



Parks Canada  
Parcs Canada



#### RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit  
National Contracting Services  
Bid Fax: 877-558-2349  
Bid E-mail Address:  
[soumissionsest-bidseast@pc.gc.ca](mailto:soumissionsest-bidseast@pc.gc.ca)

Attention: Lorraine Fletcher

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

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

## REQUEST FOR QUOTATION

#### Quotation to: Parks Canada Agency

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

#### Issuing Office:

Parks Canada Agency  
National Contracting Services  
Cornwall, ON

#### Title:

General Facility Janitorial Services – Office Building & Staff Housing  
– Rouge National Urban Park

**Solicitation No.:**  
5P300-21-0204-A

**Date:**  
December 20, 2021

**Client Reference No.:**  
10211209

**GETS Reference No.:**  
N/A

#### Solicitation Closes:

**At:** 2:00 pm  
**On:** January 31, 2022

#### Time Zone:

EST

#### F.O.B.:

Plant: ☐ Destination: ☒ Other: ☐

#### Address Enquiries to:

Lorraine Fletcher

**Telephone No.:**  
343-585-4712

**Fax No.:**  
N/A

**Email Address:**  
[lorraine.fletcher@pc.gc.ca](mailto:lorraine.fletcher@pc.gc.ca)

**Destination of Goods, Services, and Construction:**  
See Herein

#### TO BE COMPLETED BY THE BIDDER

#### Vendor/ Firm Name:

#### Address:

**Telephone No.:**

**Fax No.:**

**Name of person authorized to sign on behalf of the Vendor/  
Firm (type or print):**

**Signature:**

**Date:**

## **IMPORTANT NOTICE TO BIDDERS**

### **COVID-19 Vaccination Requirement**

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 required precedent to contract award will render the bid non-responsive.

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

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

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

The only acceptable facsimile for responses to bid solicitations is 877-558-2349.

The maximum email file size that Parks Canada is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

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

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

### **Security Requirements**

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

### **Direct Deposit**

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

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

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## PART 1 – INFORMATION AND INSTRUCTIONS

### 1.1. COVID-19 Vaccination Requirement

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 required precedent to contract award will render the bid non-responsive.

### 1.2. Security Requirements

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

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

- (a) The Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 – Resulting Contract Clauses;
- (b) The Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

#### 1.2.2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

### 1.3. Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### 1.4. Bidders' Conference

A bidders' conference will be held **virtually** on January 11, 2022. The conference will begin at 2:00pm EST. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance and receive the link. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than January 10, 2022 at 2:00pm EST.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

### 1.5. Debriefings

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

## **PART 2 – BIDDER INSTRUCTIONS**

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

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

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

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

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

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

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

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

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

The only acceptable facsimile for responses to bid solicitations is 877-558-2349.

The only acceptable email address for responses to bid solicitations is [soumissionsest-bidseast@pc.gc.ca](mailto:soumissionsest-bidseast@pc.gc.ca).

The maximum email file size that Parks Canada is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

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

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

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

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) days calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to

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

## **2.4. Applicable Laws**

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

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

## **2.5. Bid Challenge and Recourse Mechanisms**

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

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

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

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

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

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

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

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

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

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

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

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

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

##### **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.

#### **4.1.1. Technical Evaluation**

##### **4.1.1.1. Mandatory Technical Criteria**

Technical bids will be evaluated against the mandatory technical evaluation criteria specified at **Annex “D” to Part 4 of the Bid Solicitation**.

##### **4.1.2. Financial Evaluation**

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

##### **4.1.3. Basis of Selection**

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

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1. Certifications Required with the Bid**

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

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

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

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

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

#### **5.2.1. COVID-19 Vaccination Requirement and Certification**

In accordance with the *COVID-19 Vaccination Policy for Supplier Personnel*, the Bidder must provide the COVID-19 Vaccination Requirement Certification at **Annex “E” to Part 5 of the Bid Solicitation** prior to contract award, to be given further consideration in this procurement process. This Certification is incorporated into, and forms a binding part of any resulting Contract.

#### **5.2.2. Integrity Provisions – Required Documentation**

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

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

### **5.2.3. Former Public Servant**

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

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

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

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

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

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

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

### **6.1. COVID-19 Vaccination Requirement**

The *COVID-19 Vaccination Policy for Supplier Personnel* is applicable to the Contract.

### **6.2. Security Requirements**

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

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

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

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

### **6.3. Statement of Work**

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

#### **6.3.1. Task Authorization Process**

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.

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form specified in Annex "H".
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 three (3) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the 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.

#### **6.3.2. Canada's Obligation – Portion of the Work – Task Authorizations**

SACC Manual clause [B9031C](#) (2011-05-16), Portion of the Work – Task Authorizations

## **6.4. Standard Clauses and Conditions**

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

### **6.4.1. General Conditions**

[2010C](#) (2021-12-02), General Conditions – Services (Medium Complexity) apply to and form part of the Contract.

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

### **6.4.2. Supplemental General Conditions**

#### **6.4.2.1. Compliance with On-site Measures, Standing Orders, Policies, and Rules**

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

## **6.5. Term of Contract**

### **6.5.1. Period of the Contract**

The period of the Contract is from April 1, 2022 to March 31, 2023 inclusive.

### **6.5.2. Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period 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.

## **6.6. Authorities**

### **6.6.1. Contracting Authority**

The Contracting Authority for the Contract is:

Lorraine Fletcher  
A/Contracting Officer  
Parks Canada Agency  
National Contracting Services  
Chief Financial Officer Directorate  
111 Water Street East, Cornwall, Ontario, K6H 6S2

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**Title:**  
General Facility Janitorial Services – Office Building & Staff Housing – Rouge National Urban Park

Telephone: 343-585-4712

E-mail address: [lorraine.fletcher@pc.gc.ca](mailto:lorraine.fletcher@pc.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.

#### **6.6.2. Project Authority**

The Project Authority for the Contract is:

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

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

#### **6.6.3. Contractor's Representative**

The Contractor's Representative for the Contract is: (kindly return with bid)

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

#### **6.7. Proactive Disclosure of Contracts with Former Public Servants**

\*\*\* SACC Manual clause A3025C to be inserted at contract award, if applicable \*\*\*

## **6.8. Payment**

### **6.8.1. Basis of Payment – Firm Unit Prices**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex “B” for a cost of \$ \_\_\_\_\_ \*\*\* to be inserted at contract award \*\*\*. Customs duties are included and Applicable Taxes are extra.

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

### **6.8.2. Basis of Payment – Firm Unit Price(s) – Task Authorizations**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid in accordance with the basis of payment, in Annex “B” as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

### **6.8.3. Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$9,999.99, 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.

### **6.8.4. Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ \*\*\* to be inserted at contract award \*\*\*. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.8.5. Monthly Payment

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

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

### 6.9. Invoicing Instructions

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

Each invoice must be supported by:

- d. a copy of the monthly tasks completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### 6.10. Certifications and Additional Information

#### 6.10.1. Compliance

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

### 6.11. Applicable Laws

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

### 6.12. Priority of Documents

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

- (a) The Articles of Agreement;
- (b) The general conditions [2010C](#) (2021-12-02), General Conditions – Services (Medium Complexity);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (f) The Contractor's bid dated **\*\*\* to be inserted at contract award \*\*\***.



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**Amendment No.:**  
00

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General Facility Janitorial Services – Office Building & Staff Housing – Rouge National Urban Park

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### **6.13. SACC Manual Clauses**

[A9068C](#) (2010-01-11), Government Site Regulations

### **6.14. Insurance Requirements**

SACC *Manual* clause [G1005C](#) (2016-01-28), Insurance – No Specific Requirement.

### **6.15. Inspection and Acceptance**

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

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## **ANNEX “A”**

### **STATEMENT OF WORK**

General Facility Janitorial Services  
– Office Building & Staff Housing  
Rouge National Urban Park

## 1. Objective:

To provide Parks Canada Agency (PCA) Rouge National Urban Park (RNUP) a contract for:

- Regular janitorial services for 7 office buildings, and
- On-demand janitorial services for 2 staff housing facilities located within the Park boundaries.

A map of the park area is included in Appendix-1.0 of this Statement of Work. Floor plans of the Offices building are provided in Appendix -2.0. No floor plans of the Staff Houses are available.

Offices: (regular janitorial services)	Size (approx.)	# of Washrooms	# of Offices	# of Boardrooms	# of Entryways	# of copy room	# of kitchen	# of stairwells	# of Hallways
3620 Kingston Road, Toronto, ON M1M 1R9	2-stories 4700 s.f.	2	6	1	1	1	1	2	2
3545 Kingston Road, Scarborough, ON M1M 1R6 – Second Floor	1-story (2 <sup>nd</sup> floor) 4200 s.f.	3	5	1	1	1	1	0	1
19 Beare Road, Toronto, ON M1X 1P6	2-stories 2000 s.f.	1	4	1	2	1	1	1	2
7277 14th Avenue, Markham, ON L6B 1A8	2-stories 2200 s.f.	2	6	0	2	1	0	1	2
9182 York Durham Line, Locust Hill, L0H 1J0	1-story + basement 1600 s.f.	1	4	1	2	0	1	1	1
10725 Reesor Road Markham, ON L6B 1A8 – <i>Old Brick Building</i>	2-stories 1600 s.f.	1	5	1	2	0	1	1	2
10725 Reesor Road Markham, ON L6B 1A8 – <i>Newer building</i>	2-stories (storage area on main floor + office on second floor) 1500 s.f.	1	1	0	1	0	1	1	0

Staff Houses: (On-demand janitorial services)	Size (approx.)	# of Washrooms	# of Bedrooms	# of Entryways	# of living areas	# of laundry areas	# of kitchen	# of stairwells	# of Hallways
7401 Reesor Rd Markham, ON	2-stories 2300 s.f.	2	3	2	1	1	1	2	2
7733 14 <sup>th</sup> Avenue Markham, ON	1-story + basement 3000 s.f.	2	3	1	2	1	1	1	2

## 2. Background:

Parks Canada Agency (PCA) manages Canada's first national urban park – Rouge National Urban Park – in the heart of the Greater Toronto Area, Canada's largest and most diverse metropolitan region. Rouge National Urban Park (RNUP) is one of the largest and best protected urban park of its kind in the world, circumscribing about 80 square kilometers within the cities of Toronto, Markham, Pickering, and the Township of Uxbridge.

The park is comprised of a rich assemblage of natural, cultural, and agricultural landscapes with many remarkable features, including a rich biodiversity with over 1,700 species of plants and animals; some of the last remaining working farms in the Greater Toronto Area; Carolinian forests; Toronto's only campground; one of the region's largest marshes; unspoiled beaches; amazing hiking opportunities; and human history dating back over 10,000 years, including some of Canada's oldest known Indigenous Peoples' sites and villages. The park is also home to a national historic event, the Toronto Carrying Place trail, an Indigenous travel route linking Lake Ontario in the south to Lake Simcoe to the north.

### **3. Scope of Work:**

- The Contractor will be responsible to provide a range of janitorial services including all labor, supervision, transportation and equipment within the office buildings and staff housing facilities.
- The described janitorial tasks are to be performed with care of the highest quality by the Contractor to ensure the health and safety of all employees and visitors.
- The contractor will be responsible for all planning, scheduling, administration and management necessary to provide the cleaning services.
- The Contractor will be responsible for recruiting and retaining qualified staff, assuring quality control, ensuring staff are trained and equipped to perform their tasks and providing quality products and equipment as specified herein to quality completion of these services.
- The Contractor will ensure that all work provided meets PCA Quality standards as described in Appendix-3.0.

