



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des  
soumissions/Travaux publics et Services  
gouvernementaux Canada

See herein for bid submission  
instructions/

Voir la présente pour les  
instructions sur la présentation  
d'une soumission

NA

Ontario

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government  
Services Canada

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

### Comments - Commentaires

Veuillez adresser les demandes de renseignements à  
l'autorité contractante à [wayne.cook@pwgsc-tpsgc.gc.ca](mailto:wayne.cook@pwgsc-tpsgc.gc.ca)

Address inquiries to the Contracting Authority at  
[wayne.cook@pwgsc-tpsgc.gc.ca](mailto:wayne.cook@pwgsc-tpsgc.gc.ca)

Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Public Works and Government Services Canada Supply and  
Services Operation

Petawawa Procurement

Building S-111, Rm C-114

101 Menin Rd. Garrison Petawawa

Petawawa

Ontario

K8H 2X3

|   |  |
|---|--|
| <b>Title - Sujet</b> Canadian Forces Base North Bay Jani<br>Base des Forces canadiennes North Bay de conciergerie   |  |
| <b>Solicitation No. - N° de l'invitation</b><br>W6890-210053/A  | <b>Date</b><br>2021-10-28                    |
| <b>Client Reference No. - N° de référence du client</b><br>W6890-21-0053  |  |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$PET-906-1695  |  |
| <b>File No. - N° de dossier</b><br>PET-0-53028 (906)  | <b>CCC No./N° CCC - FMS No./N° VME</b>       |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b> Eastern Standard Time EST<br><b>on - le 2021-12-10</b> Heure Normale du l'Est HNE   |  |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>   |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Cook, Wayne  | <b>Buyer Id - Id de l'acheteur</b><br>pet906 |
| <b>Telephone No. - N° de téléphone</b><br>(613) 401-0623 ( )  | <b>FAX No. - N° de FAX</b><br>(613) 687-6656 |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>RPOU (Ontario) North Bay<br>CFB North Bay / 22 Wing<br>9 Manston Crescent - Bldg 94<br>Hornell Heights, ON P0H 1P0 |  |

Instructions: See Herein

Instructions: Voir aux présentes

|  |  |
|--|--|
| <b>Delivery Required - Livraison exigée</b><br>See Herein – Voir ci-inclus   | <b>Delivery Offered - Livraison proposée</b> |
| <b>Vendor/Firm Name and Address</b><br><b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>   |  |
| <b>Telephone No. - N° de téléphone</b><br><b>Facsimile No. - N° de télécopieur</b>   |  |
| <b>Name and title of person authorized to sign on behalf of Vendor/Firm</b><br><b>(type or print)</b><br><b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b><br><b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b> |  |
| <b>Signature</b>   | <b>Date</b>                                  |

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**DOCUMENT CONTIENT DES EXIGENCES RELATIVES À LA SÉCURITÉ**

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Amd. No. - N° de la modif.  
File No. - N° du dossier  
PET-0-53028

Buyer ID - Id de l'acheteur  
PET906  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Additional Building Information, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

### **1.2 Summary**

- 1.2.1 The Contractor must provide all labourers (qualified cleaners), supervision, materials, products, tools and equipment necessary to complete the Janitorial services at the frequencies detailed in this SOW and all of the applicable Sections and Appendices for 22 Wing Canadian Forces Base North Bay buildings.

The period of the contract is for three years firm with the option to extend for two additional one-year periods.

- 1.2.2 There are security requirements 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 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

- 1.2.4 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.
- 1.2.5 This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive

### 1.3 Debriefings

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

### 1.4 Phased Bid Compliance Process

The Phased Bid Compliance Process applies to this requirement.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

#### **PWGSC Ontario Region Bid Receiving Unit**

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

[TPSGC.orreceptiondessousmissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.orreceptiondessousmissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca)

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

### 2.3 Former Public Servant

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

#### Definitions

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

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

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

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

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

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

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

### **2.4 Enquiries - Bid Solicitation**

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

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

### **2.5 Applicable Laws**

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

## 2.6 Improvement of Requirement During Solicitation Period

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

## 2.7 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 22 Wing North Bay, 29 Duxford Road, Health and Fitness Centre on 23 November 2021. The site visit will begin at 09:00 am, in the Base Theatre (the entrance is at the intersection of Duxford Rd. And Sterling Ave).

This site visit is subject to the COVID-19 Vaccination Policy for Supplier Personnel. The person(s) who attend must be fully vaccinated against COVID-19 with a Health Canada-approved COVID-19 vaccine(s), or, for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada.

Bidders must communicate with the Contracting Authority no later than 02:00 pm, 12 November, 2021 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders must also complete and submit the following certification:

I, \_\_\_\_\_ (first and last name), as the representative of  
\_\_\_\_\_ (name of business) pursuant to  
\_\_\_\_\_ (insert solicitation number), warrant and certify that all  
personnel that will attend this site visit on this business' behalf are:

- (a) \_\_\_\_\_ fully vaccinated against COVID-19 with Health  
Canada-approved COVID-19 vaccine(s); or
- (b) \_\_\_\_\_ for personnel that are unable to be vaccinated due  
to a certified medical contraindication, religion or other prohibited grounds of discrimination under  
the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have  
been presented to and approved by Canada.

I certify that all personnel that will attend on behalf of \_\_\_\_\_ (name of business) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the \_\_\_\_\_ (name of business) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the site visit. I understand that the certifications provided to Canada are subject to



verification at all times. Canada reserves the right to request additional information to verify the certifications at all times. I also understand that Canada will declare a bid non-responsive or a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

Bidders who do not confirm attendance, provide the name(s) of the person(s) who will attend, or who do not complete and submit the above certification as required will not be allowed access to the site. 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.

Due to COVID-19 restrictions in the North Bay area, PSPC will be limiting the number of attendees at the Canadian Forces Base North Bay Janitorial site visit. Each Bidder will be limited to sending one representative only. PSPC will further limit the number of firms attending the site visit(s) at any one time, based on the local area restrictions in place at the time of the scheduled site visit(s). Please consult <https://www.myhealthunit.ca/en/health-topics/coronavirus.asp> for more information.

Canada will schedule additional site visits if required.

Bidders must register with the Contracting Authority by no later than 02:00 pm 12 November, 2021. Registration is on a first-come, first-serve basis. Bidders who have had their attendance confirmed by the Contracting Authority must complete 22 Wing Secure Area Pass form attached (Annex J) and Release of Liability (Visitor) form attached (Annex K) and return it by email no later than 12 November, 2021.

Completing the Secure Area Pass: Fill in the top two lines of "Part 1 Completed By Section". Leave SN: blank, Rank is CIV and leave Sec Lvl blank. Then sign and date "Part IV: Security Declaration"

Completing the Release of Liability: Print your name in the top(first open area) and sign the bottom (Official Visitor's Signature).

## 2.8 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:
- (i) 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.
  - (ii) 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: Nicolas Lafkas of Evripos Janitorial Services LTD at 613-232-9069 ext 201.

## **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.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

Bids transmitted by facsimile or hardcopy will not be accepted.

#### 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.

#### 1. Customer Reference Contact Information:

- (A) The Bidder must provide customer references. The customer reference must each confirm, if requested by PWGSC, that the Bidder has worked twenty-four (24) months within the past five years from [insert bid closing date] on janitorial contracts cleaning a minimum of 35,000 square meters of floor space in mutable buildings a minimum of five (5) days per week during all 24 months of the Contract, up to a maximum of two (2) separate contracts.

- (B) The form of question to be used to request confirmation from customer references is as follows:

Has the Bidder provided your organization with janitorial services over a twenty-four (24) months period within the past five years from [insert bid closing date] on janitorial contracts for cleaning a minimum of 35,000 square meters of floor space in mutable buildings a minimum of five (5) days per week during all 24 months of the Contract, or up to a maximum of two (2) separate contracts

\_\_\_\_ Yes, the Bidder has provided my organization with the services described above.

\_\_\_\_ No, the Bidder has not provided my organization with the services described above.

\_\_\_\_ I am unwilling or unable to provide any information about the services described above.

For each customer reference, the Bidder must, at a minimum, provide the name and either the telephone number or e-mail address for a contact person. If only the telephone number is provided, it will be used to call to request the e-mail address and the reference check will be done by e-mail.

(C) Bidders are also requested to include the title of the contact person. It is the sole responsibility of the Bidder to ensure that it provides a contact who is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. Crown references will be accepted.

## Section II: Financial Bid

**3.1.1** Bidders must submit their financial bid in accordance with Basis of Payment in Annex "B". The total amount of Harmonized Sales Tax (HST) must be shown separately, if applicable.

### 3.1.5 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "F" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "F" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### 3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

### 3.1.4 SACC Manual Clauses

## Section III: Certifications

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### **4.1.1 Phased Bid Compliance Process**

##### **4.1.1.1 (2018-07-19) General**

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2020-05-28) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

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#### 4.1.1.2 (2018-03-13) Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### 4.1.1.3 (2018-03-13) Phase II: Technical Bid

- 
- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.



- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

#### **4.1.1.4 (2018-03-13) Phase III: Final Evaluation of the Bid**

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

#### **4.1.2 (2017-07-31) Technical Evaluation**

##### **4.1.2.1. (2017-07-31) Mandatory Technical Criteria**

Bidders must demonstrate their compliance with the following sections of the bid solicitation by providing substantial information describing completely and in detail how each Mandatory Technical Criteria is met or addressed. Bidders should clearly indicate in their bid where the substantial information for each of the Mandatory Technical Criteria sections identified below can be found.

Bids not meeting all of the Mandatory Technical Criteria listed below will be given no further consideration.

|      | Mandatory Technical Criteria  | Cross Reference to Bid (Page #) |
|------|---|---------------------------------|
| MTC1 | The Bidder or a defined representative must have *certification from the Contracting Authority of their attendance of the Mandatory Site Visit. |                                 |



|      |   |  |
|------|---|--|
|      | <p><b>*Certification:</b> To receive Canada's certification of attendance of the Mandatory Site Visit, the Bidder's Representative must be in attendance each time attendance is checked by Canada, otherwise, certification will not be granted. Canada will publish a list of the Bidder's company name that received its certification of attendance in an amendment to the RFP that will be published after the Mandatory Site Visit. Bidder's, whose company name is included in this published attendance list, will have complied with this Mandatory Technical Criteria.</p>  |  |
| MTC2 | <p>The Bidder must provide with their bid, documentation to prove that the legal entity which is submitting the bid has a minimum of twenty-four (24) months of "similar" janitorial experience within the past five (5) years (from the bid closing date). "Similar" is defined as cleaning a minimum of 35,000 square meters of floor space in multiple buildings a minimum of five (5) days per week during all 24 months of the Contract, or up to a maximum of two (2) separate contracts. The bidder must provide the required information in accordance with Annex "I" (attached).</p> <p>A. For this Mandatory Technical Criteria, the Bidder must provide in their technical bid:</p> <p>(i) <b>Company Name of Reference:</b> State the Reference's full company name,</p> <p>(ii) <b>Contract #:</b> State the complete contract number applicable to the reference.</p> <p>(iii) <b>Start and Finish Date:</b> Supply the start date and the finish date of the reference contract.</p> <p>(iv) <b>Contract Location:</b> State where the Work for the reference contract was completed.</p> <p>(v) <b>Contract Description:</b> Describe the types of Work that were completed under this contract.</p> <p>(vi) <b>Average Floor Area Cleaned (square meters) per day:</b> Provide the daily average floor area in square meters that was cleaned a minimum of 5 days per week under each contract. As a minimum both references must add up to 35,000 square meters of floor space cleaned per day.</p> <p>(vii) <b>Contact Name:</b> Provide a contact name for someone who works for the reference contract company who can be contacted between 8:00 a.m. and 4:00 p.m. local time, Monday to Friday to provide a reference for your company.</p> <p>(viii) <b>Contact phone number or email address:</b> Provide an email address or phone number for the Contact Name including the area code.</p> |  |

|      |  |  |
|------|--|--|
|      | B. The Contract (s) must have been performed by the Bidder itself (and does not include the experience of any proposed subcontractor or any affiliate of the Bidder). However, several entities may combine their experience by submitting a bid as a joint venture; in that case, the bid must describe the previous experience of one or more joint venture members, to meet the experience requirement. For example, one similar Contract could be described for one joint venture member and another Contract could be described for another joint venture member. If two members of the joint venture worked on the same work site at the same time, the areas cleaned by each joint member will be combined and considered to be one Contract. |  |
| MTC3 | Must provide proof of ISSA/CIMS Accreditation  |  |

#### Reference Checks:

- (A) For reference checks evaluated at Phase III of the Phased Bid Compliance Process, Canada will conduct the reference check in writing by e-mail. Canada will send all e-mail reference check requests to contacts supplied by all the Bidders on the same day using the e-mail address provided in the bid. Canada will not award any points and/or a bidder will not meet the mandatory experience requirement unless the response is received within 5 working days of the date that Canada's e-mail was sent.
- (B) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by e-mail, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and e-mail address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days will not be extended to provide additional time for the new contact to respond.
- (C) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- (D) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

(E) Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders who have not, at that point, been found non-responsive.

#### **4.1.3 Financial Evaluation**

##### **4.1.3.1 Mandatory Financial Criteria**

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B"

Bidders must circle either "discount" or "mark-up" in the Basis of Payment in Annex "B". Pricing Basis B, Item 3 (A).

Pricing must be firm in Canadian currency, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The estimated usages provided herein are for the sole purpose of establishing an evaluation tool, based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown.

**4.1.3.2** Bidders will be evaluated based on the prices detailed in Annex B - Basis of Payment

##### **For Pricing Basis A:**

Table 1 and 2, the Bidders Firm Monthly Price for each Item for each year will be multiplied by the corresponding Estimated Usage to arrive at the extended price.

The extended prices for all pricing periods (years 1 to 3 and the 2 option years) will be added together to arrive at the total extended price.

##### **For Pricing Basis B: Item 1 and 2:**

Table 3, the Bidders Unit Price for each Item for each year will be multiplied by the corresponding Estimated Usage to arrive at the extended price.

The extended prices for all pricing periods (years 1 to 3 and the 2 option years) will be added together to arrive at the total extended price.

##### **For Pricing Basis B: item 3:**

Table 3, when the bidder bids a mark-up, the extended price will be the Estimated Usage (\$) plus the Bidder's percentage mark-up multiplied by the Estimated Usage (\$)

Table 3, when the bidder bids a discount, the extended price will be the Estimated Usage (\$) minus the Bidder's percentage discount multiplied by the Estimated Usage (\$)

The extended prices for all pricing periods (years 1 to 3 and the 2 option years) will be added together to arrive at the total extended price.

##### **For Pricing Basis C:**

Table 4, One-time Costs: The firm unit prices from Table 4, items 1 to 3 inclusive, are a one-time cost without any escalation calculations.

The evaluated price will be the aggregate of all extended prices for all pricing periods (years 1 to 3 and the 2 option years) from tables 1, 2 and 3 plus the one-time firm unit prices for items 1 to 3 from table 4.

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

## 4.2 Basis of Selection

### 4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

#### 5.1.2 Additional Certifications Required with the Bid

##### 5.1.2.3 COVID-19 vaccination requirement certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

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## COVID-19 Vaccination Requirement Certification

I, \_\_\_\_\_ (*first and last name*), as the representative of  
\_\_\_\_\_ (*name of business*) pursuant to  
\_\_\_\_\_ (*insert solicitation number*), warrant and certify that all  
personnel that \_\_\_\_\_ (*name of business*) will provide on the  
resulting Contract who access federal government workplaces where they may come into contact with  
public servants will be:

- (a) \_\_\_\_\_ fully vaccinated against COVID-19 with Health  
Canada-approved COVID-19 vaccine(s); or
- (b) \_\_\_\_\_ for personnel that are unable to be vaccinated due  
to a certified medical contraindication, religion or other prohibited grounds of discrimination under the  
*Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been  
presented to and approved by Canada;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination  
Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by \_\_\_\_\_ (*name of business*) have been notified  
of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier  
Personnel, and that the \_\_\_\_\_ (*name of business*) has certified to their compliance with this  
requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for  
the duration of the Contract. I understand that the certifications provided to Canada are subject to  
verification at all times. I also understand that Canada will declare a contractor in default, if a certification  
is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada  
reserves the right to ask for additional information to verify the certifications. Failure to comply with any  
request or requirement imposed by Canada will constitute a default under the Contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or  
requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory  
certification above.

Initials: \_\_\_\_\_

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

Selon la Politique de vaccination contre la COVID-19 relative au personnel des fournisseurs, tous les soumissionnaires doivent fournir, avec leur soumission, l'attestation de l'exigence de vaccination contre la COVID-19 jointe à cette demande de soumissions afin que leur soumission puisse être considérée davantage. Cette attestation jointe à la demande de soumissions à la date de clôture est jointe au contrat qui en découle et fait partie intégrante du contrat.

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

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

### **5.2.1 Integrity Provisions – Required Documentation**

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

### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

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

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

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 titled 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.

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

#### **5.2.3.1 Board of Directors Certification**

In accordance with the Ineligibility and Suspension Policy, Section 17, Bidders are required to provide a list of their Board of Directors as part of their bid. Bidders are requested to complete Annex "H" - Additional Certification Information 1. Board of Directors.

#### **5.2.3.2 Procurement Business Number (PBN)**

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) as part of their bid. Bidders are requested to complete Annex "H" - Additional Certification Information 2. Procurement Business Number (PBN). Suppliers may register for a PBN online at Supplier Registration Information (SRI). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

#### **5.2.3.3 Contract Security Program (CSP) Application for Registration (AFR)**

The Bidder must submit the form Contract Security Program (CSP) Application for Registration (AFR) included at Annex L.

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

## 6.2 Financial Capability

SACC Manual clause [A9033T](#) (2012-07-16) Financial Capability

## 6.3 Insurance Requirements

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

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

## PART 7 - RESULTING CONTRACT CLAUSES

*Delete this title and the following sentence at contract award.*

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

### 7.1 Statement of Work

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

#### 7.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor

#### 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 Project 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 E.
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 Project Authority, within 1 calendar day 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 Project 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 Project Authority may authorize individual task authorizations up to a limit of \$30,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the 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 "B". 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 fifteen (15) 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. This record must contain:

##### **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 start and completion date for each authorized task; and
- v. 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.

**7.1.2.5 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by Department of National Defence designation, Project Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

**7.2 Standard Clauses and Conditions**

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

**7.2.1 General Conditions**

[2035](#) (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

**7.3 Security Requirements**

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b) *Industrial Security Manual* (Latest Edition).

**7.4 Term of Contract**

**7.4.1 Period of the Contract**

The period of the Contract is from 1 December 2021 to 30 November 2024.

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## 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 two additional one 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 thirty (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: Wayne Cook  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region  
Address: 101 Menin Rd. Bldg. S-111 Rm. C-114  
4 CDSG Garrison Petawawa, Petawawa ON K8H 2X3  
Telephone: 613 – 401 - 0623  
Facsimile: 613 – 687 - 6656  
E-mail address: wayne.cook@pwgsc-tpsgc.gc.ca

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

### 7.5.2 Project Authority

The Project Authority for the Contract is: *(to be provided by the Contracting Authority on Contract award document)*

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the

Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 7.5.3 Contractor's Representative

Name and telephone number of the person responsible for:

General Enquiries

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

Telephone No: \_\_\_\_\_

Facsimile No: \_\_\_\_\_

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

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Payment

#### 7.7.1 Basis of Payment

##### 7.7.1.1 Scheduled Cleaning of Buildings

In consideration of the Contractor satisfactorily completing its obligations under the Contract for Scheduled Cleaning of buildings, the Contractor will be paid the firm monthly prices as set out in Table 1 and 2 of Annex B, Basis of Payment. Customs duties are included and Applicable Taxes are extra, if applicable.

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

##### 7.7.1.2 Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization, the Contractor will be paid the firm unit prices in accordance with Table 3 of the Basis of Payment in Annex B, as specified in the authorized Task Authorization. Customs duties are included and Applicable Taxes are extra, if applicable.

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

##### 7.7.1.3 Contract Financial Security

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Upon receipt of the appropriate Contract Financial Security, Canada will pay the Contractor the associated fees as stated in Table 4 of the Basis of Payment in Annex B,

#### 7.7.2 Limitation of Expenditure

- a. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ (to be inserted at time of Contract award). Customs duties are included, and Applicable Taxes are included, if applicable.
- 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.

#### 7.7.3 Monthly Payment

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payment

#### 7.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

#### 7.7.5 SACC Manual Clauses

SACC Manual clause [A9177C](#) (2007-11-30) T1204 - Direct Request by Customer Department  
SACC Manual clause [C0710C](#) (2007-11-30) Time and Contract Price Verification

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## 7.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. The format of the invoice must match the format of the basis of payment.

### 7.8.1 Invoicing Scheduled Cleaning of Buildings

Scheduled Cleaning of Buildings as stated in Table 1 and 2 in Annex B must be invoiced by the Contractor monthly, upon completion. In addition to the information required under the General Conditions – Services – Higher Complexity, Invoicing must include the information listed in the preceding paragraph as well as the following items:

- a) Destination and date of delivery of services
- b) Invoice serial number and date
- c) Cost of goods and services provided in the same format as Table 1 and 2 in Annex B.

### 7.8.2 Invoicing for All Other Work

For Work completed under Task Authorization as stated in Table 3 in Annex B, the Contractor must invoice on a monthly basis and must include:

- a. A completed DND626 Tasking document applicable to the Work;
- b. A description and breakdown of the hours or units of Work performed;
- c. A list of the names and badge numbers of the personnel that performed the Work;
- d. Cost of goods and services provided in the same format as Table 3 in Annex B;
- e. The area where the Work was performed; and
- f. The date the Work was completed.
- g. Subtotal before HST
- h. Amount of HST
- i. Total of invoice
- j. HST registration number

## 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 \_\_\_\_\_ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

#### 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, (2018-06-21), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) Annex E, DND 626 Task Authorization Form;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_\_\_\_\_.

#### 7.12 SACC Manual Clauses

SACC Manual clause [A9062C](#) (2011-05-16) Canadian Forces Site Regulations  
SACC Manual clause [B1505C](#) (2016-01-28) Shipment of Dangerous Goods/Hazardous Products  
SACC Manual clause [D3015C](#) (2014-09-25) Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance

#### 7.13 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

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

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

#### 7.14 Insurance – Specific Requirements

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

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

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

## 7.15 Contract Financial Security

1. The Contractor must provide one of the following contract financial securities within 30 calendar days after the date of contract award:
  - a. a performance bond form [PWGSC-TPSGC 505](#) in the amount of 10 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 10 percent of the Contract Price; or
  - d. a security deposit as defined in clause [E0008C](#) in the amount of 10 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 unmatured, 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.

### 7.15.1 Security Deposit Definition

SACC Manual Clause [E0008C](#) (2018-06-21) - Security Deposit Definition

## 7.16 Contract Administration

### 7.16.1 Liquidated Damages

- a. The total amount of the liquidated damages must not exceed 10 percent of the Contract price.
- b. Liquidated Damages may be deducted from the Contractor's monthly invoice for the following non-compliance issues:
  - c. For each incident when the Contractor's personnel lose keys to CFB North Bay's buildings, compounds or equipment for buildings, liquidated damages of a minimum of \$100.00 per key will be deducted for re-keying of locks and replacement of keys. If the liquidated damages exceed \$100.00 per key lost the PA will provide price support to justify the amount of liquidated damages.
- d. The floor maintenance authorized using a Task Authorization must be completed by specific dates agreed upon by both parties and stated in writing. When this Work is not completed by the required dates, in addition to not being paid for the Work (until it is completed), an amount not greater than 10% of the total fees due for the Annual Work which was not completed will be deducted from the Monthly Payment as liquidated damages for accelerated wear of the surfaces due to lack of maintenance.



e. Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.

f. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.

g. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

#### **7.16.2 Transition Plan**

a. **Contract Start**

The Contractor must, within 30 days of Contract award organize the majority of the Work including scheduling, organizing and training. The Contractor will be responsible to initiate schedules and Work assignments, outfit employees with approved uniforms, educate personnel with regards to waste management and recycling procedures, fit up closets and install first aid kits and all other requirements as stated in the Contract. The Contractor will not be paid for these activities as they are required to prepare for performing the Work and do not represent any of the deliverables of the contract.

b. **Acceptance of Facilities**

The Contractor, within five days of Contract award or being assigned new buildings to clean must inspect and file a report with the TA on any existing defects in the building surfaces to be cleaned by its personnel. Defects that are not reported by the Contractor will be deemed to be caused by the Contractor.

c. **Contract Completion**

The Contractor is required to coordinate handover of Work with the incoming successful contractor prior to the end of this requirement. The contractor must not impede the incoming contractor. This includes but is not limited to the contractor's timely removal of their: equipment, consumables, chemicals, and all other contractor owned assets. The contractor must cooperate with the transfer of existing personnel's security clearances, to the incoming contractor.

