



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

Email/Courriel:

meenu.bhatia@dfo-mpo.gc.ca &
DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal to: Fisheries and Oceans Canada

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

Proposition aux : Pêches et Océans Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A MANDATORY SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE DE SÉCURITÉ OBLIGATOIRE

Title – Sujet		Date
Janitorial Services for the Canadian Coast Guard College		December 23, 2021
Solicitation No. – N° de l'invitation 30000982		
Client Reference No. - No. de référence du client 30000982		
Solicitation Closes – L'invitation prend fin At / à : 2 :00 PM (EST) Eastern Standard Time On / le : Tuesday, January 25, 2022		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci-inclus	Duty – Droits See herein — Voir ci-inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Meenu Bhatia Email/ Courriel: meenu.bhatia@dfo-mpo.gc.ca		
Delivery Required – Livraison exigée See herein — Voir ci-inclus		Delivery Offered – Livraison proposée
Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone		Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature		Date



Contents

PART 1 - GENERAL INFORMATION	4
1.1 SECURITY REQUIREMENTS	4
1.2 STATEMENT OF WORK.....	4
1.3 MANDATORY SITE VISIT.....	4
1.4 DEBRIEFINGS.....	4
1.5 TRADE AGREEMENTS	4
1.6 COVID-19 VACCINATION REQUIREMENT	4
PART 2 - BIDDER INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	5
2.2 SUBMISSION OF BIDS	5
2.3 ENQUIRIES - BID SOLICITATION	5
2.4 APPLICABLE LAWS	5
2.5 BID CHALLENGE AND RECOURSE MECHANISMS	6
PART 3 - BID PREPARATION INSTRUCTIONS	7
3.1 BID PREPARATION INSTRUCTIONS.....	7
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	9
4.1 EVALUATION PROCEDURES	9
4.2 BASIS OF SELECTION	9
PART 5 - CERTIFICATIONS	10
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	10
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	10
PART 6 - RESULTING CONTRACT CLAUSES	17
6.1 SECURITY REQUIREMENTS	17
6.2 STATEMENT OF WORK.....	17
6.3 STANDARD CLAUSES AND CONDITIONS	17
6.4 TERM OF CONTRACT	18
6.5 AUTHORITIES	19
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS (IF APPLICABLE)	20
6.7 PAYMENT	20
6.8 INVOICING INSTRUCTIONS.....	21
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION	21
6.10 APPLICABLE LAWS	21
6.11 PRIORITY OF DOCUMENTS.....	21
6.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR) AND/OR (FOREIGN CONTRACTOR).....	22
6.13 INSURANCE - SPECIFIC REQUIREMENTS – G100C (2013-11-06)	22
6.14 DISPUTE RESOLUTION.....	22
6.15 ENVIRONMENTAL CONSIDERATIONS	23
ANNEX "A" - STATEMENT OF WORK	24
ANNEX "B" - BASIS OF PAYMENT	73
ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST	76
ANNEX "D" - INSURANCE CONDITIONS	79
ANNEX "E" - EVALUATION CRITERIA	81



ANNEX “F” - COVID-19 VACCINATION REQUIREMENT CERTIFICATION 82
ANNEX “G” - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY- CERTIFICATION
..... 83

LIST OF ATTACHMENTS -

ATTACHMENT 1 TO PART 5
PERSONNEL IDENTIFICATION FORM.....14

ATTACHMENT 2 TO PART 5
LIST OF NAMES FOR INTEGRITY VERIFICATION FORM.....15

ATTACHMENT 3 TO PART 5
FORMER PUBLIC SERVANT FORM.....16



PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

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

1.3 Mandatory Site Visit

A **Mandatory Site Visit** will be held on **(TBD) local time** at the Canadian Coast Guard College, 1190 Westmount Rd., Sydney NS. It is a requirement for all persons wishing to submit a bid on this project, attend this meeting at the site to familiarize themselves fully with the scope of work and the tendering requirements. The Bidder's representative must sign an attendance list and attend the entire site visit, to have their bid submission considered responsive.

1.4 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 or by telephone.

1.5 Trade Agreements

The requirement is subject to the, Canada-UK Trade Continuity Agreement (Canada-UK-TCA), Canada-Chile Free Trade Agreement (CCFTA), Canada-Colombia Free Trade Agreement, Canada-Peru Free Trade Agreement (CPFTA), World Trade Organization-Agreement on Government Procurement (WTO-AGP), Canada-Panama Free Trade Agreement, Canada-Korea Free Trade Agreement (CKFTA), Canada - Ukraine Free Trade Agreement (CUFTA), Canada - European Union Comprehensive Economic and Trade Agreement (CETA), Canada-Honduras Free Trade Agreement, the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), and the Canadian Free Trade Agreement (CFTA).

1.6 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 part of the bid will render the bid non-responsive.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to DFO will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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



2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submit **all** its **email** bid in separately saved sections as follows and **prior to the bid closing date, time and location**:

Section I: Technical Bid (one soft copy in PDF format)

Section II: Financial Bid (one soft copy in PDF format)

Section III: Certifications (one soft copy in PDF format)

Important Note:

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP. Emails with links to bid documents will not be accepted.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

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

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 in Annex "B" .

3.1.2 Exchange Rate Fluctuation

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



3.1.3 SACC Manual Clauses

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Annex "E".

4.1.2 Financial Evaluation

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

4.2 Basis of Selection – Mandatory Technical Criteria

4.2.1 SACC *Manual* Clause [A0069T](#)(2007-05-25), Basis of Selection



PART 5 - CERTIFICATIONS

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.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 COVID-19 Vaccination Requirement Certification

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social](#)



Development Canada (ESDC) - Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

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

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16), Status and Availability of Resources

5.2.3.2 Education and Experience

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

5.2.3.3 Personnel Identification Form (PIF)

Bidders must complete the Personnel Identification Form found in Attachment 1 to Part 5.

5.2.3.4 List of Names for Integrity Verification Form

Bidders must complete the List of Names for Integrity Verification form found in Attachment 2 to Part 5.

5.2.3.5 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail: _____

5.2.3.7 Supplementary Contractor Information

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a) The legal name of the entity or individual, as applicable (the name associated with the



Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

- b) The status of the contractor (individual, unincorporated business, corporation or partnership):

- c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

- d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

5.2.4 Former Public Servant

Bidders must complete the Former Public Servant Form found in Attachment 3 to Part 5.

The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory



**ATTACHMENT 1 TO PART 5
PERSONNEL IDENTIFICATION FORM**

Contract / file number: 30000982

PROJECT TITLE:

Company Name:	
Address:	
Telephone number:	
Fax number:	
PWGSC file or Certificate #:	

Professional Services (Add second page if more space needed, please print clearly)

Resource Person working on this project	Date of birth YYYY/MM/DD	PWGSC file or certificate #	Security Level	Meet	Does not Meet	Comments

Contractor's Authorized Signatory : _____ **Date:** _____

(For Official Use)

Company Clearance	Required	Security Level	Meet / Does not Meet / Comments (Official Use Only)
Designated Organization Screening			
Facility Security Clearance			
Document Safeguarding Capability			

**For Use at Fisheries and Oceans Canada
Authorization of Contracting Security Authority**

- I approve
- I do not approve based on:

Contracting Security Authority: _____

Date: _____



ATTACHMENT 2 TO PART 5 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 with their bid or offer. The required list differs depending on the bidder 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.

List of names for [integrity verification form](#)



ATTACHMENT 3 TO PART 5 FORMER PUBLIC SERVANT FORM

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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



If so, the Bidder must provide the following information:

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

The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

6.1.1.1 The Contractor must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC);

6.1.1.2 The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid **Reliability Status**, granted or approved by CISD/PWGSC;

6.1.1.3 Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC;

6.1.1.4 The Contractor must comply with the provisions of the:

1. Security Requirements Check List and security guide (if applicable), attached at Annex C.
2. Industrial Security Manual (Latest Edition)

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

As this contract is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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

6.3.1 General Conditions

6.3.1.1 [2010C](#) (2021-12-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.3.1.2 Subsection 10 of [2010C](#) (2021-12-02), General Conditions - Services (Medium Complexity) – Invoice submission, is amended as follows:

Delete: 2010C 10 (2013-03-21), Invoice submission
Insert: **Invoice submission**

1. Invoices must be submitted in the Contractor's name to DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca. and CC to Project Authority (*to be inserted*)



at Contract award). The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.

2. Invoices must show:
 - a. Contractor's Name and remittance physical address;
 - b. Contractor's CRA Business Number or Procurement Business Number (PBN);
 - c. Invoice Date;
 - d. Invoice Number;
 - e. Invoice Amount (broken down into item and tax amounts);
 - f. Invoice Currency (if not in Canadian dollars);
 - g. DFO Reference Number (PO Number or other valid reference number);
 - h. DFO Contact Name (DFO employee who initiated the order or to whom the goods were sent. **Note:** Invoice will be return to the Contractor if that information is not provided);
 - i. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
 - j. deduction for holdback, if applicable;
 - k. the extension of the totals, if applicable; and
 - l. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

6.3.2 Supplemental General Conditions

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.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from the date of Contract Award to December 31, 2022 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three(3) additional one(1) year(12 months) period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.



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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Meenu Bhatia
Contracting Officer
Fisheries and Oceans Canada
200 Kent Street, Ottawa, Ontario K1A 0E6
Telephone: 613-298-4795 E-mail address: meenu.bhatia@dfo-mpo.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.

6.5.2 Project Authority *(to be inserted at Contract award)*

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
E-mail address: _____

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

6.5.3 Contractor's Representative *(to be inserted at Contract award)*

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____



6.6 Proactive Disclosure of Contracts with Former Public Servants (if applicable)

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex "B", to a limitation of expenditure of \$_____ (*to be inserted at Contract award*). Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____ (*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.