#### **3.1. Janitorial Tasks & Frequencies for Office Buildings**

All services are to be performed between the hours of 6:00 PM and 6:00 AM on weekdays and between 6:00 AM and 11:59 PM on weekends unless otherwise arranged on a case by case basis by Rouge National Urban Park Project Authority.

If the cleaning service is to be missed due to unforeseen circumstances, PCA Project Authority will be notified one week prior or as soon as possible and an alternate cleaning date will be scheduled and approved by PCA Project Authority.

##### **3.1.1. Regular tasks**

The Regular tasks are to be performed by the Contractor 2 or 3 times per week, according to the following schedule:

<b>Office Location</b>	<b>Non-Operating Season (January, February, November &amp; December)</b>	<b>Operating Season (March to October incl.)</b>
3620 Kingston Rd.	2X/week Tuesdays & Fridays	2X/week Tuesdays & Fridays
3545 Kingston Rd. – Second Floor	2X/week	3X/week

	Tuesdays & Fridays	Tuesdays, Fridays & Sundays
19 Beare Rd.	2X/week Mondays & Thursdays	3X/week Mondays, Thursdays & Saturdays
7277 14th Ave.	2X/week Mondays & Thursdays	3X/week Mondays, Thursdays & Saturdays
10725 Reesor Road (Old Brick building)	2X/week Mondays & Thursdays	3X/week Mondays, Thursdays & Saturdays
10725 Reesor Road (Newer Building)	2X/week Mondays & Thursdays	3X/week Mondays, Thursdays & Saturdays
9182 York Durham Line	3X/week Mondays, Thursdays & Saturdays	3X/week Mondays, Thursdays & Saturdays

The Regular tasks are as follow:

<b>TASKS</b>
<b>Floor Surfaces</b>
<ul style="list-style-type: none"> <li>All hard surfaced floors will be thoroughly swept, wet mopped and disinfected</li> <li>All carpeted floors and walking mats will be thoroughly vacuumed</li> <li>10725 Reesor Road (Newer Building): Storage Area floor to be swept, wet mopped and disinfected</li> </ul>
<b>General Cleaning – all areas</b>
<ul style="list-style-type: none"> <li>Spray and spot wipe all doors, doorknobs, walls; light switches to ensure fingerprints, splatters and/or smudges are wiped clean. Spot Clean soiled office chairs as required.</li> <li>Window ledges and small interior wall windows wiped, cleaned and disinfected</li> <li>Cobwebs wiped and removed</li> <li>Furniture legs will be spot wiped, cleaned and disinfected</li> </ul>
<b>Washrooms</b>
<ul style="list-style-type: none"> <li>Clean and sanitize sinks, faucets, toilets, urinals, sanitary dispensers, counters and stall doors. Spray and wipe mirrors.</li> <li>Refill all hand soap dispensers and re-stock paper towel, toilet paper dispensers</li> </ul>
<b>Main Entrance and Foyer</b>
<ul style="list-style-type: none"> <li>Front door wiped, cleaned and disinfected inside and out. If the door has a window, the window will be cleaned inside and out</li> <li>Excess dirt removed from welcome mats, interior mats vacuumed</li> </ul>
<b>Kitchen and Photocopy area</b>
<ul style="list-style-type: none"> <li>Sink, faucet, counter, cabinets and dispensers thoroughly wiped cleaned and disinfected</li> <li>Tables wiped, cleaned and disinfected</li> </ul>

• Photocopier, wiped cleaned and disinfected
• Paper towels in the kitchen restocked as needed
• Shredder waste emptied from the shredder and the liner replaced
• Microwave interior cleaned inside and out
• Exterior of microwave, stove and refrigerator will be wiped, cleaned and disinfected
Office and Boardroom Areas
• All desks wiped, cleaned and disinfected.
• All tables will be wiped, cleaned and disinfected
• All telephones, computer monitor frames, TVs, computer mice and keyboards will be spot-wiped, cleaned and disinfected.
Staircase and Hallways
• All steps and landings will be vacuumed along with carpeted hallways, swept and mopped if they are hard surfaced
• All banisters will be wiped, cleaned and disinfected
Garbage/Recycling disposal
• All waste containers (garbage, recycling, green bins) will be emptied into the proper receptacles and the liners will be replaced.
<u>3620 Kingston Rd</u>
• Take garbage/recycling/organics from house to curb once per week before 7am on
• pick-up day (Fridays)
• Return bins to house on same evening
• Pressure wash deck weekly or when requested
• Dispose excess or over-sized garbage
<u>3545 Kingston Rd</u> ( <b>NOTE:</b> organics collection not provided by landlord at this location)
• Place garbage and recycling in appropriate waste bins located behind the building (south side)
<u>19 Beare Rd</u>
• After each cleaning service, take garbage and recycling from office and dispose in waste bins (Located just left of the driveway as you enter)
<u>7277 14<sup>th</sup> Avenue</u>
• After each cleaning service, take garbage/recycling/organics from office and dispose in waste bins located in the parking lot.
<u>9182 York Durham Line</u>
• After each cleaning service, take garbage/recycling/organics from office and dispose in waste bins located in the parking lot.
<u>10725 Reesor Road Markham Offices (Old Brick building + Newer Building)</u>
• After each cleaning service, take garbage/recycling/organics from office and dispose in waste bins located in the parking lot.

### **3.1.2. Monthly tasks**

The Monthly tasks are to be performed by the Contractor on the **1<sup>st</sup> week of each month**. The tasks are as follow:

<b>TASKS</b>
Waste and Recycling
• Garbage, recycling and compost bins cleaned and washed inside and outside

General Cleaning – all areas
<ul style="list-style-type: none"> <li>Window coverings/horizontal blinds dusted</li> </ul>
<ul style="list-style-type: none"> <li>Walls will be spot wiped and cleaned</li> </ul>
<ul style="list-style-type: none"> <li>Wall hangings, baseboards, flowers and other reachable office accessories will be wiped, cleaned and disinfected.</li> </ul>
Washrooms
<ul style="list-style-type: none"> <li>Bathtub/shower will be thoroughly cleaned (if applicable)</li> </ul>
<ul style="list-style-type: none"> <li>Dust and clean washroom venting</li> </ul>
<ul style="list-style-type: none"> <li>Clean washroom tile grout</li> </ul>
Kitchen and Photocopy area
<ul style="list-style-type: none"> <li>Coffee machine descaled</li> </ul>
<ul style="list-style-type: none"> <li>Interior of refrigerator and freezer cleaned (advanced notice that fridge has been cleared for cleaning to be provided)</li> </ul>
<ul style="list-style-type: none"> <li>Interior of stove, oven, toaster ovens cleaned</li> </ul>
Office and Boardroom Areas
<ul style="list-style-type: none"> <li>Office furniture cleaning including office chairs (vacuum, steam clean), couches, etc.</li> </ul>
Exterior
<ul style="list-style-type: none"> <li>Pick up litter around exterior of office (excluding 3545 Kingston Rd)</li> </ul>

### 3.1.3. Biannual tasks:

The Biannual tasks are to be performed by the Contractor 2 times per year, in **April and October**. The tasks are as follow:

<b>TASKS</b>
<ul style="list-style-type: none"> <li>Carpet cleaning including steam and shampoo treatment</li> </ul>
<ul style="list-style-type: none"> <li>Exterior and interior window cleaning</li> </ul>
<ul style="list-style-type: none"> <li>Exterior window cleaning</li> </ul>

### 3.2 Janitorial Tasks & Frequencies for Staff Housing

Staff house turnover are most likely to occur at the start and end of operating season (April/October) but varies depending on operational needs throughout the year. The Contractor will not perform regular/weekly cleaning in the staff houses. It will rather be on an on-demand basis. PCA Project Authority will notify the contractor in writing via a Task Authorization, 2 weeks in advance of a cleaning request for staff housing locations. The tasks will be as follow:

<b>TASKS</b>
Floor Surfaces
<ul style="list-style-type: none"> <li>All hard surfaced floors will be thoroughly swept, wet mopped and disinfected</li> </ul>
<ul style="list-style-type: none"> <li>All carpeted floors and walking mats will be thoroughly vacuumed</li> </ul>
Waste and Recycling
<ul style="list-style-type: none"> <li>All waste containers (garbage, recycling, green bins) will be emptied into the proper receptacles and the liners will be replaced</li> </ul>
<ul style="list-style-type: none"> <li>Garbage, recycling and compost bins cleaned and washed inside and outside</li> </ul>
<ul style="list-style-type: none"> <li>Responsible for taking garbage offsite and disposing in accordance with municipal requirements</li> </ul>
Kitchen Area

• Sink, faucet, counter, cabinets and dispenser surfaces thoroughly wiped cleaned and disinfected
• Tables wiped, cleaned and disinfected
• Hood fan degreased, cleaned and disinfected
• Coffee machine descaled
• Exterior and interior of microwave, stove, dishwasher and refrigerator will be wiped, cleaned and disinfected
• Kitchen backsplash cleaned thoroughly
• Kitchen appliances pulled out from wall and floors swept, wet mopped and disinfected
• Interior of kitchen cupboards thoroughly wiped clean and disinfected
• Kick plates under kitchen cabinets cleaned and disinfected
• Interior and exterior of fridge and freezer thoroughly wiped clean and disinfected
Bedrooms
• Dressers, bed frames, lamps, night stand surfaces dusted and wiped clean
Bathrooms
• Clean and sanitize sinks, faucets, showers, toilets, counters and doors. Spray and wipe mirrors.
• Refill all hand soap dispensers and re-stock paper towel, toilet paper dispensers
• Dust and clean washroom venting
• Clean exterior and interior of vanity/cupboards
All areas
• Dust and clean light fixtures
• Dust and clean blinds, window ledges, baseboards and any other surfaces
• Spot clean walls, doors, ceilings
• Clear cobwebs
Windows
• Clean all interior windows
• Clean all exterior windows

#### **4. Logistics**

##### **4.1. Work Plan**

Prior to beginning the work, the Contractor must present a Work Plan and review it with PCA's Project Authority at the pre-commencement meeting. Approval by PCA's Project Authority is required. The Work must include the following:

- Description of methodologies, equipment and supplies to be used
- Staff for each site
- Work Schedule
- Health & Safety Plan
- Quality control methods and inspections schedule
- How labour shortages will be addressed.
- Contact information and availabilities of: Supervisor, and Administrative staff (billing)

The PCA Project Authority must be notified of any changes to the Work Plan during the course of the contract.



## **4.2 Log Book & Inspections**

A log book or log sheets with tasks completed each day and staff name is to be kept and signed by the supervisor. A copy of it must be sent electronically to the PCA Project Authority at the end of each month with the invoice.

The Contractor will provide monthly inspection of a selection of facilities with the PCA Project Authority or their delegate. It is the responsibility of the Contractor to facilitate and maintain regular communications with RNUP and to immediately notify the PCA Project Authority or delegate, verbally and then by follow up email of any issues, problems or areas of concern in relation to any work under this contract.

A communication book will be provided at all office locations a means of communication between PCA and janitorial staff. Should any issues/concerns arise, this communication log will be used to track progress and the status of issues resolution. These records will be used in the event any concerns require escalation.