The Contractor must leave the premises in the same condition or better than it was when it began cleaning those premises. The TA will conduct a final inspection of and provide a report to the Contractor at the end of the Contract period. This report will identify any deficiencies found by the TA. The Contractor must repair the deficiencies identified within 15 days of issuance of the report

#### **7.17 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.

Solicitation No. - N° de l'invitation  
W6890-210053/A  
Client Ref. No. - N° de réf. du client  
W6890-21-0053

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PET-0-53028

Buyer ID - Id de l'acheteur  
PET906  
CCC No./N° CCC - FMS No./N° VME

- 
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

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## ANNEX "A"

### STATEMENT OF WORK

#### 1. ACCREDITATIONS

- .1 *The new Janitorial Contractor must be ISSA/ CIMS accredited.*

#### 2. WORK INCLUDED

- .1 The Contractor must provide all qualified cleaners, materials, products, tools and equipment necessary to complete the services and frequencies detailed in this SOW and all of the applicable Sections and Appendices for 22 Wing Canadian Forces Base North Bay buildings.
- .2 Daily garbage.
- .3 Sweeping of all asphalt and/or concrete steps, landings inside and outside of buildings. Their interior and /or exterior entrance-ways, (foyers and or vestibules). This work requirement pertains to canopied areas, stairs and landings. Not complete walkways.
- .4 The Contractor must supply and install commercial grade mats at all entrances. The type, colour and quality of the floor mats must be pre-approved by the PA.
- .5 The mats must be long enough to allow for the majority of dirt and slush not to be tracked into the buildings.
- .6 Cleaning of glass of entranceways and doors, inside and out; and all inside windows.
- .7 Weekly cleaning of all shower curtains for all buildings in this specification.

#### 3. ABBREVIATIONS & CLARIFICATIONS

- .1 The definition of clean is the absence of dirt.
- .2 P.S.P.C.: Public service and Procurement Canada
- .3 P.W.G.S.C.: Public Works and Government Services Canada
- .4 D.N.D.: Department of National Defence.
- .5 C.A.F.: Canadian Armed Forces
- .6 C.F.B.: Canadian Forces Base
- .7 P.A.: Project Authority; the 22 Wing CFB North Bay Real Property Operations
- .8 S.O.W.: Statement of Work
- .9 T.A.: Task Authorization
- .10 B.C.: Building Custodian (DND delegated representative(s) of each, individual

building).

- .11 J.S.S.: Janitorial Services Superintendent
- .12 J.S.W.S.: Janitorial Services Working Supervisor
- .13 J.S.P.: Janitorial Services Personnel
- .14 A.F.F.: Above Finished Floor
- .15 Real Property Operations -RPO'ps
- .16 Normal hours of operation: From Monday to Friday Inclusive (except statutory holidays listed) From 0730 hours to 1200 hours and 1230 hours to 1600 hours daily. Except :Fitness and wellness Centre which are:

**Hours of Operation Pre-Covid**

**Fall, Winter & Spring**

Mon-Thurs 0600-2200 hrs.

Fri 0600-2100 hrs.

Sat/Sun 0800-2000 hrs.

**Summer**

Mon-Fri 0600-2100 hrs.

Sat/Sun 0800-2000 hrs.

**4. ABSOLUTE LINE(S) OF COMMUNICATION**

- .1 Building occupants --> Building Custodian (BC)
- .2 BC --> Real Property Operations (RP-OP's) – Works Control
- .3 RP-OP's – Works Control --> RP-OP's – Contracts Inspector (PA)
- .4 RP-OP's – Contracts Inspector (PA) -> Janitorial Services Superintendent (JSS)
- .5 JSS --> Janitorial Services Working Supervisor (JSWS) and Janitorial Services Personnel (JSP).

**5. JANITORIAL SERVICES SUPERINTENDENT**

- .1 A Janitorial Services Superintendent (JSS) must be on site full time during normal hours of operation and will have the overall on-site responsibilities outlined below.
- .2 The JSS must have the competence, experience, qualifications and authority required to discharge assigned responsibilities. The person must be proficient in communicating in written and spoken English. They must be able to interact with various levels of occupants of the building, civilians and military personnel.
- .3 The JSS is responsible for Work performed on all shifts (including their weekend employees at the Wellness and Fitness Center) and must be fully aware of the technical requirements of this SOW,

and have the most recent version of all documents (including ISSA/ CIMS ((GB) – if applicable) plans, reports, schedules etc.) on site. This information will be available to the PA upon request.

- .4 The JSS will supervise the Janitorial services Personnel (JSP), full time; assign duties to meet workloads, inspect work performed, instruction on correct cleaning methods, prepare work schedules, maintain attendance records, assess reports and correct, if necessary, on the efficiency of subordinates, oversee the provision and maintenance of cleaning equipment and supplies and meeting with the PA. The JSS must ensure all cleaners including the supervisors have up-to-date WHMIS (Workplace Hazardous Materials Information System) training.

## **6. JANITORIAL SERVICES WORKING SUPERVISORS**

1. A minimum of two full time Janitorial Services Working Supervisor (JSWS) must be on site full time during normal hours of operation under the direction of the JSS. JSWS will each be responsible for supervising the cleaning of no more than 20,000 m2 of area. All Work will be under supervision.
2. JSS and JSWS must plan, direct, control, monitor attendance, quality of Work, productivity, performance and safe working procedures of the JSP. The Supervisors must ensure that regular and replacement cleaners, within their areas of responsibility, are fully aware of cleaning tasks, locations and techniques to be used in accordance with the current specified frequencies.
3. Supervisors must be aware of the occupancy level of the building, be capable of adjusting schedules during busy and quiet times in order to ensure all Work is properly scheduled, coordinated and completed. JSWS must provide frequent communication or follow-up with the JSS to ensure delivery of cleaning services.

## **7. JANITORIAL SERVICES PERSONNEL**

- .1 JSP must be trained in janitorial methods to an acceptable level of competence, with the knowledge, training and experience commensurate with tasks assigned. Cleaning Personnel must be competent in their assigned tasks. They must know the areas to be cleaned, cleaning tasks, frequency of tasks to be completed, the proper cleaning chemicals to be used and cleaning techniques.
- .2 JSP must wear company assigned uniforms and Personal Protective Equipment and follow the Contractor's assigned safe working procedures.
- .3 JSP must not address their/ any concerns or comments relating to the janitorial Work to any of Canada's personnel (Military or Civilian). JSP must communicate within the Contractor's hierarchy who in turn will relay the appropriate information to the PA. The Contractor's Personnel must not take instructions from unauthorized Department of National Defence (DND)/Canadian Forces (CF) members.

## **8. UNIFORMS**

- .1 While on-site, all of the Contractor's personnel must wear the Contractor's uniforms.
- .2 Also while on site, all of the Contractor's personnel must wear company photo identification badges as an integral component of their uniform. The uniform and photo identification badges must be provided by the Contractor. The uniform must be consistent for all personnel with the exception of the designations (JSS, JSWS, and JSP) who must wear a contrasting colour for identification purposes. The uniforms must have the Contractor's company logo on display. The uniform may have the yellow ribbon and "Support the Troops" logo tastefully located if the Contractor so desires.

- .3 The uniform must be as a minimum a properly sized shirt or blouse that fully covers the midriff. The uniforms must be worn properly and consistently. Pants worn with the uniform must be in good repair and worn properly about the waist. Pyjama pants, shorts or sweat type pants are not acceptable.
- .4 Footwear must be of an appropriate type, suitable for various work environments and weather conditions. Flip flops, slippers, and sandal style footwear are not permitted. Personal hats, toques, bandanas, hooded sweatshirts and visors are not appropriate and must be removed while working indoors. Contractor supplied hats are the only acceptable headgear that can be worn indoors by the Contractor's personnel. If the Contractor chooses to incorporate head gear, it must be worn as the manufacturer intended (i.e. peak at the front, if was baseball type caps).
- .5 The Contractor must ensure a high standard of uniform cleanliness, and that they are maintained and in good repair.

## **9. LOCKOUT / STRIKES**

- .1 In the event of a strike by the Contractor's personnel or a lockout imposed on those personnel by the Contractor, the Contractor must, with the assistance of its supervisory personnel, provide full services, failing which, Canada reserves the right to terminate the Contract for default and use the contract security to fulfill the Contractor's obligation to complete the Work.

## **10 ANNUAL WORK**

### **.1 Schedules**

- .1 All Annual Work will be scheduled by the Contractor. The Contractor will submit individual Task Requests to the PA. Commencement of any Task will not be started until the PA provides approval of the Task Authorization, complete with a TA number (TA#). The Contractor's schedule must be prepared by the Contractor and presented to the PA no later than 90 days after Contract award and within one year, consecutively, from this date, for the remaining years of the contract.

### **.2 Coordination With Building Occupants**

- .1 The Contractor is solely responsible to coordinate all Annual Work with the Building Custodian (BC). The PA will provide the JSS with a list of Building Custodians. The Contractor must maintain and record ongoing correspondence in the event that discrepancies arise.

### **.3 Performance**

- .1 Placing chairs, wastepaper baskets and other items on the desks and tables is strictly prohibited. The Contractor's personnel must not, at any time, use the office equipment, such as tables, filing cabinets, chairs and other items as scaffolding to carry out their Work or for other purposes.
- .2 JSP working in the two Barracks Buildings (B-11 and B-7) will make sure there is, at a minimum, two new full roll of toilet paper, in each bathroom vanity and two excess paper towel rolls available in each cupboard of the common rooms, on each floor, before leaving for the weekend.

- .3 Entrance mats will be provided by October 1, each year and removed April 30<sup>th</sup>.

## 10. **WORK NOT INCLUDED**

- .1 Exterior window cleaning (except entrances for doors and side light windows).
- .2 Cleaning of glasses, dishes and similar items; except for Barrack Block 7.
- .3 Snow removal or spreading of de-icer and sand.
- .4 Cleaning and repair of Boiler and or furnace; electrical and mechanical apparatus.
- .5 Replacement of light bulbs and fluorescent light tubes.

## 11. **MATERIALS, SUPPLIES AND EQUIPMENT**

- .1 All buildings kitchenettes/ washroom supplies consisting of toilet paper, hand soap (liquid and/or hard (hotel style bars as required)) and paper towels and urinal deodorant blocks must be provided by the Contractor. The Contractor is not required to provide the kitchenettes/ washroom supply dispensers but their supplies must be compatible with the DND owned kitchenettes/ washroom supply dispensers. If the Contractor chooses to use their own dispensers, this is acceptable. The Contractor would be responsible for removing and storage of said DND units. Proper/ professional installation of their own units, in the same location as the removed DND dispensers, as to cover old abandoned holes, from the previous units. At no cost to DND. Prior to completion of their Contract, it is the Contractors responsibility to remove their units and re-install the DND units. Again, at no cost to DND.
- .2 Entrance mats must be cleaned and maintained year round to the same standard as any carpeted surface. The Contractor is not permitted to remove entrance mats at any time unless authorized by the PA. Sweeping of entrance mats is prohibited.
- .3 The mats must be maintained in a clean appearance and placed safely not to cause a trip hazard. The mats must be neutral in colour, of commercial grade with rubber backing and professionally cut with no rough or uneven edges.
- .4 The Contractor must provide the PA with a detailed list of mats that require replacement, annually not later 01 October. Worn or damaged entrance mats must be replaced as and when requested by a Task Authorization.
- .5 Materials and equipment required for the performance of the contract such as pylons, plastic garbage bags, mopping tanks, scrubbing machines, floor machines, 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, and also toilet paper, body soap and paper towels, motel size bar soaps, hair shampoo, conditioner, coffee, filters, tea bags, disposable cups, stir sticks, sugar/ sweetener packets and coffee whitener must be supplied by the Contractor. Canada will not be liable for loss or damage to the Contractor's equipment or supplies.
- .6 All cleaning machinery and equipment must be maintained at the highest standard of respectable appearance, safety and efficiency. The PA may order all machinery or equipment that is not maintained in a serviceable presentable appearance (i.e. no duct tape, cracked/ broken cowlings, electrical tape on power chords, etc.) from the floor, and ask for immediate replacement of these items with acceptable equipment at the contractor's cost.

- .7 DND will not supply any materials, products and or equipment for use by the Contractor. It is the Contractor's responsibility for the procurement of all materials, products, and equipment required for the performance of the contract.
- .8 The contractor must mark all of their equipment for easy identification.
- .9 All of the Contractor's electrical equipment must meet CSA or ULC electrical standards.
- .10 Wherever possible the Contractor should use cleaning products that have a Global Eco-labelling Network (Gen) approved eco-label or EcoLogo® certified that confirms the environmental features and performance of the product. As per their GB designation with ISSA/ CIMS accreditation.
- .11 Electricity and hot water required by the contractor in the execution of janitorial services will be provided by DND without charge.
- .12 **PROHIBITED EQUIPMENT, MATERIALS OR PRODUCTS**
  - .1 Machines with combustion engines are prohibited inside any building.
  - .2 Products likely to damage furniture, fixtures, glass or other property must not be used at any time. No abrasive powders must be used.
  - .3 Para dichlorobenzene deodorant blocks must not be used.
  - .4 Unless authorized in writing by the PA, products containing acid must not be used.

## **12. OFFICE AND STORAGE SPACE**

- .1 DND will provide one office space for the JSS. There will be no storage in office provided (due to Environmental Regulations). DND will provide a janitorial room in each building for the storage of cleaning materials, equipment and supplies. This space is not intended for long term storage of bulk cleaning supplies. Bulk supplies cannot be stored in any 22 Wing building. Storage is no longer available in DND buildings. The Contractor must find an alternate location off Base for the storing of cleaning supplies. From this location, the Contractor must replenish supplies to various buildings.

## **13. RESPONSIBILITY for PUBLIC LIABILITY and PROPERTY DAMAGE**

- .1 It is the contractor's responsibility at time of contract award to examine the surfaces, which are to be maintained in order to ascertain their condition and to bring to the PA's attention, in writing, any defective surfaces. This must be done within 30 days of award of contract.
- .2 It is the responsibility of the contractor to ensure that all products are compatible with the surface on which they are employed.
- .3 Any damage resulting from the improper applications of such agents or products or materials will be assessed (taken) against the contractor for the cost of repair(s).
- .4 The Contractor must provide and maintain adequate, suitable means to prevent personnel and general public from injury where danger may exist by way of portable bilingual warning signs, pylons or guide ropes. Contractor owned mobile equipment, barrels, utility carts, must be complete with resilient bumpers and properly operational wheels or castors.



- .5 All janitorial/ cleaning products (i.e. detergents, degreasers, soaps, solutions, etc.) must be stored as per manufacturer's direction. Any decanted products must follow the W.H.M.I.S directives, at a minimum.

#### **14. INSPECTION**

- .1 Quality Control and Performance Reports, as per ISSA/ CIMS accreditation, is the responsibility of the Contractor for all buildings within this Statement of Work. The JSS will present this documentation to the PA, within 48 hrs of request.
- .2 Upon written notification, by the Contractor, that they have conducted their own QC inspection of completed Annual Work, the PA will inspect for certification of services rendered. The PA may request that the JSS attend and verify all works have been performed
- .3 The buildings must be inspected regularly, as per ISSA/ CIMS accreditation, by the Contractor, to ensure that the work has been performed in accordance with the Statement of Work. The Contractor will conduct these inspections every six months, at a minimum. The JSS will present their documentation to the PA, within 48 hrs of inspection completion. Any unsatisfactory conditions will be rectified within 72 hours.

#### **15. REPORTING**

- .1 Unsatisfactory, Quality Control conditions and Performance Reports (as per ISSA/ CIMS Standards), will be reported by means of electronic communication from the PA to the Contractor. This Unsatisfactory Performance Report (U.P.R.) must be given immediate attention by the Contractor. All unsatisfactory conditions must be rectified within 24 hours (Monday – Friday) of receipt of U.P.R. Results of work done which in the opinion of the PA is not acceptable will be considered not done and these operations must be redone in part or in whole until the PA is satisfied.

#### **16. FIRE SAFETY**

- .1 Janitor rooms and storage closets must be left clean, neat and tidy daily.
- .2 All janitorial/ cleaning products (i.e. detergents, degreasers, soaps, solutions, etc.) must be stored as per manufacturer's direction.
- .3 Smoking is prohibited in all DND buildings. Smoking is ONLY allowed in DESIGNATED smoking areas, located throughout the base.

#### **17. TRAVEL COSTS**

- .1 SRD-Site's building number one (1) is located off Hwy 17 West (66 km there and back from CFB North Bay). The cost of travel time and vehicle mileage for the Janitorial Contractor(s) must be included as a Firm Unit Price. Additional cleanings of this facility (regular use/ classes) will be generated through a Task Authorization (TA).

#### **18. INDOOR SWIMMING POOL**

- .1 The Janitorial Service Contractor must follow Ontario Guide to Public Pools Regulation (dated July 2018 Edition), Section 11 of Regulation 565- Maintenance (page 36) for cleaning the pool deck, dressing rooms, lockers rooms, toilets, showers, and hallways leading to the pool.

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## **19. SITE REGULATIONS**

- .1 Janitorial Service Contractor undertakes and agrees to comply with all DND's standing orders and or other applicable regulations in force on the work site where the work is to be performed, relating to the safety of persons on the work site or the protection of property against loss or damage from all causes including fire. It is the PA's responsibility to distribute all pertinent written and electronic information from DND to the J.S.S. within 30 days of contract award and if/ when it changes, this information will be forwarded immediately.

## **20. CELL PHONES**

- .1 No Cell Phones and digital cameras allowed in: AGC Building # 127 located at civic address 15 Uxbridge Drive (there are lock boxes available at the entrance to this facility).
- .2 No Cell Phones and digital cameras allowed in change rooms, washrooms, shower rooms and saunas.
- .3 The Contractor must ensure the J.S.S and J.S.W.S. carry cellular telephones in order to maintain daily communications with their staff and the PA. These Management Team cellular phone numbers must be provided to the PA and updated as required.

## **21. HOLIDAYS OBSERVED**

- .1 The following is the list of statutory holidays observed at CFB North Bay: New Year's Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; National Day of Truth and Reconciliation; Thanksgiving Day; Remembrance Day; Christmas Day; and Boxing Day.
- .2 There will be no cleaning on designated holiday days with the exception of 24 hr / 7 day buildings, the Recreation Centre, and Little Wings Daycare.
- .3 The Contractor must provide full janitorial service on the Ontario Family Day Statutory holiday (3rd Monday in February) at no extra charge as Canada does not observe this day as a holiday.
- .4 During leap years, the Contractor must change its schedule to provide janitorial services on February 29 at no extra charge to Canada.

## **22. HEALTH & SAFETY**

### **.1 Safety Plan**

- .1 The Contractor must provide a copy of its Safety Plan to the PA within 30 days after Contract award, and must provide confirmation of its accuracy annually prior to the Contract anniversary date. The Contractor must provide update revisions if they are deemed necessary at more frequent intervals.

### **.2 Harassment**

- .1 DND and the CAF are committed to providing a harassment free workplace. Any and all harassment must be reported in writing through the J.S.S., who will in turn inform the PA when it involves Canada's personnel.

### **.3 General safety**

- .1 The Contractor must ensure their personnel are all fully aware of DND's standing orders and/ or other applicable regulations or hazards that may exist while working on a major operational army base (as supplied from the PA to the J.S.S. The Contractor must ensure a safe work environment exists for its personnel and that they are properly trained and apprised of workplace hazards.
- .2 The Contractor must provide (as per ISSA/ CIMS accreditation) written information, put on display, of any hazardous material for use in the workplace as stated by Workplace Hazardous Materials Information System/ MSDS Sheets. This presentation should be in each of the Janitorial rooms, in each of the buildings.
- .3 The Contractor is responsible for providing and installing first aid kits for use by its personnel in accordance with the Occupational Health and Safety requirements. The Contractor must not rely on the use of DND first aid kits. In the event of serious accidents, the Contractor is responsible for taking steps to obtain immediate treatment for the injured person(s).
- .4 CFB North Bay has a significant amount of hard surface waxed and buffed floor surfaces. North Bay is located on a sandy plain type terrain. During the summer months in dry conditions it is common that fine dust will infiltrate the buildings. It is important the janitorial personnel maintain the floors to ensure waxed and or buffed floors do not become a safety hazard due to a fine layer of dust on a polished surface. A similar principle applies in winter, where wet slush must not be allowed to accumulate making floor surfaces a safety hazard.
- .5 Safety hazard signs such as "wet floor" must be removed once a safety hazards no longer exist. The Contractor is not permitted to leave hazard signs in place that in themselves create a hazard.

#### **.4 Operational Health and Safety (OH&S) Compliance**

- .1 The Contractor must provide OH&S orientation to all of its on-site employees detailing the potential hazards at CFB North Bay and must meet its OH&S obligations to its personnel throughout the term of the Contract.
- .2 The Contractor must immediately inform the PA of all incidents that involve external visits from investigative agencies, which may or may not result in directives or charges to the OH&S obligations to its personnel.

#### **EMPLOYER / EMPLOYEE RELATIONSHIPS**

The Contractor and its personnel do not form any part of the overall operational make-up or structure of CFB North Bay and therefore are not part of any individual section or unit. The Contractor's personnel are not permitted to attend and participate in any DND/CAF functions such as annual festive gatherings, sporting or entertainment style venues.

The Contractor's personnel are not permitted to engage in business transactions or other works with DND/CAF personnel or operate any form of personal business while they are on CFB North Bay property.

### **23. SECURITY**

- .1 General**, key control

- .1 The Contractor must provide a, Key Control Plan to the PA, which addresses potential security issues, within 15 days of the start of the Contract.
- .2 The Contractor must ensure that its personnel are not given authorization to take anything out of the building, including found items that do not belong to them. The PA and the Military Police have the right to search the Contractor's office, equipment and storage areas, vehicles and all packages or containers belonging to the Contractor or its personnel. Authorized personnel must not be impeded from carrying out these searches.
- .3 The Contractor and its personnel must abide by all Government of Canada and DND rules and regulations (PA provided) governing workplace security. The Contractor must ensure that its personnel comply with the regulations with respect to confidentiality of building information or any other written or oral information they encounter at CFB North Bay. The Contractor's personnel must only communicate through their own Company Employees and never under any circumstance with an unauthorized DND/CAF member, government official or member of the media.
- .4 The Contractor must at all times make the necessary arrangements to ensure that no doors or windows are left unlocked or open while an employee is absent (unless the premises are occupied by building personnel or in special cases as requested by the PA). The Contractor's personnel must not at any time open locked doors or any other access point to persons seeking entry. If necessary, the Contractor must refer persons at the door to the Base Duty Centre located at the Main Gate.
- .5 In accordance with the Defense Controlled Area Access Regulations, DND has the right to either deny access to personnel found to be a security risk or to remove personnel from a controlled access area should there be grounds to believe the person is in contravention of such regulations. [Defence Controlled Access Area Regulations \(justice.gc.ca\)](http://justice.gc.ca), Part 1, para 6(2) and para 7.

## **.2 Personnel Security Screening / Clearances**

1. The Contractor/Offeror personnel requiring access to OPERATIONS zones will need to have a minimum security screening level of RELIABILITY. Individual workers who hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC will be allowed unescorted access to OPERATIONS areas except Military Police Headquarters (B134), B64 and parts of the David L. Pitcher (DLP) Bldg. (B127) where escorts are required at all times.
2. The Contractor/Offeror personnel requiring access to SECURITY zones will need to have a minimum security clearance level of SECRET and will be escorted at all times. The SECURITY zones are limited to some rooms inside the General Restricted Area (GRA); entry will need to be coordinated through DND occupants when required.

## **.3 Contractor, Base Identification, Unit Issued Passes**

- .1 The Contractor must provide a company issued photo identification to all its employees. All the Contractor's personnel must also obtain and carry on their person a DND contractor identification card that is available through the DND military police at no charge and coordinated through the PA and J.S.S.. The identifications must be visible at all times when on the grounds of CFB North Bay. Under certain circumstances the Contractor may have to obtain special passes to gain access into restricted areas. These passes will be generated, produced and remain the responsibility of the military unit that issued them. All passes and identification items issued by the DND are the property of CFB North Bay and may be revoked at any time.

- .2 Any of the Contractor's personnel not meeting the minimum security requirements at CFB North Bay as stated in this Contract will not be allowed access to CFB North Bay. The Contractor must at no extra charge, immediately replace their personnel who are denied access.

#### **.4 Restricted or Controlled Access**

- .1 Restricted or controlled access may involve individual spaces, buildings or compounds that are secured by locks, guarded by commissionaire or military personnel, or have electronic style locked doors and gates. Neither the Contractor nor its personnel may enter restricted or controlled access areas unless approved by the PA or those set out in this SOW. The Contractor's personnel must carry out the Work in restricted areas only when they are accompanied by a person in charge of the building or their delegate. In the event that special security measures are put in place, additional operating procedures and direction will be provided by the PA.
- .2 Workers, suppliers and visiting personnel are required to have a Secure Area Passes (SAP) form filled out for access through the controlled point of entry. SAP forms are supplied to the J.S.S. by the PA and filled out by the contractors' personnel and submitted back to the PA for review and approval. This will require a three to four day turn-around. The SAP forms only need to be filled out at the beginning of the contract, after the SAP expires or when personnel changes occur. All SAPs must be returned at the end of the contract or validity period. In the event of a lost SAP (no costs incurred), it must be reported immediately to the Military Police. All workers may be subject to thorough inspection by the commissionaire or Military Police upon each and every entry through the control point. Vehicles, equipment and large hand carried containers will be subject to search upon entry and may be searched when departing the General Restricted Area (GRA);

#### **.5 Communication Security**

- .1 The Contractor and its personnel must not photograph, record, copy or transfer any DND information while at CFB North Bay without authorization from the PA.
- .2 At no time is the Contractor or the Contractor's personnel authorized to use DND telephones, computers, faxes, printers or other DND equipment.
- .3 As stated earlier, in regards to Building 127, the contractor's personnel are not authorized to bring any personal communication or electronic devices such as cellular phones, cameras, laptops, recording devices, printers, or other hand held devices capable of other means of recording or communication.