6.7.3 Methods of Payment

6.7.3.1 Monthly Payment

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

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

6.7.5 Electronic Payment of Invoices – Contract

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



- i. Visa Acquisition Card;
- ii. Direct Deposit (Domestic and International)

6.8 Invoicing Instructions

6.8.1 The Contractor must submit invoices in accordance with the subsection 6.3.1.2 entitled "Invoice Submission" above. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
- b. a copy of time sheets to support the time claimed.

6.8.2 Payments will be made provided that the invoice(s) are emailed to DFO Accounts Payable at DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca to Project Authority (*to be inserted at Contract award*) and provides the required information as stated in subsection 6.8.1 above.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

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

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

6.9.3 SACC Manual Clauses

SACC Manual clause [A3015C](#) (2014-06-26), Certification - Contract

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions , Compliance with on-site measures, standing orders, policies, and rules;
- (c) the general conditions [2010C](#) (2021-12-02), General conditions: Services (medium



- complexity);
- (d) Annex A, Statement of Work;
 - (e) Annex B, Basis of Payment;
 - (f) Annex C, Security Requirements Check List;
 - (g) Annex D, Insurance Conditions;
 - (h) Annex E, Evaluation Criteria;
 - (i) Annex F, Covid-19 Vaccination Requirement Certification;
 - (j) Annex G, Federal Contractors Program For Employment Equity - Certification;
 - (k) the Contractor's bid dated _____ *(to be inserted at Contract award)*.

6.12 Foreign Nationals (Canadian Contractor) AND/OR (Foreign Contractor)

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

OR

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

6.13 Insurance - Specific Requirements – G1001C (2013-11-06)

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

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

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

6.14 Dispute Resolution

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



6.15 Environmental Considerations

As part of Canada's policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired, Contractors should:

a) Paper consumption:

- Provide and transmit draft reports, final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
- Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security requirements).

b) Travel requirements:

- The Contractor is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, Contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for Contractors.
- Use public transportation or another method of green transportation as much as possible.



ANNEX "A" - STATEMENT OF WORK

1.0 TITLE

Janitorial Services for Canadian Coast Guard College

2.0 BACKGROUND

Real Property Safety and Security (RPSS), Dept. of Fisheries and Oceans (DFO) requires cleaning services for the Canadian Coast Guard College (CCGC) in Sydney, Nova Scotia. Professional cleaning service is required on a daily basis as the CCGC is a 24/7 operation with many students, staff and guests living at the facility. Permanent CCG staff is approximately 200 in numbers. Student population is estimated at about 150, however this number changes frequently.

3.0 SITE DESCRIPTION

The site is located at 1190 Westmount Rd., Sydney NS. The property is entirely developed and secured by 24/7 on site security. The facility is comprised of sixteen buildings with a combined area of 396,414 sq. ft. The total area to be cleaned is approximately 275,000 to 300000 sq. ft.

4.0 BUILDING MEASUREMENTS

- 4.1 Cabot Building; Academic, offices, shipping and receiving, maintenance, kitchen, 129,724 sq. ft.
- 4.2 West Tunnel; egress and hallway, 2131 sq. ft.
- 4.3 East Tunnel; egress and hallway, 1636 sq. ft.
- 4.4 Arctic/Atlantic; Residence, offices, 35,594 sq. ft.
- 4.5 Great Lakes/Pacific; Residence, offices, 31,393 sq. ft.
- 4.6 Saguenay/Mirimichi; Residence, 31,312 sq. ft.
- 4.7 Telecom/Mackenzie; Residence, offices, operational areas, 30,431 sq. ft.
- 4.8 St. Laurent; Residence, 22,451 sq. ft.
- 4.9 Alert; Residence, academic, office, security, utility, 21,660
- 4.10 D'Iberville, Gym, pool, office, utility, 34,997 sq. ft.
- 4.11 Louis St. Laurent, academic, industrial training, offices, utility, 34,383 sq. ft.
- 4.12 Hopkins; training, offices, 6329 sq. ft.
- 4.13 Foster; training, boat storage, 8,125 sq. ft.
- 4.14 House G; residence, 3,225 sq. ft.
- 4.15 House F; residence, 2,963 sq. ft.
- 4.16 Gate House; security, 60 sq. ft.

5.0 WORK SCHEDULE

- 5.1 The minimum level of staffing required for regular cleaning is to be determined by the contractor, provided that the standard and frequency of cleaning meets the requirements of Appendix-2, and Appendix-3 contained in this package.
- 5.2 Scheduled work will not interfere with day to day operations of academic or other operational areas. Hours of work will be 0800 – 1600 Hours, Monday – Friday.
- 5.3 Contractor will not work "after hours" unless requested and approved in writing by the RPSS Site Representative.
- 5.4 Work is not to be performed on the following Statutory Holidays observed by the Federal Government:



- 5.4.1 New Year's Day;
- 5.4.2 Good Friday;
- 5.4.3 Victoria Day;
- 5.4.4 July 1st;
- 5.4.5 Municipal Holiday (1st Monday in August);
- 5.4.6 Labor Day;
- 5.4.7 Thanksgiving Day;
- 5.4.8 Remembrance Day;
- 5.4.9 Christmas Day; and
- 5.4.10 Boxing Day.

5.5 The Contractor will be required to provide cleaning services on Family Day (3rd Monday of February) at its regular rates as the Federal Government does not observe this Holiday.

6.0 GENERAL REQUIREMENTS

6.1 Description of Work

Scope of work under this Contract comprises the provision of all labour, materials, tools, supervision and equipment necessary for complete and satisfactory janitorial services, as specified herein located at Canada Coast Guard College, Westmount, Cape Breton, Nova Scotia.

6.2 Inspection

Work inspection will occur monthly at random intervals. All work that has to be redone will be a cost borne by the contractor and not billed to DFO.

6.3 Licenses, Codes and Legislated Requirements

6.3.1 The Contractor must obtain and maintain all permits, licenses and certificates of approval required for the Work to be performed under any applicable federal, provincial or municipal legislation. The Contractor is responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor must provide a copy of any such permit, license or certificate to Canada.

6.3.2 The RPSS Site Representative may issue a "stop work order" if non-compliance of health and safety regulations is not corrected immediately or within posted time. The contractor will be responsible for any costs arising from such a "stop work order".

7.0 DEPARTMENT RESPONSIBILITIES

7.1 The Department will provide locked janitorial storage areas for the Contractor. This area is at the disposal of the Contractor and must be maintained in a tidy manner at all times, as approved by PA. No refuse is to be stored in this area. The storage area is to be cleaned thoroughly and will be inspected by the PA during the Contract period.

7.2 The Department will provide electric power and hot and cold water for use by the contractor in the performance of this work.

7.3 The Department will conduct regular inspections to ensure all cleaning is performed to standards and schedule detailed in Appendix-2, and Appendix-3. All deficiencies will be immediately communicated to the on-site supervisors for correction.

7.4 Where the on-site supervisor fails to correct, disagrees with, or refuses to correct deficiencies the Department will contact the Contractor's representative immediately to initiate corrective action.



8.0 CONTRACTOR'S RESPONSIBILITIES

- 8.1** The contractor must notify immediately the project authority or any other Fisheries and Oceans/Coast Guard staff member of any apparent break in or damage to the premises.
- 8.2** The contractor must provide sufficient staff to perform all cleaning tasks detailed in Appendix-3 to the standard detailed in Appendix-2, as well as provide staff as and when requested to assist with routine kitchen cleaning duties at the CCGC Galley.
- 8.3** The minimum level of onsite supervision for this contract is one supervisor to coordinate the efforts of the cleaning staff and to act as a point of contact for RPSS, and one working supervisor to liaise with Campus Services daily and coordinate the hotel housekeeping duties.
- 8.4** The Contractor must supply all cleaning products to carry out the service of this contract. Each product will be approved by the project authority prior to use. The project authority may reject any product, material or supply item used by the Contractor, and request a substitute.
- 8.5** All equipment provided by the contractor must be specifically designed for commercial use. It shall be in safe operating condition and intended for the task for which it is used. The PA has a right to reject unsafe or poor quality equipment.
- 8.6** Contractor is also responsible for disposal of all items which are marked "GARBAGE", weighing twenty five pounds or less not placed in a refuse container.
- 8.7** The Contractor must provide the project authority with all Workplace Hazardous Information Sheets (WHMIS) for all products being used along with Material Safety Data Sheets (MSDS).
- 8.8** The Contractor shall promptly notify the project authority of needed repairs and/or damages to carpet flooring and walls
- 8.9** The Contractor will follow all Canada Labour Codes.
- 8.10** All waxes, polishing oils, etc., shall be kept in tightly sealed containers, and stored in separate shelving from rags and other cleaning materials.
- 8.11** All flammable materials and those subject to spontaneous combustion shall be stored in metal containers with self-closing tight-fitting metal lids until materials can be safely used, in accordance with Dangerous Goods and WHMIS legislation.
- 8.12** No gasoline, highly flammable cleaning material, or any other highly flammable solvent shall be permitted inside the buildings for cleaning under the terms of this contact.
- 8.13** Smoking by Contractor's staff during the performance of their duties is prohibited.
- 8.14** The Contractor must report any deficiency with any equipment used by the Contractor which has been supplied
- 8.15** The Contractor must keep areas neat and clean and odor-free at all times in accordance with applicable fire and health regulations.
- 8.16** Equipment must be kept odor-free and in good repair.
- 8.17** When an area is completed and unless otherwise instructed by the PA, the Contractor will leave the area in the following condition:



- 8.17.1 Offices – lights off, windows closed, doors locked;
- 8.17.2 Washrooms – lights off, windows closed.

8.18 Contractor is responsible to provide safety signs (e.g. WET FLOOR, WAXED FLOOR) where applicable, or upon request of FM.

8.19 Contractor is responsible to provide and make clearly visible, signs indicating (“JANITORS WORKING INSIDE”) when washrooms are being cleaned.