The Contractor must take corrective action of any deficiencies in the service of this Contract within three (3) hours of notification.

## **4.3 Supplies, Equipment & Storage**

### **4.3.1 Supplies**

Parks Canada will supply the contractor the following supplies for Offices buildings:

- Toilet paper
- Paper towels
- Facial tissue
- Garbage bags/liners
- Liquid hand soap
- Dish soap

Those supplies are not to be re-filled in the staff houses.

### **4.3.2 Equipment**

The Contractor is responsible to provide all the cleaning and disinfecting products required to perform the tasks. Those are to be:

- ❖ Cleaning Products are to be Ecologo certified
- ❖ Scent free
- ❖ Disinfectants must have a drug identification number (DIN)
- ❖ Disinfectants must be on Health Canada list of “*Desinfectants for Use Against SARS-CoV-2 (COVID-19)*”: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1>
- ❖ All products to be labeled as per WHMIS

The Contractor must also provide all the required equipment to perform the tasks. Those are, but not limited to:

- ❖ Floor washing buckets, floor mops and pails;
- ❖ Floor brooms and dust pans;
- ❖ Lint free cloths;
- ❖ Sponges;

- ❖ Sanitary bins;
- ❖ Vacuum cleaners
- ❖ Three different color-coded cleaning cloths (to ensure no cross-contamination).

#### **4.3.3 Onsite Storage**

RNUP will provide on-site storage space at Office Buildings only for the Contractor's equipment, supplies and materials.

Office	Storage Location
3620 Kingston Road,	Closet Under Main Staircase
3545 Kingston Road,	Closet in Kitchen
19 Beare Road	First Floor Washroom
7277 14 <sup>th</sup> Avenue	Supply Room off Mudroom
9182 York Durham Line	Basement
10725 Reesor Rd – Brick Office	Top of staircase to basement
10725 Reesor Rd – Second Floor Office	Same as Brick office

#### **4.4 Damages**

The Contractor must tour the sites with the PCA Project Authority prior to the start of the contract. The Contractor is to request pictures of all existing damages on-site from the PCA Project Authority. At the end of each season, another joint inspection will be carried out.

The Contractor must immediately report to PCA Project Authority all damages on-site caused by the Contractor's personnel, equipment or by a third party.

#### **4.5 On-Demand Services - (Task authorizations)**

On-demand services may be required that cannot be specified by RNUP in advance. These services will be performed by the Contractor on an "as and when requested" basis through the issuance of authorized Task Authorizations. The types of cleaning that may be required include (but are not limited to) the following:

- a) Janitorial Services in staff housing facilities, as described in Section 3.2
- b) Emergency cleaning such as flooding water from pipe burst in Offices or Staff houses
- c) Periodic cleaning of floors and equipment in mechanical rooms in Offices
- d) General cleaning tasks of an unforeseen nature in Offices – e.g. extra cleaning prior to events

This portion of the service may be required outside of regular business or scheduled hours and/or on statutory holidays as specified by the PCA Project Authority. The PCA Project Authority or delegate will notify the Contractor as soon as a requirement is known, but will endeavor to provide no less than 24-hours prior notice and will attempt to schedule during normal scheduled work hours.

### **5. Responsibilities**

#### **5.1 Contractor's Responsibilities:**

- The Contractor will be responsible for providing regular janitorial services at Offices and on-demand janitorial services at staff houses and offices as per PCA's Quality Standards described in Appendix 3.0.
  - The Contractor shall provide all labour, transportation and supervision necessary to complete the janitorial services for Rouge National Urban Park.
-

- The contractor will supply all cleaning supplies, materials and equipment necessary for the proper performance of the janitorial service (excluding supplies listed in Section 4.3.1, to be provided by PCA). All items belonging to the contractor are to be marked and easily identified as being their property.
- The Contractor will submit a Work Plan at the pre-commencement meeting.
- The Contractor will submit electronically a copy of the Log Book along with his invoice at the end of each month.
- The Contractor's supervisor will perform periodic site inspections to ensure all tasks are completed as per contract.
- The Contractor will participate in teleconferences or meet PCA Project Authority on site, as needed.
- All personnel employed by the Contractor is required to wear company identification, procedurals masks and disposable gloves when entering into PCA Facilities.

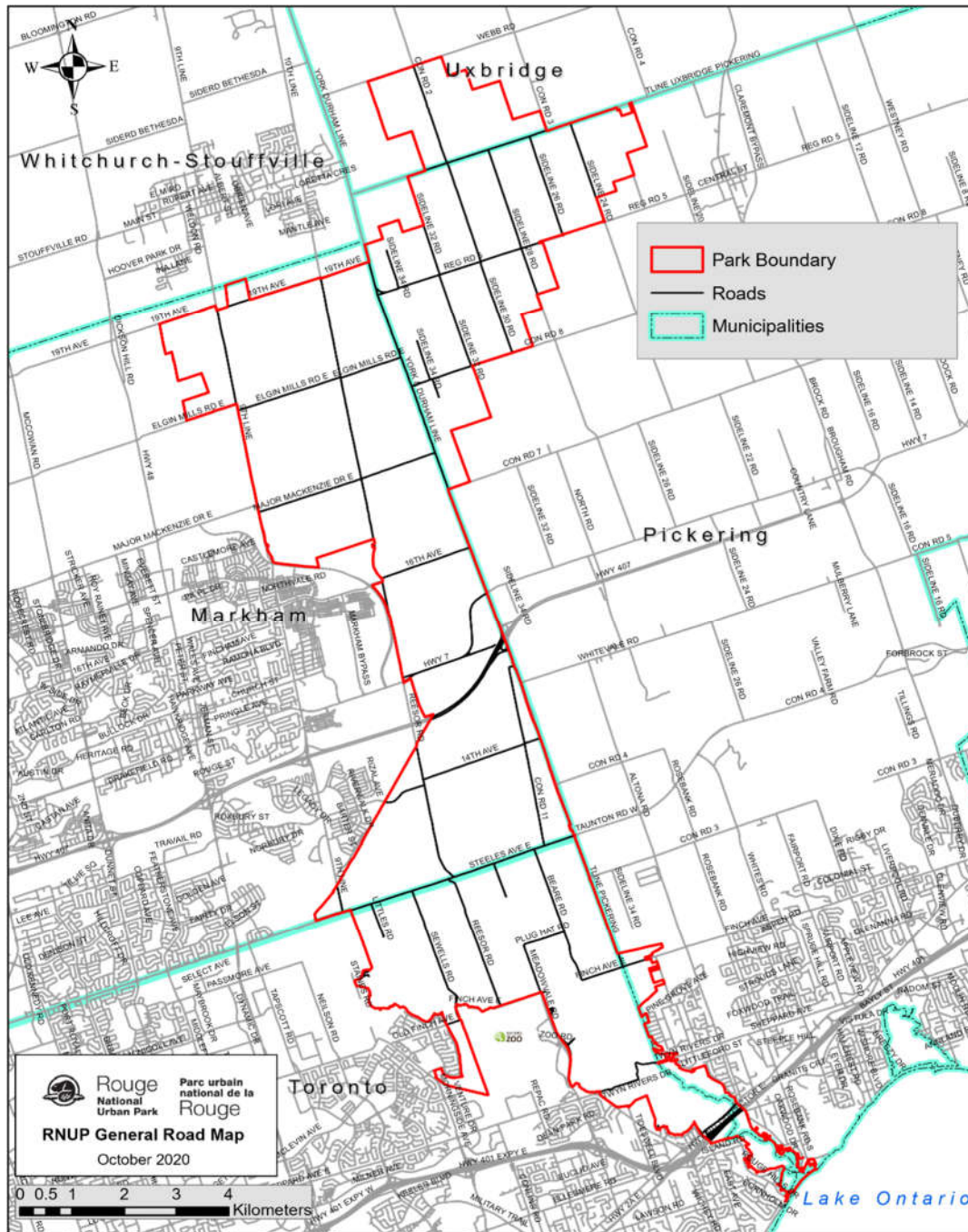
#### **5.1.1 Health and Safety Contractor's Responsibilities**

- The Contractor must ensure their employees and/or subcontractors adhere to Canada Labour Code and Canada Occupational Health and Safety Regulations while performing the work.
- The Contractor is responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
- The Contractor will develop a written site-specific Health and Safety Plan based on hazard assessment and the COVID pandemic prior to beginning site work. This includes, but is not limited to:
  - Ensuring employees are WHMIS Certified and that copies of all Material Safety Data Sheets (MSDS) are located on site and are easily accessible to all staff.
  - Use equipment appropriate to the task, e.g. a step ladder rather than a chair to reach high surfaces
  - Post proper warning signs (provided by Contractor) when mopping or washing surfaces
  - The Contractor and its staff must ensure safe work practices and must immediately report any accidents, near misses, or breakage to RNUP Project Authority.
  - Any work at heights must be completed in accordance with the Working at Heights policies and procedures
  - Provide training to all personnel assigned to performance the work including the proper handling, use and disposal of all cleaning products.
  - Janitorial staff must wear appropriate uniform attire at all times while performing cleaning duties, as well as appropriate PPE where and when required.
  - Cleaning equipment such as mops and cloths must be properly washed and dried in between uses. Different color-coded cleaning cloths must be used for bathrooms, kitchens, and office areas.
  - All cleaning supplies must be kept in either their original containers or properly labeled containers

#### **5.2 Parks Canada responsibilities**

- Ensuring a PCA Representative is available when needed.
- PCA will provide the Contractor with keys and alarm code to access all the Offices and Staff Housing Facilities included in the contract.
- Providing the Supplies listed in Section 4.3.1 to the Contractor.
- Providing on-site storage for the Contractor's cleaning supplies, materials and equipment as space permits.

## Appendix-1.0 Map of the park





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## **appendix2.0 Floor Plans and Pictures of the Offices Facilities**

3620 Kingston Road, Toronto, ON  
M1M 1R9



19 Beare Road, Toronto, ON M1X  
1P6



9182 York Durham Line, Locust Hill,  
L0H 1J0



3545 Kingston Road, Scarborough,  
ON M1M 1R6 – Second Floor



7277 14th Avenue, Markham, ON  
L6B 1A8



10725 Reesor Road Markham, ON  
L6B 1A8 – Old Brick Building + Newer  
Building



See separately attached pdf "Appendix 2.0 – Floor Plans Offices"

### **Appendix 3.0 – PCA Quality Standards**

**The quality standards described below must be strictly adhered to. All inspections made by Parks Canada will be rated according to these quality standards.**

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

- (a) All surfaces and objects specified must be free of dust, stains, spills, debris and soil immediately after cleaning operation.
- (b) Machinery and equipment must not block a passageway or present a trip hazard.
- (c) Furnishings moved by cleaners must be relocated to their original location.

#### **Damp Wiping:**

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

#### **Spot Cleaning:**

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

#### **Cleaning and Disinfecting:**

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

#### **Cleaning and Descaling:**

- (a) All surfaces cleaned of accumulated mineral deposits.

#### **Dusting:**

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

#### **Glass/Mirror Cleaning:**

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

#### **Sweeping:**

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

#### **Vacuuming:**

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

**Dust Mopping:**

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

**Damp Mopping:**

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

**Scrubbing and Refinishing:**

- (a) Floor areas including open areas and flooring around furniture legs and into corners must be cleaned using a mild detergent.
- (b) All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.
- (c) The Contractor must apply one coat of finish compatible with existing finish (wax) if applicable.
- (d) All areas must present an overall appearance of cleanliness free of scuffs and stains, have a bright shine, and be free of debris and dust once the "Scrub and Refinish" is complete.