#### **.6 Key Control**

- .1 The PA will provide the Contractor the necessary keys and access cards to allow the Contractor's personnel to carry out their daily duties. For the most part, keys will be controlled within buildings by building occupants and the Contractor's personnel must sign them out for the purpose of doing the Work. The Contractor's personnel must not under any circumstances, leave the buildings without returning the keys.

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- .2 The Contractor must within 15 days of Contract award provide a method for key security and a system for tracking and identification, to be located at the Contractor's on-site office and to be approved by the PA. Key control will consist of a master list of all keys identified, tagged and physically signed for by the Contractor. Key control will start and end each shift with 100% accountability. The PA reserves the right to make inspections of keys as it deems necessary.
  - .3 Neither the Contractor nor its personnel are authorized to make duplicates of DND keys, under any circumstances.
  - .4 The Contractor must take whatever action is required to protect itself against any loss, theft, or duplication of keys. The Contractor will be held fully responsible for any negligence in the loss of one or more keys including all subsequent replacement costs for locks, keys, hardware and locksmith labour.

## Service Frequencies

1. **General use building: Work to occur between Monday and Friday. Table 1 – General Use outlines the cleaning frequency for the following buildings: B4, B7 (further details found in Appendix E), B7a, B10 (further details found in Appendix C), B11 (further details found in Appendix D), B14, B16, B18, B33, B95, B109, B127, B134, B139 and B147 (further details found in Appendix F).**

| TABLE 1 - GENERAL USE |  |           |                    |       |             |                |
|-----------------------|--|-----------|--------------------|-------|-------------|----------------|
| SERIAL                | SERVICE REQUIRED   | AS NEEDED | TASK AUTHORIZATION | DAILY | SEMI WEEKLY | WEEKLY MONTHLY |
| 1                     | <u>General</u>   |           |                    |       |             |                |
|                       | .1 Dust Notice Boards  | X         |                    |       |             |                |
|                       | .2 Dust and wipe high ledges, tops of partition, exposed pipes to a height of 305 cm.                  | X         |                    |       |             |                |
|                       | .3 Hose cabinets, display cases  |           |                    |       |             |                |
|                       | .1 Clean   | X         |                    |       |             |                |
|                       | .2 Wash and polish   |           |                    |       |             | X              |
|                       | .4 Radiators   |           |                    |       |             |                |
|                       | .1 Dust and damp wipe  |           |                    |       |             | X              |
|                       | .2 Wash  | X         |                    |       |             |                |
|                       | .5 Ceiling Air Diffusers, and Air Intake Grills  |           |                    |       |             |                |
|                       | .1 Vacuum  |           |                    |       |             | X              |
|                       | .2 Wash  |           |                    |       |             | X              |
|                       | .6 Door Kick Plates & Hand Plates  |           |                    |       |             |                |
|                       | .1 Clean and Sanitize  | X         |                    | X     |             |                |
|                       | .7 Door Grills   |           |                    |       |             |                |
|                       | .1 Vacuum  |           |                    |       |             | X              |
|                       | .2 Wash  |           |                    |       | X           |                |
|                       | .8 Water Dispensers  |           |                    |       |             |                |
|                       | .1 Wash  |           |                    | X     |             |                |
|                       | .2 Disinfect   |           |                    | X     |             |                |
|                       | .9 Venetian Blinds   |           |                    |       |             |                |
|                       | .1 Damp wiped  |           |                    |       |             | X              |
|                       | .2 Wash  |           |                    |       |             | X              |
|                       | .10 Pictures, clocks, etc., clean  |           |                    |       |             | X              |
|                       | .11 Glass surfaces, interior partitions, doors, etc.   |           |                    |       |             |                |
|                       | .1 Wash and polish   |           |                    |       |             | X              |
|                       | .12 Light fixtures up to a height of 305 cm. shall be:   |           |                    |       |             |                |
|                       | .1 Dusted  |           |                    |       |             | X              |
|                       | .2 Washed  |           |                    |       |             | X              |
|                       | .13 <u>Garbage/ Recycling</u> Pick-up and place in metal garbage bins (containers) outside             | X         |                    | X     | X           |                |
|                       | .14 Wash and disinfect empty garbage cans after garbage collection and weekly disposal of plastic bags | X         |                    |       | X           |                |
|                       | .15 Drapes, vacuum cleaned   |           |                    |       |             | X              |

|  |                          |   |   |  |  |
|--|--------------------------|---|---|--|--|
|  | .16 Replace garbage bags | X | X |  |  |
|--|--------------------------|---|---|--|--|

| TABLE 1 - GENERAL USE |  |           |                    |       |             |
|-----------------------|--|-----------|--------------------|-------|-------------|
| SERIAL                | SERVICE REQUIRED                             | AS NEEDED | TASK AUTHORIZATION | DAILY | SEMI WEEKLY |
| 1.2                   | <u>Entrance &amp; Lobbies &amp; Hallways</u> |           |                    |       |             |
|                       | .1 Floors:                                   |           |                    |       |             |
|                       | .1 Sweep and wash                            | X         |                    | X     |             |
|                       | .2 Buff                                      | X         |                    |       |             |
|                       | .3 Clean, spray wax and buff                 | X         |                    |       |             |
|                       | .4 Strip, seal, re-wax and buff              |           | X                  |       |             |
|                       | .2 Walls:                                    |           |                    |       |             |
|                       | .1 Clean and wash to 305 cm.                 |           |                    |       |             |
|                       | .2 Dust to 305 cm                            | X         |                    |       |             |
|                       | .3 Foot grills, recessed pans and mats       |           |                    |       |             |
|                       | .1 Clean                                     | X         |                    |       | X           |
|                       | .4 Glass doors and side glass                |           |                    |       |             |
|                       | .1 Wash and polish                           | X         |                    |       | X           |
|                       | .5 Door frames and base boards               |           |                    |       |             |
|                       | .1 Clean                                     |           |                    |       | X           |
| 1.3                   | <u>Stairs</u>                                |           |                    |       |             |
|                       | .1 Sweep and wash                            |           |                    | X     |             |
|                       | .2 Handrails – Clean and disinfect           |           |                    |       | X           |
|                       | .3 Stairwells                                |           |                    |       |             |
|                       | .1 Clean & wash to 305 cm                    |           |                    |       |             |
|                       | .2 Dust to 305 cm                            | X         |                    |       |             |
| 1.4                   | <u>Office</u>                                |           |                    |       |             |
|                       | .1 Carpets & Rugs                            |           |                    |       |             |
|                       | .1 Vacuum                                    | X         |                    |       | X           |
|                       | .2 Hot Water Extraction                      |           | X                  |       |             |
|                       | .2 Walls                                     |           |                    |       |             |
|                       | .1 Clean and wash to 305 cm                  |           | X                  |       |             |
|                       | .2 Dust to 305 cm.                           |           |                    |       | X           |
|                       | .3 Floors                                    |           |                    |       |             |



Solicitation No. - N° de l'invitation  
W6890-210053/A  
Client Ref. No. - N° de réf. du client  
W6890-21-0053

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PET-0-53028

Buyer ID - Id de l'acheteur  
PET906  
CCC No./N° CCC - FMS No./N° VME

|  |                                 |   |   |  |  |   |
|--|---------------------------------|---|---|--|--|---|
|  | .1 Sweep, dust & damp mop       | X |   |  |  | X |
|  | .2 Wash, spray wax and buff     | X |   |  |  |   |
|  | .3 Strip, seal, re-wax and buff |   | X |  |  |   |

| TABLE 1 - GENERAL USE |  |           |                    |       |             |        |         |
|-----------------------|--|-----------|--------------------|-------|-------------|--------|---------|
| SERIAL                | SERVICE REQUIRED   | AS NEEDED | TASK AUTHORIZATION | DAILY | SEMI WEEKLY | WEEKLY | MONTHLY |
| 1.5                   | <u>Washrooms</u>   |           |                    |       |             |        |         |
|                       | .1 Floors  |           |                    |       |             |        |         |
|                       | .1 Sweep and wash  |           |                    | X     |             |        |         |
|                       | .2 Wash and disinfect  |           |                    |       |             | X      |         |
|                       | .3 Sealer and/or wax   |           | X                  |       |             |        |         |
|                       | .2 Walls, toilets and shower partitions  |           |                    |       |             |        |         |
|                       | .1 Wash and disinfect  |           |                    | X     |             |        |         |
|                       | .3 Toilet seats, bowls, urinals, basins, water taps, receptacles, dispensers, mirrors, shelves |           |                    |       |             |        |         |
|                       | .1 Wash and disinfect  |           |                    | X     |             |        |         |
|                       | .2 De-scale toilet bowls and urinals   |           |                    | X     |             |        |         |
|                       | .4 Showers and Bathtubs  |           |                    |       |             |        |         |
|                       | .1 Clean Drains  |           |                    | X     |             |        |         |
|                       | .2 Wash and disinfect  |           |                    | X     |             |        |         |
|                       | .5 Shower curtains   |           |                    |       |             |        |         |
|                       | .1 Wash and disinfect  |           |                    |       | X           |        |         |
|                       | .6 Remove waste paper  |           |                    | X     |             |        |         |
|                       | .7 Supply soap, toilet paper, sanitary bags and paper towels                                   |           |                    | X     |             |        |         |
| 1.6                   | <u>Lounges, Lunch Rooms - Cafeterias</u>   |           |                    |       |             |        |         |
|                       | .1 Walls   |           |                    |       |             |        |         |
|                       | .1 Dust to 305 cm  |           |                    |       |             | X      |         |
|                       | .2 Clean and wash to 305 cm.   |           |                    |       |             |        | X       |
|                       | .2 Floors:   |           |                    |       |             |        |         |
|                       | .1 Sweep and wash  |           |                    | X     |             |        |         |
|                       | .2 Wash, spray wax and buff  |           |                    |       |             |        | X       |
|                       | .3 Strip, seal, re-wax and buff  |           | X                  |       |             |        |         |
|                       | .3 Furniture   |           |                    |       |             |        |         |
|                       | .1 Dust and damp wipe  |           |                    |       |             |        | X       |
|                       | .2 Wash and polish   |           |                    |       |             |        | X       |
| 1.7                   | <u>Lecture classrooms and rooms</u>  |           |                    |       |             |        |         |
|                       | .1 Floors:   |           |                    |       |             |        |         |
|                       | .1 Sweep   | X         |                    |       |             | X      |         |
|                       | .2 Wash, spray wax and buff  | X         |                    |       |             |        | X       |
|                       | .3 Strip, seal, re-wax and buff  |           | X                  |       |             |        |         |
|                       | .2 Walls:  |           |                    |       |             |        |         |
|                       | .1 Clean and wash to 305 cm.   | X         |                    |       |             |        |         |
|                       | .2 Dust to 305 cm  | X         |                    |       |             |        |         |

Solicitation No. - N° de l'invitation  
W6890-210053/A  
Client Ref. No. - N° de réf. du client  
W6890-21-0053

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PET-0-53028

Buyer ID - Id de l'acheteur  
PET906  
CCC No./N° CCC - FMS No./N° VME

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|  |  |   |  |  |  |   |
|--|--|---|--|--|--|---|
|  | .3 Furniture                             |   |  |  |  |   |
|  | .1 Dust and damp wipe/ wash and sanitize | X |  |  |  | X |

| TABLE 1 - GENERAL USE |   |           |                    |       |             |                |
|-----------------------|---|-----------|--------------------|-------|-------------|----------------|
| SERIAL                | SERVICE REQUIRED  | AS NEEDED | TASK AUTHORIZATION | DAILY | SEMI WEEKLY | WEEKLY MONTHLY |
| 1.8                   | <u>Messes, Lounges and TV rooms</u>   |           |                    |       |             |                |
|                       | .1 Carpets and rugs   |           |                    |       |             |                |
|                       | .1 Vacuum   | X         |                    |       |             | X              |
|                       | .2 Hot Water Extraction   |           | X                  |       |             |                |
|                       | .2 Walls  |           |                    |       |             |                |
|                       | .1 Clean and wash to 305 cm   | X         |                    |       |             |                |
|                       | .2 Dust to 305 cm   | X         |                    |       |             |                |
|                       | .3 Floors   |           |                    |       |             |                |
|                       | .1 Sweep  | X         |                    | X     |             |                |
|                       | .2 Wash and buff  | X         |                    |       |             | X              |
|                       | .3 Clean, spray wax and buff  | X         |                    |       |             | X              |
|                       | .4 Strip, seal, re-wax and buff   |           | X                  |       |             |                |
|                       | .4 Furniture  |           |                    |       |             |                |
|                       | .1 Dust and damp wipe and sanitize  | X         |                    |       | X           |                |
|                       | .2 Wash and polish and sanitize   |           |                    |       |             | X              |
| 1.9                   | <u>Elevators</u>  |           |                    |       |             |                |
|                       | .1 Elevator's floor must be vacuumed and damp mopped, recommend Monday. Elevator's floors must be dust free, soil free, and debris free   | X         |                    |       |             | X              |
|                       | .2 Elevator's metal and glass surfaces must be cleaned, recommend Monday. All metal and glass surfaces must be free of dust, free of debris, free of fingerprints and free of handprints and free of stains; all elevators must not have a solvent smell and no solvent odors |           |                    |       |             | X              |

**2. Recreation Centre, Subway Washrooms: This facility operates seven days a week and requires more frequent cleaning services than the general use buildings. Weekday, weekend and evening work requirements exist. \* Service required for daytime and evening shifts**

| TABLE 2 – RECREATION CENTRE |   | AS NEEDED | DAILY (WEEKDAYS) | DAILY (7 DAYS) | SEMI WEEKLY | WEEKLY | MONTHLY | TASK AUTHORIZATION |
|-----------------------------|---|-----------|------------------|----------------|-------------|--------|---------|--------------------|
| SERIAL                      | SERVICE REQUIRED  |           |                  |                |             |        |         |                    |
| 2.1                         | General   |           |                  |                |             |        |         |                    |
|                             | .1 Dust Notice Boards   | X         |                  |                |             |        |         |                    |
|                             | .2 Dust and wipe high ledges, tops of partition, exposed pipes to a height of 305 cm.             | X         |                  |                |             |        |         |                    |
|                             | .3 Hose cabinets, display cases   |           |                  |                |             |        |         |                    |
|                             | .1 Clean  | X         |                  |                |             |        |         |                    |
|                             | .2 Wash and polish  |           |                  |                |             |        | X       |                    |
|                             | .4 Radiators  |           |                  |                |             |        |         |                    |
|                             | .1 Dust and damp wipe   |           |                  |                |             |        | X       |                    |
|                             | .2 Wash   | X         |                  |                |             |        |         |                    |
|                             | .5 Ceiling Air Diffusers, and Air Intake Grills   |           |                  |                |             |        |         |                    |
|                             | .1 Vacuum   |           |                  |                |             |        | X       |                    |
|                             | .2 Wash   |           |                  |                |             |        | X       |                    |
|                             | .6 Door Kick Plates & Hand Plates   |           |                  |                |             |        |         |                    |
|                             | .1 Clean and Polish and Sanitize  | X         |                  | X              |             |        |         |                    |
|                             | .7 Door Grills  |           |                  |                |             |        |         |                    |
|                             | .1 Vacuum   |           |                  |                |             |        | X       |                    |
|                             | .2 Wash   |           |                  |                |             | X      |         |                    |
|                             | .8 Water Dispensers   |           |                  |                |             |        |         |                    |
|                             | .1 Wash   |           |                  | X*             |             |        |         |                    |
|                             | .2 Disinfect  |           |                  | X*             |             |        |         |                    |
|                             | .9 Venetian Blinds  |           |                  |                |             |        |         |                    |
|                             | .1 Damp wiped   |           |                  |                |             |        | X       |                    |
|                             | .2 Wash   |           |                  |                |             |        | X       |                    |
|                             | .10 Pictures, clocks, etc., clean   |           |                  |                |             |        | X       |                    |
|                             | .11 Glass surfaces, interior partitions, doors, etc.  |           |                  |                |             |        |         |                    |
|                             | .1 Wash and polish  |           |                  |                |             |        | X       |                    |
|                             | .12 Light fixtures up to a height of 305 cm. shall be:  |           |                  |                |             |        |         |                    |
|                             | .1 Dusted   |           |                  |                |             |        | X       |                    |
|                             | .2 Washed   |           |                  |                |             |        | X       |                    |
|                             | .13 Garbage/ Recycling Pick-up and place in metal garbage bins (containers) outside               | X         |                  | X              |             | X      |         |                    |
|                             | .14 Wash and disinfect empty garbage cans after garbage collection and weekly disposal of plastic | X         |                  |                |             | X      |         |                    |

|  |                            |   |  |   |  |   |  |
|--|----------------------------|---|--|---|--|---|--|
|  | bags                       |   |  |   |  |   |  |
|  | .15 Drapes, vacuum cleaned |   |  |   |  | X |  |
|  | .16 Replace garbage bags   | X |  | X |  |   |  |

| TABLE 2 – RECREATION CENTRE |  |           |                    |                  |                |             |        |         |
|-----------------------------|--|-----------|--------------------|------------------|----------------|-------------|--------|---------|
| SERIAL                      | SERVICE REQUIRED                             | AS NEEDED | TASK AUTHORIZATION | DAILY (WEEKDAYS) | DAILY (7 DAYS) | SEMI WEEKLY | WEEKLY | MONTHLY |
| 2.2                         | <u>Entrance &amp; Lobbies &amp; Hallways</u> |           |                    |                  |                |             |        |         |
|                             | .1 Floors:                                   |           |                    |                  |                |             |        |         |
|                             | .1 Sweep and wash                            | X         |                    |                  | X*             |             |        |         |
|                             | .2 Buff                                      | X         |                    |                  |                |             |        |         |
|                             | .3 Clean, spray wax and buff                 |           |                    |                  |                |             |        | X       |
|                             | .4 Strip, seal, re-wax and buff              |           | X                  |                  |                |             |        |         |
|                             | .2 Walls:                                    |           |                    |                  |                |             |        |         |
|                             | .1 Clean and wash to 305 cm.                 |           |                    |                  |                |             |        | X       |
|                             | .2 Dust to 305 cm                            | X         |                    |                  |                |             |        |         |
|                             | .3 Foot grills, recessed pans and mats       |           |                    |                  |                |             |        |         |
|                             | .1 Clean                                     | X         |                    |                  |                |             | X      |         |
|                             | .4 Glass doors and side glass                |           |                    |                  |                |             |        |         |
|                             | .1 Wash and polish                           | X         |                    |                  |                |             | X      |         |
|                             | .5 Door frames and base boards               |           |                    |                  |                |             |        |         |
|                             | .1 Clean                                     | X         |                    |                  |                |             |        | X       |
| 2.3                         | <u>Stairs</u>                                |           |                    |                  |                |             |        |         |
|                             | .1 Sweep and wash                            |           |                    |                  | X*             |             |        |         |
|                             | .2 Handrails - wipe & polish & sanitize      |           |                    |                  |                |             | X      |         |
|                             | .3 Stairwells                                |           |                    |                  |                |             |        |         |
|                             | .1 Clean & wash to 305 cm                    |           |                    |                  |                |             |        | X       |
| 2.4                         | .2 Dust to 305 cm                            | X         |                    |                  |                |             |        |         |
|                             | <u>Office</u>                                |           |                    |                  |                |             |        |         |
|                             | .1 Carpets & Rugs                            |           |                    |                  |                |             |        |         |
|                             | .1 Vacuum                                    | X         |                    |                  |                |             | X      |         |
|                             | .2 Hot Water Extraction                      |           | X                  |                  |                |             |        |         |
|                             | .2 Walls                                     |           |                    |                  |                |             |        |         |
|                             | .1 Clean and wash to 305 cm                  |           | X                  |                  |                |             |        |         |
|                             | .2Dust to 305 cm.                            |           |                    |                  |                |             |        | X       |
|                             | .3 Floors                                    |           |                    |                  |                |             |        |         |
|                             | .1 Sweep, dust & damp mop                    | X         |                    |                  |                |             | X      |         |
| .2 Wash, spray wax and buff | X  |           |                    |                  |                |             | X      |         |
|                             | .3 Strip, seal, re-wax and buff              |           | X                  |                  |                |             |        |         |

\* Service required for daytime and evening shifts

|        | TABLE 2 – RECREATION CENTRE  |           |                    |                  |                |             |        |         |
|--------|--|-----------|--------------------|------------------|----------------|-------------|--------|---------|
| SERIAL | SERVICE REQUIRED   | AS NEEDED | TASK AUTHORIZATION | DAILY (WEEKDAYS) | DAILY (7 DAYS) | SEMI WEEKLY | WEEKLY | MONTHLY |
| 2.5    | <u>Washrooms / Locker Rooms</u>  |           |                    |                  |                |             |        |         |
|        | .1 Floors  |           |                    |                  |                |             |        |         |
|        | .1 Sweep and wash  |           |                    |                  | X*             |             |        |         |
|        | .2 Wash and disinfect  |           |                    |                  |                |             | X      |         |
|        | .3 Sealer and/or wax   |           | X                  |                  |                |             |        |         |
|        | .2 Walls, toilets and shower partitions  |           |                    |                  |                |             |        |         |
|        | .1 Wash and disinfect  |           |                    |                  | X              |             |        |         |
|        | .3 Toilet seats, bowls, urinals, basins, water taps, receptacles, dispensers, mirrors, shelves |           |                    |                  |                |             |        |         |
|        | .1 Wash and disinfect  |           |                    |                  | X*             |             |        |         |
|        | .2 De-scale toilet bowls and urinals   |           |                    |                  | X              |             |        |         |
|        | .4 Showers and Bathtubs  |           |                    |                  |                |             |        |         |
|        | .1 Clean Drains  |           |                    |                  | X              |             |        |         |
|        | .2 Wash and disinfect  |           |                    |                  | X              |             |        |         |
|        | .3 Scrub and power wash  |           |                    |                  |                |             |        | X       |
|        | .5 Shower curtains   |           |                    |                  |                |             |        |         |
|        | .1 Wash and disinfect  | X         |                    |                  | X              |             |        |         |
|        | .6 Remove waste paper  |           |                    |                  | X              |             |        |         |
|        | .7 Supply soap, toilet paper, sanitary bags and paper towels                                   |           |                    |                  | X              |             |        |         |
|        | .8 Dust top of Lockers   |           |                    |                  |                |             | X      |         |

| TABLE 2 – RECREATION CENTRE |  |           |                    |                  |                |             |        |         |
|-----------------------------|--|-----------|--------------------|------------------|----------------|-------------|--------|---------|
| SERIAL                      | SERVICE REQUIRED                         | AS NEEDED | TASK AUTHORIZATION | DAILY (WEEKDAYS) | DAILY (7 DAYS) | SEMI WEEKLY | WEEKLY | MONTHLY |
| 2.6                         | <u>Lounges, Lunch Rooms - Cafeterias</u> |           |                    |                  |                |             |        |         |
|                             | .1 Walls                                 |           |                    |                  |                |             |        |         |
|                             | .1 Dust to 305 cm                        |           |                    |                  |                |             | X      |         |
|                             | .2 Clean and wash to 305 cm.             |           |                    |                  |                |             |        | X       |
|                             | .2 Floors:                               |           |                    |                  |                |             |        |         |
|                             | .1 Sweep and wash                        |           |                    |                  | X              |             |        |         |
|                             | .2 Wash, spray wax and buff              |           |                    |                  |                |             |        | X       |
|                             | .3 Strip, seal, re-wax and buff          |           | X                  |                  |                |             |        |         |
|                             | .3 Furniture                             |           |                    |                  |                |             |        |         |
|                             | .1 Dust and damp wipe                    |           |                    |                  |                |             |        | X       |
|                             | .2 Wash and polish                       |           |                    |                  |                |             |        | X       |
| 2.7                         | <u>Wing Theatre</u>                      |           |                    |                  |                |             |        |         |
|                             | .1 Floors:                               |           |                    |                  |                |             |        |         |
|                             | .1 Sweep                                 | X         |                    |                  |                |             | X      |         |
|                             | .2 Wash, spray wax and buff              | X         |                    |                  |                |             |        | X       |
|                             | .3 Strip, seal, re-wax and buff          |           | X                  |                  |                |             |        |         |
|                             | .2 Walls:                                |           |                    |                  |                |             |        |         |
|                             | .1 Clean and wash to 305 cm.             | X         |                    |                  |                |             |        |         |
|                             | .2 Dust to 305 cm                        | X         |                    |                  |                |             |        |         |
|                             | .3 Furniture                             |           |                    |                  |                |             |        |         |
|                             | .1 Dust and damp wipe                    | X         |                    |                  |                |             |        | X       |
|                             | .2 Wash and polish                       | X         | X                  |                  |                |             |        |         |