8.20 The Contractor is responsible to meet all provisions of Appendix -2, and Appendix-3 detailing the schedule and standard of cleaning required.

9.0 CLEANING EQUIPMENT AND SUPPLIES

9.1 All equipment and supplies required for the discharge of janitorial services as set forth in this Scope of Work shall be supplied by the Contractor. Any cost incurred for the procurement and operation of all such equipment and supplies shall be considered to be included in the bid price.

9.2 The Contractor must provide materials of a disposable nature necessary for the maintenance of a hygienic and neat workplace. The Contractor shall provide in sufficient quantities to satisfactorily carry out the Work.

9.3 All cleaning chemicals, waxes, polishes, mops, brooms, rags, brushes, handles etc. must be supplied by the contractor and meet the requirements of section 13.0 in the Materials and Equipment section. All larger equipment is listed in 13.6 of the same section.

10.0 WHMIS & MSDS

10.1 The contractor must provide employees with WHMIS training prior to contract award. Certification must be submitted to Project Authority within 10 days of contract award notification.

10.2 A copy of Material Safety Data Sheets (MSDS) for all products used and stored must be submitted to the Project Authority (PA) and a copy kept in the janitorial storage rooms. These products are subject to approval of PA, and the PA has the right to refuse certain products. Any damage resulting from the use or misuse of each material will be assessed against the Contractor.

11.0 SAFETY REQUIREMENTS INCLUDING FIRE SAFETY

11.1 Applicable Safety Regulations

11.1.1 The Contractor must observe and enforce safety measures by complying with the requirements of the following statutes and authorities:

- 11.1.1.1 The Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
- 11.1.1.2 Most recent amendments to the National Fire Code of Canada.

11.1.2 In the event of conflict between any provisions of the aforementioned statutes or authorities, the most stringent provision will apply.

11.2 On the Job

11.2.1 The Contractor must ensure each employee maintains current in WHMIS training.

11.2.2 The Contractor must ensure that employees have sufficient personal protective



equipment (PPE) to guard them against the hazards to which they may be exposed in the performance of their duties.

- 11.2.3 All Contractor employees must wear proper PPE as denoted in the applicable safety instructions (WHMIS labeling, MSDS, equipment operating instructions, etc.) for the specific product or equipment they are using.

11.3 Safety Violations - Disciplinary Actions

- 11.3.1 All safety violations will be documented in the contract file with copies sent to the Contractor and DCC or PSPC as applicable. Disciplinary actions are as follows:

Nature of Violation	Possible Disciplinary Action
First Violation of a safety regulation	Verbal warning issued to the Contractor.
Second Violation of a safety regulation	Written warning issued to the Contractor.
Third Violation of a safety regulation	May result in termination of the contract with a recommendation that the Contractor be denied the opportunity to tender on future RPSS-produced tenders.

Table 1 – Safety Violation Disciplinary Actions

11.4 Fire Safety Enforcement

- 11.4.1 Within the confines of CCGC, the prescription and enforcement of mandatory Fire Safety measures will be exercised under the authority of Property Manager RPSS.
- 11.4.2 The Contractor must cooperate with during routine inspections of the worksite and must immediately remedy any unsafe situations.
- 11.4.3 The Property Manager (RPSS) reserves the right to require the dismissal from site of persons deemed careless or otherwise in violation of the Fire Safety Requirements.

11.5 Fire Safety Briefing & Plan

- 11.5.1 The Property Manager (RPSS) must ensure that upon coming on-site, all Contractor personnel become familiar with and observe the applicable fire safety measures, including building fire orders and escape routes.
- 11.5.2 The Property Manager (RPSS) will provide direction for fire reporting including the Emergency Fire Report Telephone number and location of fire alarms at the worksite.

11.6 Smoking Precautions

- 11.6.1 In accordance with these Fire Safety Requirements particular to the work area and site, the Property Manager (RPSS) will designate hazardous areas as well as non-restricted areas where smoking may be permitted.
- 11.6.2 Smoking is prohibited in all buildings.
- 11.6.3 In all other areas, the Contractor will exercise care and comply with written or oral directives of the Property Manager (RPSS) for the use of smoking materials.



11.7 Reporting Fire Incidents

11.7.1 Report immediately all fire incidents as follows:

- 11.7.1.1 Activate the nearest fire alarm;
- 11.7.1.2 Call the Emergency Fire Report Telephone number (See Paragraph 11.7.4 below); and
- 11.7.1.3 Telephone the Property Manager (RPSS).

11.7.2 Persons activating fire alarm must remain available to direct the Fire Department to the scene of the fire.

11.7.3 When reporting a fire by telephone, give the location of the fire and the name of the building. Be prepared to direct the Fire Department to the scene of the fire when they arrive.

11.7.4 EMERGENCY FIRE REPORT TELEPHONE NUMBER: 911

11.8 Flammable Liquids

11.8.1 The handling, storage and use of flammable liquids are to be governed and guided by the requirements established by the Base Fire Chief.

11.8.2 Flammable liquids such as gasoline, kerosene and naphtha may be kept for use in quantities not exceeding 45 litres provided they are stored in safe ventilated areas, designated by the Property Manager (RPSS), in safety cans bearing the Underwriter's Laboratory of Canada (ULC) or Factory Mutual seal of approval.

11.8.3 The Property Manager (RPSS) reserves the right to require removal from the site any storage containers not acceptable.

11.8.4 Transfer of flammable liquids must not be carried out within buildings or in the vicinity of any heat source.

11.8.5 Flammable liquids having a flash point below 38°C (100 °F), such as naphtha or gasoline, must not be used as solvents or cleaning agents.

11.8.6 Flammable waste liquids designated for disposal must be stored in approved containers not larger than forty-five (45) litres and located in a safe, ventilated area. Dumping or burning of flammable liquids on site is prohibited.

11.9 Hazardous Substances

Any work that entails the use of toxic or hazardous materials, chemicals or explosives, or otherwise creates a hazard to life, safety or health, must be carried out in accordance with the requirements of the National Fire Code of Canada, product use instructions, and measures prescribed by the Property Manager (RPSS).

12.0 ENVIRONMENTAL PROTECTION

12.1 General

12.1.1 Contractors must take all reasonable steps to ensure they and their employees comply with all pertinent legislation to protect the environment.



12.1.2 The Property Manager (RPSS) will provide the Contractor with copies of DFO and RPSS Environmental Standard Operating Procedures (SOPs) as required.

12.1.3 All relevant information pertaining to the DFO Recycling /Composting Program may be found in Appendix-1.

12.2 Disposal of Wastes

12.2.1 The Contractor must ensure that the disposal of all cleaning waste or by-products is carried out in accordance with all applicable product-specific instructions such as WHMIS.

12.2.2 The Contractor must not dispose of volatile materials such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

12.2.3 Fires and burning of rubbish on-site are prohibited.

12.2.4 Burying rubbish and waste materials on-site is prohibited.

12.3 Spill Response

12.3.1 In the event of a spill of any potentially hazardous materials, the Contractor must proceed as follows:

12.3.1.1 Report the spill to the Commissionaires at Local 1161;

12.3.1.2 Notify the Property Manager (RPSS); and

12.3.1.3 Initiate clean-up in accordance with DFO and RPSS Environmental Standard Operating Procedures (SOPs) if it is safe to do so.

13.0 MATERIAL AND EQUIPMENT

13.1 General

13.1.1 Only the use of Property Manager (RPSS) - approved materials and equipment will be permitted.

13.1.2 The Contractor must provide and use equipment of industrial design and quality, performing to typical industry standards and for which replacement parts are readily available.

13.1.3 The Contractor must deliver copies of Material Safety Data Sheets (MSDS) for all proposed products to the Property Manager (RPSS) at least seven (7) days prior to the contract start date.

13.1.4 The Contractor will use environmentally-friendly products as listed in this specification.

13.1.5 The Contractor must have all of the necessary equipment and materials specified in this document in place prior to the contract start date.

13.2 Manufacturer's Instructions

13.2.1 The Contractor will, unless otherwise directed by the Property Manager (RPSS), comply with manufacturer's latest printed instructions for materials and equipment use.



13.2.2 The Contractor will notify the Property Manager (RPSS) in writing of any conflict between this specification and manufacturer's instructions. The Property Manager (RPSS) will determine which document is to be followed.

13.3 Storage and Delivery of Materials

13.3.1 Storage must only be in areas approved by the Property Manager (RPSS).

13.3.2 Where space permits, the Property Manager (RPSS) will provide a central, secure location within the Contract Area for the storage of up to one month's supply of cleaning products and replenishment materials.

13.3.3 Where possible, the Property Manager (RPSS) will provide sufficient storage areas within the individual buildings for a minimum of one week's supply of cleaning products and replenishment materials.

13.3.4 The Contractor must ensure that all containers holding hazardous products bear the correct WHMIS labelling.

13.3.5 The Contractor must deliver, store and maintain packaged material in accordance with supplier's instructions and with manufacturer's seals and labels intact.

13.3.6 The Contractor must prevent damage, adulteration and spoiling of cleaning materials during delivery, handling and storage. Rejected material must be immediately removed from the site.

13.3.7 Entrance doors to cleaning supply storage areas must bear correct WHMIS signage, provided by and installed at the expense of the Contractor.

13.3.8 The Contractor must keep storage areas clean and free from clutter at all times.

13.3.9 Storage areas are to be closed and locked when not being immediately used, but must not be closed while persons are inside.

13.4 Supply Requirements

13.4.1 The Contractor must provide all materials including but not limited to the following:

- 13.4.1.1 Compostable garbage bags;
- 13.4.1.2 Toilet tissue;
- 13.4.1.3 Hand towel (roll or multifold);
- 13.4.1.4 Liquid germicidal soap;
- 13.4.1.5 Liquid hand soap;
- 13.4.1.6 Gloves – reusable or disposable (e.g. latex, vinyl, nitrile rubber);
- 13.4.1.7 Heavy duty, clear plastic bags for shredded paper, recyclables, composting and dry garbage.