**Washing Floors:**

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

**Hot Water Extraction:**

- (a) All carpets and walk-away mats must be clean and free of accumulated dust and dirt and stains as a result of Hot Water Extraction.
- (b) Areas must be cleaned to walls and corners.

**Stain Removal:**

- (a) All carpets, walk-away mats and hard surface floors must have no visible stains or discoloration after stain removal operation.
- (b) Where stain removal involves wetting of a hard surface floor, caution signs must be in place around the affected work area.

## ANNEX “B”

### BASIS OF PAYMENT

Bidders must provide pricing in the format specified in this Pricing Schedule. Failure to provide prices in the format specified will render the quotation non-responsive. The Bidder must submit firm, all inclusive unit prices including but not limited to all labour, transportation, equipment, cleaning supplies, administration etc., to fulfill the entire requirement as described in Annex “A” Statement of Work.

The pricing is to be in Canadian dollars. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

**Table A: Contract Period - April 1, 2022 to March 31, 2023**

	<b>Location (a)</b>	<b>Number of Cleanings per week (b)</b>	<b>Number of Months (c)</b>	<b>Cost per Month (d)</b>	<b>Total (c) x (d) = (e)</b>
<b>Regular Janitorial Services at Office Buildings during Operating Season (March – October)</b>					
1	3620 Kingston Road	2	8	\$	\$
2	3545 Kingston Road	3	8	\$	\$
3	19 Beare Road	3	8	\$	\$
4	7277 14 <sup>th</sup> Avenue	3	8	\$	\$
5	9182 York Durham Line	3	8	\$	\$
6	10725 Reesor Rd – Brick Office	3	8	\$	\$
7	10725 Reesor Rd – Second Floor Office	3	8	\$	\$
<b>Regular Janitorial Services at Office Buildings during Non-Operating Season (November – February)</b>					
8	3620 Kingston Road	2	4	\$	\$
9	3545 Kingston Road	2	4	\$	\$
10	19 Beare Road	2	4	\$	\$
11	7277 14 <sup>th</sup> Avenue	2	4	\$	\$
12	9182 York Durham Line	3	4	\$	\$
13	10725 Reesor Rd – Brick Office	2	4	\$	\$
14	10725 Reesor Rd – Second Floor Office	2	4	\$	\$



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<b>On-Demand Janitorial Services (through Task Authorizations) as per Sections 3.2 and 4.5 of the Statement of Work</b>					
<b>Service Requirement (a)</b>		<b>Unit of Measure (b)</b>	<b>Est QTY (c)</b>	<b>Unit Rate (d)</b>	<b>Total (c) x (d) = (e)</b>
15	Staffing House Facility – 7401 Reesor Rd	Per Clean	4	\$	\$
16	Staffing House Facility – 7733 14 <sup>th</sup> Ave	Per Clean	4	\$	\$
17	Additional Cleaning as and when requested – During regular hours	Per Hour	10	\$	\$
18	Additional Cleaning as and when requested – Outside regular hours and Statutory Holidays	Per Hour	5	\$	\$
<b>Total Table A lines 1 to 18 (applicable taxes excluded)</b>					<b>\$</b>

<b>Table B: Option Period 1 - April 1, 2023 to March 31, 2024</b>					
<b>Location (a)</b>		<b>Number of Cleanings per week (b)</b>	<b>Number of Months (c)</b>	<b>Cost per Month (d)</b>	<b>Total (c) x (d) = (e)</b>
<b>Regular Janitorial Services at Office Buildings during Operating Season (March – October)</b>					
1	3620 Kingston Road	2	8	\$	\$
2	3545 Kingston Road	3	8	\$	\$
3	19 Beare Road	3	8	\$	\$
4	7277 14 <sup>th</sup> Avenue	3	8	\$	\$
5	9182 York Durham Line	3	8	\$	\$
6	10725 Reesor Rd – Brick Office	3	8	\$	\$
7	10725 Reesor Rd – Second Floor Office	3	8	\$	\$
<b>Regular Janitorial Services at Office Buildings during Non-Operating Season (November – February)</b>					
8	3620 Kingston Road	2	4	\$	\$
9	3545 Kingston Road	2	4	\$	\$
10	19 Beare Road	2	4	\$	\$
11	7277 14 <sup>th</sup> Avenue	2	4	\$	\$
12	9182 York Durham Line	3	4	\$	\$

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13	10725 Reesor Rd – Brick Office	2	4	\$	\$
14	10725 Reesor Rd – Second Floor Office	2	4	\$	\$
<b>On-Demand Janitorial Services (through Task Authorizations) as per Sections 3.2 and 4.5 of the Statement of Work</b>					
<b>Service Requirement (a)</b>		<b>Unit of Measure (b)</b>	<b>Est QTY (c)</b>	<b>Unit Rate (d)</b>	<b>Total (c) x (d) = (e)</b>
15	Staffing House Facility – 7401 Reesor Rd	Per Clean	4	\$	\$
16	Staffing House Facility – 7733 14 <sup>th</sup> Ave	Per Clean	4	\$	\$
17	Additional Cleaning as and when requested – During regular hours	Per Hour	10	\$	\$
18	Additional Cleaning as and when requested – Outside regular hours and Statutory Holidays	Per Hour	5	\$	\$
<b>Total Table B lines 1 to 18 (applicable taxes excluded)</b>					<b>\$</b>

**Table C: Option Period 2 - April 1, 2024 to March 31, 2025**

<b>Location (a)</b>		<b>Number of Cleanings per week (b)</b>	<b>Number of Months (c)</b>	<b>Cost per Month (d)</b>	<b>Total (c) x (d) = (e)</b>
<b>Regular Janitorial Services at Office Buildings during Operating Season (March – October)</b>					
1	3620 Kingston Road	2	8	\$	\$
2	3545 Kingston Road	3	8	\$	\$
3	19 Beare Road	3	8	\$	\$
4	7277 14 <sup>th</sup> Avenue	3	8	\$	\$
5	9182 York Durham Line	3	8	\$	\$
6	10725 Reesor Rd – Brick Office	3	8	\$	\$
7	10725 Reesor Rd – Second Floor Office	3	8	\$	\$
<b>Regular Janitorial Services at Office Buildings during Non-Operating Season (November – February)</b>					
8	3620 Kingston Road	2	4	\$	\$
9	3545 Kingston Road	2	4	\$	\$

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10	19 Beare Road	2	4	\$	\$
11	7277 14 <sup>th</sup> Avenue	2	4	\$	\$
12	9182 York Durham Line	3	4	\$	\$
13	10725 Reesor Rd – Brick Office	2	4	\$	\$
14	10725 Reesor Rd – Second Floor Office	2	4	\$	\$
<b>On-Demand Janitorial Services (through Task Authorizations) as per Sections 3.2 and 4.5 of the Statement of Work</b>					
Service Requirement (a)		Unit of Measure (b)	Est QTY (c)	Unit Rate (d)	Total (c) x (d) = (e)
15	Staffing House Facility – 7401 Reesor Rd	Per Clean	4	\$	\$
16	Staffing House Facility – 7733 14 <sup>th</sup> Ave	Per Clean	4	\$	\$
17	Additional Cleaning as and when requested – During regular hours	Per Hour	10	\$	\$
18	Additional Cleaning as and when requested – Outside regular hours and Statutory Holidays	Per Hour	5	\$	\$
<b>Total Table C lines 1 to 18 (applicable taxes excluded)</b>					<b>\$</b>

Table D: Option Period 3 - April 1, 2025 to March 31, 2026					
Location (a)		Number of Cleanings per week (b)	Number of Months (c)	Cost per Month (d)	Total (c) x (d) = (e)
<b>Regular Janitorial Services at Office Buildings during Operating Season (March – October)</b>					
1	3620 Kingston Road	2	8	\$	\$
2	3545 Kingston Road	3	8	\$	\$
3	19 Beare Road	3	8	\$	\$
4	7277 14 <sup>th</sup> Avenue	3	8	\$	\$
5	9182 York Durham Line	3	8	\$	\$
6	10725 Reesor Rd – Brick Office	3	8	\$	\$
7	10725 Reesor Rd – Second Floor Office	3	8	\$	\$

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<b>Regular Janitorial Services at Office Buildings during Non-Operating Season (November – February)</b>					
8	3620 Kingston Road	2	4	\$	\$
9	3545 Kingston Road	2	4	\$	\$
10	19 Beare Road	2	4	\$	\$
11	7277 14 <sup>th</sup> Avenue	2	4	\$	\$
12	9182 York Durham Line	3	4	\$	\$
13	10725 Reesor Rd – Brick Office	2	4	\$	\$
14	10725 Reesor Rd – Second Floor Office	2	4	\$	\$
<b>On-Demand Janitorial Services (through Task Authorizations) as per Sections 3.2 and 4.5 of the Statement of Work</b>					
<b>Service Requirement (a)</b>		<b>Unit of Measure (b)</b>	<b>Est QTY (c)</b>	<b>Unit Rate (d)</b>	<b>Total (c) x (d) = (e)</b>
15	Staffing House Facility – 7401 Reesor Rd	Per Clean	4	\$	\$
16	Staffing House Facility – 7733 14 <sup>th</sup> Ave	Per Clean	4	\$	\$
17	Additional Cleaning as and when requested – During regular hours	Per Hour	10	\$	\$
18	Additional Cleaning as and when requested – Outside regular hours and Statutory Holidays	Per Hour	5	\$	\$
<b>Total Table D lines 1 to 18 (applicable taxes excluded)</b>					<b>\$</b>

<b>SUMMARY</b>	
Table A: Contract Period - April 1, 2022 to March 31, 2023	\$
Table B: Option Period 1 - April 1, 2023 to March 31, 2024	\$
Table C: Option Period 2 - April 1, 2024 to March 31, 2025	\$
Table D: Option Period 3 - April 1, 2025 to March 31, 2026	\$
<b>TOTAL EVALUATED PRICE – Tables A + B + C + D (applicable taxes excluded)</b>	<b>\$</b>

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## ANNEX “C”

### ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

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

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

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

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

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

**Location of Work**

**General Description of Work to be Completed**

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**Mark “Yes” where applicable.**

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

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

**Name**

**Signature**

**Date**

## ANNEX “D” TO PART 4 OF THE BID SOLICITATION

### TECHNICAL EVALUATION

- M1** The bidder must provide evidence of its experience as a contractor by providing references from two (2) Site Locations for Janitorial Services.
- 1- The following tables are to be used to provide the references;
  - 2- The 2 referenced contracts must be for minimum duration of two (2) CONSECUTIVE and COMPLETED years (= 24 months).
  - 3- The 2 referenced contracts must be within the last ten (10) years (between May 2011 and May 2021)

References will be used only to confirm the information provided by the Bidder. Contacting references is at the discretion of Parks Canada Agency (PCA). If a reference check is performed, PCA will conduct the reference check in writing by e-mail. PCA will send all email reference check requests to contacts supplied by all the Bidders on the same day using the email address provided in the bid.