\* Service required for daytime and evening shifts



| TABLE 2 – RECREATION CENTRE |  |           |                    |       |             |        |         |
|-----------------------------|--|-----------|--------------------|-------|-------------|--------|---------|
| SERIAL                      | SERVICE REQUIRED                                     | AS NEEDED | TASK AUTHORIZATION | DAILY | SEMI WEEKLY | WEEKLY | MONTHLY |
| 2.8                         | <u>Pool</u>  |           |                    |       |             |        |         |
|                             | .1 Bleachers   |           |                    |       |             |        |         |
|                             | .1 Sweep and mop                                     |           |                    |       | X           |        |         |
|                             | .2 Pool Deck   |           |                    |       |             |        |         |
|                             | .1 Hose towards drains                               |           |                    |       | X           |        |         |
|                             | .2 Scrub and disinfect                               |           |                    |       |             | X      |         |
|                             | .3 Clean drains                                      |           |                    |       | X           |        |         |
| 2.9                         | <u>Squash Courts, Gymnasium, Spinning/Weight Rms</u> |           |                    |       |             |        |         |
|                             | .1 Floors  |           |                    |       |             |        |         |
|                             | .1 Sweep and Mop                                     |           |                    |       | X           |        |         |
|                             | .2 Scrub   |           |                    |       |             | X      |         |
|                             | .2 Detergent bottles and paper towel                 |           |                    |       |             |        |         |
|                             | .1 Fill & replace                                    | X         |                    |       | X           |        |         |

\* Service required for daytime and evening shifts

**3. Low Occupancy Facilities – Semi Weekly: Work to occur between Monday and Friday. Table 3 – Low Occupancy – Semi Weekly outlines the cleaning frequency for the following buildings: B45, B64, B100, B135, B142, 143,144**

| TABLE 3 – LOW OCCUPANCY SEMI WEEKLY |  |           |                    |       |             |         |
|-------------------------------------|--|-----------|--------------------|-------|-------------|---------|
| SERIAL                              | SERVICE REQUIRED   | AS NEEDED | TASK AUTHORIZATION | DAILY | SEMI WEEKLY | MONTHLY |
| 3.1                                 | General  |           |                    |       |             |         |
|                                     | .1 Dust Notice Boards  | X         |                    |       |             | X       |
|                                     | .2 Dust and wipe high ledges, tops of partition, exposed pipes to a height of 305 cm.                  | X         |                    |       |             |         |
|                                     | .3 Hose cabinets, display cases  |           |                    |       |             |         |
|                                     | .1 Clean   | X         |                    |       |             |         |
|                                     | .2 Wash and polish   |           |                    |       |             | X       |
|                                     | .4 Radiators   |           |                    |       |             |         |
|                                     | .1 Dust and damp wipe  |           |                    |       |             | X       |
|                                     | .2 Wash  | X         |                    |       |             |         |
|                                     | .5 Ceiling Air Diffusers, and Air Intake Grills  |           |                    |       |             |         |
|                                     | .1 Vacuum  |           |                    |       |             | X       |
|                                     | .2 Wash  |           |                    |       |             | X       |
|                                     | .6 Door Kick Plates & Hand Plates  |           |                    |       |             |         |
|                                     | .1 Clean and Polish  | X         |                    |       | X           |         |
|                                     | .7 Door Grills   |           |                    |       |             |         |
|                                     | .1 Vacuum  |           |                    |       |             | X       |
|                                     | .2 Wash  |           |                    |       | X           |         |
|                                     | .8 Water Dispensers  |           |                    |       |             |         |
|                                     | .1 Wash  |           |                    | X     |             |         |
|                                     | .2 Disinfect   |           |                    | X     |             |         |
|                                     | .9 Venetian Blinds   |           |                    |       |             |         |
|                                     | .1 Damp wiped  |           |                    |       |             | X       |
|                                     | .2 Wash  |           |                    |       |             | X       |
|                                     | .10 Pictures, clocks, etc., clean  |           |                    |       |             | X       |
|                                     | .11 Glass surfaces, interior partitions, doors, etc.   |           |                    |       |             |         |
|                                     | .1 Wash and polish   |           |                    |       |             | X       |
|                                     | .12 Light fixtures up to a height of 305 cm. shall be:   |           |                    |       |             |         |
|                                     | .1 Dusted  |           |                    |       |             | X       |
|                                     | .2 Washed  |           |                    |       |             | X       |
|                                     | .13 Garbage/ Recycling Pick-up and place in metal garbage bins (containers) outside                    | X         |                    | X     |             |         |
|                                     | .14 Wash and disinfect empty garbage cans after garbage collection and weekly disposal of plastic bags | X         |                    |       | X           |         |
|                                     | .15 Drapes, vacuum cleaned   |           |                    |       |             | X       |

|                          |   |  |   |  |
|--------------------------|---|--|---|--|
| .16 Replace garbage bags | X |  | X |  |
|--------------------------|---|--|---|--|

| TABLE 3 – LOW OCCUPANCY SEMI WEEKLY |  | AS NEEDED | TASK AUTHORIZATION | DAILY | SEMI WEEKLY | WEEKLY | MONTHLY |
|-------------------------------------|--|-----------|--------------------|-------|-------------|--------|---------|
| SERIAL                              | SERVICE REQUIRED                             |           |                    |       |             |        |         |
| 3.2                                 | <u>Entrance &amp; Lobbies &amp; Hallways</u> |           |                    |       |             |        |         |
|                                     | .1 Floors:                                   |           |                    |       |             |        |         |
|                                     | .1 Sweep and wash                            | X         |                    |       | X           |        |         |
|                                     | .2 Buff                                      | X         |                    |       |             |        |         |
|                                     | .3 Clean, spray wax and buff                 |           |                    |       |             |        | X       |
|                                     | .4 Strip, seal, re-wax and buff              |           | X                  |       |             |        |         |
|                                     | .2 Walls:                                    |           |                    |       |             |        |         |
|                                     | .1 Clean and wash to 305 cm.                 |           |                    |       |             |        | X       |
|                                     | .2 Dust to 305 cm                            | X         |                    |       |             |        |         |
|                                     | .3 Foot grills, recessed pans and mats       |           |                    |       |             |        |         |
|                                     | .1 Clean                                     | X         |                    |       |             | X      |         |
|                                     | .4 Glass doors and side glass                |           |                    |       |             |        |         |
|                                     | .1 Wash and polish                           | X         |                    |       |             | X      |         |
|                                     | .5 Door frames and base boards               |           |                    |       |             |        |         |
|                                     | .1 Clean                                     |           |                    |       |             | X      |         |
| 3.3                                 | <u>Stairs</u>                                |           |                    |       |             |        |         |
|                                     | .1 Sweep and wash                            |           |                    |       | X           |        |         |
|                                     | .2 Handrails - wipe & polish                 |           |                    |       |             | X      |         |
|                                     | .3 Stairwells                                |           |                    |       |             |        |         |
|                                     | .1 Clean & wash to 305 cm                    |           |                    |       |             |        | X       |
| 3.4                                 | .2 Dust to 305 cm                            | X         |                    |       |             |        |         |
|                                     | <u>Office</u>                                |           |                    |       |             |        |         |
|                                     | .1 Carpets & Rugs                            |           |                    |       |             |        |         |
|                                     | .1 Vacuum                                    | X         |                    |       |             |        |         |
|                                     | .2 Hot Water Extraction                      |           | X                  |       |             |        |         |
|                                     | .2 Walls                                     |           |                    |       |             |        |         |
|                                     | .1 Clean and wash to 305 cm                  |           | X                  |       |             |        |         |
|                                     | .2 Dust to 305 cm.                           |           | X                  |       |             |        |         |
|                                     | .3 Floors                                    |           |                    |       |             |        |         |
|                                     | .1 Sweep, dust & damp mop                    | X         |                    |       |             |        | X       |
|                                     | .2 Wash, spray wax and buff                  | X         |                    |       |             |        |         |
|                                     | .3 Strip, seal, re-wax and buff              |           | X                  |       |             |        |         |

| TABLE 3 – LOW OCCUPANCY SEMI WEEKLY |  |           |                    |       |             |        |         |
|-------------------------------------|--|-----------|--------------------|-------|-------------|--------|---------|
| SERIAL                              | SERVICE REQUIRED   | AS NEEDED | TASK AUTHORIZATION | DAILY | SEMI WEEKLY | WEEKLY | MONTHLY |
| 3.5                                 | <u>Washrooms</u>   |           |                    |       |             |        |         |
|                                     | .1 Floors  |           |                    |       |             |        |         |
|                                     | .1 Sweep and wash  |           |                    |       | X           |        |         |
|                                     | .2 Wash and disinfect  |           |                    |       |             | X      |         |
|                                     | .3 Sealer and/or wax   |           | X                  |       |             |        |         |
|                                     | .2 Walls, toilets and shower partitions  |           |                    |       |             |        |         |
|                                     | .1 Wash and disinfect  |           |                    |       | X           |        |         |
|                                     | .3 Toilet seats, bowls, urinals, basins, water taps, receptacles, dispensers, mirrors, shelves |           |                    |       |             |        |         |
|                                     | .1 Wash and disinfect  |           |                    |       | X           |        |         |
|                                     | .2 De-scale toilet bowls and urinals   |           |                    |       | X           |        |         |
|                                     | .4 Showers and Bathtubs  |           |                    |       |             |        |         |
|                                     | .1 Clean Drains  |           |                    |       | X           |        |         |
|                                     | .2 Wash and disinfect  |           |                    |       | X           |        |         |
|                                     | .5 Shower curtains   |           |                    |       |             |        |         |
|                                     | .1 Wash and disinfect  |           |                    |       | X           |        |         |
|                                     | .6 Remove waste paper  |           |                    |       | X           |        |         |
|                                     | .7 Supply soap, toilet paper, sanitary bags and paper towels                                   |           |                    |       | X           |        |         |
| 3.6                                 | <u>Lounges, Lunch Rooms - Cafeterias</u>   |           |                    |       |             |        |         |
|                                     | .1 Walls   |           |                    |       |             |        |         |
|                                     | .1 Dust to 305 cm  |           |                    |       |             | X      |         |
|                                     | .2 Clean and wash to 305 cm.   |           |                    |       |             |        | X       |
|                                     | .2 Floors:   |           |                    |       |             |        |         |
|                                     | .1 Sweep and wash  |           |                    |       | X           |        |         |
|                                     | .2 Wash, spray wax and buff  |           |                    |       |             |        | X       |
|                                     | .3 Strip, seal, re-wax and buff  |           | X                  |       |             |        |         |
|                                     | .3 Furniture   |           |                    |       |             |        |         |
|                                     | .1 Dust and damp wipe  |           |                    |       |             |        | X       |
| 3.7                                 | <u>Lecture classrooms and rooms</u>  |           |                    |       |             |        |         |
|                                     | .1 Floors:   |           |                    |       |             |        |         |
|                                     | .1 Sweep   | X         |                    |       |             |        |         |
|                                     | .2 Wash, spray wax and buff  | X         |                    |       |             |        |         |
|                                     | .3 Strip, seal, re-wax and buff  |           | X                  |       |             |        |         |
|                                     | .2 Walls:  |           |                    |       |             |        |         |
|                                     | .1 Clean and wash to 305 cm.   | X         |                    |       |             |        |         |
|                                     | .2 Dust to 305 cm  | X         |                    |       |             |        |         |

|  |                       |   |  |  |  |  |  |
|--|-----------------------|---|--|--|--|--|--|
|  | .3 Furniture          |   |  |  |  |  |  |
|  | .1 Dust and damp wipe | X |  |  |  |  |  |
|  | .2 Wash and polish    | X |  |  |  |  |  |

| TABLE 3 – LOW OCCUPANCY SEMI WEEKLY |   |           |                    |       |             |        |         |
|-------------------------------------|---|-----------|--------------------|-------|-------------|--------|---------|
| SERIAL                              | SERVICE REQUIRED  | AS NEEDED | TASK AUTHORIZATION | DAILY | SEMI WEEKLY | WEEKLY | MONTHLY |
| 3.8                                 | <u>Messes, Lounges and TV rooms</u>   |           |                    |       |             |        |         |
|                                     | .1 Carpets and rugs   |           |                    |       |             |        |         |
|                                     | .1 Vacuum   | X         |                    |       |             |        |         |
|                                     | .2 Hot Water Extraction   |           | X                  |       |             |        |         |
|                                     | .2 Walls  |           |                    |       |             |        |         |
|                                     | .1 Clean and wash to 305 cm   | X         |                    |       |             |        |         |
|                                     | .2 Dust to 305 cm   | X         |                    |       |             |        |         |
|                                     | .3 Floors   |           |                    |       |             |        |         |
|                                     | .1 Sweep  | X         |                    |       |             |        |         |
|                                     | .2 Wash and buff  | X         |                    |       |             |        |         |
|                                     | .3 Clean, spray wax and buff  | X         |                    |       |             |        |         |
|                                     | .4 Strip, seal, re-wax and buff   |           | X                  |       |             |        |         |
|                                     | .4 Furniture  |           |                    |       |             |        |         |
|                                     | .1 Dust and damp wipe   |           |                    |       | X           |        |         |
|                                     | .2 Wash and polish  |           |                    |       |             |        | X       |
| 3.9                                 | <u>Elevators</u>  |           |                    |       |             |        |         |
|                                     | .1 Elevator's floor must be vacuumed and damp mopped, recommend Monday. Elevator's floors must be dust free, soil free, and debris free   |           |                    |       |             | X      |         |
|                                     | .2 Elevator's metal and glass surfaces must be cleaned, recommend Monday. All metal and glass surfaces must be free of dust, free of debris, free of fingerprints and free of handprints and free of stains; all elevators must not have a solvent smell and no solvent odors |           |                    |       |             | X      |         |

**4. Low Occupancy Facilities – Weekly: Work to occur between Monday and Friday. Table 4 – Low Occupancy – Weekly outlines the cleaning frequency for the following buildings: B66, B111, B127a, B-115 (ball diamond canteen June 1<sup>st</sup> to Sept. 1<sup>st</sup>)**

| TABLE 4 – LOW OCCUPANCY WEEKLY |  |           |                    |       |             |         |
|--------------------------------|--|-----------|--------------------|-------|-------------|---------|
| SERIAL                         | SERVICE REQUIRED   | AS NEEDED | TASK AUTHORIZATION | DAILY | SEMI WEEKLY | MONTHLY |
| 4.1                            | <u>General</u>   |           |                    |       |             |         |
|                                | .1 Dust Notice Boards  | X         |                    |       |             |         |
|                                | .2 Dust and wipe high ledges, tops of partition, exposed pipes to a height of 305 cm.      | X         |                    |       |             |         |
|                                | .3 Hose cabinets, display cases  |           |                    |       |             |         |
|                                | .1 Clean   | X         |                    |       |             |         |
|                                | .2 Wash and polish   |           |                    |       |             | X       |
|                                | .4 Radiators   |           |                    |       |             |         |
|                                | .1 Dust and damp wipe  |           |                    |       |             | X       |
|                                | .2 Wash  | X         |                    |       |             |         |
|                                | .5 Ceiling Air Diffusers, and Air Intake Grills  |           |                    |       |             |         |
|                                | .1 Vacuum  |           |                    |       |             | X       |
|                                | .2 Wash  |           |                    |       |             | X       |
|                                | .6 Door Kick Plates & Hand Plates  |           |                    |       |             |         |
|                                | .1 Clean and Polish  | X         |                    |       | X           |         |
|                                | .7 Door Grills   |           |                    |       |             |         |
|                                | .1 Vacuum  |           |                    |       |             | X       |
|                                | .2 Wash  |           |                    |       | X           |         |
|                                | .8 Water Dispensers  |           |                    |       |             |         |
|                                | .1 Wash  |           |                    |       | X           |         |
|                                | .2 Disinfect   |           |                    |       | X           |         |
|                                | .9 Venetian Blinds   |           |                    |       |             |         |
|                                | .1 Damp wiped  |           |                    |       |             | X       |
|                                | .2 Wash  |           |                    |       |             | X       |
|                                | .10 Pictures, clocks, etc., clean  |           |                    |       |             | X       |
|                                | .11 Glass surfaces, interior partitions, doors, etc.                                       |           |                    |       |             |         |
|                                | .1 Wash and polish   |           |                    |       |             | X       |
|                                | .12 Light fixtures up to a height of 305 cm. shall be:                                     |           |                    |       |             |         |
|                                | .1 Dusted  |           |                    |       |             | X       |
|                                | .2 Washed  |           |                    |       |             | X       |
|                                | .13 <u>Garbage/ Recycling</u> Pick-up and place in metal garbage bins (containers) outside | X         |                    |       | X           |         |
|                                | .14 Wash and disinfect empty garbage cans  | X         |                    |       | X           |         |

|  |  |   |  |  |   |   |
|--|--|---|--|--|---|---|
|  | after garbage collection and weekly disposal of plastic bags |   |  |  |   |   |
|  | .15 Drapes, vacuum cleaned                                   |   |  |  |   | X |
|  | .16 Replace garbage bags                                     | X |  |  | X |   |

| TABLE 4 – LOW OCCUPANCY WEEKLY |  |           |                    |       |             |                |
|--------------------------------|--|-----------|--------------------|-------|-------------|----------------|
| SERIAL                         | SERVICE REQUIRED                             | AS NEEDED | TASK AUTHORIZATION | DAILY | SEMI WEEKLY | WEEKLY MONTHLY |
| 4.2                            | <u>Entrance &amp; Lobbies &amp; Hallways</u> |           |                    |       |             |                |
|                                | .1 Floors:                                   |           |                    |       |             |                |
|                                | .1 Sweep and wash                            | X         |                    |       | X           |                |
|                                | .2 Buff                                      | X         |                    |       |             |                |
|                                | .3 Clean, spray wax and buff                 |           |                    |       |             | X              |
|                                | .4 Strip, seal, re-wax and buff              |           | X                  |       |             |                |
|                                | .2 Walls:                                    |           |                    |       |             |                |
|                                | .1 Clean and wash to 305 cm.                 |           |                    |       |             | X              |
|                                | .2 Dust to 305 cm                            | X         |                    |       |             |                |
|                                | .3 Foot grills, recessed pans and mats       |           |                    |       |             |                |
|                                | .1 Clean                                     | X         |                    |       | X           |                |
|                                | .4 Glass doors and side glass                |           |                    |       |             |                |
|                                | .1 Wash and polish                           | X         |                    |       | X           |                |
|                                | .5 Door frames and base boards               |           |                    |       |             |                |
|                                | .1 Clean                                     |           | X                  |       |             |                |
| 4.3                            | <u>Stairs</u>                                |           |                    |       |             |                |
|                                | .1 Sweep and wash                            |           |                    |       | X           |                |
|                                | .2 Handrails - wipe & polish                 |           |                    |       | X           |                |
|                                | .3 Stairwells                                |           |                    |       |             |                |
|                                | .1 Clean & wash to 305 cm                    |           |                    |       |             | X              |
|                                | .2 Dust to 305 cm                            | X         |                    |       |             |                |
| 4.4                            | <u>Office</u>                                |           |                    |       |             |                |
|                                | .1 Carpets & Rugs                            |           |                    |       |             |                |
|                                | .1 Vacuum                                    | X         |                    |       |             |                |
|                                | .2 Hot Water Extraction                      |           | X                  |       |             |                |
|                                | .2 Walls                                     |           |                    |       |             |                |
|                                | .1 Clean and wash to 305 cm                  |           | X                  |       |             |                |
|                                | .2 Dust to 305 cm.                           |           | X                  |       |             |                |
|                                | .3 Floors                                    |           |                    |       |             |                |
|                                | .1 Sweep, dust & damp mop                    | X         |                    |       |             |                |
|                                | .2 Wash, spray wax and buff                  | X         |                    |       |             |                |
|                                | .3 Strip, seal, re-wax and buff              |           | X                  |       |             |                |

| TABLE 4 – LOW OCCUPANCY WEEKLY |  |           |                    |       |             |                |
|--------------------------------|--|-----------|--------------------|-------|-------------|----------------|
| SERIAL                         | SERVICE REQUIRED   | AS NEEDED | TASK AUTHORIZATION | DAILY | SEMI WEEKLY | WEEKLY MONTHLY |
| 4.5                            | <u>Washrooms</u>   |           |                    |       |             |                |
|                                | .1 Floors  |           |                    |       |             |                |
|                                | .1 Sweep and wash  |           |                    |       |             | X              |
|                                | .2 Wash and disinfect  |           |                    |       |             | X              |
|                                | .3 Sealer and/or wax   |           | X                  |       |             |                |
|                                | .2 Walls, toilets and shower partitions  |           |                    |       |             |                |
|                                | .1 Wash and disinfect  |           |                    |       |             | X              |
|                                | .3 Toilet seats, bowls, urinals, basins, water taps, receptacles, dispensers, mirrors, shelves |           |                    |       |             |                |
|                                | .1 Wash and disinfect  |           |                    |       |             | X              |
|                                | .2 De-scale toilet bowls and urinals   |           |                    |       |             | X              |
|                                | .4 Showers and Bathtubs  |           |                    |       |             |                |
|                                | .1 Clean Drains  |           |                    |       |             | X              |
|                                | .2 Wash and disinfect  |           |                    |       |             | X              |
|                                | .5 Shower curtains   |           |                    |       |             |                |
|                                | .1 Wash and disinfect  |           |                    |       |             | X              |
|                                | .6 Remove waste paper  |           |                    |       |             | X              |
|                                | .7 Supply soap, toilet paper, sanitary bags and paper towels                                   |           |                    |       |             | X              |
| 4.6                            | <u>Lounges, Lunch Rooms - Cafeterias</u>   |           |                    |       |             |                |
|                                | .1 Walls   |           |                    |       |             |                |
|                                | .1 Dust to 305 cm  |           |                    |       |             | X              |
|                                | .2 Clean and wash to 305 cm.   |           |                    |       |             | X              |
|                                | .2 Floors:   |           |                    |       |             |                |
|                                | .1 Sweep and wash  |           |                    |       |             | X              |
|                                | .2 Wash, spray wax and buff  |           |                    |       |             | X              |
|                                | .3 Strip, seal, re-wax and buff  |           | X                  |       |             |                |
|                                | .3 Furniture   |           |                    |       |             |                |
|                                | .1 Dust and damp wipe  |           |                    |       |             | X              |
|                                | .2 Wash and polish   |           |                    |       |             | X              |
| 4.7                            | <u>Lecture classrooms and rooms</u>  |           |                    |       |             |                |
|                                | .1 Floors:   |           |                    |       |             |                |
|                                | .1 Sweep   | X         |                    |       |             |                |
|                                | .2 Wash, spray wax and buff  | X         |                    |       |             |                |
|                                | .3 Strip, seal, re-wax and buff  |           | X                  |       |             |                |
|                                | .2 Walls:  |           |                    |       |             |                |
|                                | .1 Clean and wash to 305 cm.   | X         |                    |       |             |                |
|                                | .2 Dust to 305 cm  | X         |                    |       |             |                |



Solicitation No. - N° de l'invitation  
W6890-210053/A  
Client Ref. No. - N° de réf. du client  
W6890-21-0053

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PET-0-53028

Buyer ID - Id de l'acheteur  
PET906  
CCC No./N° CCC - FMS No./N° VME

|  |                       |   |  |  |  |  |  |
|--|-----------------------|---|--|--|--|--|--|
|  | .3 Furniture          |   |  |  |  |  |  |
|  | .1 Dust and damp wipe | X |  |  |  |  |  |
|  | .2 Wash and polish    | X |  |  |  |  |  |

| TABLE 4 – LOW OCCUPANCY WEEKLY |                                 |           |                    |       |             |        |         |
|--------------------------------|---------------------------------|-----------|--------------------|-------|-------------|--------|---------|
| SERIAL                         | SERVICE REQUIRED                | AS NEEDED | TASK AUTHORIZATION | DAILY | SEMI WEEKLY | WEEKLY | MONTHLY |
| 4.8                            | Messes, Lounges and TV rooms    |           |                    |       |             |        |         |
|                                | .1 Carpets and rugs             |           |                    |       |             |        |         |
|                                | .1 Vacuum                       | X         |                    |       |             |        |         |
|                                | .2 Hot Water Extraction         |           | X                  |       |             |        |         |
|                                | .2 Walls                        |           |                    |       |             |        |         |
|                                | .1 Clean and wash to 305 cm     | X         |                    |       |             |        |         |
|                                | .2 Dust to 305 cm               | X         |                    |       |             |        |         |
|                                | .3 Floors                       |           |                    |       |             |        |         |
|                                | .1 Sweep                        | X         |                    |       |             |        |         |
|                                | .2 Wash and buff                | X         |                    |       |             |        |         |
|                                | .3 Clean, spray wax and buff    | X         |                    |       |             |        |         |
|                                | .4 Strip, seal, re-wax and buff |           | X                  |       |             |        |         |
|                                | .4 Furniture                    |           |                    |       |             |        |         |
|                                | .1 Dust and damp wipe           |           |                    |       |             | X      |         |
|                                | .2 Wash and polish              |           |                    |       |             |        | X       |