13.4.2 The Contractor must ensure that all supplies are maintained at appropriate levels in sufficient advance of requirements.

13.4.3 Salt or urea for steps and landings must be supplied on site by RPSS.

13.4.4 The new soap dispensers that are to be installed, maintenance staff will install and touch up walls.

13.5 Product Standards/Acceptability



- 13.5.1 All cleaning materials such as soaps, detergents, scouring materials, cleaners, waxes and sealers must be suitable and safe (not harmful) for the surface intended. In cases of dispute, the Property Manager (RPSS)'s decision is final.
- 13.5.2 The Contractor must use odourless or low-odour, environmentally friendly (fully biodegradable) products for all general-purpose cleaning. Such products are considered to be NON-WHMIS REGULATED and also fragrance free. In cases of dispute, the Property Manager (RPSS)'s decision is final.
- 13.5.3 All products must meet the Environmental Choice Program Certification Criteria. Where a product is not available to meet the above criteria a similar product may be recommended by the contractor if this product meets comparable stringent environmental criteria. In cases of dispute, the Property Manager (RPSS)'s decision is final.
- 13.5.4 Only where no environmentally friendly product exists for specific cleaning functions, the Contractor may use a product conforming to the latest Canadian General Standards Board (CGSB) specification or equivalent as listed in Table 2 below.
- 13.5.4.1 Before using products from Table 2, the Contractor must submit a written statement to the Property Manager (RPSS) attesting that environmentally friendly products are not available; and
- 13.5.4.2 The Property Manager (RPSS) must make the final decision.
- 13.5.5 Prior to the contract start date, the Contractor must submit to the Property Manager (RPSS) a list of proposed products that includes the following information:
- Product name and supplier;
 - MSDS;
 - Performance, description and test data; and
 - Manufacturer's instructions.



13.5.6 The Contractor must also submit the aforementioned information to the Property Manager (RPSS) for approval when a change in product is desired or required.

13.5.7 Table 2 lists the latest Canadian General Standard Board (CGSB) (or equivalent) standards:

CGSB No.	Description	Size	Examples
2GP9(M)	Scouring powder, Type B/C	25 lb carton	Comet, Ajax, Old Dutch
2GP31	Tri-sodium phosphate	50 lbs	
2GP47	Cleaning compound, toilet bowl (granular)	1 kg can	Sani Flush
2GP55	Glass cleaner, liquid	Various	Windex
2GP107	Detergent, GP, liquid form	1 gal, 5 gal	Jiffy, Mr Clean, Classic
2GP112	Remover, water emulsion type floor wax	1 gal, 5 gal	
2GP160	Detergent, GP, germicidal, liquid form	1 gal, 5 gal	
2GP175	Detergent, GP, liquid form	1 gal, 5 gal	
25GP2	Wax, floor, solvent type, paste form	1, 2, 25 lb cans	
25GP13	Sweeping compound, wax base		
25GP14	Absorbent material, oil and water	50 lb bag	
25GP16	Wax, floor, water-emulsion, non-buffable	5 gal can	Shurtred, Trax
CAN/CGSB 25.20-M	Sealer, surface floor-type 2 water base	4 L can	
31GP202	Cleaner, solvent, degreaser	1 gal, 5 gal	

Table 2 – CGSB Standards

13.6 Equipment Requirements

13.6.1 **Error! Reference source not found.** lists the equipment required for each building or group of buildings.

Quantity	Types of Machines Required
12	Vacuum with Hepa filters
3	Walk behind Autoscrubbers
2	Floor Buffers
2	Shop Vac
2	Carpet Scrubber

Table 3 – Distribution of Cleaning Equipment

13.6.2 All equipment will be located and used as directed by the Property Manager (RPSS).

13.6.2.1 All equipment will be on-site at the commencement of this contract and so remain unless removal is pre-authorized by Property Manager (RPSS).



- 13.6.3 All equipment must be of industrial type and quality, and will be maintained in fully satisfactory operating condition at all times while on site.
- 13.6.4 The Property Manager (RPSS) may order the removal from the worksite any unserviceable or unsafe equipment at any time without warning. The Contractor will replace at its own expense any unserviceable or unsafe equipment within twenty-four (24) hours of its removal.

14.0 CLEANING / MAINTENANCE METHODS AND SCHEDULE

14.1 General

- 14.1.1 This section outlines general cleaning and maintenance procedures applicable to all buildings covered under this contract.

14.2 Cleaning/Maintenance Methods and Schedule

- 14.2.1 Sweeping: Perform daily dry sweeping with a soft hair broom. When large quantities of dust and dirt exist, use a sweeping compound conforming to CGSB 25GP12.
- 14.2.2 Sweeping compounds are not to be used on waxed floors. Do not use an oil-based sweeping compound with a sweeping mop.
- 14.2.3 Dusting: Use vacuum cleaners whenever practical, otherwise use cloth or yarn dusters.
- 14.2.4 Spot Cleaning: Remove any spots that are unfamiliar upon the surfaces on which they appear (e.g. coffee, oil, beverages or grease) by the appropriate cleaning method.
- 14.2.5 Spray Buffing: Spray buffing consists of a mixture of water, wax and germicidal soap, applied with a spray bottle, followed by buffing using an electric polisher fitted with spray buff pads. Use technique appropriate for floor surface and finish.
- 14.2.6 Disinfect: Wash clean using an approved germicidal solution.
- 14.2.7 Brass Cleaning: Brass must be cleaned using a commercial high-quality brass-polishing product to remove all tarnish and then buffed with a soft, dry cloth to a shiny, streak-free finish.
- 14.2.8 Glass and Window Cleaning: Use products approved by Property Manager (RPSS) e.g. Windex, Bonami etc.
- 14.2.9 **General:** Clean the interior surface of windows using an approved product and a clean lint-free cloth. Squeegees will increase the drying speed on large windows.
- 14.2.10 **Frequency of Window Cleaning:** Glass in entrance doors, office doors, and other areas subject to hand marks, must be cleaned as often as needed to keep them in a presentable condition.
- 14.2.11 **Drinking Fountains:** Clean all drinking fountain surfaces with a germicidal solution and rinse with clear water. Do not use metal polish on fittings.

14.3 Cleaning of Washrooms



- 14.3.1 Washrooms are to be serviced as early as possible in the work shift and as often as required to maintain their appearance at Level 1 in accordance with Appendix-2.
- 14.3.2 Floor Stripping/Sealing: Every twelve (12) months washroom floors must be machine scrubbed/stripped and resealed. Worn areas must be re-coated as required without stripping the previous seal coat to maintain the sealed surface.
- 14.3.3 Daily Cleaning: Daily washroom sanitation must be carried out in the following sequence:
 - 14.3.3.1 Sprinkle 2GP47 granular toilet bowl cleaner in toilets and urinals, and allow cleaner to remain for several minutes to penetrate stains.
 - 14.3.3.2 Spray all exposed surfaces of washbasins, toilet seats, bathtubs, showers and other fixtures with a germicidal solution (4 mL of 2GP160 per L of cold water).
 - 14.3.3.3 Clean walls, doors, mirrors, shelves and other washroom accessories with germicidal solution.
 - 14.3.3.4 Use paper towels to dry toilet seats, outside of toilet bowls and urinals; use cloth, sponge or paper towel to dry the other fixtures and accessories.
 - 14.3.3.5 Swab the inside of toilet bowls and urinals to remove stains loosened by the toilet bowl cleaner. Flush all excess material from exposed surfaces.
 - 14.3.3.6 Replenish toilet tissue, paper towels, liquid soap, deodorizing blocks/pucks and other dispensers as required.
 - 14.3.3.7 Empty all waste paper receptacles as often as required, but at least daily.
 - 14.3.3.8 Except where wall mounted receptacles are present, place non-para deodorant blocks or pucks in every second urinal to mask unpleasant odors.
 - 14.3.3.9 Damp mop floor with a germicidal solution (3 oz. or more of germicidal detergent per gallon of hot water). If excessive soil conditions necessitate rinsing, add one- half the usual amount of germicidal detergent to the rinse water.

14.4 Walls and Woodwork

- 14.4.1 General: Where conditions permit, all wall-washing should be done by two persons. Start in one corner and work continuously across the wall to the next corner, using straight up and down strokes to avoid streaking and lap marks. Change soap solution and rinse water frequently. Use separate sponges/clothes for washing and rinsing. Dry surfaces after rinsing using a soft, clean cloth.
- 14.4.2 Cleaning Materials: Use a neutral soap or synthetic detergent solution. Test solution on a small area to be cleaned. Use strength as necessary to clean. Do not use tri-sodium phosphate (TSP) or alkali soaps on painted surfaces. Change soap solution and rinse water frequently.
- 14.4.3 Unpainted Plaster Walls: Dust with a soft bristle brush. Avoid streaks on walls. Do not dust them in damp weather.
- 14.4.4 Walls Painted with Water Paints: Kalsomine or whitewash painted walls. Dust only. For Casein paint use wallpaper cleaner.



- 14.4.5 Walls Coated with Latex, Oil Based Paints or Varnish: Wash with a neutral soap solution. Ensure water does not penetrate coatings through abrasions, cracks or holes.
- 14.4.6 Glass, Vitreous-China and Glazed-Tile Walls: Wash with a neutral soap solution. Do not use scouring powder or abrasives.
- 14.4.7 Marble, Granite, Onyx and Other Natural-Stone Wainscoting: Wash with a neutral soap solution. Rinse surface with clear water and dry with clean cloth.
- 14.4.8 Do not wash unless walls are painted. Wash with a neutral soap solution. Prevent water from getting into open seams.
- 14.4.9 Acoustically Treated Walls: Using a stiff brush, begin at the ceiling and work down towards the floor. Avoid scuffing and unevenness in appearance of work. Use an industrial vacuum cleaner equipped with a long wand and stiff brush if convenient.