REFERENCE NO. 1:		
Company / Organization:		
Name of 1 contact person:		
Telephone number of that contact person:		
Email address of that contact person:		
Civic address, location/site, of the contract:		
Performance period of the contract for the above location/site:	From: ____/____ Month Year	To: ____/____ Month Year

REFERENCE NO. 2:		
Company / Organization:		
Name of 1 contact person:		
Telephone number of that contact person:		
Email address of that contact person:		
Civic address, location/site, of the contract:		
Performance period of the contract for the above location/site:	From: ____/____ Month Year	To: ____/____ Month Year

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## ANNEX “E” TO PART 5 OF THE BID SOLICITATION

### 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:** \_\_\_\_\_



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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.

## ANNEX “F” TO PART 5 OF THE BID SOLICITATION

### LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

#### Requirements

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

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners’ names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

#### Supplier Information

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

#### List of Names

Name	Title

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**Declaration**

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

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

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

---

**Signature**

**Date**

## ANNEX “G” TO PART 5 OF THE BID SOLICITATION

### FORMER PUBLIC SERVANT

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

#### Definitions

For the purposes of this clause,

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

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

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

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

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

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the

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published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?	<b>Yes ( ) No ( )</b>
-------------------------------------------------------------------------------------------------------------------	-----------------------

If so, the Bidder must provide the following information:

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

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## **ANNEX “H” TASK AUTHORISATIONS**

## Task Authorization Autorisation de tâche

### Instruction for completing the form PC - T5 - Task Authorization

### Instruction pour compléter le formulaire PC - T5 - Autorisation de tâche

**Contract Number**

Enter the PC contract number.

**Numéro du contrat**

Inscrire le numéro du contrat de PC.

**Contractor's Name and Address**

Enter the applicable information

**Nom et adresse de l'entrepreneur**

Inscrire les informations pertinentes

**Security Requirements**

Enter the applicable requirements

**Exigences relatives à la sécurité**

Inscrire les exigences pertinentes

**Total estimated cost of Task (GST/HST extra)**

Enter the amount

**Coût total estimatif de la tâche (TPS/TVH en sus)**

Inscrire le montant

**For revision only****Aux fins de révision seulement****TA Revision Number**

Enter the revision number to the task, if applicable.

**Numéro de la révision de l'AT**

Inscrire le numéro de révision de la tâche, s'il y a lieu.

**Total Estimated Cost of Task (GST/HST Extra)  
before the revision**

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

**Coût total estimatif de la tâche (TPS/TVH en sus)  
avant la révision**

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

**Increase or Decrease (GST/HST Extra), as  
applicable**

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (GST/HST Extra) before the revision.

**Augmentation ou réduction (TPS/TVH en sus), s'il  
y a lieu**

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision.

**1. Required Work: Complete sections A, B, C, and  
D, as required.****1. Travaux requis : Remplir les sections A, B, C et  
D, au besoin.****A. Task Description of the Work required:**

Complete the following paragraphs, if applicable.  
Paragraph (a) applies only if there is a revision to an authorized task.

(a) Reason for revision of TA, if applicable:  
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

**A. Description de tâche des travaux requis :**

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

---

**B. Basis of Payment:**

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

**C. Cost of Task:****(a) Insert Option 1 or 2:****Option 1:**

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

**Option 2:**

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

**(b) Insert GST/HST as a separate item under the Basis of Payment****D. Method of Payment**

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

**B. Base de paiement :**

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

**C. Coût de la tâche :****(a) Insérer l'option 1 ou 2****Option 1 :**

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

**Option 2 :**

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

**(b) Insérer la TPS/TVH comme élément distinct sous la Base de paiement****D. Méthode de paiement**

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

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**2. Authorization(s):**

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

**3. Contractor's Signature**

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

---

**2. Autorisation(s) :**

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

**3. Signature de l'entrepreneur**

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

---





## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité  No - Non      Yes - Oui      If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat  ▶	

### For Revision only - Aux fins de révision seulement

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

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

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

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint
B. Basis of Payment - Base de paiement	See Attached - Ci-joint
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

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

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PC Contracting Authority - Autorité contractante de PC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Emergency and Evacuation Plan · Plan d'évacuation d'urgence

## SAFETY NOTES

### IN CASE OF FIRE

#### UPON DISCOVERY OF FIRE

- LEAVE FIRE AREA IMMEDIATELY AND CLOSE DOORS.
- ALERT OTHER OCCUPANTS IN YOUR AREA.
- CALL FIRE DEPT. DIAL: 911.
- LEAVE BUILDING VIA NEAREST EXIT TOWARDS THE ASSEMBLY AREA.
- WHEN SAFE, NOTIFY SUPERVISOR, MANAGER, WEEKEND DUTY MANAGER.

### DO NOT USE ELEVATORS

#### CAUTION

- IF SMOKE IS HEAVY IN THE CORRIDOR, IT MAY BE SAFER TO STAY IN YOUR AREA.
- CLOSE DOOR AND SEAL OPENING AT THE BASE OF DOOR, IF POSSIBLE.
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### REMAIN CALM

## CONSIGNES DE SÉCURITÉ

### EN CAS D'INCENDIE

#### SI VOUS DÉCOUVREZ UN FEU

- QUITTEZ IMMÉDIATEMENT LES LIEUX DU FEU ET FERMEZ LES PORTES.
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- QUITTEZ LE BÂTIMENT PAR L'ISSUE LA PLUS PROCHE ET DIRIGEZ-VOUS VERS LE LIEU DE RASSEMBLEMENT.
- LORSQUE SÉCURITAIRE, INFORMEZ LE SUPERVISEUR, LE GESTIONNAIRE, ET LE GESTIONNAIRE DE LA FIN DE SEMAINE

### N'UTILISEZ PAS LES ASCENSEURS

#### ATTENTION

- S'IL Y A BEAUCOUP DE FUMÉE DANS LE COULOIR, IL PEUT ÊTRE MOINS DANGEREUX DE RESTER OÙ VOUS ÊTES.
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### RESTEZ CALME

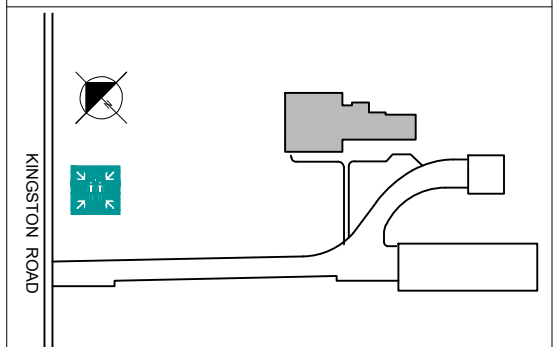
## GROUND FLOOR / REZ-DE-CHAUSÉE

### LEGEND / LEGENDE

	YOU ARE HERE / VOUS ÊTES ICI
	EGRESS ROUTE / TRAJET D'ÉVACUATION
	EXIT / ISSUE
	FIRST AID / EQUIPMENT DE PREMIERS SECOURS
	ASSEMBLY POINT / POINT DE RASSEMBLEMENT
	FIRE EXTINGUISHER / EXTINCTEUR
	STAIRWELL / ESCALIERS



## Overview Plan / Plan de Situation



3620 Kingston Road, Toronto

Drawn By: FLam  
Date of plan design: 2019-09-04  
Plan Number: P001  
Revision Number: R000

# Emergency and Evacuation Plan · Plan d'évacuation d'urgence

## 2nd FLOOR / 2ème ÉTAGE

### SAFETY NOTES

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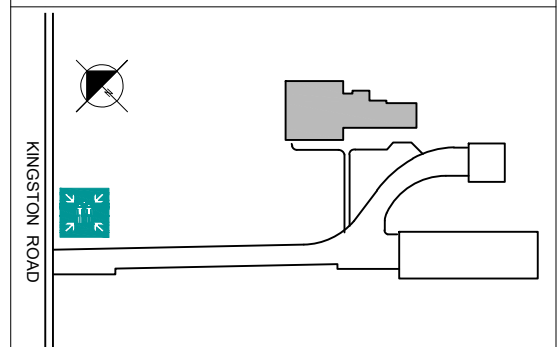
#### RESTEZ CALME



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- STAIRWELL / ESCALIERS

### Overview Plan / Plan de Situation



3620 Kingston Road, Toronto

Drawn By: FLam  
Date of plan design: 2019-09-04  
Plan Number: P001  
Revision Number: R000

# Emergency and Evacuation Plan · Plan d'évacuation d'urgence

## 2nd FLOOR / 2ème ÉTAGE

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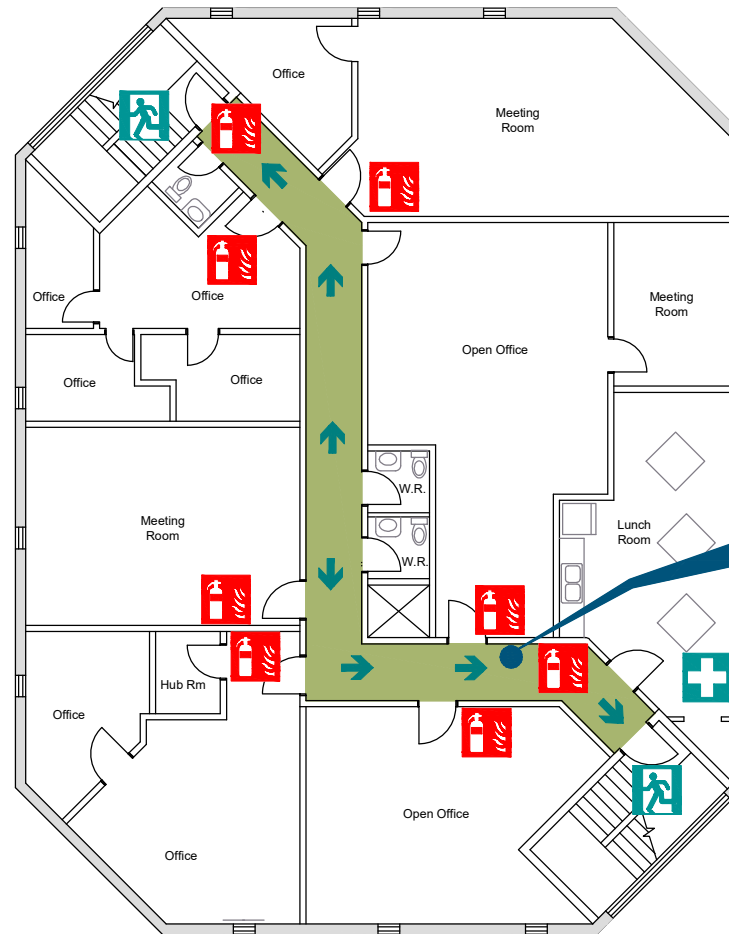
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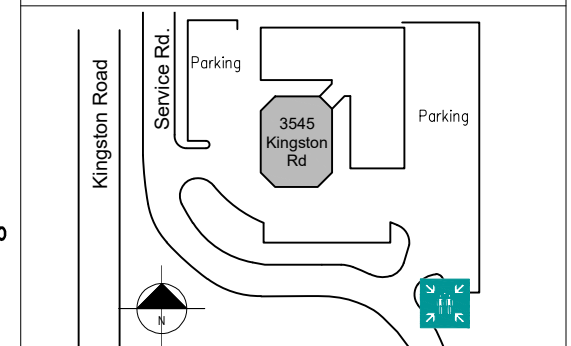
#### RESTEZ CALME



### LEGEND / LEGENDE

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- EXIT / ISSUE
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- ASSEMBLY POINT / POINT DE RASSEMBLEMENT
- 🔥 FIRE EXTINGUISHER / EXTINCTEUR
- STAIRWELL / ESCALIERS