**5. Low Occupancy Facilities – Weekly: Work to occur between Monday and Friday. Table 6 – Low Occupancy – Weekly outlines the cleaning frequency for the following buildings: 1401 Airport Rd and 1403 Airport Rd.**

| TABLE 6 – LOW OCCUPANCY MONTHLY |   |           |                    |       |             |        |         |
|---------------------------------|---|-----------|--------------------|-------|-------------|--------|---------|
| SERIAL                          | SERVICE REQUIRED  | AS NEEDED | TASK AUTHORIZATION | DAILY | SEMI WEEKLY | WEEKLY | MONTHLY |
| 5.1                             | General   |           |                    |       |             |        |         |
|                                 | .1 Dust Notice Boards   |           |                    |       |             |        |         |
|                                 | .2 Dust and wipe high ledges, tops of partition, exposed pipes to a height of 305 cm.             | X         |                    |       |             |        |         |
|                                 | .3 Hose cabinets, display cases   |           |                    |       |             |        |         |
|                                 | .1 Clean  |           |                    |       |             | X      |         |
|                                 | .2 Wash and polish  |           |                    |       |             |        | X       |
|                                 | .4 Radiators  |           |                    |       |             |        |         |
|                                 | .1 Dust and damp wipe   |           |                    |       |             | X      |         |
|                                 | .2 Wash   | X         |                    |       |             |        | X       |
|                                 | .5 Ceiling Air Diffusers, and Air Intake Grills   |           |                    |       |             |        |         |
|                                 | .1 Vacuum   |           |                    |       |             |        | X       |
|                                 | .2 Wash   |           | X                  |       |             |        |         |
|                                 | .6 Door Kick Plates & Hand Plates   |           |                    |       |             |        |         |
|                                 | .1 Clean and Polish   | X         |                    |       |             | X      |         |
|                                 | .7 Grills   |           |                    |       |             |        |         |
|                                 | .1 Vacuum   |           |                    |       |             |        | X       |
|                                 | .2 Wash   |           | X                  |       |             |        |         |
|                                 | .8 Water Dispensers   |           |                    |       |             |        |         |
|                                 | .1 Wash   |           |                    |       |             | X      |         |
|                                 | .2 Disinfect  |           |                    |       |             | X      |         |
|                                 | .9 Venetian Blinds  |           |                    |       |             |        |         |
|                                 | .1 Damp wiped   |           |                    |       |             |        | X       |
|                                 | .2 Wash   |           | X                  |       |             |        |         |
|                                 | .10 Pictures, clocks, etc., clean   |           |                    |       |             |        | X       |
|                                 | .11 Glass surfaces, interior partitions, doors, etc.  |           |                    |       |             |        |         |
|                                 | .1 Wash and polish  |           |                    |       |             | X      |         |
|                                 | .12 Light fixtures up to a height of 305 cm. shall be:  |           |                    |       |             |        |         |
|                                 | .1 Dusted   |           |                    |       |             | X      |         |
|                                 | .2 Washed   |           |                    |       |             |        | X       |
|                                 | .13 Garbage/ Recycling Pick-up and place in metal garbage bins (containers) outside               | X         |                    |       |             | X      |         |
|                                 | .14 Wash and disinfect empty garbage cans after garbage collection and weekly disposal of plastic | X         |                    |       |             | X      |         |

|  |                            |   |  |  |   |   |
|--|----------------------------|---|--|--|---|---|
|  | bags                       |   |  |  |   |   |
|  | .15 Drapes, vacuum cleaned |   |  |  |   | X |
|  | .16 Replace garbage bags   | X |  |  | X |   |

| TABLE 6 – LOW OCCUPANCY MONTHLY |  |           |                    |       |             |                |
|---------------------------------|--|-----------|--------------------|-------|-------------|----------------|
| SERIAL                          | SERVICE REQUIRED                       | AS NEEDED | TASK AUTHORIZATION | DAILY | SEMI WEEKLY | WEEKLY MONTHLY |
| 5.2                             | Entrance & Lobbies & Hallways          |           |                    |       |             |                |
|                                 | .1 Floors:                             |           |                    |       |             |                |
|                                 | .1 Sweep and wash                      | X         |                    |       | X           |                |
|                                 | .2 Buff                                | X         |                    |       |             |                |
|                                 | .3 Clean, spray wax and buff           |           |                    |       |             | X              |
|                                 | .4 Strip, seal, re-wax and buff        |           | X                  |       |             |                |
|                                 | .2 Walls:                              |           |                    |       |             |                |
|                                 | .1 Clean and wash to 305 cm.           |           | X                  |       |             |                |
|                                 | .2 Dust to 305 cm                      | X         |                    |       |             | X              |
|                                 | .3 Foot grills, recessed pans and mats |           |                    |       |             |                |
|                                 | .1 Clean                               |           |                    |       |             |                |
|                                 | .4 Glass doors and side glass          |           |                    |       |             |                |
|                                 | .1 Wash and polish                     | X         |                    |       |             | X              |
|                                 | .5 Door frames and base boards         |           |                    |       |             |                |
|                                 | .1 Clean                               |           |                    |       |             | X              |
| 5.3                             | Stairs                                 |           |                    |       |             |                |
|                                 | .1 Sweep and wash/ vacuum              |           |                    |       | X           |                |
|                                 | .2 Handrails - wipe & polish           |           |                    |       | X           |                |
|                                 | .3 Stairwells                          |           |                    |       |             |                |
|                                 | .1 Clean & wash to 305 cm              |           | X                  |       |             |                |
|                                 | .2 Dust to 305 cm                      | X         |                    |       |             |                |
| 5.4                             | Office                                 |           |                    |       |             |                |
|                                 | .1 Carpets & Rugs                      |           |                    |       |             |                |
|                                 | .1 Vacuum                              |           |                    |       | X           |                |
|                                 | .2 Hot Water Extraction                |           | X                  |       |             |                |
|                                 | .2 Walls                               |           |                    |       |             |                |
|                                 | .1 Clean and wash to 305 cm            |           | X                  |       |             |                |
|                                 | .2 Dust to 305 cm.                     | X         |                    |       |             |                |
|                                 | .3 Floors                              |           |                    |       |             |                |
|                                 | .1 Sweep, dust & damp mop              | X         |                    |       | X           |                |
|                                 | .2 Wash, spray wax and buff            | X         |                    |       |             |                |
|                                 | .3 Strip, seal, re-wax and buff        |           | X                  |       |             |                |

| TABLE 6 – LOW OCCUPANCY MONTHLY |  |           |                    |       |             |                |
|---------------------------------|--|-----------|--------------------|-------|-------------|----------------|
| SERIAL                          | SERVICE REQUIRED   | AS NEEDED | TASK AUTHORIZATION | DAILY | SEMI WEEKLY | WEEKLY MONTHLY |
| 5.5                             | <u>Washrooms</u>   |           |                    |       |             |                |
|                                 | .1 Floors  |           |                    |       |             |                |
|                                 | .1 Sweep and wash  |           |                    |       |             | X              |
|                                 | .2 Wash and disinfect  |           |                    |       |             | X              |
|                                 | .3 Sealer and/or wax   |           | X                  |       |             |                |
|                                 | .2 Walls, toilets and shower partitions  |           |                    |       |             |                |
|                                 | .1 Wash and disinfect  |           |                    |       |             | X              |
|                                 | .3 Toilet seats, bowls, urinals, basins, water taps, receptacles, dispensers, mirrors, shelves |           |                    |       |             |                |
|                                 | .1 Wash and disinfect  |           |                    |       |             | X              |
|                                 | .2 De-scale toilet bowls and urinals   |           |                    |       |             | X              |
|                                 | .4 Showers and Bathtubs  |           |                    |       |             |                |
|                                 | .1 Clean Drains  |           |                    |       |             | X              |
|                                 | .2 Wash and disinfect  |           |                    |       |             | X              |
|                                 | .5 Shower curtains   |           |                    |       |             |                |
|                                 | .1 Wash and disinfect  |           |                    |       |             | X              |
|                                 | .6 Remove waste paper  |           |                    |       |             | X              |
|                                 | .7 Supply soap, toilet paper, sanitary bags and paper towels                                   |           |                    |       |             | X              |
| 5.6                             | <u>Lounges, Lunch Rooms - Kitchens</u>   |           |                    |       |             |                |
|                                 | .1 Walls   |           |                    |       |             |                |
|                                 | .1 Dust to 305 cm  |           |                    |       |             | X              |
|                                 | .2 Clean and wash to 305 cm.   | X         |                    |       |             | X              |
|                                 | .2 Floors:   |           |                    |       |             |                |
|                                 | .1 Sweep and wash  |           |                    |       |             | X              |
|                                 | .2 Wash, spray wax and buff  |           |                    |       |             | X              |
|                                 | .3 Strip, seal, re-wax and buff  |           | X                  |       |             |                |
|                                 | .3 Furniture   |           |                    |       |             |                |
|                                 | .1 Dust and damp wipe  | X         |                    |       |             | X              |
| 5.7                             | <u>Lecture classrooms and rooms</u>  |           |                    |       |             |                |
|                                 | .1 Floors:   |           |                    |       |             |                |
|                                 | .1 Sweep/ Vacuum   | X         |                    |       |             | X              |
|                                 | .2 Wash, spray wax and buff  | X         |                    |       |             | X              |
|                                 | .3 Strip, seal, re-wax and buff  |           | X                  |       |             |                |
|                                 | .2 Walls:  |           |                    |       |             |                |
|                                 | .1 Clean and wash to 305 cm.   | X         | X                  |       |             |                |
|                                 | .2 Dust to 305 cm  | X         |                    |       |             | X              |

|  |                       |   |  |  |  |   |
|--|-----------------------|---|--|--|--|---|
|  | .3 Furniture          |   |  |  |  |   |
|  | .1 Dust and damp wipe | X |  |  |  | X |
|  | .2 Wash and polish    | X |  |  |  | X |

| TABLE 6 – LOW OCCUPANCY MONTHLY |                                 |           |                    |       |             |                |
|---------------------------------|---------------------------------|-----------|--------------------|-------|-------------|----------------|
| SERIAL                          | SERVICE REQUIRED                | AS NEEDED | TASK AUTHORIZATION | DAILY | SEMI WEEKLY | WEEKLY MONTHLY |
| 5.8                             | Messes, Lounges and TV rooms    |           |                    |       |             |                |
|                                 | .1 Carpets and rugs             |           |                    |       |             |                |
|                                 | .1 Vacuum                       | X         |                    |       |             | X              |
|                                 | .2 Hot Water Extraction         |           | X                  |       |             |                |
|                                 | .2 Walls                        |           |                    |       |             |                |
|                                 | .1 Clean and wash to 305 cm     | X         | X                  |       |             |                |
|                                 | .2 Dust to 305 cm               | X         |                    |       |             | X              |
|                                 | .3 Floors                       |           |                    |       |             |                |
|                                 | .1 Sweep                        | X         |                    |       |             | X              |
|                                 | .2 Wash and buff                | X         |                    |       |             |                |
|                                 | .3 Clean, spray wax and buff    | X         |                    |       |             | X              |
|                                 | .4 Strip, seal, re-wax and buff |           | X                  |       |             |                |
|                                 | .4 Furniture                    |           |                    |       |             |                |
|                                 | .1 Dust and damp wipe           | X         |                    |       |             | X              |
|                                 | .2 Wash and polish              | X         |                    |       |             | X              |

**6. Low Occupancy Facilities – Monthly: Work to occur between Monday and Friday. Table 5 – Low Occupancy – Monthly outlines the cleaning frequency for the following buildings: SRD1 (frequency increased to weekly during class time).**

| TABLE 5 – LOW OCCUPANCY MONTHLY |   |           |                    |       |             |        |         |
|---------------------------------|---|-----------|--------------------|-------|-------------|--------|---------|
| SERIAL                          | SERVICE REQUIRED  | AS NEEDED | TASK AUTHORIZATION | DAILY | SEMI WEEKLY | WEEKLY | MONTHLY |
| 5.1                             | <u>General</u>  |           |                    |       |             |        |         |
|                                 | .1 Dust Notice Boards   | X         |                    |       |             |        |         |
|                                 | .2 Dust and wipe high ledges, tops of partition, exposed pipes to a height of 305 cm. | X         |                    |       |             |        |         |
|                                 | .3 Hose cabinets, display cases   |           |                    |       |             |        |         |
|                                 | .1 Clean  | X         |                    |       |             |        |         |
|                                 | .2 Wash and polish  |           | X                  |       |             |        |         |
|                                 | .4 Radiators  |           |                    |       |             |        |         |
|                                 | .1 Dust and damp wipe   |           |                    |       |             |        | X       |
|                                 | .2 Wash   | X         |                    |       |             |        |         |
|                                 | .5 Ceiling Air Diffusers, and Air Intake Grills                                       |           |                    |       |             |        |         |
|                                 | .1 Vacuum   |           |                    |       |             |        | X       |
|                                 | .2 Wash   |           | X                  |       |             |        |         |
|                                 | .6 Door Kick Plates & Hand Plates   |           |                    |       |             |        |         |
|                                 | .1 Clean and Polish   | X         |                    |       |             |        | X       |
|                                 | .7 Door Grills  |           |                    |       |             |        |         |
|                                 | .1 Vacuum   |           |                    |       |             |        | X       |
|                                 | .2 Wash   |           | X                  |       |             |        |         |
|                                 | .8 Water Dispensers   |           |                    |       |             |        |         |
|                                 | .1 Wash   |           |                    |       |             |        | X       |
|                                 | .2 Disinfect  |           |                    |       |             |        | X       |
|                                 | .9 Venetian Blinds  |           |                    |       |             |        |         |
|                                 | .1 Damp wiped   |           |                    |       |             |        | X       |
|                                 | .2 Wash   |           |                    |       |             |        | X       |
|                                 | .10 Pictures, clocks, etc., clean   |           |                    |       |             |        | X       |
|                                 | .11 Glass surfaces, interior partitions, doors, etc.                                  |           |                    |       |             |        |         |
|                                 | .1 Wash and polish  |           |                    |       |             |        | X       |
|                                 | .12 Light fixtures up to a height of 305 cm. shall be:                                |           |                    |       |             |        |         |
|                                 | .1 Dusted   |           |                    |       |             |        | X       |
|                                 | .2 Washed   |           |                    |       |             |        | X       |
|                                 | .13 Garbage/ Recycling Pick-up and place in metal garbage bins (containers) outside   | X         |                    |       |             |        | X       |
|                                 | .14 Wash and disinfect empty garbage cans   | X         |                    |       |             |        | X       |

|  |  |   |  |  |  |   |
|--|--|---|--|--|--|---|
|  | after garbage collection and weekly disposal of plastic bags |   |  |  |  |   |
|  | .15 Drapes, vacuum cleaned                                   |   |  |  |  | X |
|  | .16 Replace garbage bags                                     | X |  |  |  | X |

| TABLE 5 – LOW OCCUPANCY MONTHLY |  |           |                    |       |             |                |
|---------------------------------|--|-----------|--------------------|-------|-------------|----------------|
| SERIAL                          | SERVICE REQUIRED                             | AS NEEDED | TASK AUTHORIZATION | DAILY | SEMI WEEKLY | WEEKLY MONTHLY |
| 5.2                             | <u>Entrance &amp; Lobbies &amp; Hallways</u> |           |                    |       |             |                |
|                                 | .1 Floors:                                   |           |                    |       |             |                |
|                                 | .1 Sweep and wash                            | X         |                    |       |             | X              |
|                                 | .2 Buff                                      | X         |                    |       |             |                |
|                                 | .3 Clean, spray wax and buff                 |           |                    |       |             | X              |
|                                 | .4 Strip, seal, re-wax and buff              |           | X                  |       |             |                |
|                                 | .2 Walls:                                    |           |                    |       |             |                |
|                                 | .1 Clean and wash to 305 cm.                 |           |                    |       |             | X              |
|                                 | .2 Dust to 305 cm                            | X         |                    |       |             |                |
|                                 | .3 Foot grills, recessed pans and mats       |           |                    |       |             |                |
|                                 | .1 Clean                                     | X         |                    |       |             | X              |
|                                 | .4 Glass doors and side glass                |           |                    |       |             |                |
|                                 | .1 Wash and polish                           | X         |                    |       |             | X              |
|                                 | .5 Door frames and base boards               |           |                    |       |             |                |
|                                 | .1 Clean                                     |           | X                  |       |             |                |
| 5.3                             | <u>Stairs</u>                                |           |                    |       |             |                |
|                                 | .1 Sweep and wash                            |           |                    |       |             | X              |
|                                 | .2 Handrails - wipe & polish                 |           |                    |       |             | X              |
|                                 | .3 Stairwells                                |           |                    |       |             |                |
|                                 | .1 Clean & wash to 305 cm                    |           |                    |       |             | X              |
| 5.4                             | .2 Dust to 305 cm                            | X         |                    |       |             |                |
|                                 | <u>Office</u>                                |           |                    |       |             |                |
|                                 | .1 Carpets & Rugs                            |           |                    |       |             |                |
|                                 | .1 Vacuum                                    | X         |                    |       |             |                |
|                                 | .2 Hot Water Extraction                      |           | X                  |       |             |                |
|                                 | .2 Walls                                     |           |                    |       |             |                |
|                                 | .1 Clean and wash to 305 cm                  |           | X                  |       |             |                |
|                                 | .2 Dust to 305 cm.                           |           | X                  |       |             |                |
|                                 | .3 Floors                                    |           |                    |       |             |                |
|                                 | .1 Sweep, dust & damp mop                    | X         |                    |       |             |                |
|                                 | .2 Wash, spray wax and buff                  | X         |                    |       |             |                |
|                                 | .3 Strip, seal, re-wax and buff              |           | X                  |       |             |                |

| TABLE 5 – LOW OCCUPANCY MONTHLY |  |           |                    |       |             |         |
|---------------------------------|--|-----------|--------------------|-------|-------------|---------|
| SERIAL                          | SERVICE REQUIRED   | AS NEEDED | TASK AUTHORIZATION | DAILY | SEMI WEEKLY | MONTHLY |
| 5.5                             | <u>Washrooms</u>   |           |                    |       |             |         |
|                                 | .1 Floors  |           |                    |       |             |         |
|                                 | .1 Sweep and wash  |           |                    |       |             | X       |
|                                 | .2 Wash and disinfect  |           |                    |       |             | X       |
|                                 | .3 Sealer and/or wax   |           | X                  |       |             |         |
|                                 | .2 Walls, toilets and shower partitions  |           |                    |       |             |         |
|                                 | .1 Wash and disinfect  |           |                    |       |             | X       |
|                                 | .3 Toilet seats, bowls, urinals, basins, water taps, receptacles, dispensers, mirrors, shelves |           |                    |       |             |         |
|                                 | .1 Wash and disinfect  |           |                    |       |             | X       |
|                                 | .2 De-scale toilet bowls and urinals   |           |                    |       |             | X       |
|                                 | .4 Showers and Bathtubs  |           |                    |       |             |         |
|                                 | .1 Clean Drains  |           |                    |       |             | X       |
|                                 | .2 Wash and disinfect  |           |                    |       |             | X       |
|                                 | .5 Shower curtains   |           |                    |       |             |         |
|                                 | .1 Wash and disinfect  |           |                    |       |             | X       |
|                                 | .6 Remove waste paper  |           |                    |       |             | X       |
|                                 | .7 Supply soap, toilet paper, sanitary bags and paper towels                                   |           |                    |       |             | X       |
| 5.6                             | <u>Lounges, Lunch Rooms - Kitchens</u>   |           |                    |       |             |         |
|                                 | .1 Walls   |           |                    |       |             |         |
|                                 | .1 Dust to 305 cm  |           |                    |       |             | X       |
|                                 | .2 Clean and wash to 305 cm.   |           |                    |       |             | X       |
|                                 | .2 Floors:   |           |                    |       |             |         |
|                                 | .1 Sweep and wash  |           |                    |       |             | X       |
|                                 | .2 Wash, spray wax and buff  |           |                    |       |             | X       |
|                                 | .3 Strip, seal, re-wax and buff  |           | X                  |       |             |         |
|                                 | .3 Furniture   |           |                    |       |             |         |
|                                 | .1 Dust and damp wipe  |           |                    |       |             | X       |
|                                 | .2 Wash and polish   |           |                    |       |             | X       |
| 5.7                             | <u>Lecture classrooms and rooms</u>  |           |                    |       |             |         |
|                                 | .1 Floors:   |           |                    |       |             |         |
|                                 | .1 Sweep   | X         |                    |       |             |         |
|                                 | .2 Wash, spray wax and buff  | X         |                    |       |             |         |
|                                 | .3 Strip, seal, re-wax and buff  |           | X                  |       |             |         |
|                                 | .2 Walls:  |           |                    |       |             |         |
|                                 | .1 Clean and wash to 305 cm.   | X         |                    |       |             |         |
|                                 | .2 Dust to 305 cm  | X         |                    |       |             |         |



|  |                       |   |  |  |  |  |
|--|-----------------------|---|--|--|--|--|
|  | .3 Furniture          |   |  |  |  |  |
|  | .1 Dust and damp wipe | X |  |  |  |  |
|  | .2 Wash and polish    | X |  |  |  |  |

| TABLE 5 – LOW OCCUPANCY MONTHLY |   |           |                    |       |             |        |
|---------------------------------|---|-----------|--------------------|-------|-------------|--------|
| SERIAL                          | SERVICE REQUIRED  | AS NEEDED | TASK AUTHORIZATION | DAILY | SEMI WEEKLY | WEEKLY |
| 5.8                             | <u>Messes, Lounges and TV rooms</u>   |           |                    |       |             |        |
|                                 | .1 Carpets and rugs   |           |                    |       |             |        |
|                                 | .1 Vacuum   | X         |                    |       |             |        |
|                                 | .2 Hot Water Extraction   |           | X                  |       |             |        |
|                                 | .2 Walls  |           |                    |       |             |        |
|                                 | .1 Clean and wash to 305 cm   | X         |                    |       |             |        |
|                                 | .2 Dust to 305 cm   | X         |                    |       |             |        |
|                                 | .3 Floors   |           |                    |       |             |        |
|                                 | .1 Sweep  | X         |                    |       |             |        |
|                                 | .2 Wash and buff  | X         |                    |       |             |        |
|                                 | .3 Clean, spray wax and buff  | X         |                    |       |             |        |
|                                 | .4 Strip, seal, re-wax and buff   |           | X                  |       |             |        |
|                                 | .4 Furniture  |           |                    |       |             |        |
|                                 | .1 Dust and damp wipe   |           |                    |       |             | X      |
|                                 | .2 Wash and polish  |           |                    |       |             | X      |
| 5.9                             | <u>Elevators</u>  |           |                    |       |             |        |
|                                 | .1 Elevator's floor must be vacuumed and damp mopped, recommend Monday. Elevator's floors must be dust free, soil free, and debris free   |           |                    |       |             | X      |
|                                 | .2 Elevator's metal and glass surfaces must be cleaned, recommend Monday. All metal and glass surfaces must be free of dust, free of debris, free of fingerprints and free of handprints and free of stains; all elevators must not have a solvent smell and no solvent odors |           |                    |       |             | X      |

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### ***Cleaning Services***

1. The J.S.S. and J.S.W.S. are responsible for janitorial maintenance services in accordance with the complete Statement of Work and the respective Annex's/ appendices.
2. Emergency Cleaning: This service contract includes any cleaning task of an immediate urgent minor nature resulting from accidents or other unforeseen causes, and which are not covered elsewhere in the specifications. It must be understood that this emergency service may include the cleaning of vomit and blood in all open/clear and closed/obstructed areas. Complete with Tasking as required through the Contractors Health and Safety Plan.
3. Extra Work: This service consists of janitorial cleaning tasks not included in the frequency table or appendices. Authorization to proceed with such work must first be obtained in writing on a DND 626 task authorization form from the PA.
4. Clean: The absence of dirt. As used in the specifications means that after a cleaning procedure has been completed, the surface must be neutral; soil and residue free.
5. Corners and other partially obscured areas must be kept free of dirt, dust and water marks at all times. Cleaning solutions must not be allowed to sweep under furniture, partitions, etc. Petroleum base waxes must not be used on asphalt tile floor.
6. Portable bilingual warning signs and/ or pylons must be provided and used by the Janitorial Service Contractor to identify areas undergoing cleaning operations where danger may exist for staff or the public. The signs must be bilingual and of a size and type appropriate for the area in which they are used.
7. Interior Glass Surfaces up to 305 cm (10') A.F.F. (above finished floor): Windows must be washed with non-streaking agent; alcohol solution may be used. Window washing operations include all adjacent metal surfaces, such as mullions, frames, sills, etc.
8. Waste Receptacles:
  - .1 Waste receptacles must be damp wiped, if dirt is present, after each emptying. They must be washed completely as required in the SOW, Annex's and appendices, with warm water to which a germicidal agent has been added.
  - .2 Plastic waste bags must be used in waste receptacles. Plastic waste bags will be supplied by the Janitorial Services Contractor.

9. Washroom Cleaning:

- .1 Wash-basins, counters, cabinets, floors, mirrors, bath-tubs/ showers/ shower curtains, toilet tanks and urinals must be thoroughly cleaned and sanitized. Special attention must be made to cleaning the underside of the seats and rims of the toilet bowls. Toilet bowls and urinals must be de-scaled and the de-scalene applied in such a way as to avoid damages to the fixtures etc.. All areas of toilet bowls must be washed inside and out. Use germicidal agent on all above mentioned areas.
  - .2 The Contractor will follow their standard method of operation for cleaning walls, floors and ceilings
10. Locker room cleaning: Locker rooms must be treated the same as washroom cleaning (Para 10) above. In addition, the tops and sides of the lockers must be kept clean and dust free.
11. Non-washable Ceilings: These ceilings must be vacuumed as indicated in service frequencies and the timing of this work must have prior approval by the PA.
12. Lighting Fixtures:
  - .1 Removable Equipment: All light fixtures require some form of dismantling to clean. These thorough cleanings must be done in conjunction with the CE Electrical Shop Re-lamper or a representative from CE. The J.S.S. will make scheduling arrangements through the PA. This needs to be performed once per year.
  - .2 Lighting equipment must be washed, not just wiped off with a dry cloth. Glassware, reflectors and diffusing louvers will be removed by a DND Construction Engineer tradesman/rep. The CE rep will dismantle the unit. The J.S.P. will clean/ dry. The CE rep. will re-install.
  - .3 Non-Removable Equipment. Reflectors and diffusing louvers that cannot be removed must also be cleaned.
13. Garbage and Recycling
  - .1 Throughout this SOW, whenever Garbage is mentioned, this refers to both Garbage and Recycling, as applicable.