14.5 Waxing and Sealing of Floors

14.5.1 General Method:

- 14.5.1.1 Ensure floor is completely clean and free from soap and water before waxing.
- 14.5.1.2 Apply a thin, even coat of wax with no accumulation along walls or fixtures.
- 14.5.1.3 Do not apply within six inches of walls, filing cabinets, or other fixtures that are flush with the floor.
- 14.5.1.4 Allow the wax to dry before buffing.
- 14.5.1.5 Buff to blend all areas into a uniform sheen and to eliminate heavy brush marks.
- 14.5.1.6 Wax high-traffic areas as often as needed to protect the floor.
- 14.5.1.7 Sweep waxed floors with a dry sweeping mop.
- 14.5.1.8 Damp mop waxed areas with clear cold water only.

14.5.2 Wax Removal - Wood Floors:

14.5.2.1 For Paste Wax and Liquid Spirit Wax:

- 14.5.2.1.1 Caution: Ensure rooms are well ventilated.
- 14.5.2.1.2 Vacuum, sweep or dust mop floor to remove all loose material.
- 14.5.2.1.3 Use a wax removing solvent with a flash point over 38°C (100°F)
- 14.5.2.1.4 Work the solvent into the floor to dissolve the wax with a cloth pad.
- 14.5.2.1.5 Remove dissolved wax immediately with clean wiping cloths.
- 14.5.2.1.6 After wax has been removed, damp mop floor with a warm neutral soap solution followed by a clear, warm water, damp mop rinse.



14.5.2.1.7 Dispose of all cloths in metal containers outside building.

14.5.3 Wax Removal - Other than Wood Floors:

14.5.3.1 For Water Emulsion Wax:

14.5.3.1.1 Vacuum, sweep or dust mop floor to remove all loose material.

14.5.3.1.2 Mop with a warm neutral soap solution or 2GP112 water emulsion wax stripper, applying stripper as directed on the container.

14.5.3.1.3 Use the electric floor machine equipped with a nylon stripping pad or fibre scrubbing brush.

14.5.3.1.4 Pick up the soiled solution immediately with a string mop or industrial wet pick-up vacuum.

14.5.3.1.5 Ensure all wax build-up along walls, under radiators, or near furniture has been removed, repeating the procedure as required.

14.5.3.1.6 Rinse with clear hot water using the scrubbing brush, nylon pad or mop.

14.5.3.1.7 Use a final rinse of hot water to remove any residue left on the floor surface from the cleaning and previous rinsing procedure.

14.5.3.1.8 Two to three hours are normally required for air-drying the floor surface. After approximately one hour drying time, use the dry scrubbing brush or dry medium nylon pad under the electric floor machine to accelerate below-surface drying time and prepare the floor surface for the sealer or finish.

14.5.4 Waxing Wood Floors:

14.5.4.1 Apply a thin, even coat of paste wax (type 25GP2) with a clean cotton pad using long, straight even strokes.

14.5.4.2 Allow floor to dry thoroughly, then buff to achieve desired lustre.

14.5.5 Waxing Floors – Other than Wood:

14.5.5.1 Ensure previously waxed floors are stripped and sealed prior to waxing.

14.5.5.2 Using a freshly washed mop, apply a thin, even coat of non-buff able liquid wax (25GP16). Note: 25GP16 is not compatible with other types of wax.

14.5.5.3 Do not touch the wax with the applicator after it starts to dry.

14.5.6 Sealing Floors – Other Than Wood:

14.5.6.1 Only Type 2 water emulsion sealer (CAN/CGSB 25.20-M) must be applied to coated or covered floors.

14.5.6.1.1 Ensure the surface is clean and dry prior to applying sealer.



- 14.5.6.1.2 Apply a thin, even coat of sealer over the surface using a string mop or lamb's wool pad for smaller areas. Do not flood-coat floor as excessive use of sealer may increase drying time.
- 14.5.6.1.3 On porous floors, two or more coats of sealer may be required to obtain the desired semi-gloss appearance. Allow thorough drying between coats.
- 14.5.6.1.4 When the final coat of sealer is thoroughly dry, buff with a nylon pad, vacuum, then rinse with clear, cold water.
- 14.5.6.1.5 Recoat high-traffic or wear areas as necessary to maintain the sealed surface without stripping the previous seal coat.

14.6 Floor Maintenance

14.6.1 Major Carpet Cleaning:

- 14.6.1.1 Remove furniture if possible. It is the Supervisor's responsibility to coordinate this effort with the building occupants in order to limit operational impact.
- 14.6.1.2 Vacuum thoroughly and remove spots and stains as required.
- 14.6.1.3 Clean carpets using a hot-water extraction system equipped with beater brushes or a lamb's wool bonnet cleaning system. Pay particular attention to edges and doorways.
- 14.6.1.4 Return furniture placing foil wrap or equivalent protective material under metal feet to prevent damage to carpets from rust stains.

14.6.2 Waxed Floors Other Than Wood:

- 14.6.2.1 Use a treated dust mop to remove dust particles from floor surface.
- 14.6.2.2 Buff or Spray-buff heavy all areas as required to obtain uniform shine, paying particular attention to heavy traffic areas, under desks, and in doorways.
- 14.6.2.3 Use a treated dust mop to pick up leftover dust particles.
- 14.6.2.4 Damp mop with a liquid detergent (1 oz. of 2GP107 per Imp Gal of cold water).
- 14.6.2.5 After the floor is dry, burnish using a fine or medium nylon pad.
- 14.6.2.6 Remove soil that has become embedded in the wax using appropriate methods and touch-up the affected areas to return lustre.

14.6.3 Wooden Waxed Floors:

- 14.6.3.1 Sweep wood floors with a dry, cotton-sweeping mop.
- 14.6.3.2 Damp mop with clear cold water. If the floors have not been sealed or waxed, sweep with a floor brush and clean with a mop dampened in a lukewarm neutral soap solution.
- 14.6.3.3 Use minimal water and allow water to remain on the floor for the shortest possible time.



14.6.3.4 Buff to bring back lustre.

14.6.4 **Linoleum Floors:** Clean linoleum floors with a mop dampened in clear cold water. If surface is excessively dirty, first remove the wax and then use a lukewarm neutral soap solution. Do not allow water to seep into the seams or under the edges of the linoleum.

14.6.5 **Rubber Tile:** Remove rubber heel marks by rubbing them with a clean cloth saturated with water emulsion wax 25GP16.

14.6.6 **Asphalt Tile Floors:**

14.6.6.1 Vacuum or sweep floor to remove loose particles.

14.6.6.2 Do wax removal as necessary, then damp mop with clean, cold water or a lukewarm neutral soap solution if required.

14.6.6.3 Re-wax floor using water emulsion wax as specified for surface appearance.

14.6.7 **Concrete Floors:**

14.6.7.1 Sweep with a hairbrush. If the floor is painted, use a cotton-sweeping mop.

14.6.7.2 If the floor has not been sealed, use damp sawdust as a sweeping compound.

14.6.7.3 Mop areas having heavy oil or grease deposits with a degreasing solution and then thoroughly rinse with clear water.

14.6.7.4 If no oil or grease deposits are present, mop the floor with clear water or a neutral soap solution.

14.6.8 **Mastipave Floors:**

14.6.8.1 (Bituminous tile) Damp mop only.

14.6.9 **Quarry Tile Floors:**

14.6.9.1 Sweep with hairbrush.

14.6.9.2 Mop with clear water or neutral soap solution.

14.6.9.3 Seal with water emulsion metal interlocking acrylic floor sealer.

14.6.10 **Rubber Flooring (Amtico Marathon) Maintenance**

14.6.10.1 **Regular Cleaning:**

14.6.10.1.1 Sweep or vacuum floor to remove loose dirt.

14.6.10.1.2 Spray buff using mixture of 20% sealer and 80% cold water.

14.6.10.1.3 Clean with fibre or nylon brush or an auto-scouring machine equipped with washing brushes.

14.6.10.2 **Waxing and Polishing:**



- 14.6.10.2.1 Ensure floor is thoroughly clean and free from soap and water.
- 14.6.10.2.2 Apply sealer and finisher in thin, even coats avoiding accumulation in corners, along walls, and fixtures.
- 14.6.10.2.3 To avoid scratches, do not clean with floor pads or any other industrial equipment.
- 14.6.10.2.4 **Waste Disposal:** Only the following Amtico products may be flushed:
 - i. Amtico Blue Label All Purpose Cleaner/Stripper;
 - ii. Amtico Silver Label Acrylic floor Finish; and
 - iii. Amtico Platinum Label Acrylic Floor Sealer.

14.6.10.3 Periodical Cleaning (Stripping & Spray buffing):

- 14.6.10.3.1 Use a polisher (150 to 175 rpm) with fibre or nylon brushes.
- 14.6.10.3.2 Prepare mixture of 5 cups cleaner/sealer to 1.0 Imp Gal of warm or cold water.
- 14.6.10.3.3 Spread mixture evenly over floor and wait 15-20 minutes.
- 14.6.10.3.4 Use a wet vacuum or mop to remove residue.
- 14.6.10.3.5 Rinse with solution of 1-cup vinegar to 1.0 Imp Gal cold water.
- 14.6.10.3.6 Remove with wet vacuum or mop.
- 14.6.10.3.7 Apply 2 thin, even, crossed coats of sealer by sponge, waxing mop or roller.
- 14.6.10.3.8 Allow adequate drying time as recommended by manufacturer between coats.
- 14.6.10.3.9 Spray buff with a solution of 20% sealer and 80% cold water using a 175-rpm polisher equipped with fibre or nylon brush.
- 14.6.10.3.10 Repeat process if sealer does not adhere.