### Overview Plan / Plan de Situation



3545 Kingston Road, Toronto

Drawn By: FLam  
Date of plan design: 2019-08-02  
Plan Number: P001  
Revision Number: R000

# Emergency and Evacuation Plan · Plan d'évacuation d'urgence

## SAFETY NOTES

### IN CASE OF FIRE

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### REMAIN CALM

## CONSIGNES DE SÉCURITÉ

### EN CAS D'INCENDIE

#### SI VOUS DÉCOUVREZ UN FEU

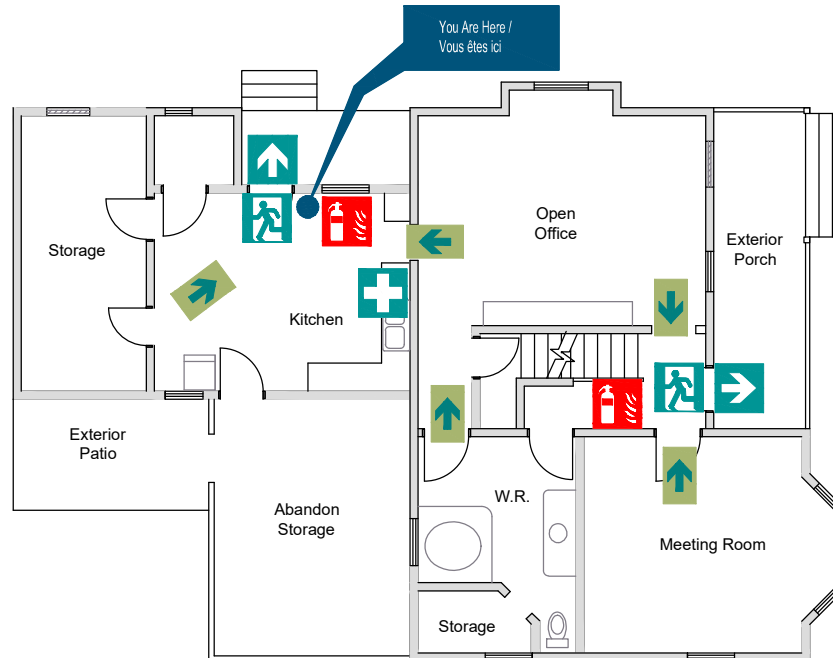
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### RESTEZ CALME

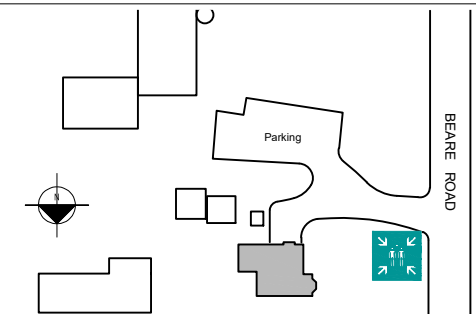


## GROUND FLOOR / REZ-DE-CHAUSÉE

### LEGEND / LEGENDE

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- ⬆ ASSEMBLY POINT / POINT DE RASSEMBLEMENT
- 🔥 FIRE EXTINGUISHER / EXTINCTEUR
- 🪜 STAIRWELL / ESCALIERS

## Overview Plan / Plan de Situation



## 19 Beare Road, Scarborough

Drawn By: FLam  
Date of plan design: 2019-08-02  
Plan Number: P001  
Revision Number: R000

# Emergency and Evacuation Plan · Plan d'évacuation d'urgence

## 2nd FLOOR / 2ème ÉTAGE

**SAFETY NOTES**

**IN CASE OF FIRE**

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**DO NOT USE ELEVATORS**

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**REMAIN CALM**

**CONSIGNES DE SÉCURITÉ**

**EN CAS D'INCENDIE**

**SI VOUS DÉCOUVREZ UN FEU**

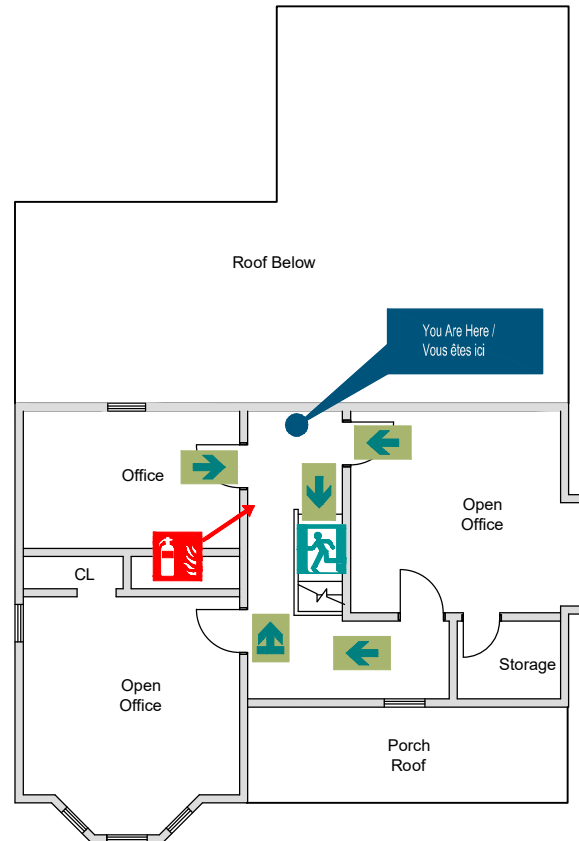
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**RESTEZ CALME**



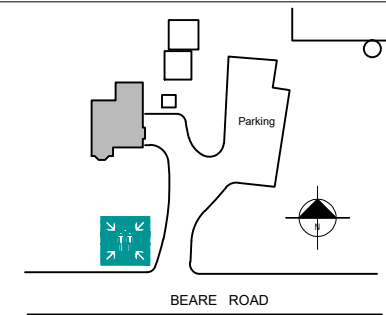
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- ASSEMBLY POINT / POINT DE RASSEMBLEMENT
- FIRE EXTINGUISHER / EXTINCTEUR
- STAIRWELL / ESCALIERS

## 19 Beare Road, Scarborough

Drawn By: FLam  
Date of plan design: 2019-08-02  
Plan Number: P003  
Revision Number: R000

## Overview Plan / Plan de Situation



# Emergency and Evacuation Plan · Plan d'évacuation d'urgence

## SAFETY NOTES

### IN CASE OF FIRE

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#### REMAIN CALM

## CONSIGNES DE SÉCURITÉ

### EN CAS D'INCENDIE

#### SI VOUS DÉCOUVREZ UN FEU

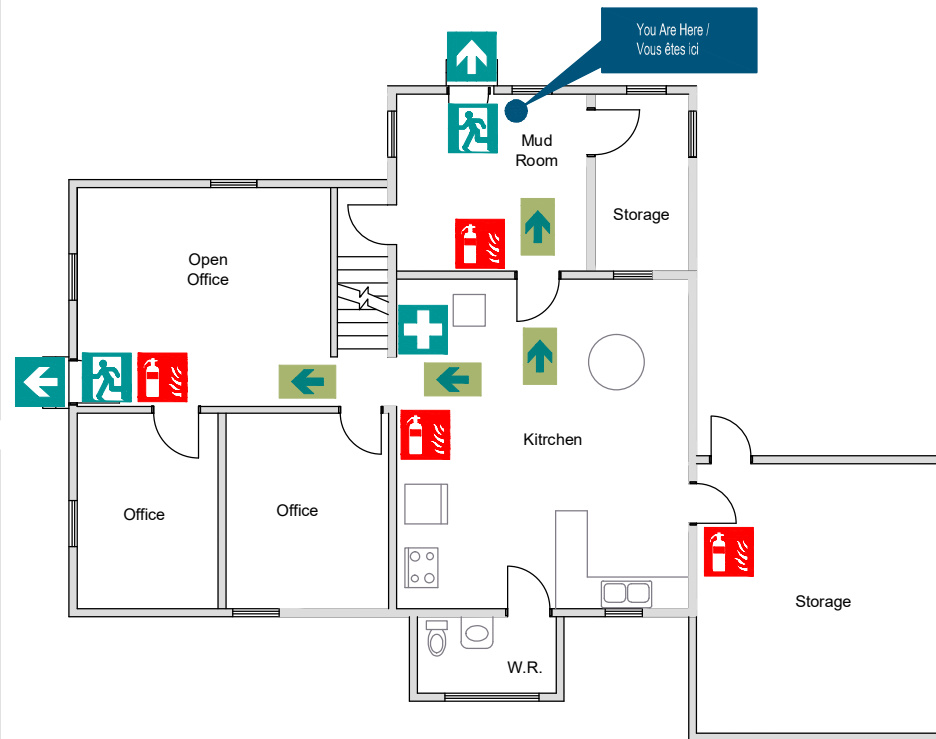
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#### RESTEZ CALME

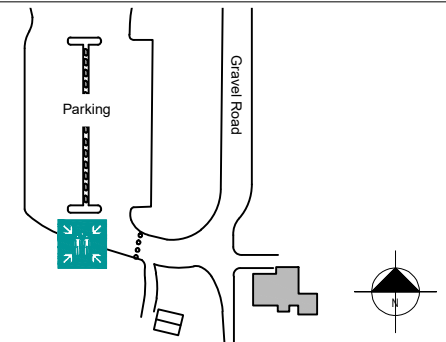


## GROUND FLOOR / REZ-DE-CHAUSÉE

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- ← ➡ EXIT / ISSUE
- ✚ FIRST AID / EQUIPMENT DE PREMIERS SECOURS
- ➡ ASSEMBLY POINT / POINT DE RASSEMBLEMENT
- 🔥 FIRE EXTINGUISHER / EXTINCTEUR
- 🚪 STAIRWELL / ESCALIERS

## Overview Plan / Plan de Situation



7277 14th Avenue, Markham

Drawn By: FLam  
Date of plan design: 2019-08-02  
Plan Number: P001  
Revision Number: R000



# Emergency and Evacuation Plan · Plan d'évacuation d'urgence

## 2nd FLOOR / 2ème ÉTAGE

**SAFETY NOTES**

**IN CASE OF FIRE**

**UPON DISCOVERY OF FIRE**

- LEAVE FIRE AREA IMMEDIATELY AND CLOSE DOORS.
- ALERT OTHER OCCUPANTS IN YOUR AREA.
- CALL FIRE DEPT. DIAL: 911.
- LEAVE BUILDING VIA NEAREST EXIT TOWARDS THE ASSEMBLY AREA.
- WHEN SAFE, NOTIFY SUPERVISOR, MANAGER, WEEKEND DUTY MANAGER.

**DO NOT USE ELEVATORS**

**CAUTION**

- IF SMOKE IS HEAVY IN THE CORRIDOR, IT MAY BE SAFER TO STAY IN YOUR AREA.
- CLOSE DOOR AND SEAL OPENING AT THE BASE OF DOOR, IF POSSIBLE.
- IF YOU ENCOUNTER SMOKE IN EXIT PATH, USE ALTERNATE EXIT.