14. Metal Fixtures: All metal push plates, kick plates, name plated, and other metal fixtures require polishing. Do not attempt to polish brass- plated iron fixtures; polish removes zinc plating.
15. Venetian, Vertical and Horizontal Blinds: Need to be cleaned in place.
16. Install Signs:
  - .1 Temporarily install signs at entrances to washrooms, locker rooms and similar areas, while being cleaned. Doors should be blocked open, where practical, at time of cleaning.
  - .2 For example: "WASHROOM CLOSED FOR CLEANING"
17. Elevators:
  - .1 Elevators must be clean.
  - .2 Entire elevator's cab must be free of dust, marks and soil. Elevator's walls, ceilings, floors handrails and doors must be free of film producing a freshly washed appearance.
  - .3 Elevator's floor must be vacuumed and damp mopped once a week. Elevator floors must be dust free, soil free, and debris free.
  - .4 Elevator's metal and glass surfaces must be cleaned once a week. All metal and glass surfaces must be free of dust, free of debris, free of fingerprints and free of handprints and free of stains; all elevators must not have a solvent smell and no solvent odours.
18. Janitorial Service Contractor must maintain a daily janitorial cleaning schedule, for their cleaners that incorporate the frequencies indicated in this DND's specification for janitorial cleaning.
19. Graffiti must be safely removed from surfaces.
20. Air Grills, Vents and surrounding surfaces must be clean.
21. Dust Mop hard floor surfaces resilient and hard floors in there entirely, including: VCT, terrazzo, and epoxy coated and sealed concrete and quarry tile and ceramic tile.
22. Spot clean spills and stains on hard floor surfaces.
23. Damp Mop and Machine Clean Gym floors. Remove scuffmarks and leave no streak marks.
24. Spray Buff all hard floor surfaces, open areas, including kneeholes of desks and under workstations.
25. Strip and clean and refinish and machine polish all waxed vinyl flooring. Following the stripping, cleaning, refinishing and polishing of waxed vinyl: hard surface floors must have a deep clean look and crisp, even shine, free of scrapes and marks.
26. All glass doors and building's foyers and vestibules must be clean. The top and side lights (windows) (glass) will be free of dust and clean to the casual observer(s).
27. Clean telephone(s) and public telephone(s). Telephone's handset, base and back panels,

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mouthpiece and earpiece must be clean and free of marks, fingerprints, stains, sweat and film.

28. Janitorial closets and office must be left clean and neat each day. Vacuum cleaner's bags emptied and cords wrapped. All trash cans must be clean and empty of trash daily. The floor(s) must be left swept and the entire area clean to the casual observer, daily.
29. The interior and exterior of slop sinks must be left clean daily. Bright metal faucets must be left clean and streak free daily.
30. Fire extinguisher cabinets must be clean. Both sides of the glass doors must be clean, interior must be clean and free of marks and the fire extinguisher must be completely clean.
31. Lockers are to be cleaned. The entire front and tops of all lockers must be free of all dirt, film, garbage, stains and detergent removable marks. The lockers must be clean from top to bottom.
32. To minimize slip hazards, all entrances, lobbies, hallways and stairs must be damp mopped as often as required to remove sand, dirt or liquid.

**Appendix A, to Annex "B", List of Buildings to be cleaned on a scheduled basis**

| <b>BUILDINGS</b>   | <b>AREA in m<sup>2</sup></b> |
|--|------------------------------|
| B4 – Construction Engineering (CE)                             | 614                          |
| B7 – Transient Quarters  | 2008                         |
| B7a – Administration   | 2743                         |
| B10 – Hospital   | 1247                         |
| B11 – Other Rank Quarters                                      | 965                          |
| B14 – Combined Mess  | 1637                         |
| B15 – Wing Supply & RCSU (Supply)                              | 664                          |
| B15 – Wing Supply & RCSU (Cadet's Office)                      | 329                          |
| B16 – Transportation / EME                                     | 636                          |
| B18 – Chapel   | 883                          |
| B23 – Recreational Centre                                      | 4795                         |
| B33 – Museum/Imagery   | 1600                         |
| B45 – CE & Fire Prevention                                     | 60                           |
| B64 – Military Police Headquarters                             | 652                          |
| B66 – WTIS Line Crew   | 141                          |
| B95 – Family Resource Centre                                   | 505                          |
| B100 – Band  | 303                          |
| B109 – System Support Centre                                   | 2014                         |
| B111 – CE Roads and Grounds                                    | 33                           |
| B115 – Ball Diamond Canteen                                    | 15                           |
| B127 – DLP Building  | 8322                         |
| B127a – DLP Turnstile Building                                 | 48                           |
| B134 – MP Head Quarters  | 519                          |
| B135 – WASF / RTF Trainer                                      | 206                          |
| B139 – Community centre  | 659                          |
| B142 GRA Turnstile Building                                    | 12                           |
| B143 GRA Turnstile Building                                    | 12                           |
| B144 GRA Turnstile Building                                    | 12                           |
| B147 – Dependants' Medical Clinic                              | 89                           |
| 1401 Airport Rd. (RHU)   | 230                          |
| 1403 Airport Rd. (RHU)   | 230                          |
| SRD1 – SRD-Site Service Building<br>(33 km from CFB North Bay) | 1000                         |

Total area (in square meters) of floor space to  
be cleaned

**33182**

## **Appendix B to Annex "A", Occupants and Plumbing Fixtures per Building**

The following information is being provided to give a better understanding, of the supplies the Contractor is required to supply under the Contract. The number of occupants and the number of plumbing fixtures to be cleaned and disinfected are approximate only and are subject to change.

| <u>Street Address</u> | <u>Bldg. No.</u> | <u>Occupants</u> | <u>Sinks</u> | <u>Toilets</u> | <u>Urinals</u> | <u>Showers</u> | <u>Bathtubs</u> |
|-----------------------|------------------|------------------|--------------|----------------|----------------|----------------|-----------------|
| 9 Manston Cr.         | B4               | 25 daily         | 12           | 5              | 2              | 1              | 0               |
| 47 Manston Cr.        | B7               | 50 daily         | 41           | 36             | 0              | 36             | 36              |
| 14 Uxbridge Dr.       | B7a              | 70 daily         | 19           | 13             | 9              | 0              | 0               |
| 95 Manston Cr.        | B10              | 40 daily         | 40           | 9              | 0              | 2              | 2               |
| 16 Duxford Rd.        | B11              | 50 daily         | 44           | 24             | 18             | 30             | 6               |
| 17 Duxford Rd.        | B14              | 700 weekly       | 33           | 27             | 16             | 4              | 0               |
| 15 Manston Cr.        | B15              | 35 daily         | 11           | 7              | 5              | 0              | 0               |
| 5 Manston Cr.         | B16              | 20 daily         | 6            | 4              | 1              | 0              | 0               |
| 29 Sterling Ave.      | B18              | 150 weekly       | 2            | 1              | 0              | 0              | 0               |
| 29 Duxford Rd.        | B23              | 370 weekly       | 13           | 12             | 4              | 27             | 0               |
| 33 Manston Cr.        | B33              | 90 weekly        | 14           | 6              | 6              | 0              | 0               |
| 7 Manston Cr.         | B45              | 5 daily          | 2            | 1              | 0              | 0              | 0               |
| 64 Uxbridge Dr.       | B64              | 20 daily         | 3            | 1              | 1              | 1              | 0               |
| 31 Manston Cr.        | B66              | 10 weekly        | 3            | 1              | 0              | 0              | 0               |
| 39 Sterling Ave.      | B95              | 20 daily         | 7            | 4              | 1              | 0              | 0               |
| 799 Carmichael Dr.    | B100             | 40 weekly        | 3            | 1              | 1              | 0              | 0               |
| 1540 Airport Rd.      | B109             | 60 daily         | 13           | 8              | 4              | 0              | 0               |
| 10 Manston Cr.        | B111             | 10 daily         | 2            | 1              | 0              | 0              | 0               |
| 15 Uxbridge Dr.       | B127             | 200 daily        | 28           | 19             | 8              | 3              | 0               |
| 15 Uxbridge Dr.       | B127a            | 2 daily          | 1            | 1              | 0              | 0              | 0               |
| 120 Stanmore Dr.      | B134             | 20 daily         | 7            | 5              | 0              | 4              | 0               |
| 36 Manston Cr.        | B135             | 20 weekly        | 2            | 3              | 1              | 0              | 0               |
| 19 Market St.         | B139             | 200 weekly       | 8            | 9              | 2              | 0              | 0               |
| 95B Manston Cr.       | B147             | 25 daily         | 4            | 2              | 0              | 0              | 0               |
| 1401 Airport Rd.      | RHU              | 5 daily          | 4            | 2              | 0              | 0              | 0               |
| 1403 Airport Rd.      | RHU              | 5 daily          | 4            | 2              | 0              | 0              | 0               |
| SRD Site Bldg. Hwy17W | SRD1             | 10 daily         | 3            | 2              | 1              | 1              | 0               |

## **Appendix C to Annex "A", B10 Medical Clinic – Services & Frequencies**

1. Standard. The services and frequencies for Janitorial Cleaning Services for building B10 Medical Clinic are to be carried out as per Department of National Defence's (DND) Statement of Work, Annex "A", in conjunction with Appendix "G".

2. Schedule. Monday to Friday, inclusive from 0730 to 1200 & 1300 to 1600 hours daily.

The Contractor must comply with the medical cleaning standards stated in the CAF "Environmental Cleaning and Disinfection Standards for Canadian Forces Health Services Centers and 1 Dental Unit Detachments"

<http://cmp-cpm.mil.ca/en/health/policies-direction/policies/4440-03.page>

3. In Appendix "G" where the terminology "after each use" is used, this is a Medical Staff requirement. Not a Janitorial Contractor responsibility.
4. Appendix "G" is the first priority to be carried out for building B10 Medical Clinic and any other services and frequencies omitted from Appendix "G" must be carried out as indicated in Annex "A".
5. Exclusions. Biohazard and Medical Garbage is not included in this Janitorial Service Contract.
6. Risk Level and Expectation:

Low Risk - Doors and jambs clean quarterly; carpets vacuum weekly, floors dust removal & clean daily plus check clean (strip & reseal yearly); walls check clean weekly full clean yearly; ceiling check clean (dust only) monthly; chairs clean weekly; waste receptacles clean daily; radiators clean monthly; dispensers/holders clean daily; electrical items dust & clean weekly; switches clean weekly, mirrors clean weekly; sinks clean daily; counters clean daily, lower/upper cupboards clean weekly; ventilations grilles full clean monthly; curtain/blinds clean yearly, windows weekly; stairs dust and 2 clean a day.

Low Risk Rooms/ Areas by number – 104, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 207, 207A, 208, 209, 210, 210A, 211, 212, 213, 214, Kitchen, Stairs and stairwell, 301, 302, 303, 304, 304A, 305, 306, 306A, 307, Stairs and stairwell.

Significant Risk - Doors and jambs clean weekly; floors dust removal & wet mop daily plus check clean (strip & reseal yearly); walls check clean daily full clean weekly, full wash yearly; ceiling clean (dust only) monthly; chairs clean daily; waste receptacles clean daily; radiators dust daily/clean weekly; dispensers/holders clean daily; electrical items dust & clean daily; switches clean daily, mirrors clean daily; sinks clean daily; counters clean daily, lower cupboards clean daily; upper cupboards clean weekly; ventilations grilles full clean monthly; curtain/blinds clean yearly, windows weekly; stairs dust and 2 clean a day; exam beds clean daily, and underside weekly; Beds to be disinfected weekly.

Significant Risk Rooms/ Areas by number – Entrance stairs, 101, 102, 103, 105, 110, 111, 112, 113, 114

High/ Very High Risk - Doors and jambs clean daily; floors dust removal & wet mop daily plus check clean (strip & reseal yearly); walls check clean daily full clean weekly, full wash yearly; ceiling clean (dust only) monthly; chairs clean daily; waste receptacles clean daily; radiators dust daily/clean weekly; electrical items dust & clean daily; switches clean daily, mirrors clean daily; counters clean



Solicitation No. - N° de l'invitation  
W6890-210053/A  
Client Ref. No. - N° de réf. du client  
W6890-21-0053

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PET-0-53028

Buyer ID - Id de l'acheteur  
PET906  
CCC No./N° CCC - FMS No./N° VME

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daily, lower cupboards clean daily; upper cupboards clean weekly; ventilations grilles full clean weekly; curtain/blinds clean yearly, windows weekly; stairs dust and 2 clean a day. Washroom on first floor must be cleaned 2 a day. All equipment, including chairs, desks, lockers, dispenser and holders in these area are to be cleaned daily.

High/ Very High Risk Rooms/ Areas by number – Waiting room, X-ray room, Dental treatment rooms, 115, 116, 117, 118.

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## ***Appendix D to Annex "A", B11 Other Rank Quarters***

1. GENERAL. The services and frequencies for Janitorial Cleaning Services for building B11 Other Rank Quarters are to be carried out in accordance with Department of National Defence's (DND) Statement of Work and Annex A, in conjunction with this Appendix "D" for the designated areas detailed at Section 2.0 below. The frequencies and additional services required at this building are described in Sections 4.0 to 11.0 below.
2. DESIGNATED AREAS.
  - .1 All Transient rooms numbered 102, 103, 104, 104A, 105, 106, 107, 122, and 326
  - .2 All Foyers and / or vestibules and hallways and stairwells, including steps and stair's landings.
  - .3 All Lounges and kitchenettes.
  - .4 All Washrooms, including showers and bathtub areas and laundry rooms.
  - .5 All Linen Rooms
  - .6 All Storage Rooms
  - .7 All Closets
  - .8 Office Room # 110 Canadian Forces Housing Agencies (CFHA)
  - .9 CFHA Office Room # 110A
  - .10 CFHA Office Room # 110B
  - .11 CFHA Conference Room # 115
3. EXCLUDES. All of the permanent Live-in Rooms for Building # 11.
4. SUPPLIES.
  - .1 Janitorial Service Contractor must supply and replenish all toilet papers, paper-towels, soaps, and disinfectants needed for all bathrooms, as well as paper-towels for all kitchenettes and laundry rooms.
  - .2 Janitorial Service Contractor must supply and replenish all motel size bar soaps, shampoos, and hair- conditioners needed for all transient rooms numbered 102, 103, 104, 104A, 105, 106, 107, 122, and 326.
  - .3 Janitorial Service Contractor must supply and replenish all coffee whitener, sugar and sweetener packets, plastic and foam cups, coffee and filters, and tea bags for all transient rooms numbered 102, 103, 104, 104A, 105, 106, 107, 122, and 326.
  - .4 DND, Accommodations provides both the PA and J.S.S. with "Room assignment charts" weekly, at a minimum. More as required.

5. CLEANING EVERY WORKING DAY.

- .1 Sweep and Damp Mop all floor tiles and sheet flooring
- .2 Vacuum clean all carpets.
- .3 Sweep and Damp Mop all floors located in the two front entrances and rear entrance, all stairs and stair landings, and hallways on each floor.
- .4 Lounge "television" Room: take blue recycle bin(s) and empty them in the larger wheeled recycle bin located at the front entrance of building and then return the blue recycle bin(s) to place of origin.
- .5 Clean and Wash and disinfect all of the following:
  - .1 All washroom sinks, toilets, urinals, showers, shower curtains, bathtubs and floors.
  - .2 All kitchenette sinks, refrigerators, microwave ovens and floors, will receive surface cleaning only.
  - .3 All washing machine and clothes dryer appliances, including dryer filters.
  - .4 All Transient room and Lounge Room sinks, refrigerators (exterior surface), microwave ovens, coffee makers, televisions, and countertops.
  - .5 Slop sinks and laundry tubs.
  - .6 Mirrors.
  - .7 Interior windows and window ledges (sills).
  - .8 Interior and exterior windows and doors located at two front entrances and one rear entrance.
- .6 Clean, Dust-off and Vacuum all of the following:
  - .1 Furniture and counter tops.
  - .2 Appliances.
  - .3 Air-Conditioners.
  - .4 Radiators.
  - .5 Baseboards.
  - .6 Railings.
  - .7 Louvers.
  - .8 Vents.

- 
- .7 Pick-Up and Dispose of Garbage/ Recycling (to outside metal garbage container/ totes) for all of the above designated areas listed at Section 2 of this Appendix "D".
6. ONCE A WEEK: Cleaner(s) must pour tap water in all floor drains located in the washrooms, showers rooms, laundry rooms and any other applicable rooms with floor drains. This prevents odors from plumbing "P-trap" evaporation.
7. ONCE A WEEK: Cleaner(s) must put in separate bundles of 20, all dirty linen such as bed sheets, pillow cases, towels, face cloths and comforters. All of the above mentioned bundles are to be taken to the inside front entrance of the Building and dropped off. DND Accommodations will coordinate pick-up with the Dry Cleaning Company.
8. ONCE A WEEK: The Dry Cleaning Company drops off clean linen inside the front entrance way of the building. Cleaner(s) must pick-up the clean linen and return it to the shelves in Linen Room number 127.
9. Every Monday and Friday: Spray and Buff all floors located in the two front entrances and rear entrance, all stairs, stair landings, and hallways on each floor.
10. All Transient Rooms Numbered 102 & 103 104 104A & 105 & 106 107 & 122 & 326:
- .1 Upon vacancy all bed linen must be removed. Clean comforter must be spread out over the mattress, folded linen placed on the foot of the bed. Mattress covers should be changed for each new tenant. DND supplies all linen.
  - .2 Cleaner(s) must not enter rooms with DO NOT DISTURB signs on their doors, regardless of how long these signs stay up on the door. Signs are to be removed by occupants or authorized DND personnel only.
  - .3 Clean out all DND coffee maker appliances and in conjunction with the same areas cleaner(s) must replenish all coffee whitener, sugar and sweetener packets, plastic and foam cups, coffee and filters, and tea bags
  - .4 MONTHLY: Clean inside of microwaves and ovens.
11. As and When Necessary: Cleaner(s) must replace shower curtains, when necessary (<= 15% of eyelets are torn or there is an actual tear in the curtain), with washable type only. Contractor will purchase shower curtains.
12. Term Linen: Linen means all bed sheets, pillow covers, towels, face cloths, comforters, and mattress covers.

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## ***Appendix E to Annex "A", B7 ADG, Transient, VIP Suites, Quarters***

1. GENERAL: In addition to Department of National Defence's (DND) Statement of Work, Annex A the following services and frequencies apply to work carried out at building B7 ADG/Transient/VIP Suites Quarters for the designated areas detailed at Section 2.0 below.
2. DESIGNATED AREAS:
  - .1 All Transient Rooms 107, 109, 111, 115, 116, 117, 118, 119, 121, 122, 124, 125, and 126.
  - .2 All VIP's Suites (Rooms) Numbered 101, 104, 105, 201 and 301.
  - .3 All Foyers and or Vestibules, Hallways, Stairwells, including Steps and Stairs' Landings.
  - .4 All Lounges and Kitchenettes.
  - .5 All washrooms, including showers and bathtubs areas, and laundry rooms.
  - .6 All linen rooms.
  - .7 All storage rooms.
  - .8 All closets.
  - .9 Wing Accommodation Office.
3. EXCLUDE: All of the live-in Quarter's Rooms for building B7.
4. ONGOING SUPPLY and SERVICE:
  - .1 Janitorial Service Contractor must supply and replenish all toilet papers, paper- towels, soaps, and disinfectants needed for all bathrooms, paper-towels for all kitchenettes and laundry rooms.
  - .2 Janitorial Service Contractor must supply and replenish all motel size bar-soaps, shampoos, and hair-conditioners needed for all transient rooms and VIP suites as per "Designated Areas" above.
  - .3 Janitorial Service Contractor must supply and replenish all coffee whitener, sugar and sweetener packets, plastic and foam cups, coffee and filters, and tea bags for all transient rooms and VIP suites as per "Designated Areas" above.
  - .4 Contactor must purchase and install new "washable" shower curtains when necessary (<= 15% of eyelets are torn or there is an actual tear in the curtain).
  - .5 When occupants from Live in Quarters request bed linen exchange, the cleaner(s) will supply clean bed linen. The cleaner must wash, dry and fold soiled linen and return to stock.
  - .6 Janitorial Contractor will use DND supplied washer and dryer in building. Janitorial Contractor will provide laundry detergent and fabric softener for this service.
5. DAILY CLEANING:

- 
- .1 Clean all floor tiles and sheet flooring clean as directed in specification Titled Services and Frequencies.
  - .2 Vacuum clean all carpets.
  - .3 Clean and damp mop all floors located in the front entrance, the two rear entrances, the stairs, and stair landings. Spray buff every Monday and Wednesday.
  - .4 Lounge "television" rooms: take blue recycle bin(s) and empty them in the larger wheeled recycle bin(s) located at the front entrance of building; then return the blue recycle bin(s) back to place of origin.
  - .5 Clean, wash, and disinfect all of the following:
    - .1 All washrooms' sinks, toilets, showers, shower curtains, bathtubs and floors.
    - .2 All kitchenettes' sinks and refrigerator(s) (exteriors/ surfaces) and microwave's ovens and floors.
    - .3 All washing machines appliances and clothes dryer appliances, including dryer filters.
    - .4 Sinks, refrigerators (exteriors/ surfaces) , microwave ovens, coffee makers, televisions, and countertops in lounge rooms, Transient rooms, and VIP suites
    - .5 Slop sinks and laundry tubs.
    - .6 Mirrors
    - .7 Interior windows and window ledges (sills).
    - .8 Interior and exterior windows located at front entrances and two end entrances.
  - .6 Clean and Dust-off and Vacuum all of the following:
    - .1 Furniture and counter-tops.
    - .2 Appliances.
    - .3 Air-conditioners.
    - .4 Radiators.
    - .5 Baseboards.
    - .6 Railings.
    - .7 Louvers.
    - .8 Vents.

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- .7 Pick-up and dispose of garbage "refuse" and recycling (to outside metal garbage container/ totes) for all above designated areas listed on page one of this Annex.
    - .8 Clean out all DND coffee maker appliances and in conjunction with the same areas cleaner(s) must supply and replenish all coffee whitener, sugar and sweetener packets, plastic and foam cups, coffee and filters, and tea bags. Enough for four servings daily.
  6. ONCE A WEEK (Recommended Monday): Cleaner(s) must pour tap water in all floor drains located in the washrooms, showers rooms, laundry rooms, and any other applicable rooms with floor drains. This prevents odor from plumbing P-trap evaporation.
  7. ONCE A WEEK (Recommend Wednesday):
    - .1 Cleaner(s) must bundle up used/ soiled bed comforters.
    - .2 Cleaner(s) must place all of the above mentioned bundles on a cart and take the cart to the inside front entrance of the building for Wing Accommodation to pick-up and take away the bundles for dry cleaning.
  8. ONCE A WEEK ( Recommended Thursday ):
    - .1 Wing accommodations will drop off clean bed comforters inside front entrance of the building.
    - .2 Cleaner(s) must pick-up all of the above-mentioned clean items, take to the Linen room, and place them on the shelves in linen room.
  9. MONTHLY: Clean inside of ovens and microwaves.
  10. VIP SUITES NUMBERED 101,104,105,201 AND 301 ALONG WITH TRANSIENT ROOMS NUMBERED 107, 109, 111, 115, 116, 117, 118, 119, 121, 122, 124, 125, and 126:
    - .1 Upon vacancy, bedding is changed and installed every time with clean linen (ready for new occupants). This could be every day or once a week or several times a week. This is communicated through electronic communication from DND Base Accommodations to both the J.S.S. and PA. All linen must be washed and dried with Department of National Defence's washers and dryers supplied in this building. Janitorial Service Contractor will buy and supply and replenish all detergents for the washing machines and fabric softener products for the dryers. DND supplies all linen.
    - .2 Cleaner(s) must not enter rooms with DO NOT DISTURB signs on their doors, regardless of how long these signs stay up on the doors. Signs are to be removed by occupants or authorized DND personnel only.
    - .3 In VIP Suites only, the cleaner(s) must wash and dry dishes and silverware. Dishes are to be washed and dried in the lounge room sink and returned back to the rooms. The Janitorial Contractor will be responsible for dish detergent and dish towels.
  11. Term Linen: Linen means all bed sheets, pillow covers, towels, face cloths, comforters, and mattress covers.

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## ***Appendix F to Annex "A", MFRC Dependents' Medical Clinic***

Clean MFRC Dependents' Medical Clinic, Building 147 as follows:

### **Building Area**

Approximately 89m<sup>2</sup> of floor area broken down as follows:

1. Two medical examination rooms (each with wash basin) – approximately 33% of total floor area
2. Two washrooms, each with toilet and wash basin – approximately 12% of total floor area
3. One waiting area – approximately 30% of total floor area
4. Two office areas – approximately 25% of total floor area

### **Timings**

- Monday, Tuesday, and Wednesday from 1300 to 1600
- Friday from 1200 to 1500
- No cleaner required Thursday

### **Duties**

Clean building areas to the same standard as those in Base Hospital and Dental, Building 10, as outlined in Appendix "C".

