra) Enter the amount	Coût total estimatif de la tâche (Taxes applicables en sus) Inscrire le montant

For revision only	Aux fins de révision seulement
--------------------------	---------------------------------------

TA Revision Number Enter the revision number to the task, if applicable.	Numéro de la révision de l'AT Inscrire le numéro de révision de la tâche, s'il y a lieu.
Total Estimated Cost of Task (Applicable taxes extra) before the revision Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.	Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.
Increase or Decrease (Applicable taxes extra), as applicable As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.	Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

1. Required Work: Complete sections A, B, C, and D, as required.	1. Travaux requis : Remplir les sections A, B, C et D, au besoin.
A. Task Description of the Work required: Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task. (a) Reason for revision of TA, if applicable: Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations. (b) Details of the activities to be performed (include as an attachment, if applicable) (c) Description of the deliverables to be submitted (include as an attachment, if applicable). (d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).	A. Description de tâche des travaux requis : Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a une révision à une tâche autorisée. (a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches. (b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu). (c) Description des produits à livrer (joindre comme annexe, s'il y a lieu). (d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).



Form - Formulaire

Instructions - Page 1

B. Basis of Payment:

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

C. Cost of Task:

Insert Option 1 or 2:

Option 1:

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

Option 2:

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

D. Method of Payment

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

B. Base de paiement :

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

C. Coût de la tâche :

Insérer l'option 1 ou 2

Option 1 :

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

Option 2 :

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

D. Méthode de paiement

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

2. Authorization(s):

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

3. Contractor's Signature

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

2. Autorisation(s) :

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

3. Signature de l'entrepreneur

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



Clear Data - Effacer les données

Instructions - Page 1

Instructions - Page 2



Public Works and Government
Services Canada

Travaux publics et Services
gouvernementaux Canada

Annex
Annexe _____

Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité
 No - Non Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract
 Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>



Annex
Annexe _____

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature Date



ANNEX "G"
SECURITY REQUIREMENT CHECK LIST (SRCL)



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité Reliability Status

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DOE	2. Branch or Directorate / Direction générale ou Direction CSB, Property Management	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail To provide janitorial and recycling services in the CCIW facility located in Burlington		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	
Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Reliability Status





Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité Reliability Status

PART A (continued) / PARTIE A (suite)

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

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

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET-SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF 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
Security Classification / Classification de sécurité Reliability Status

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

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

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

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

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



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Contract Number / Numéro du contrat
Security Classification / Classification de sécurité Reliability Status

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Rod Khaled		Title - Titre Project Manager	Signature
Telephone No. - N° de téléphone 905-336-8912	Facsimile No. - N° de télécopieur 905-336-6003	E-mail address - Adresse courriel rod.khaled@canada.ca	Date July 2020
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Lori Nelson		Title - Titre Regional Security Admin Officer	Signature Nelson, Lori Digitally signed by Nelson, Lori Date: 2020.07.28 19:41:12 -06'00'
Telephone No. - N° de téléphone 780 951 8895	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel lori.nelson@canada.ca	Date July 28, 2020
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date