**REMAIN CALM**

**CONSIGNES DE SÉCURITÉ**

**EN CAS D'INCENDIE**

**SI VOUS DÉCOUVREZ UN FEU**

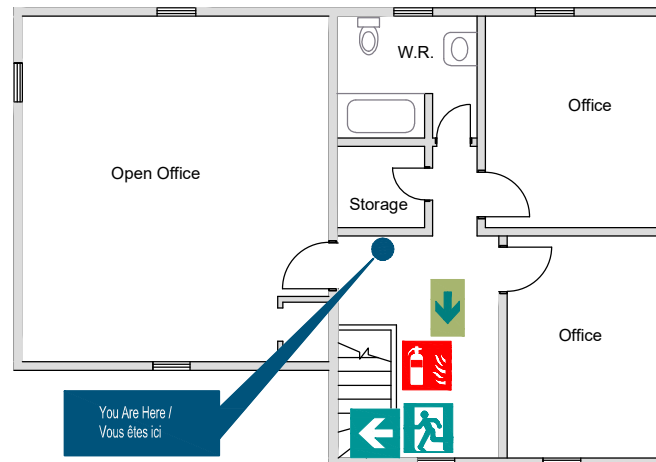
- QUITTEZ IMMÉDIATEMENT LES LIEUX DU FEU ET FERMEZ LES PORTES.
- ALERTEZ LES AUTRES OCCUPANTS DE VOTRE ESPACE DE TRAVAIL.
- APPELEZ LE SERVICE DES INCENDIES AU: 911.
- QUITTEZ LE BÂTIMENT PAR L'ISSUE LA PLUS PROCHE ET DIRIGEZ-VOUS VERS LE LIEU DE RASSEMBLEMENT.
- LORSQUE SÉCURITAIRE, INFORMEZ LE SUPERVISEUR, LE GESTIONNAIRE, ET LE GESTIONNAIRE DE LA FIN DE SEMAINE

**N'UTILISEZ PAS LES ASCENSEURS**

**ATTENTION**

- S'IL Y A BEAUCOUP DE FUMÉE DANS LE COULOIR, IL PEUT ÊTRE MOINS DANGEREUX DE RESTER OÙ VOUS ÊTES.
- FERMEZ LA PORTE ET BOUCHEZ LES OUVERTURES AFIN D'ÉVITER QUE LA FUMÉE NE S'INFILTRE, SI POSSIBLE.
- SI VOTRE PARCOURS D'ISSUE EST ENFUMÉ, UTILISEZ UNE AUTRE ISSUE.

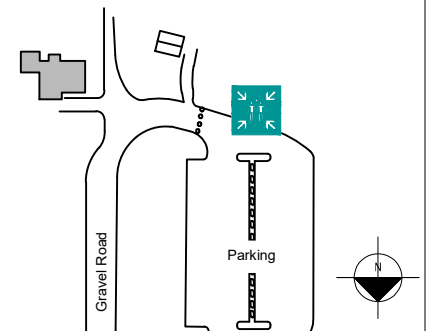
**RESTEZ CALME**



**LEGEND / LEGENDE**

- YOU ARE HERE / VOUS ÊTES ICI
- EGRESS ROUTE / TRAJET D'ÉVACUATION
- EXIT / ISSUE
- ASSEMBLY POINT / POINT DE RASSEMBLEMENT
- FIRE EXTINGUISHER / EXTINCTEUR
- STAIRWELL / ESCALIERS

## Overview Plan / Plan de Situation



7277 14th Avenue, Markham

Drawn By: FLam  
Date of plan design: 2019-08-02  
Plan Number: P004  
Revision Number: R000

# Emergency and Evacuation Plan · Plan d'évacuation d'urgence

## SAFETY NOTES

### IN CASE OF FIRE

#### UPON DISCOVERY OF FIRE

- LEAVE FIRE AREA IMMEDIATELY AND CLOSE DOORS.
- ALERT OTHER OCCUPANTS IN YOUR AREA.
- CALL FIRE DEPT. DIAL: 911.
- LEAVE BUILDING VIA NEAREST EXIT TOWARDS THE ASSEMBLY AREA.
- WHEN SAFE, NOTIFY SUPERVISOR, MANAGER, WEEKEND DUTY MANAGER.

### DO NOT USE ELEVATORS

#### CAUTION

- IF SMOKE IS HEAVY IN THE CORRIDOR, IT MAY BE SAFER TO STAY IN YOUR AREA.
- CLOSE DOOR AND SEAL OPENING AT THE BASE OF DOOR, IF POSSIBLE.
- IF YOU ENCOUNTER SMOKE IN EXIT PATH, USE ALTERNATE EXIT.

### REMAIN CALM

## CONSIGNES DE SÉCURITÉ

### EN CAS D'INCENDIE

#### SI VOUS DÉCOUVREZ UN FEU

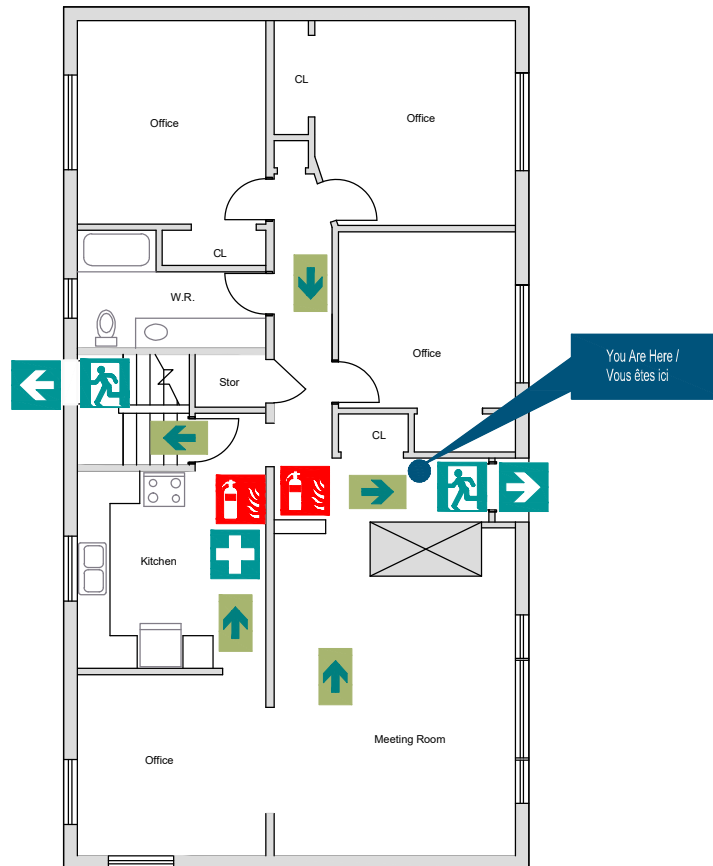
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- ALERTEZ LES AUTRES OCCUPANTS DE VOTRE ESPACE DE TRAVAIL.
- APPELEZ LE SERVICE DES INCENDIES AU: 911.
- QUITTEZ LE BÂTIMENT PAR L'ISSUE LA PLUS PROCHE ET DIRIGEZ-VOUS VERS LE LIEU DE RASSEMBLEMENT.
- LORSQUE SÉCURITAIRE, INFORMEZ LE SUPERVISEUR, LE GESTIONNAIRE, ET LE GESTIONNAIRE DE LA FIN DE SEMAINE

### N'UTILISEZ PAS LES ASCENSEURS

#### ATTENTION

- S'IL Y A BEAUCOUP DE FUMÉE DANS LE COULOIR, IL PEUT ÊTRE MOINS DANGEREUX DE RESTER OÙ VOUS ÊTES.
- FERMEZ LA PORTE ET BOUCHEZ LES OUVERTURES AFIN D'ÉVITER QUE LA FUMÉE NE S'INFILTRE, SI POSSIBLE.
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### RESTEZ CALME

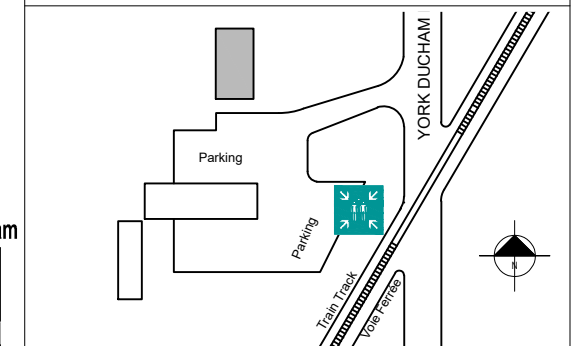


## GROUND FLOOR / REZ-DE-CHAUSÉE

### LEGEND / LEGENDE

- YOU ARE HERE / VOUS ÊTES ICI
- ➡ EGRESS ROUTE / TRAJET D'ÉVACUATION
- ← ➡ EXIT / ISSUE
- ✚ FIRST AID / EQUIPMENT DE PREMIERS SECOURS
- ⛑ ASSEMBLY POINT / POINT DE RASSEMBLEMENT
- 🔥 FIRE EXTINGUISHER / EXTINCTEUR
- 🚪 STAIRWELL / ESCALIERS

## Overview Plan / Plan de Situation



9182 York Durham Line, Markham

Drawn By: FLam  
Date of plan design: 2019-08-02  
Plan Number: P001  
Revision Number: R000

# Emergency and Evacuation Plan · Plan d'évacuation d'urgence

## SAFETY NOTES

### IN CASE OF FIRE

#### UPON DISCOVERY OF FIRE

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- CALL FIRE DEPT. DIAL: 911.
- LEAVE BUILDING VIA NEAREST EXIT TOWARDS THE ASSEMBLY AREA.
- WHEN SAFE, NOTIFY SUPERVISOR, MANAGER, WEEKEND DUTY MANAGER.

### DO NOT USE ELEVATORS

#### CAUTION

- IF SMOKE IS HEAVY IN THE CORRIDOR, IT MAY BE SAFER TO STAY IN YOUR AREA.
- CLOSE DOOR AND SEAL OPENING AT THE BASE OF DOOR, IF POSSIBLE.
- IF YOU ENCOUNTER SMOKE IN EXIT PATH, USE ALTERNATE EXIT.

### REMAIN CALM

## CONSIGNES DE SÉCURITÉ

### EN CAS D'INCENDIE

#### SI VOUS DÉCOUVREZ UN FEU

- QUITTEZ IMMÉDIATEMENT LES LIEUX DU FEU ET FERMEZ LES PORTES.
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- SI VOTRE PARCOURS D'ISSUE EST ENFUMÉ, UTILISEZ UNE AUTRE ISSUE.