### **Supplies**

Janitorial Service contractor must supply/ replenish liquid soap, hand sanitizer, paper towel and toilet paper, as outlined in the SOW, Annex A.



## Appendix G to Annex "A", Medical Cleaning Standards

| Element |   | Minimum Cleaning Frequency                 |  |                 |
|---------|---|--|--|-----------------|
|         |   | High Risk/Sub Critical                     | Significant Risk/Non Critical              | Low Risk/Fringe |
| 1.      | Overall Appearance  | Ongoing                                    | Ongoing                                    | Ongoing         |
| 2.      | Odour Control   | Ongoing                                    | Ongoing                                    | Ongoing         |
| 3.      | Commodes, weighing scales, Manual Handling equipment  | Clean contact points after each use        | Clean contact points after each use        | NA              |
| 4.      | Medical equipment e.g. Intravenous Infusion pumps, drip stand, pulse oximeters, NOT CONNECTED TO A PATIENT (med staff responsibility) | 1 full clean daily and between patient use | 1 full clean daily and between patient use | NA              |
| 5.      | Patient washbowls (med staff responsibility)  | 1 full clean daily and between patient use | 1 full clean daily and between patient use | NA              |
| 6.      | Bedside oxygen and suction connectors, earpiece for bedside entertainment system (med staff responsibility)                           | 1 full clean daily and between patient use | 1 full clean daily and between patient use | NA              |
| 7.      | Patient fans  | 1 full clean daily and between patient use | Case daily                                 | NA              |
| 8.      | Bedside alcohol hand wash container, clipboards and notice boards   | 1 full clean daily and between patient use | 1 full clean daily and between patient use | NA              |
| 9.      | Notes and drugs trolley (med staff responsibility)  | 1 full clean monthly                       | 1 full clean quarterly                     | NA              |
| 10.     | Patient personal items e.g. cards, suitcase, and personal use items e.g. soft toys and games consoles (med staff responsibility)      | 1 full clean daily and between patient use | 1 full clean daily and between patient use | NA              |
| 11.     | Linen trolley   | Contact points daily – 1 full clean weekly | Contact points daily – 1 full clean weekly | Daily           |

| Element |   | Minimum Cleaning Frequency      |                                 |                       |
|---------|---|---------------------------------|---------------------------------|-----------------------|
|         |   | High Risk/Sub Critical          | Significant Risk/Non Critical   | Low Risk/Fringe       |
| 12.     | Entrance/exit   | Dust removal 2 full clean daily | Dust removal 2 full clean daily | Ongoing / 2 times/day |
|         |   | Wet mop 2 full clean daily      | Wet mop 2 full clean daily      |                       |
|         |   | Machine clean weekly            | Machine clean weekly            |                       |
| 13.     | Stairs  | Dust removal 2 full clean daily | Dust removal 2 full clean daily | Ongoing / 2 times/day |
|         |   | Wet mop 2 full clean daily      | Wet mop 2 full clean daily      |                       |
|         |   | Machine clean weekly            | Machine clean weekly            |                       |
| 14.     | External areas  | 1 full clean daily              | 1 full clean daily              | As required           |
| 15.     | Switches, sockets and data points   | 1 full clean daily              | 1 full clean daily              | 1 full clean weekly   |
| 16.     | Walls (for ORs – scrub daily, mop between each case, complete a thorough cleaning every three months) | Check clean daily               | Check clean weekly              | 1 full clean weekly   |
|         |   | Dust weekly                     | Dust monthly                    |                       |
|         |   | Washing yearly                  | Washing yearly                  | Washing yearly        |
| 17.     | Ceiling   | Dust monthly                    | Dust monthly                    | 1 check dust monthly  |
| 18.     | All doors   | Wash yearly                     | Wash yearly                     | 1 full clean weekly   |
|         |   | 1 full clean daily              | 1 full clean weekly             |                       |
| 19.     | All glazing including partitions  | 1 check clean daily             | 1 check clean daily             | 1 full clean weekly   |
|         |   | 1 full clean weekly             | 1 full clean weekly             | 1 full clean weekly   |
| 20.     | Mirrors   | 1 full clean daily              | 1 full clean daily              | 1 full clean weekly   |
| 21.     | Bedside patient TV  | 1 full clean daily              | 1 full clean daily              |                       |
| 22.     | Radiators   | 1 dust clean daily              | 1 full clean daily              | 1 full clean monthly  |

| Element |  | Minimum Cleaning Frequency                          |                               |   |
|---------|--|---|-------------------------------|---|
|         |  | High Risk/Sub Critical                              | Significant Risk/Non Critical | Low Risk/Fringe   |
| 23.     | Ventilation grilles extract and inlets | 1 full clean weekly                                 | 1 full clean monthly          | 1 full clean monthly                                      |
| 24.     | Floor – polished                       | Dust removal-1 full clean daily + check clean daily | Dust removal daily            | Dust removal-1 full clean weekly + spot clean daily       |
|         |  | Wet mop – 2 full clean daily+1 check clean daily    | Wet mop daily                 | Wet mop weekly  |
|         |  | Machine clean weekly                                | Machine clean monthly         | Machine clean quarterly                                   |
| 25.     | Floor – non slip                       | Strip and reseal yearly                             | Strip and reseal yearly       | Strip and reseal yearly                                   |
|         |  | Dust removal-1 full clean daily + check clean daily | Dust removal daily            | Dust removal – 1 full clean weekly + 1 check clean weekly |
|         |  | Wet mop – 1 full clean daily+1 check clean daily    | Wet mop daily                 | Wet mop – 1 full clean weekly+1 spot clean weekly         |
|         |  | Machine clean weekly                                | Machine clean monthly         | Machine clean quarterly                                   |
| 26.     | Soft floor                             | 1 full clean weekly+1 check clean daily             | 1 full clean daily            | 1 full clean weekly + 1 spot clean weekly                 |
|         |  | Shampoo – 6 monthly and as necessary in between     | Shampoo – 12 monthly          | Shampoo 2 years   |

| Element |   | Minimum Cleaning Frequency             |                                   |                                   |
|---------|---|--|-----------------------------------|-----------------------------------|
|         |   | High Risk/Sub Critical                 | Significant Risk/Non Critical     | Low Risk/Fringe                   |
| 27.     | Pest control devices                                  | Dust removal – 1 full clean daily      | Dust removal – 1 full clean daily | Dust removal – 1 full clean daily |
| 28.     | Cleaning equipment                                    | Full clean after each use 2 daily      | Full clean after each use 2 daily | Full clean after each use         |
|         |   | 1 full clean daily                     | 1 full clean daily                |                                   |
| 29.     | Low surfaces  | Daily                                  | Daily                             | 1 full clean weekly               |
| 30.     | High surfaces   | 1 full clean weekly+ spot clean daily  | 1 full clean weekly               | 1 full clean weekly               |
| 31.     | Chairs  | 1 full clean daily+1 check clean daily | 1 full clean daily                | 1 full clean weekly               |
| 32.     | A. Beds   | Frame daily                            | Frame daily                       | NA                                |
|         |   | Under weekly                           | Under weekly                      |                                   |
|         | B. Gurneys and exam tables (med staff responsibility) | Whole on discharge                     | Whole on discharge                | NA                                |
| 33.     | lockers   | 1 full clean daily+1 spot clean daily  | 1 full clean daily                | Monthly                           |
| 34.     | Tables  | 1 full clean daily+2 spot clean daily  | 1 full clean daily                | 1 full clean weekly               |
| 35.     | All dispensers and holders                            | Daily                                  | daily                             | NA                                |
| 36.     | Waste receptacles                                     | Full clean daily + 1 spot clean        | 1 full clean daily                | 1 full clean monthly              |
|         |   | Deep clean weekly                      | Deep clean weekly                 |                                   |

| Element   | Minimum Cleaning Frequency                    |                                   |                                  |
|---|---|-----------------------------------|----------------------------------|
|   | High Risk/Sub Critical                        | Significant Risk/Non Critical     | Low Risk/Fringe                  |
| 37. Curtains and blinds   | Clean, changed or replaced yearly             | Clean, changed or replaced yearly | Clean change or replace 2 yearly |
| 38. Bed curtains  | Bed curtains 6 months                         | Bed curtains replace 12 monthly   |                                  |
| 39. Dishwasher (surfaces)   | 1 full + 2 check clean daily                  | 1 full clean daily                | 1 full clean daily               |
| 40. Fridge and freezer (surfaces)   | 3 check cleans daily                          | 3 check cleans daily              | 1 full clean weekly              |
|   | 1 full clean weekly                           | 1 full clean weekly               |                                  |
| 41. Ice machine and hot water boiler (if on site for med Staff residents) | Daily check clean                             | Daily check clean                 | As required                      |
|   | 1 full clean weekly                           | 1 full clean weekly               |                                  |
| 42. Kitchen cupboards (if on site for med Staff residents)                | 1 full clean weekly                           | 1 full clean monthly              | 1 full clean quarterly           |
| 43. Microwave (if on site for med Staff residents)                        | 1 full clean daily                            | 1 full clean daily                | 1 full clean weekly              |
| 44. Showers   | 1 full clean daily + deep clean every 2 weeks | As required                       | As required                      |
| 45. Toilets and bidet   | 2 full clean daily check clean daily          | 1 full clean daily                | 1 full clean daily               |
| 46. Replenishment   | As required                                   | As required                       | As required                      |
| 47. Sinks   | 1 full clean daily check clean daily          | 1 full clean daily                | 1 full clean daily               |
| 48. Bath  | 1 full + 1 check clean daily                  | 1 full clean daily                | 1 full clean daily               |

ANNEX “B”

BASIS OF PAYMENT

All prices herein are firm net prices in Canadian Funds including Canadian customs duties, excise taxes, excluding H.S.T. All costs associated with travelling to outlying buildings are included in the pricing.

Pricing Periods:

- Year 1 – December 1, 2021 to November 30, 2022
- Year 2 – December 1, 2022 to November 30, 2023
- Year 3 – December 1, 2023 to November 30, 2024
- Option Year 1 – December 1, 2024 to November 30, 2025
- Option Year 2 – December 1, 2025 to November 30, 2026

Estimated usages are the same for each year

PRICING BASIS “A”

Firm monthly prices for work detailed in Tables 1-5, Service Frequencies in Annex A (except for the column entitled “Task Authorization”), and in accordance with Annex A, SOW.

Scheduled Cleaning of Buildings – Table 1

| Item | Cleaning Buildings                 | Service Frequencies | Estimated Usages | Firm Monthly Price, Year 1 | Firm Monthly Price, Year 2 | Firm Monthly Price, Year 3 | Firm Monthly Price, Year 4 | Firm Monthly Price, Year 5 |
|------|------------------------------------|---------------------|------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| 1    | B4 – Construction Engineering (CE) | 260/year            | 12               | \$                         | \$                         | \$                         | \$                         | \$                         |
| 2    | B7 – Transient Quarters            | 260/year            | 12               | \$                         | \$                         | \$                         | \$                         | \$                         |
| 3    | B7a – Administration               | 260/year            | 12               | \$                         | \$                         | \$                         | \$                         | \$                         |
| 4    | B10 – Hospital                     | 260/year            | 12               | \$                         | \$                         | \$                         | \$                         | \$                         |
| 5    | B11 – Other Rank Quarters          | 260/year            | 12               | \$                         | \$                         | \$                         | \$                         | \$                         |
| 6    | B14 – Combined Mess                | 260/year            | 12               | \$                         | \$                         | \$                         | \$                         | \$                         |

|    |   |          |    |    |    |    |    |    |    |
|----|---|----------|----|----|----|----|----|----|----|
| 7  | B15 – Wing Supply & RCSU (Supply)         | 260/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 8  | B15 – Wing Supply & RCSU (Cadet's Office) | 260/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 9  | B16 – Transportation / EME                | 260/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 10 | B18 – Chapel                              | 260/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 11 | B23 – Recreational Centre                 | 354/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 12 | B33 – Museum/Imagery                      | 260/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 13 | B45 – CE & Fire Prevention                | 52/year  | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 14 | B64 – Military Police Headquarters        | 52/year  | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 15 | B66 – WTIS Line Crew                      | 52/year  | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 16 | B95 – Family Resource Centre              | 260/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 17 | B100 – Band                               | 52/year  | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 18 | B109 – System Support Centre              | 260/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 19 | B111 – CE Roads and Grounds               | 52/year  | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 20 | B127 – DLP Building                       | 260/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 21 | B127a – DLP Turnstile Building            | 52/year  | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 22 | B134 – MP Head Quarters                   | 260/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 23 | B135 – WASF / RTF Trainer                 | 52/year  | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 24 | B139 – Community centre                   | 260/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |

|    |                                   |          |    |    |    |    |    |    |    |
|----|-----------------------------------|----------|----|----|----|----|----|----|----|
| 25 | B142 GRA Turnstile Building       | 52/year  | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 26 | B143 GRA Turnstile Building       | 52/year  | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 27 | B144 GRA Turnstile Building       | 52/year  | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 29 | B147 – Dependants’ Medical Clinic | 260/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 30 | 1401 Airport Rd. (RHU)            | 12/year  | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 31 | 1403 Airport Rd. (RHU)            | 12/year  | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 32 | SRD1 – SRD-Site Service Building  | 12/year  | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 33 | B-115 ball diamond canteen        | 12/year  | 12 | \$ | \$ | \$ | \$ | \$ | \$ |

Monthly Pricing for Sanitary Supplies - Table 2

Firm monthly prices for supply of paper towels, toilet paper and soap for washrooms detailed in Tables 1-5, Service Frequencies in Annex A, (except for the column entitled “Task Authorization”), and in accordance with Annex A SOW.

| <u>Item</u> | <u>Sanitary Supplies for Buildings</u> | <u>Service Frequencies</u> | <u>Estimated Usages</u> | <u>Firm Monthly Price, Year 1</u> | <u>Firm Monthly Price, Year 2</u> | <u>Firm Monthly Price, Year 3</u> | <u>Firm Monthly Price, Year 4</u> | <u>Firm Monthly Price, Year 5</u> |
|-------------|--|----------------------------|-------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| 1           | B4 – Construction Engineering          | 260/year                   | 12                      | \$                                | \$                                | \$                                | \$                                | \$                                |
| 2           | B7 – Transient Quarters                | 260/year                   | 12                      | \$                                | \$                                | \$                                | \$                                | \$                                |
| 3           | B7a – Administration                   | 260/year                   | 12                      | \$                                | \$                                | \$                                | \$                                | \$                                |
| 4           | B10 – Hospital                         | 260/year                   | 12                      | \$                                | \$                                | \$                                | \$                                | \$                                |



|    |   |          |    |    |    |    |    |    |    |
|----|---|----------|----|----|----|----|----|----|----|
| 5  | B11 – Other Rank Quarters                 | 260/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 6  | B14 – Combined Mess                       | 260/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 7  | B15 – Wing Supply & RCSU (Supply)         | 260/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 8  | B15 – Wing Supply & RCSU (Cadet's Office) | 260/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 9  | B16 – Transportation / EME                | 260/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 10 | B18 – Chapel                              | 260/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 11 | B23 – Recreational Centre                 | 354/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 12 | B33 – Museum/Imagery                      | 260/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 13 | B45 – CE & Fire Prevention                | 52/year  | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 14 | B64 – Military Police Headquarters        | 52/year  | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 15 | B66 – WTIS Line Crew                      | 52/year  | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 16 | B95 – Family Resource Centre              | 260/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 17 | B100 – Band                               | 52/year  | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 18 | B109 – System Support Centre              | 260/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 19 | B111 – CE Roads and Grounds               | 52/year  | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 20 | B127 – DLP Building                       | 260/year | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| 21 | B127a – DLP Turnstile Building            | 52/year  | 12 | \$ | \$ | \$ | \$ | \$ | \$ |

|    |                                   |          |    |    |    |    |    |    |
|----|-----------------------------------|----------|----|----|----|----|----|----|
| 22 | B134 – MP Head Quarters           | 260/year | 12 | \$ | \$ | \$ | \$ | \$ |
| 23 | B135 – WASF / RTF Trainer         | 52/year  | 12 | \$ | \$ | \$ | \$ | \$ |
| 24 | B139 – Community centre           | 260/year | 12 | \$ | \$ | \$ | \$ | \$ |
| 25 | B142 GRA Turnstile Building       | 52/year  | 12 | \$ | \$ | \$ | \$ | \$ |
| 26 | B143 GRA Turnstile Building       | 52/year  | 12 | \$ | \$ | \$ | \$ | \$ |
| 27 | B144 GRA Turnstile Building       | 52/year  | 12 | \$ | \$ | \$ | \$ | \$ |
| 28 | B147 – Dependants' Medical Clinic | 260/year | 12 | \$ | \$ | \$ | \$ | \$ |
| 29 | 1401 Airport Rd. (RHU)            | 12/year  | 12 | \$ | \$ | \$ | \$ | \$ |
| 30 | 1403 Airport Rd. (RHU)            | 12/year  | 12 | \$ | \$ | \$ | \$ | \$ |
| 31 | SRD1 – SRD-Site Service Building  | 12/year  | 12 | \$ | \$ | \$ | \$ | \$ |

#### **PRICING BASIS "B**

Firm all-inclusive prices in Canadian currency for as and when requested (Task Authorization) janitorial goods and services in accordance with the Statement of Work in Annex "A".

All charges for labor for extra service calls must be verified by a time log signed by the SSA. The log will be kept in the SSA's office or at a prearranged job site location.

In unit of issue "/m<sup>2</sup>" means "per square meter".

**Additional Materials:** This only applies to cleaning materials that are not included in other pricing included in this annex.

**Pricing for Work in Service Frequencies Tables 1 to 5 in Annex "A", "Task Authorization."**

Table 3

| Item | Description  | Estimated Usages | Unit of issue  | Unit Price Year 1  | Unit Price Year 2  | Unit Price Year 3  | Unit Price Year 4  | Unit Price Year 5  |
|------|--|------------------|----------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 1    | Additional Cleaning Services (including labor and materials) |                  |                |                    |                    |                    |                    |                    |
| A    | Hot Water extraction of carpet                               | 1290             | m <sup>2</sup> | \$ /m <sup>2</sup> | \$ /m <sup>2</sup> | \$ /m <sup>2</sup> | \$ /m <sup>2</sup> | \$ /m <sup>2</sup> |
| B    | Strip floors and apply 3 coats of wax                        | 2580             | m <sup>2</sup> | \$ /m <sup>2</sup> | \$ /m <sup>2</sup> | \$ /m <sup>2</sup> | \$ /m <sup>2</sup> | \$ /m <sup>2</sup> |
| C    | Shampoo clean furniture                                      | 37               | Hour           | \$ /Hour           | \$ /Hour           | \$ /Hour           | \$ /Hour           | \$ /Hour           |
| 2    | Additional Janitorial Labor                                  |                  |                |                    |                    |                    |                    |                    |
| A    | during regular working hours                                 | 336              | Hour           | \$ /Hour           | \$ /Hour           | \$ /Hour           | \$ /Hour           | \$ /Hour           |
| B    | outside regular working hours                                | 24               | Hour           | \$ /Hour           | \$ /Hour           | \$ /Hour           | \$ /Hour           | \$ /Hour           |
| C    | on weekends or observed holidays                             | 8                | Hour           | \$ /Hour           | \$ /Hour           | \$ /Hour           | \$ /Hour           | \$ /Hour           |
| 3    | Additional Materials   |                  |                |                    |                    |                    |                    |                    |

|   |   |             |   |  |  |  |  |  |
|---|---|-------------|---|--|--|--|--|--|
| A | Material at contractor's laid down cost less _____% discount or at a markup of _____% | \$ 12065.00 | % | _____ % markup or discount (must circle one) | _____ % markup or discount (must circle one) | _____ % markup or discount (must circle one) | _____ % markup or discount (must circle one) | _____ % markup or discount (must circle one) |
|---|---|-------------|---|--|--|--|--|--|

PRICING BASIS "C"

Contract Financial Security Fees

These fees will be paid upon receipt of the Contract Financial Security.

Table 4

|   |  |    |          |
|---|--|----|----------|
| 1 | Cost of Contract Financial Security for Years One, Two & Three | \$ | / 3years |
|---|--|----|----------|

Solicitation No. - N° de l'invitation  
W/6890-210053/A  
Client Ref. No. - N° de réf. du client  
W/6890-21-0053

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PET-0-53028

Buyer ID - Id de l'acheteur  
PET906  
CCC No./N° CCC - FMS No./N° VME

|   |  |    |       |
|---|--|----|-------|
| 2 | Cost to extend the expiry period of Contract Financial Security<br>for option Year One | \$ | year  |
| 3 | Cost to extend the expiry period of Contract Financial Security<br>for option Year Two | \$ | /year |

Solicitation No. - N° de l'invitation  
W6890-210053/A  
Client Ref. No. - N° de réf. du client  
W6890-21-0053

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PET-0-53028

Buyer ID - Id de l'acheteur  
PET906  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX "C"**

### **SECURITY REQUIREMENTS CHECK LIST**

Industrial Security Manual: [Contract Security Manual – Security requirements for contracting with the Government of Canada - Security screening - National security - National Security and Defence – Canada.ca \(tpsgc-pwgsc.gc.ca\)](#)

### **NEW PROCESS FOR SPONSORING SUPPLIERS FOR SECURITY CLEARENCE**

**ANNEX L** You will find the new Contract Security Program (CSP) Application for Registration (AFR) Form.

**Note:** Suppliers' questions on the AFR Form can be directed to [Contract Security Program's client service centre](https://www.tpsgc-pwgsc.gc.ca/esc-src/ccapsc-ccsc-eng.html). <https://www.tpsgc-pwgsc.gc.ca/esc-src/ccapsc-ccsc-eng.html>



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 /<br>Ministère ou organisme gouvernemental d'origine   |  | 2. Branch or Directorate / Direction générale ou Direction                        |  |
| Department of National Defence  |  | RCAF  |  |
| 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<br>Janitorial contract for all 22 Wing Infrastructure.  |  |   |  |
| 5. a) Will the supplier require access to Controlled Goods?<br>Le fournisseur aura-t-il accès à des marchandises contrôlées?  |  | <input checked="" type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>Oui |  |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?<br>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<br>Non <input type="checkbox"/> Yes<br>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?<br>Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?<br>(Specify the level of access using the chart in Question 7. c)<br>(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)                                |  | <input checked="" type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>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.<br>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<br>Non <input checked="" type="checkbox"/> Yes<br>Oui |  |
| 6. c) Is this a commercial courier or delivery requirement with <b>no</b> overnight storage?<br>S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> entreposage de nuit?   |  | <input checked="" type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>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<br>Aucune restriction relative à la diffusion <input type="checkbox"/>  |  | All NATO countries<br>Tous les pays de l'OTAN <input type="checkbox"/>            |  |
| Not releasable<br>À ne pas diffuser <input type="checkbox"/>  |  |   |  |
| Restricted to: / Limité à : <input type="checkbox"/>  |  | Restricted to: / Limité à : <input type="checkbox"/>                              |  |
| Specify country(ies): / Préciser le(s) pays :   |  | Specify country(ies): / Préciser le(s) pays :                                     |  |
| 7. c) Level of information / Niveau d'information   |  |   |  |
| PROTECTED A<br>PROTÉGÉ A <input type="checkbox"/>   |  | NATO UNCLASSIFIED<br>NATO NON CLASSIFIÉ <input type="checkbox"/>                  |  |
| PROTECTED B<br>PROTÉGÉ B <input type="checkbox"/>   |  | NATO RESTRICTED<br>NATO DIFFUSION RESTREINTE <input type="checkbox"/>             |  |
| PROTECTED C<br>PROTÉGÉ C <input type="checkbox"/>   |  | NATO CONFIDENTIAL<br>NATO CONFIDENTIEL <input type="checkbox"/>                   |  |
| CONFIDENTIAL<br>CONFIDENTIEL <input type="checkbox"/>   |  | NATO SECRET<br>NATO SECRET <input type="checkbox"/>                               |  |
| SECRET<br>SECRET <input type="checkbox"/>   |  | COSMIC TOP SECRET<br>COSMIC TRÈS SECRET <input type="checkbox"/>                  |  |
| TOP SECRET<br>TRÈS SECRET <input type="checkbox"/>  |  |   |  |
| TOP SECRET (SIGINT)<br>TRÈS SECRET (SIGINT) <input type="checkbox"/>  |  |   |  |
|   |  | PROTECTED A<br>PROTÉGÉ A <input type="checkbox"/>                                 |  |
|   |  | PROTECTED B<br>PROTÉGÉ B <input type="checkbox"/>                                 |  |
|   |  | PROTECTED C<br>PROTÉGÉ C <input type="checkbox"/>                                 |  |
|   |  | CONFIDENTIAL<br>CONFIDENTIEL <input type="checkbox"/>                             |  |
|   |  | SECRET<br>SECRET <input type="checkbox"/>   |  |
|   |  | TOP SECRET<br>TRÈS SECRET <input type="checkbox"/>                                |  |
|   |  | TOP SECRET (SIGINT)<br>TRÈS SECRET (SIGINT) <input type="checkbox"/>              |  |



**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 ☐ Yes  
Non 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 ☐ Yes  
Non 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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input checked="" type="checkbox"/> SECRET<br>SECRET | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET  | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |  |  |

Special comments:  
Commentaires spéciaux : Unscreened personnel may only access public/reception zones; SAP required for GRA; See Security Guide

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 ☒ Yes  
Non Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non Oui



**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<br>Catégorie  | PROTECTED<br>PROTÉGÉ |   |   | CLASSIFIED<br>CLASSIFIÉ |        |                | NATO                            |                      |                |                                    | COMSEC               |   |   |              |        |                |
|--|----------------------|---|---|-------------------------|--------|----------------|---------------------------------|----------------------|----------------|------------------------------------|----------------------|---|---|--------------|--------|----------------|
|  | A                    | B | C | CONFIDENTIAL            | SECRET | TOP<br>SECRET  | NATO<br>RESTRICTED              | NATO<br>CONFIDENTIAL | NATO<br>SECRET | COSMIC<br>TOP<br>SECRET            | PROTECTED<br>PROTÉGÉ |   |   | CONFIDENTIAL | SECRET | TOP<br>SECRET  |
|  |                      |   |   | CONFIDENTIEL            |        | TRÈS<br>SECRET | NATO<br>DIFFUSION<br>RESTREINTE | NATO<br>CONFIDENTIEL |                | COSMIC<br>COSMIC<br>TRÈS<br>SECRET | A                    | B | C | CONFIDENTIEL |        | TRÈS<br>SECRET |
| Information / Assets<br>Renseignements / Biens<br>Production |                      |   |   |                         |        |                |                                 |                      |                |                                    |                      |   |   |              |        |                |
| IT Media /<br>Support TI                                     |                      |   |   |                         |        |                |                                 |                      |                |                                    |                      |   |   |              |        |                |
| IT Link /<br>Lien électronique                               |                      |   |   |                         |        |                |                                 |                      |                |                                    |                      |   |   |              |        |                |

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



## ANNEX "D"

### INSURANCE REQUIREMENTS

#### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a Contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

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 Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- 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 acknowledgment 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,

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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 Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - (e) Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27
  - (f) OPCF/SEF/QEF #44 or #44R - Family Protection Endorsement - Private Passenger Vehicles.

### Comprehensive Crime Insurance

1. The Contractor must obtain Comprehensive Crime (Fidelity) insurance on a Blanket basis, and maintain it in force throughout the duration of the Contract period, in an amount as listed below:
  - (a) Insuring Agreement 1: Employee Dishonesty (Form A) in an amount of not less than \$5,000.00 covering all employees of the Contractor. Such Fidelity Insurance must contain a "Third-Party Extension" or "Client Coverage" extending such coverage to Canada with respect to the risks associated with this agreement.
  - (b) Agreement II/III: Money & Securities Loss Inside Premises/Outside Premises in an amount not less than \$5,000.00
2. The Comprehensive Crime insurance must include the following:

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(a) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(b) Loss Payee: Canada as its interest may appear or as it may direct.

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# DND 626 TASK AUTHORIZATION FORM

|  National Defence / Défense nationale   |          | TASK AUTHORIZATION<br>AUTORISATION DES TÂCHES  |   |
|--|----------|--|---|
| All Invoices/progress claims must show the reference Contract and Task numbers.<br>Toutes les factures doivent indiquer les numéros du contrat et de la tâche.   |          |  | Contract no. — N° du contrat<br><br>Task no. — N° de la tâche |
| Amendment no. — N° de la modification  |          | Increase/Decrease — Augmentation/Réduction   | Previous value — Valeur précédente                            |
| To — À   |          | <b>TO THE CONTRACTOR</b><br>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.<br>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.<br><b>À L'ENTREPRENEUR</b><br>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.<br>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat. |   |
| Delivery location — Expédié à  |          | Date _____<br>for the Department of National Defence<br>pour le ministère de la Défense nationale  |   |
| Delivery/Completion date — Date de livraison/d'achèvement  |          |  |   |
| Contract item no.<br>N° d'article du contrat   | Services |  | Cost<br>Prix  |
|  |          |  |   |
|  |          |  | GST/HST<br>TPS/TVH  |
|  |          |  | Total   |
| <b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND form exceeds the threshold specified in the contract.<br><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSCG :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 525 est supérieure au seuil précisé dans le contrat. |          |  |   |
| for the Department of Public Works and Government Services<br>pour le ministère des Travaux publics et services gouvernementaux  |          |  |   |

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## **ANNEX “F” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);
- ☐ ( ) Wire Transfer (International Only);
- ☐ ( ) Large Value Transfer System (LVTS) (Over \$25M)

## ANNEX "G" to PART 5 OF THE BID SOLICITATION

### 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 permanent full-time and/or permanent part-time employees.

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)

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## ANNEX “H”

### ADDITIONAL CERTIFICATION INFORMATION

#### 1. Board of Directors

In accordance with the **Ineligibility and Suspension Policy**, Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

#### 2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) before Contract award.

Procurement Business Number - \_\_\_\_\_

Suppliers may register for a PBN online at **Supplier Registration Information**. For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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## ANNEX I

### BIDDER'S STATEMENT OF JANITORIAL EXPERIENCE

#### Form Completion Instructions

**Bidders must supply the following information or their bid will be considered non-compliant:**

#### Bidder Information:

Bidding Company Name: State the current legal corporate name \_\_\_\_\_

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#### References Information:

**Company Name of Reference:** State the Reference's full company name,

**Contract #:** State the complete contract number applicable to the reference.

**Start and Finish Date:** Supply the start date and the finish date of the reference contract.

**Contract Location:** State where the Work for the reference contract was completed.

**Contract Description:** Describe the types of Work that were completed under this contract.

**Average Floor Area Cleaned (square meters) per day:** Provide the daily average floor area in square meters that was cleaned a minimum of 5 days per week under each contract. As a minimum both references must add up to 35,000 square meters of floor space cleaned per day.

**Contact Name:** Provide a contact name for someone who works for the reference contract company who can be contacted between 8:00 a.m. and 4:00 p.m. local time, Monday to Friday to provide a reference for your company.

**Contact phone number:** Provide a phone number for the Contact Name including the area code.



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Company Name of Reference #1: \_\_\_\_\_

Contract #: \_\_\_\_\_

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

Contract Location: \_\_\_\_\_

Contract Description: \_\_\_\_\_

Average Floor Area Cleaned square meters per day, for 5 days per week during entire contract:

\_\_\_\_\_

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

Contact Phone Number: \_\_\_\_\_

Company Name of Reference #2: \_\_\_\_\_

Contract #: \_\_\_\_\_

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

Contract Location: \_\_\_\_\_

Contract Description: \_\_\_\_\_

Average Floor Area Cleaned square meters per day, for 5 days per week during entire contract:

\_\_\_\_\_

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

Contact Phone Number: \_\_\_\_\_

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## **ANNEX J Secure Area Pass**

**Secure Area Pass – To be signed and returned on or before 02:00 pm 15 October, 2021. Email to [wayne.cook@tpsgc-pwgsc.gc.ca](mailto:wayne.cook@tpsgc-pwgsc.gc.ca)**

Completing the Secure Area Pass: Fill in the top two lines of "Part 1 Completed By Section". Leave SN: blank, Rank is CIV and leave Sec Lvl blank. Then sign and date "Part IV: Security Declaration"

## Secure Area Pass (SAP) Request Form

### Part I: Completed By Section.

SN: \_\_\_\_\_ Rank: \_\_\_\_\_ Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_ Sec Lvl: \_\_\_\_\_

DOB: \_\_\_\_\_ Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

#### SAP Category:

Permanent: ☐

Temporary: ☐ Valid: \_\_\_\_\_ to \_\_\_\_\_ Escort: \_\_\_\_\_ Local: \_\_\_\_\_

Contractor: ☐ Valid: \_\_\_\_\_ to \_\_\_\_\_ Escort: \_\_\_\_\_ Local: \_\_\_\_\_

Tour: ☐ (See Annex B) Valid: \_\_\_\_\_ to \_\_\_\_\_ Escort: \_\_\_\_\_ Local: \_\_\_\_\_

Authorized to Carry Electronic Equipment: Yes ☐ No ☒

Authorised to use Photographic/Recording equipment: Yes ☐ No ☒

Substantiation: \_\_\_\_\_

### Part II: USSO

I certify that the request has been verified and the person indicated above has the required security clearance.

**Clearance/VCR attached.** ☐

Name & Rank: \_\_\_\_\_ Position & Local: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Part III: Requesting Authority: (Branch Head, CO, or Designated Person)

Name & Rank: \_\_\_\_\_ Position & Local: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Part IV: Security Declaration

I hereby understand and acknowledge that I am fully responsible for the security of this Secure Area Pass and that I am not permitted to:

- Authorize any person(s) unregistered access into any areas of the DLP and or the UGC;
- Divulge my Personal Identification Number (PIN);
- Lend my Secure Area Pass;
- Acknowledge Duress procedure.

Any infraction by the undersigned may be subject to administrative/disciplinary action. Any carelessness, neglect, loss or damage of this SAP rendering it inoperative may result in administrative/disciplinary action. I understand that my picture may be used for administration.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Part V: 22 Wing Ident/22 MP Flight

#### Ident Section:

A (Ped Only) ☐ B (Ped & Veh) ☐ C (ACP) ☐ D (21/51 Sqn) ☐ E (CADS CP) ☐ 1 (Int) ☐

CDN Crypto ☐ USAF Crypto ☐ Raytheon ☐

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**ANNEX “K” Release of Liability**

**Release of Liability – To be signed and returned on or before 02:00 pm 15 October, 2021. Email to [wayne.cook@tpsgc-pwgsc.gc.ca](mailto:wayne.cook@tpsgc-pwgsc.gc.ca)**

Completing the Release of Liability: Print your name in the top(first open area) and sign the bottom (Official Visitor's Signature).

**OFFICIAL VISITOR TRAVEL IN MSE, RELEASE OF LIABILITY  
WAIVER OF CLAIMS, ASSUMPTION OF RISKS  
AND INDEMNIFICATION AGREEMENT**

*For a Person 18 Years of Age or Older*

I, \_\_\_\_\_, a person being transported on a Department of National Defence vehicle, on behalf of myself and him/her, and my and his/her heirs, devisees, successors, assigns, executors and administrators, in consideration of him/her being permitted to be transported on a Department of National Defence vehicle, from \_\_\_\_\_, and return, on \_\_\_\_\_ (date), or any other activities related to that event, hereby,

- a. Waive all claims of any nature or kind whether in contract, tort, negligence or otherwise, against Her Majesty the Queen in right of Canada, Her officers, servants, agents, employees and members of Her Canadian Forces, all in their employment and private capacities, in any manner arising out of, based upon, occasioned by or attributable to the activities of them, including negligence on their part, or any action taken or things done or maintained by virtue thereof;
- b. Having determined that the activity involves potential hazards and may result in physical harm and wishing in any event him/her to carry out the activity voluntarily assume any risks that may be associated with the activity;
- c. At all times indemnify and save harmless Her Majesty the Queen in right of Canada, Her officers, servants, agents, employees and members of Her Canadian Forces from and against all claims and demands, loss, costs, damages, actions, causes of action, suits, or other proceedings by whomsoever made, brought, or prosecuted in a manner, related to any loss, property damage, personal injury or death, resulting from, occasioned by or attributable in any way to his/her presence on the Department of National Defence vehicle or Her Majesty's property;
- d. Covenant that I will not commence or maintain against any person, any action or proceeding which will give rise to a claim against Her Majesty the Queen in right of Canada, Her officers, servants, agents, employees and members of Her Canadian Forces for contribution or indemnity; and

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e. Acknowledge having read the Waiver of Claims, Assumption of Risks and Indemnification Agreement and indicate my acceptance of this document by my signature.

DATED at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
Official Visitor's Signature

\_\_\_\_\_  
Wing Commander's Signature

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## **ANNEX “L”**

### **Contract Security Program (CSP) Application for Registration (AFR)**



## CONTRACT SECURITY PROGRAM (CSP) APPLICATION FOR REGISTRATION (AFR)

### Instructions for completing the Application for Registration (AFR)

#### Privacy notice

The personal information is collected under the authority of subsection 7(1) of the *Financial Administration Act* and is mandatory in accordance with Treasury Board's *Policy on Government Security* and *Standard on Security Screening* for the purposes of security assessment and registration in the Contract Security Program under the Departmental Oversight Branch of Public Services and Procurement Canada (PSPC). The personal information will be used to assess your eligibility to hold a security clearance or security status and to be registered in the Contract Security Program. The information provided may be disclosed to the Royal Canadian Mounted Police and Canadian Security Intelligence Service to conduct the requisite checks and/or investigation in accordance with the *Policy on Government Security* and *Standard on Security Screening*. Additionally, the information may be disclosed to and used by other federal institutions that may require this information as part of their functions or investigation under Canadian Law or to the industrial security programs of foreign governments (with which Canada has bilateral security instruments) for foreign assurances.

Your personal information is protected, used and disclosed in accordance with the *Privacy Act* and is described in the Info Source under the Personal Information Bank PWGSC PPU 015 (<https://www.tpsgc-pwgsc.gc.ca/aiprp-atip/infosource-eng.html>) and the TBS standard personal information bank Personal Security Screening PSU 917 (<https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/information-about-programs-information-holdings/standard-personal-information-banks.html#psu917>). Under the *Privacy Act*, you have the right to access and correct your personal information, if erroneous or incomplete. The personal information from paper sources that accompanies an organization registration is retained for five years after the last administrative action, and then destroyed. The personal information from paper sources that accompanies a foreign ownership, control, or influence assessments is kept for five years after the termination of the contract, and then destroyed if there are no changes to the organization that are reported to the foreign ownership, control, or influence evaluation office during this period. The personal information from paper sources that accompanies the personnel security screening process or foreign assurance process will be retained for a minimum period of two years after the last administrative action, and then destroyed. The Contract Security Program's retention period and disposal standards of personal information in electronic format may vary from the above retention period.

If you have concerns or require clarification about this privacy notice, you can contact PSPC's Access to Information and Privacy Directorate by email at [TPSGC.ViePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ViePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca), or by regular mail at the following address: Access to Information and Privacy Directorate, Place du Portage, Phase III, 3A1, 11 Laurier Street, Gatineau, Quebec, K1A 0S5. If you are not satisfied with the response to your privacy concern or if you want to file a complaint about the handling of your personal information, you may wish to contact the Office of the Privacy Commissioner of Canada.

#### General:

- In any instance where this form does not allow enough space for a complete answer, please include additional pages and/or table rows as required.
- **Refusal to provide your information, the provision of false statement, misleading information, or concealment and/or failure to disclose of any material fact on this application will result in a denial or revocation of your organization security clearance and registration with the Contract Security Program which will immediately prohibit your eligibility to perform on contracts requiring organization security clearances.**

**\*Mandatory Requirement: It is the responsibility of the Company Security Officer and/or Key Senior Officials to notify the Contract Security Program of any changes to the organization (such as change of address, phone numbers, change in security officers /key senior officials and ownership).**

#### Section A - Business information:

- You **must** provide all required documentation in relation to the type of organization.

**Legal name of the organization** refers to the legal name of the organization as it is registered with federal or provincial authorities.

**Business or Trade name** refers to the name which a business trades under for commercial purposes, although its registered, legal name, used for contracts and other formal situations, may be another.



## CONTRACT SECURITY PROGRAM (CSP) APPLICATION FOR REGISTRATION (AFR)

**Corporation** refers to an entity having the authority under law to act as a single person distinct from the shareholders who own it and having rights to issue stock and exist indefinitely.

Provide the following information to substantiate this "Type of Organization" selection:

- Stock exchange identifier (if applicable);
- Certificate of incorporation, compliance, continuance, etc.
- Organization's Management chart is mandatory.

**Partnership** refers to a voluntary contract between two or more competent persons to place their money, effects, labor, and skill, or some or all of them, in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them.

Provide the following information to substantiate this "Type of Organization" selection:

- Evidence of legal status: partnership documentation; or
- Organization chart

**Sole proprietor** refers to the owner of a business who acts alone and has no partners.

Provide the following information to substantiate this "Type of Organization" selection:

- Provincial registration documentation; or
- Other (Master Business License)

**Other** (letters of patent, universities, financial institutions, unincorporated organizations, Assembly of First Nations, etc.)

Provide the following information to substantiate this "Type of Organization" selection:

- Evidence of legal status;
- Organization chart;
- Acts;
- Charters;
- Bands;

- The provided "Business Civic Address" must be for an entity that is based in Canada.
- The Contract Security Program does not register foreign based firms.
- Canadian subsidiaries of foreign based firms are eligible for registration with the Contract Security Program.

### Section B - Security officers:

- Identify the individual(s) you intend to nominate as your organization's Company Security Officer (CSO) and Alternate Company Security Officer(s) (ACSO) who will be responsible for organization and personnel security.
- Security officers **must** meet all of the following criteria:
  - o an employee of the organization;
  - o physically located in Canada;
  - o a Canadian citizen or permanent resident of Canada; and
  - o security screened at the same level as the organization.
- The Company security officers and/or /Key senior officials are responsible to notify the Contract Security Program of any changes within the organization.
- Employee has the same meaning as that used by the Canada Revenue Agency.
- The key senior officials and/or company security officers are responsible to notify the Contract Security Program of any changes within the organization of its listing of key senior officials.





## CONTRACT SECURITY PROGRAM (CSP) APPLICATION FOR REGISTRATION (AFR)

### Section C - Key Senior Officials:

- A Key Senior Official (KSO) is an individual who must be granted a personnel security clearance before an organization will be granted a facility security clearance. This includes the Company Security Officer (CSO) and all owners. As well as any officers, directors (of the board), executives and/or partners who occupy positions of control or influence over a company.
- The organization must list **all** the names and position titles for its Key senior officials. Applicants are to add additional rows to the section if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a political community, owing allegiance to the community and being entitled to enjoy all the civil rights and protections.

### Section D - Board of directors:

- List all members of the organizations' board of directors. Applicants are to add additional rows to the section if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.

### Section E - Ownership information:

- For the purposes of the Contract Security Program, the following interpretations are applicable:

**Direct (or registered) owners** are owners who hold legal title to a property or asset in that owner's name.

**Ownership** refers to either (1) voting rights attached to the corporation's outstanding voting shares or (2) outstanding shares measured by fair market value.

**Parent company** refers to a company which owns and/or controls controlling interest (e.g., voting stock) of other firms or companies, usually known as subsidiaries, which may give it control of the operation of the subsidiaries. Is the entity already registered in a security program and does it hold a Facility Security Clearance (FSC) from the Government of Canada or another country?

Note: For the purposes of the Contract Security Program, individuals with 20% or more of ownership of the applicant organization may be designated by the Contract Security Program as key senior officials.

### Section F - Certification and consent:

Only an individual identified in Section C may complete this section.



## CONTRACT SECURITY PROGRAM (CSP) APPLICATION FOR REGISTRATION (AFR)

**NOTE:**

The provision of false, misleading information, or concealment and/or failure to disclose of any material fact on this application information will result in a denial or revocation of your organization security clearance and registration with the Contract Security Program which will immediately prohibit your eligibility to perform on contracts requiring organization security clearances. An incomplete form will not be processed and will be returned to you.

### SECTION A - BUSINESS INFORMATION

|   |  |   |
|---|--|---|
| 1. Legal name of the organization   |  |   |
| 2. Business or trade name (if different from legal name)  |  |   |
| 3. Type of organization - <b>Indicate type of organization and provide the required validation documentation (select one only)</b><br><br><input type="checkbox"/> Sole proprietor<br><br><input type="checkbox"/> Partnership<br><br><input type="checkbox"/> Corporation<br><input type="checkbox"/> Private<br><input type="checkbox"/> Public<br><br><input type="checkbox"/> Other (specify) |  |   |
| 4. Provide a brief description of your organization's general business activities.  |  |   |
| 5. Business (Head office) civic address in Canada   |  |   |
| 6. Mailing address (if different from business civic address)   |  |   |
| 7. Organization website (if applicable)   |  |   |
| 8. Procurement Business Number (PBN) if applicable  | 9. Telephone number (include extension number) | 10. Facsimile number  |
| 11. Number of employees in your organization  |  | 12. Number of employees who required Government of Canada security screenings |



## CONTRACT SECURITY PROGRAM (CSP) APPLICATION FOR REGISTRATION (AFR)

### SECTION B – SECURITY OFFICERS

| Position title                           | Surname | Given name | E-mail |
|--|---------|------------|--------|
| Company security officer(CSO)            |         |            |        |
| Alternate company security officer(ACSO) |         |            |        |
| ACSO (if applicable)                     |         |            |        |
| ACSO (if applicable)                     |         |            |        |
| ACSO (if applicable)                     |         |            |        |

### SECTION C – KEY SENIOR OFFICIALS

| Position title-within your organization | Surname | Given name | Citizenship(s) | Country of primary residence/National domicile |
|---|---------|------------|----------------|--|
|   |         |            |                |  |
|   |         |            |                |  |
|   |         |            |                |  |
|   |         |            |                |  |
|   |         |            |                |  |
|   |         |            |                |  |
|   |         |            |                |  |
|   |         |            |                |  |
|   |         |            |                |  |

### SECTION D-LIST OF BOARD OF DIRECTORS ( PLEASE INDICATE N/A IF NOT APPLICABLE)

| Position title | Surname | Given name | Citizenship(s) | Country of primary residence/National domicile |
|----------------|---------|------------|----------------|--|
|                |         |            |                |  |
|                |         |            |                |  |
|                |         |            |                |  |
|                |         |            |                |  |
|                |         |            |                |  |
|                |         |            |                |  |
|                |         |            |                |  |
|                |         |            |                |  |
|                |         |            |                |  |



## CONTRACT SECURITY PROGRAM (CSP) APPLICATION FOR REGISTRATION (AFR)

### SECTION E- OWNERSHIP INFORMATION-PLEASE COMPLETE FOR EACH LEVEL OF OWNERSHIP

#### **\*\*Please complete for each level of ownership\*\***

Identify all entities, individuals, public or private corporations that have an ownership stake in your organization being registered. Indicate if the entity has a valid Facility Security Clearance from the Government of Canada or another country. For publicly traded corporations, identify stock exchange.

### SECTION E-1

Please identify all individual owner(s) or direct organization(s) ownership below.

#### Ownership-Level1 (Direct Parent)

| Name of organization or individual | Address | Type of entity (private or public corporation, government) | Stock exchange public or private | Facility security clearances (FSC) Yes/No | Percentage of ownership | Citizenship or country of jurisdiction |
|------------------------------------|---------|--|----------------------------------|---|-------------------------|--|
|                                    |         |  |                                  |   |                         |  |
|                                    |         |  |                                  |   |                         |  |
|                                    |         |  |                                  |   |                         |  |
|                                    |         |  |                                  |   |                         |  |

### SECTION E-2

If there is any ownership for the names listed in the previous section (E-1) please provide the information below.  
If not, please indicate N/A (not applicable).

#### Ownership of entries listed in E-1 (Level 2)

| Name of organization or individual | Address | Type of entity (private or public corporation, government) | Stock exchange public or private | Facility security clearances (FSC) Yes/No | Percentage of ownership | Citizenship or country of jurisdiction |
|------------------------------------|---------|--|----------------------------------|---|-------------------------|--|
|                                    |         |  |                                  |   |                         |  |
|                                    |         |  |                                  |   |                         |  |
|                                    |         |  |                                  |   |                         |  |
|                                    |         |  |                                  |   |                         |  |

### SECTION E-3

If there is any ownership for the names listed in the previous section (E-2) please provide the information below.  
If not, please indicate N/A (not applicable).

#### Ownership of entries listed in E-2 (Level 3)

| Name of organization or individual | Address | Type of entity (private or public corporation, government) | Stock exchange public or private | Facility security clearances (FSC) Yes/No | Percentage of ownership | Citizenship or country of jurisdiction |
|------------------------------------|---------|--|----------------------------------|---|-------------------------|--|
|                                    |         |  |                                  |   |                         |  |
|                                    |         |  |                                  |   |                         |  |
|                                    |         |  |                                  |   |                         |  |
|                                    |         |  |                                  |   |                         |  |

**Note:** The organizational chart with percentages of ownership must be included



## CONTRACT SECURITY PROGRAM (CSP) APPLICATION FOR REGISTRATION (AFR)

### SECTION F- CERTIFICATION AND CONSENT (ONLY AN INDIVIDUAL IDENTIFIED IN SECTION C MAY COMPLETE THIS SECTION)

I, the undersigned, as the individual authorized by the organization, have read the Privacy Notice to this application and do hereby certify that the information contained in this application is true, complete and correct. I acknowledge and agree to comply with the responsibilities outlined in the Public Services and Procurement Canada's Industrial Security Manual and consent to the collection use and disclosure of my personal information for the purposes as described above. I agree to notify the Contract Security Program of any changes to the organization (such as change of address, phone numbers, change in security officers /key senior officials and ownership).

|                  |                  |
|------------------|------------------|
| Surname          | Given name       |
| Position title   | Telephone number |
| Facsimile number | Email address    |
| Signature        | Date             |

**Note:** The Company Security Officer/Key Senior Official is responsible to notify the Contract Security Program of any changes within the organization.

### FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM

|  |           |      |
|--|-----------|------|
| Recommendations                          |           |      |
| Initial recommendation by analyst (name) | Signature | Date |
| Final recommendation by analyst (name)   | Signature | Date |