### RESTEZ CALME

## BASEMENT / SOUS-SOL

### LEGEND / LEGENDE

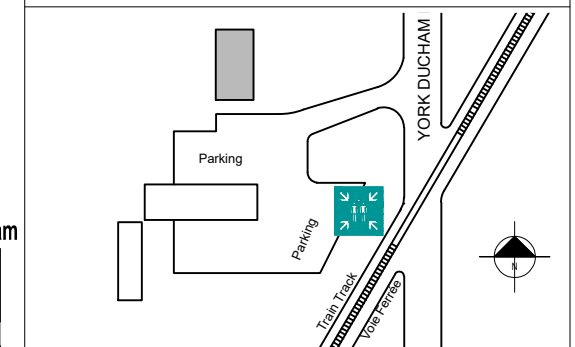
-  YOU ARE HERE / VOUS ÊTES ICI
-  EGRESS ROUTE / TRAJET D'ÉVACUATION
-  EXIT / ISSUE
-  ASSEMBLY POINT / POINT DE RASSEMBLEMENT
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-  STAIRWELL / ESCALIERS



9182 York Durham Line, Markham

Drawn By: FLam  
Date of plan design: 2019-08-02  
Plan Number: P001  
Revision Number: R000

## Overview Plan / Plan de Situation



# Emergency and Evacuation Plan · Plan d'évacuation d'urgence

## SAFETY NOTES

### IN CASE OF FIRE

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### REMAIN CALM

## CONSIGNES DE SÉCURITÉ

### EN CAS D'INCENDIE

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### RESTEZ CALME



## ADMINISTRATIVE BUILDING/ BÂTIMENT ADMINISTRATIF

10725 Reesor Rd, Markham

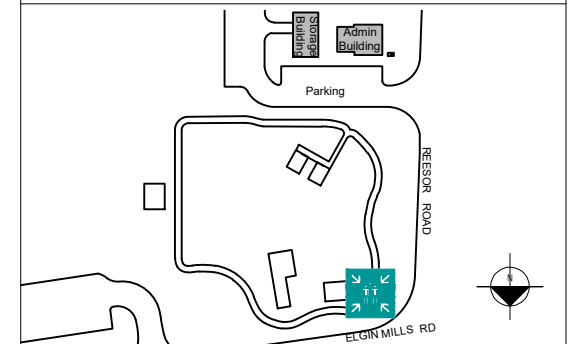
Drawn By: FLam  
Date of plan design: 2019-08-02  
Plan Number: P001  
Revision Number: R000

## GROUND FLOOR / REZ-DE-CHAUSÉE

### LEGEND / LEGENDE

- YOU ARE HERE / VOUS ÊTES ICI
- ➡ EGRESS ROUTE / TRAJET D'ÉVACUATION
- ➡ EXIT / ISSUE
- ✚ FIRST AID / EQUIPMENT DE PREMIERS SECOURS
- ⌵ ASSEMBLY POINT / POINT DE RASSEMBLEMENT
- 🔥 FIRE EXTINGUISHER / EXTINCTEUR
- 🚪 STAIRWELL / ESCALIERS

## Overview Plan / Plan de Situation



# Emergency and Evacuation Plan · Plan d'évacuation d'urgence

## 2nd FLOOR / 2ème ÉTAGE

### SAFETY NOTES

#### IN CASE OF FIRE

##### UPON DISCOVERY OF FIRE

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#### DO NOT USE ELEVATORS

#### CAUTION

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#### REMAIN CALM

### CONSIGNES DE SÉCURITÉ

#### EN CAS D'INCENDIE

##### SI VOUS DÉCOUVREZ UN FEU

- QUITTEZ IMMÉDIATEMENT LES LIEUX DU FEU ET FERMEZ LES PORTES.
- ALERTEZ LES AUTRES OCCUPANTS DE VOTRE ESPACE DE TRAVAIL.
- APPELEZ LE SERVICE DES INCENDIES AU: 911.
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- LORSQUE SÉCURITAIRE, INFORMEZ LE SUPERVISEUR, LE GESTIONNAIRE, ET LE GESTIONNAIRE DE LA FIN DE SEMAINE

#### N'UTILISEZ PAS LES ASCENSEURS

#### ATTENTION

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#### RESTEZ CALME



### LEGEND / LEGENDE

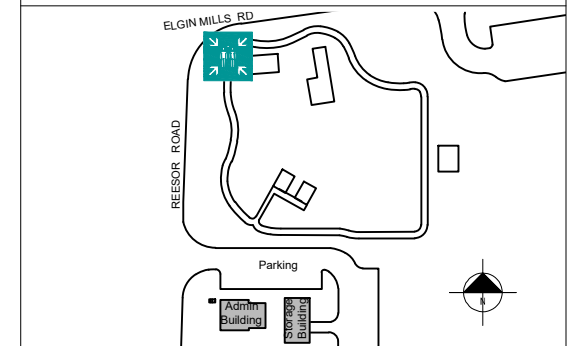
- YOU ARE HERE / VOUS ÊTES ICI
- ➡ EGRESS ROUTE / TRAJET D'ÉVACUATION
- ➡ EXIT / ISSUE
- ➡ ASSEMBLY POINT / POINT DE RASSEMBLEMENT
- 🔥 FIRE EXTINGUISHER / EXTINCTEUR
- 🚪 STAIRWELL / ESCALIERS

## ADMINISTRATIVE BUILDING/ BÂTIMENT ADMINISTRATIF

10725 Reesor Rd, Markham

Drawn By: FLam  
Date of plan design: 2019-08-02  
Plan Number: P002  
Revision Number: R000

### Overview Plan / Plan de Situation



# Emergency and Evacuation Plan · Plan d'évacuation d'urgence

## SAFETY NOTES

### IN CASE OF FIRE

#### UPON DISCOVERY OF FIRE

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- CALL FIRE DEPT. DIAL: 911.
- LEAVE BUILDING VIA NEAREST EXIT TOWARDS THE ASSEMBLY AREA.
- WHEN SAFE, NOTIFY SUPERVISOR, MANAGER, WEEKEND DUTY MANAGER.

#### DO NOT USE ELEVATORS

#### CAUTION

- IF SMOKE IS HEAVY IN THE CORRIDOR, IT MAY BE SAFER TO STAY IN YOUR AREA.
- CLOSE DOOR AND SEAL OPENING AT THE BASE OF DOOR, IF POSSIBLE.
- IF YOU ENCOUNTER SMOKE IN EXIT PATH, USE ALTERNATE EXIT.

#### REMAIN CALM

## CONSIGNES DE SÉCURITÉ

### EN CAS D'INCENDIE

#### SI VOUS DÉCOUVREZ UN FEU

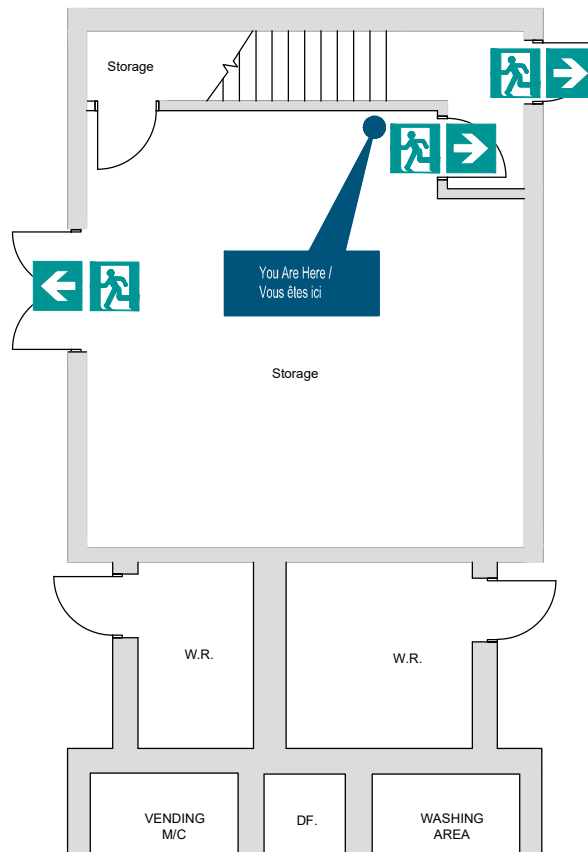
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- LORSQUE SÉCURITAIRE, INFORMEZ LE SUPERVISEUR, LE GESTIONNAIRE, ET LE GESTIONNAIRE DE LA FIN DE SEMAINE

#### N'UTILISEZ PAS LES ASCENSEURS

#### ATTENTION

- S'IL Y A BEAUCOUP DE FUMÉE DANS LE COULOIR, IL PEUT ÊTRE MOINS DANGEREUX DE RESTER OÙ VOUS ÊTES.
- FERMEZ LA PORTE ET BOUCHEZ LES OUVERTURES AFIN D'ÉVITER QUE LA FUMÉE NE S'INFILTRE, SI POSSIBLE.
- SI VOTRE PARCOURS D'ISSUE EST ENFUMÉ, UTILISEZ UNE AUTRE ISSUE.

#### RESTEZ CALME



## STORAGE BUILDING/ BÂTIMENT DE STORAGE

10725 Reesor Rd, Markham

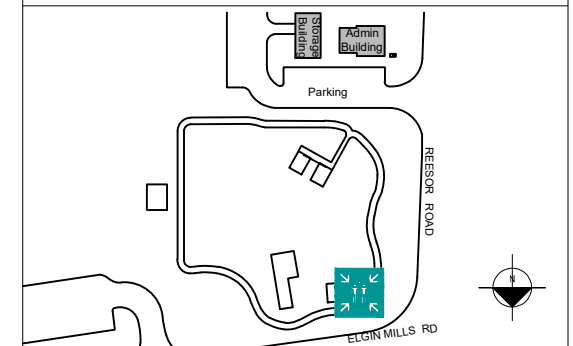
Drawn By: FLam  
Date of plan design: 2019-08-02  
Plan Number: P006  
Revision Number: R000

## GROUND FLOOR / REZ-DE-CHAUSÉE

### LEGEND / LEGENDE

- YOU ARE HERE / VOUS ÊTES ICI
- EGRESS ROUTE / TRAJET D'ÉVACUATION
- EXIT / ISSUE
- ASSEMBLY POINT / POINT DE RASSEMBLEMENT
- FIRE EXTINGUISHER / EXTINCTEUR
- STAIRWELL / ESCALIERS

## Overview Plan / Plan de Situation



# Emergency and Evacuation Plan · Plan d'évacuation d'urgence

## 2nd FLOOR / 2ème ÉTAGE

### SAFETY NOTES

#### IN CASE OF FIRE

##### UPON DISCOVERY OF FIRE

- LEAVE FIRE AREA IMMEDIATELY AND CLOSE DOORS.
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- WHEN SAFE, NOTIFY SUPERVISOR, MANAGER, WEEKEND DUTY MANAGER.

#### DO NOT USE ELEVATORS

##### CAUTION

- IF SMOKE IS HEAVY IN THE CORRIDOR, IT MAY BE SAFER TO STAY IN YOUR AREA.
- CLOSE DOOR AND SEAL OPENING AT THE BASE OF DOOR, IF POSSIBLE.
- IF YOU ENCOUNTER SMOKE IN EXIT PATH, USE ALTERNATE EXIT.

#### REMAIN CALM

### CONSIGNES DE SÉCURITÉ

#### EN CAS D'INCENDIE

##### SI VOUS DÉCOUVREZ UN FEU

- QUITTEZ IMMÉDIATEMENT LES LIEUX DU FEU ET FERMEZ LES PORTES.
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- APPELEZ LE SERVICE DES INCENDIES AU: 911.
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#### N'UTILISEZ PAS LES ASCENSEURS

##### ATTENTION

- S'IL Y A BEAUCOUP DE FUMÉE DANS LE COULOIR, IL PEUT ÊTRE MOINS DANGEREUX DE RESTER OÙ VOUS ÊTES.
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#### RESTEZ CALME



## STORAGE BUILDING/ BÂTIMENT DE STORAGE

10725 Reesor Rd, Markham

Drawn By: FLam  
Date of plan design: 2019-08-02  
Plan Number: P006  
Revision Number: R000

### LEGEND / LEGENDE

- YOU ARE HERE / VOUS ÊTES ICI
- ➡ EGRESS ROUTE / TRAJET D'ÉVACUATION
- ↔ EXIT / ISSUE
- ✚ FIRST AID / EQUIPMENT DE PREMIERS SECOURS
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### Overview Plan / Plan de Situation