15.0 REPORTING REQUIREMENTS

The Inspection Report must be submitted to the Project Authority on a monthly basis using the template provided in Appendix – 4 – Inspection Report (contractor performance evaluation).

16.0 LANGUAGE OF WORK

The work will be performed in English.

17.0 LOCATION OF WORK

Canadian Coast Guard College, 1190 Westmount Road, Sydney, Nova Scotia.



18.0 TRAVEL AND LIVING EXPENSES

There is no travel required for this request.

19.0 ATTACHMENTS

- Appendix 1 – Recycling /composting program
- Appendix 2 – Cleaning standards
- Appendix 3 – Base cleaning and extra cleaning
- Appendix 4 – Inspection report (contractor performance evaluation)
- Appendix 5 - Exit door list showing areas of snow clearing



APPENDIX – 1 - RECYCLING /COMPOSTING PROGRAM

1.0 Contact Person:

1.1 Manager RPSS Local 1176

2.0 Hallway Recycling Centers

2.1 Hallway Recycling Center Containers

2.1.1 All Hallway Recycling Center containers will contain clear bags at all times. The containers will be emptied daily and the exterior will be kept clean at all times by the janitorial staff.

2.2 Paper Container

2.2.1 Mixed office paper is placed into this container. Contents are to be deposited into the recycling container.

2.3 Recyclables /Refundable Container

2.3.1 The following contents will be placed into the sorting station:

- Beverage Containers
- No.1 & No.2 Rigid Plastic Containers
- Glass
- Aluminum or Tin Cans
- Grocery Bags
- Milk Cartons

2.3.2 The contents of the Recyclables/Refundable only, containers are the property of the DFO and **will not** be collected for individual gain.

3.0 Garbage Containers

3.1 Clear bags are to be used in garbage containers at all times.

4.0 Corrugated Cardboard

4.1 Boxes will be broken down and stored in baylor room.

4.2 Styrofoam and other packing materials will be removed from the boxes and placed into clear garbage bags.

5.0 Further Instructions

5.1 Contractor staff is responsible for removing all recyclable material (including loose cardboard) and garbage **daily** from the hallway recycling centers.

5.2 Composting bags are to be replaced every afternoon – Monday through Friday.

5.3 Contractor staff is responsible for ensuring that the lids of the garbage, compost and recycling bins are closed after use.

6.0 Bag Specifications

6.1 Clear, extra strong bags (min 3 mil thickness) shall be used for all recyclables and shredded paper.

6.2 Compostable Bags shall be used for all Green Bin Locations



7.0 Recycling Information

7.1 The following items are not recyclable and will be placed in the garbage:

- a. Carbon paper
- b. Styrofoam cups
- c. Paper coffee cups (e.g. Tim Hortons, Robins Donuts)
- d. Plastic/Metal spines

7.2 Corrugated cardboard must be broken down and placed in the recycling containers on the outside of the buildings.

7.3 The following items will be placed in a hallway container Marked "Paper"

• Computer print-out paper	• Flyers
• Photocopier Paper	• Glossy flyers
• Letterhead	• Post it notes
• Bond stock paper	• Fax paper
• Stationary	• Glue edged reports
• Reports (plastic bindings & tabs removed)	• Egg cartons or drink holders
• Laser-print-outs	• Mixed office
• Telephone books	• Junk mail
• Envelopes	• Adhesive labels
• Window envelopes	• Newspapers

7.4 Place the following items in a hallway container marked: " RECYCLABLES ":

Type of Container	Example	What to Do
Beverage containers	Soft Drink Bottles or Cans, Juice Containers, Spring Water Bottles, Tetra Packs, Gable Tops	Rinse Do not flatten
No.1 & No.2 Rigid Plastic Bottles and Containers (HDPE 1, 2)	Bleach, shampoo, soft drinks, yogurt, ice cream, margarine	Rinse Do not remove labels Verify recycling suitability (e.g. HDPE 2)
Glass bottles & jars	Jam, pickles	Please rinse & remove lids. Labels can stay on.
Tin cans	Soup, vegetables	Rinse Labels and tops can stay on Flatten
Plastic grocery bags & bread bags	Sobeys, Superstore	Must be clean
Milk cartons	Milk, orange juice, coffee cream	Must be clean (occupant's responsibility) Flatten

Table 4 – Recycling Instructions



APPENDIX - 2 – CLEANING STANDARDS

1.0 Minimum Acceptable Appearance Levels (MAAL)

RPSS has committed to provide a high level of service to its customers. These Appearance Levels are the standard against which contract areas will be inspected and assessed. The overall Minimum Acceptable Appearance Level (MAAL) has been established at Level 2.5, a compromise between Levels 2 and 3 that represent a clean, tidy environment maintainable through a program of both proactive and reactive maintenance. Regardless of the MAAL, washrooms and locker rooms shall be maintained at Level 1 at all times.

APPEARANCE LEVEL	PHYSICAL DESCRIPTION / DEFECTS
Level 1 - Orderly Spotlessness	<ul style="list-style-type: none"> Floors and base mouldings shine/carpets vacuumed clean; no build-up in corners or along walls. All surfaces clean and no dust, dirt, streaks or marks. Washroom fixtures and tile gleam. Supplies are adequate. Trash containers hold only daily waste, are clean & odor-free. Exterior steps and walkways swept clean; no sign of litter on ground.
Level 2 - Ordinary Tidiness	<ul style="list-style-type: none"> Floors and base mouldings shine/carpets vacuumed clean; no build-up in corners but two days of dust, dirt, and stains may be seen. All vertical and horizontal surfaces are clean but marks, dust and fingerprints noticeable up close. Washroom fixtures and tile gleam & are odour-free. Trash containers hold only daily waste, are clean and odour-free. Exterior steps and walkways swept clean; grounds free of litter.
Level 3 - Casual Inattention	<ul style="list-style-type: none"> Floors are swept/vacuumed clean, but on close observation have stains. A build-up of dirt/floor finish in corners and along walls is visible. Dull spots and/or matted carpet in walking lanes. Streaks & splashes on base moulding. Vertical & horizontal surfaces have obvious dust, dirt, smudges. Trash containers have daily waste but are clean and odour-free. Exterior steps and walkways dusty; some litter may be found on closer inspection.
Level 4 – Moderate Dinginess	<ul style="list-style-type: none"> Floors are swept or vacuumed clean, but dull, dingy and stained. Noticeable build-up of dirt, floor finish, in corners and along walls. Dull path and/or obviously matted carpet in walking lanes. Base moulding is dull, dingy with streaks or splashes. All surfaces have conspicuous dust, dirt, and smudges. Trash containers hold old trash. They are stained, marked and smell sour. Noticeable dirt build-up on exterior steps and walkways; obvious litter.
Level 5 – Unkempt Neglect	<ul style="list-style-type: none"> Floors are dull, dirty, and dingy. Conspicuous build-up of dirt. Surfaces have major accumulation of dust, dirt. Washroom fixtures and tile have obvious lack of attention. Supplies are depleted. Trash containers over-flowing and smell sour. Exterior steps and walkways encrusted with dirt; litter noticeable all around.

Table 5 – Definition of Appearance Levels



2.0 Typical Inspection Areas

2.1 The building areas that will typically be evaluated include but are not limited to the following:

- Classrooms
- Washrooms
- Gym & Fitness
- Hallways & Stairwells
- Offices
- Lounges
- Cafeterias or lunchrooms
- Kitchens
- Ancillary Areas
- Conference rooms
- Laundry Rooms
- Accommodations/Hotel Room

APPENDIX-3 - BASE CLEANING AND EXTRA CLEANING

1.0 The following section is managed and must be billed to:

1.1 The CCGC Property Manager, Real Property and Security Services

2.0 Pricing Schedule

2.1 Items indicated as “1” in the price schedule column shall be a fixed weekly price and referred to as “Base Cleaning”. The number of weeks worked multiplied by the weekly quoted price.

2.2 Items indicated as “2” in the price schedule column shall be based on an hourly rate and referred to as “Extra Cleaning”. The number of hours worked multiplied by the hourly quoted price. A Task Authorization is required.

Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other
Exterior Surfaces – General	Walls, doors and windows at street level	Remove graffiti and posters Clean						X	1	
	Window wells and airways	Clean window and airways			X				1	
	Steps, landings for entrances doors	Clean steps, and landings		X					1	
	Aluminium fittings, signs, name plates, plaques, latches, pull handles, push and kick plates	Clean and Polish		X					1	
Exterior Surfaces	Glass & sashes in entrance sidelights			X					1	
	Marble, granite, glazed walls & columns in entrance areas	Clean and wash					X		1	
	Hydraulic dock levellers and garbage lifts at loading bay & print shop	Clean			X				1	
	Patio furniture on the deck adjacent to the dining room	Clean	X						1	When installed; approximately 6 months per year

Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other
	Grounds cleaning	Pick up litter within 20 feet of building							2	
	Walkways & courtyard area to roadway and rest of property	Sweep and keep clean of litter							2	
	Snow and Ice Removal	Perform as per spec							2	
	Salting and sanding	Perform as per spec							2	
Interior Services- General	High ledges, tops of cabinets, partitions, doors, exposed pipes, etc.	Dust and wipe		X					1	
	Ledges, tops of partitions, pipes over 1.8 metres high	Dust & wipe							2	
	Fire hose cabinets, display areas	Spot clean,		X					1	
	Fire extinguishers	Dust & Damp wipe			X				1	
	Radiators	Dust and damp wipe			X				1	
	Walls, partitions, baseboards, doors, door frames, kick plates, hand plates & latches	Spot clean, dust.			X				1	
	Ledges and mouldings	Dust		X					1	
	Ceiling	clean						X	1	
	Ceiling air diffusers, air intake grills	clean				X			1	
	Drinking fountains & owned water coolers	Wash and disinfect with odourless product	X						1	
	Pictures, murals, clocks	Clean			X				1	
	Counters	Damp wipe & polish		X					1	
	Dry garbage	Remove from building, with the exception of the Galley and place in exterior receptacles. Includes managing the cardboard Bailer.	X						1	

Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other
		Dust & wash containers		X					1	
	Hallway recycling centres (recyclables, compost, cardboard, etc.)	Remove trash bags from building and place in appropriate exterior receptacles	Wet	X					1	
			Dry		X				1	
	Windows and glass partitions including fire doors	Spot clean & remove all foreign substances		X					1	
		Wash both sides of glass				X			1	
	Interior Windows in buildings without fall arrest.	Clean interior surfaces of the inner window						X	1	
	Exterior Windows in buildings	Clean interior and exterior glass surfaces of the inner window and the interior glass surface.							2	As requested by the Property Manager
	Light Fixtures	Remove insects, debris and wash the fixture and tubes				X			1	
	Carpets	Vacuum and pick up litter		X					1	
		Spot clean, report spots that require special clean products		X					1	Report to Property Manager
		Steam clean						X	1	
	Floors in Cabot and level 100 tunnels + level 100 of D'Iberville	Sweep	X						1	
		Damp mop to remove spillage	X						1	
		Remove gum and other foreign residue	X						1	
		Machine scrub floors						X	1	
		Wash & disinfect		X	X				1	Once per week from April to November and daily from December to March
	Concrete floors level 100, St. Laurent, loading dock,	Sweep using dust control method	X						1	
		Damp mop to remove spillage	X						1	As required

Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other	
	machine shop and PW storage area	Remove gum and other foreign residue	X						1		
		Machine scrub floors					X		1		
		Wash & disinfect			X				1		
	Hallways recycling and garbage centers	Supply & install correct size plastic bags	X	X						1	Wet =daily; dry = weekly or as required
		Empty & damp wipe exterior	X	X						1	Wet =daily; dry = weekly or as required
		Wash & disinfect	X	X						1	Wet =daily; dry = weekly or as required
	Walk-away mats. Fabricated of nylon fiber on rubber back, nontoxic dirt absorbent & have water retention of 3.41 liters of H ₂ O	Vacuum	X	X						1	Once per week from April to November and daily from December to March
		Supply and install at entrances								1	October 1 to April 30
		Clean in designed area	X	X						1	Once per week from April to November and daily from December to March
		Removed clean floor & reinstall	X	X						1	Once per week from April to November and daily from December to March
		Shampoo all mats			X	X				1	Monthly from December to March then every 3 months
	Squash Court and Gymnasium	Hard Floors	Sweep and keep clean of litter	X						1	
			Wash and remove scuffs		X					1	
	Janitor Rooms	Floor	Sweep and wet mop		X					1	

Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other
	Sinks	Wash & disinfect		X					1	
	Mops	Washed clean and stored	X						1	
	Equipment & supplies	Keep clean & stored neatly		X					1	Must use WHMIS Sheets
	Walls & shelves	Wash				X			1	
Contractor's Space	Room	Maintain		X					1	
Workshop, Multi-purpose areas *SEE NOTE	Flooring	Wet or dry scrub and refinish						X	1	
		Sweep, remove foreign residue & spills	X						1	
		Strip & reseal all floors as requested						X	1	
Classrooms	Flooring	Wet or dry scrub and refinish						X	1	
		Sweep, remove foreign residue & spills		X					1	Twice weekly; including once between Tuesday and Thursday depending on classroom schedule and once on Saturday. Classroom schedule will be provided by CCGC Property Manager.
		Strip & reseal all floors as requested						X	1	
Stairs and Landings	General cleaning	Sweep and keep clean of litter & foreign residue	X						1	
		Dust handrails, vertical grills, baseboards, stringers and ledges		X					1	
		Damp mop from basement to 3 rd level		X					1	

Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other
		Strip and refinish where possible						X	1	
	Handrails	Wipe and Polish		X					1	
	Carpets	Vacuum		X					1	
		Spot clean		X					1	
		Steam clean						X	1	
Elevators	Floors, walls, ceiling and light fixtures, doors and frames	Clean	X						1	
	Door sill and track grooves in cab & all landings	Scrape, vacuum clean		X					1	
	Elevator Mats	Sweep and/or vacuum		X					1	
Entrances, Lobbies, Vestibules & Foyers	Floors	Sweep, vacuum & keep clean of litter	X						1	
		Damp mop and spray buff		X					1	
		Wax					X		1	
		Remove salt, sand and water	X	X					1	Once per week from April to November and daily from December to March
	Walls	Spot clean							1	As required
		Wash						X	1	
	Foot grills, recessed pans and mats	Clean, vacuum & remove foreign residue	X	X					1	Once per week from April to November and daily from December to March
	Directory Board glass & frame	clean							1	Monday and Thursday
	Carpets	Vacuum - biweekly							1	Tuesday, Thursday
		Spot clean			X				1	As required
Steam clean								2	As requested by Property Manager	

Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other
Laboratories excluding the simulator lab in rooms 1203 and 1205	Floors	Sweep, damp mop using dust control		X					1	
		Spray buff traffic areas			X				1	
		Wet or dry scrub and refinish				X			1	
		Extra strip & refinish							2	As requested by Property Manager
		Wax				X			1	
		Strip and Refinish							2	As requested by Property Manager
	Active Storage Space Floors (Stores in Cabot building)	Sweep			X				1	
		Wash						X	1	
	Dormant Storage Space	Sweep & wash							2	Inspect every second month and report to Property Manager
	Furniture and fixtures	Horizontal surfaces	Dust		X					1
Telephones & intercom instruments		Dust		X					1	
Boardroom & executive furniture		Dust & remove finger marks and stains		X					1	
Telephone & Electrical Room		Sweep all floors under supervision							2	As requested by Property Manager
Mirrors, windows and glass doors		Clean and polish	X						1	
Electronic equipment		Dust			X				1	
Stacks and shelves		Dust			X				1	
Pictures & Wall hangings		Dust (exclude paintings & art objects)		X					1	
Walls		Spot clean		X					1	
Vertical surfaces		Dust and remove stains		X					1	
Free standing screens (flip boards, white boards, and electronic boards)		Dust					X		1	

Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other
	Boardroom & executive furniture	Clean & polish		X					1	
	Boardroom Highland ,Boardroom (117) and Administration Boardroom (2029)	Clean & polish	X						1	
	Lockers and storage cabinets	Dust tops				X			1	
	Boot trays and boot shelves	Wash during inclement weather		X					1	From December to March only.
	Upholstered furniture	Vacuum			X				1	
	All glass & furniture covers	Remove, clean & reinstall			X				1	
	Display cases	Clean & polish both sides					X		1	
	Leather products in executive offices, boardrooms & waiting areas	Clean using approved leather, vinyl & leatherette upholstered product					X		1	
	Upholstered free standing screens	Vacuum					X		1	
	Desk Wells	Dust ledges inside					X		1	
	Venetian Blinds & drapes	Vacuum				X			1	
		Dry cleaning service							2	As requested by Property Manager
Staffed Offices	Carpets and rugs	Spot clean		X					1	
		Vacuum traffic lanes		X					1	
		Steam clean						X	1	
	Hard Floors	Dust and sweep		X					1	
		Spray buff		X					1	
		Spot clean		X					1	
		Wash		X					1	
		Wax							2	As requested by Property Manager

Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other
	Furniture	Vacuum upholstered furniture		X					1	
		Dust and damp wipe horizontal and vertical surfaces			X				1	
	Bookcases	Dust exposed areas including edges of books					X		1	
		Clean and Polish glass doors					X		1	
Public Washrooms The tasks must be performed once per day for each of the public washrooms except for the washrooms detailed below	Washrooms patrol	If plumbing repairs are required - notify Property Manager in case of problem	X						1	
		Supply solution & service wall mounted drip units as per schedule for fixtures	X						1	
	Floors	Scrub and disinfect with germicidal detergent	X						1	
		Reseal Ceramic Tile				X			1	
		Flush floor drains	X						1	
		Wash and disinfect drain covers		X					1	
		Machine scrub with germicidal solution		X					1	
		Strip, refinish floors & wax					X		1	
		Toilet seats, bowls, urinals, wash basins	Clean & disinfect with germicidal detergent	X					1	
		Toilet bowls and urinals	Descale		X				1	
		Body contact points (e.g. water taps, receptacles, dispensers, door plates, toilet seats and flush valves, etc.	Disinfect and shine	X					1	
		Flush tanks, dispensers, receptacles, mirrors, shelves, ledges & exposed piping	Dust and clean	X					1	
	Sani-cans	Empty, wash, disinfect and replace bags	X					1		

Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other	
	Toilet partitions, partition doors & ceramic walls	Damp wash both sides germicidal detergent		X					1		
	Walls	Wash and disinfect & remove graffiti		X					1		
	Waste paper	Remove and discard	X						1		
	Soap, toilet paper, sani-bags, paper towel, etc.	Supply & replenish supplies as required	X						1		
	Refuse receptacles (may be lined)	Wash and disinfect (Contractor may supply plastic liners, in which case washing & disinfecting need only be done monthly.)	X						1		
	Ceilings	Wash with germicidal detergent						X	1		
Public Washrooms For the following washrooms these tasks must be done twice per day (early morning and mid-afternoon) Room numbers in Cabot: 1703, 1705, 2404, 2406, and the three bathrooms in the administration wing (end of the building) Room numbers in Alert: FF212 and FF213 D117 and D118	Washrooms patrol	If plumbing repairs are required - notify RPSS	X						1	Twice daily; morning and afternoon	
		Supply solution & service wall mounted drip units as per schedule for fixtures	X							1	
	Floors	Scrub and disinfect with germicidal detergent	X							1	
		Reseal Ceramic Tile							X	1	
		Flush floor drains	X							1	
		Wash and disinfect drain covers		X						1	
		Machine scrub with germicidal solution		X						1	
		Strip, refinish floors & wax					X			1	
	Toilet seats, bowls, urinals, wash basins	Clean & disinfect with germicidal detergent	X							1	
	Toilet bowls and urinals	Descale		X						1	
Body contact points (e.g. water taps, receptacles, dispensers, door plates,	Disinfect and shine	X							1		

Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other
	toilet seats and flush valves etc.									
	Flush tanks, dispensers, receptacles, mirrors, shelves, ledges & exposed piping	Dust and clean	X						1	
	Sani-cans	Empty, wash, disinfect and replace bags	X						1	
	Toilet partitions, partition doors & ceramic walls	Damp wash both sides germicidal detergent		X					1	
	Walls	Wash and disinfect & remove graffiti		X					1	
	Waste paper	Remove and discard	X						1	
	Soap, toilet paper, sani-bags, paper towel, etc.	Supply & replenish supplies as required	X						1	
	Refuse receptacles (may be lined)	Wash and disinfect (Contractor may supply plastic liners, in which case washing & disinfecting need only be done monthly.)	X						1	
	Ceilings	Wash with germicidal detergent						X	1	
Locker Rooms	Waste Receptacles	Empty	X						1	
	Lockers	Dust including tops				X			1	
		Wash exterior					X		1	
	Floors (including shower area)	Sweep, wash, disinfect & remove foreign residue	X						1	
		Scrub duck boards using disinfectant	X						1	
		Wet or dry scrub & refinish wax			X				1	
		Machine scrub						X	1	
		Strip and Refinish					X		1	
	Flush floor drains		X						1	

Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other	
		Wash and disinfect drain covers	X						1		
		Reseal Ceramic Tile				X			1		
	Walls	Spot clean remove all foreign matter	X						1		
		Dust					X		1		
		Wash						X	1		
	Showers	Scrub and disinfect all surfaces	X						1		
		Shine all fixtures	X						1		
	Shower floors walls & curtains	Wash, using soap free detergent containing sequestering agents & rinse	X						1		
Satellite / Mini Galleys, Dining Rooms, Lunchroom, Rest areas and Lounge	Floors	Strip and refinish						X	1		
	Carpets and rugs	Spot clean	X							1	
		Vacuum		X						1	
		Steam clean							X	1	
	Walls, doors, partitions & exterior of cupboards	Spot clean	X							1	
		Wash							X	1	
	Floors	Sweep, wash & buff	X							1	
		Spot clean	X							1	
		Wet or dry scrub and refinish				X				1	
		Strip and Refinish						X		1	
	Furniture	Vacuum upholstered furniture			X					1	
		Vertical dust			X					1	
		Horizontal dust			X					1	
		Clean and Polish			X					1	
	Garbage cans & paper receptacles	Empty & replace plastic bags	X							1	
	Furniture, tables, chairs, sinks, entire area	Wash	X							1	
Patrol		X							1		

Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other	
	Soap, paper towels	Supply and replace	X						1		
Main Dining Room and banquet room (Simcoe) and serving area. (On average, the Simcoe Room is used for approximately 3-4 meals per month)	Tables and chairs	Wiped down clean directly after each meal	X						1	Three times daily; after each meal	
	Windows, ledges & dispensing equipment	Cleaned after each meal	X						1	Three times daily	
	Floors	Sweep, wet mop & clean spillages	X							1	
		Strip and Refinish & wax					X			1	
	Walls	Spot clean	X							1	
		Wash							X	1	
	Counters, sink and faucets	Clean and disinfect	X							1	
Food Preparation & work areas	Floor	Sweep, wet mop & clean	X						1		
	Partitions, ledges, shelving, all edges and fume hoods	Clean with disinfectant	X						1		
	Garbage fridge and containers	Scrub & wet mop clean		X					1		
	Garbage Containers	Wash	X						1		
Cadets Clusters (Occupied Cluster)	Horizontal & vertical surfaces	Dust and clean		X					1		
	Walls	Spot clean		X					1		
	Walls	Wash				X			1		
	Floors	Sweep		X					1		
	Floors	Wash & disinfect		X					1		
	Floors	Vacuum carpet		X					1		
	Sinks	Replenish hand soap		X					1	Monday to Saturday inclusive	
Bathrooms	Sinks Counters	Clean & Disinfect	X						1	Monday to Saturday inclusive	
		Clean faucets	X						1	Monday to Saturday inclusive	
		Clean and Disinfect	X						1	Monday to Saturday inclusive	

Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other	
	Mirrors	Clean & Polish	X						1	Monday to Saturday inclusive	
	Bathtub	Clean & Disinfect	X						1	Monday to Saturday inclusive	
	Bathtub Floor	Change shower curtain								1	As required
		Wash & Disinfect	X							1	Monday to Saturday inclusive
	Floor Toilet	Flush floor drains	X							1	Monday to Saturday inclusive
		Clean & Disinfect	X							1	Monday to Saturday inclusive
	Toilet Toiletries (soap, shampoo, etc.)	Replenish toilet paper as required	X							1	Monday to Saturday inclusive
		Check supply and replenish		X						1	
	Horizontal surfaces	Dusted		X						1	
	Furniture	Dust/Clean and Polish		X						1	
	Electronic equipment	Dust		X						1	
	Windows and glass partitions	Clean		X						1	
	Inventory/Damages	Note damages and evidence of smoking	X							1	Report daily to the Property Manager
	Inventory/Damages Carpets	Note and report unserviceable or missing items	X							1	Report daily to the Property Manager
Vacuum									2		
Vacant Cluster Servicing These clusters will be cleaned only as advised by the Property Manager prior to be utilized	Carpets Upholstered furniture	Spot clean							2		
		Steam clean							2		
		Vacuum							2		
	Upholstered furniture	Spot clean							2		
		Steam clean							2		
	Bed	Change bedspread if soiled							2		
	Bed	Remove soiled items to Laundry							2		

Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other
	Furniture	Dust/clean and Polish							2	
	Electronic equipment	Dust							2	
	Electronic equipment	Clean							2	
	Windows and glass partitions	Clean							2	
	Toiletries (soap, shampoo, etc.)	Check supply and replenish as required							2	
	Towels	Ensure clean towels are present and replace if dirty or dusty							2	
Bathrooms:	Towels	Remove soiled items to Laundry							2	
	Sinks	Touch-up as required							2	
	Bathtub	Clean & Disinfect (Touch-up)							2	
	Bathtub	Change shower curtain							2	
	Toilet	Clean & Disinfect (Touch-up)							2	
	Toilet	Replenish toilet paper as required							2	
	Bathroom Fixtures	Touch-up as required							2	
	Bathroom Floor	Touch-up as required							2	
	Bathroom Floor	Flush floor drains							2	
	Mirrors	Touch-up as required							2	
	Walls	Wash							2	
	Counters	Clean & Disinfect (Touch-up)							2	
	Draperies	Vacuum							2	
	Inventory/Damages	Note damages and evidence of smoking							2	
	Inventory/Damages	Note and report unserviceable or missing							2	
	Appliances and filters	Clean		X					1	
Laundry Room	Appliances and filters	Report to Property Manager unserviceable machines		X					1	

Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other
	Stainless steel	Wipe & polish		X					1	
	Lint gathering areas	Wipe clean (inside and out) lint trap		X					1	
	Lint gathering areas	Report to Property Manager unserviceable machines		X					1	
	Walls	Clean of streaks, lint & dust		X					1	
	Ledges	Dust		X					1	
	Waste receptacles	Empty		X					1	
	Floors	Damp Mop		X					1	
	Floors	Scrub and refinish					X		1	
	Floors	Strip and refinish						X	1	
	Floors	Clean drains & flush drain with water		X					1	
	Waste Receptacles	Empty and spot clean	X						1	
Swimming Pool Area	Waste Receptacles	Wash inside and out		X					1	
	Floors	Sweep	X						1	
	Pool Deck	Wash with disinfectant solution & squeegee	X						1	
	Railings, stainless steel, glass, lifeguard stations	Wipe down using disinfectant solution	X						1	
	Walls	Spot clean	X						1	
	Locker rooms & area	Wash using a disinfectant solution			X				1	
	Horizontal spaces	Dust & Clean		X					1	
	Garbage container	Empty to garbage area & point of loading truck	X						1	
Garbage Room and Wet Garbage Room	Cardboard	Flatten using baylor	X						1	
	Cardboard containers designated for disposal	Flatten using baylor	X						1	
	Garbage in plastic bags or cans	Place at pickup point prior to collection							1	As per collection schedule
	Floor	Sweep and pick up litter	X						1	

Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other
	Floor	Mop & Disinfect		X					1	
	Recyclable paper, bottles & cans	Taken to designed pickup point for collection	X						1	
	All vertical surfaces	Clean & Disinfect		X					1	
	Visual inspections of fire extinguishers throughout the CCGC				X				2	As requested by Property Manager
Other requests										

***NOTE:**

These tasks are to be performed year round for the Cabot and Alert complexes and Louis St-Laurent building (except when the CCGC closed. Twice a year in August (2 weeks) and Christmas Holidays (1 ½ weeks).

- For the Boat Shed. (Foster Building = **only** when the boats are not in the building (May to October).
- For the Hopkins building = **only** for the boating season (May to November).

3.0 HOTEL ROOMS AND POT WASHING

3.1 The following section is managed and must be billed to: The CCGC Campus Services Director

3.2 Pricing Schedule

Items indicated as “2” in the price schedule column shall be based on an hourly rate and referred to as “Extra Cleaning”. The number of hours worked multiplied by the hourly quoted price. A Task Authorization is required. Hotel rooms cleaning is invoiced separately and based on time and materials therefore does not affect the cost to the contractor.

Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other
Food Preparation & work areas	Dishwashing Pots & pans	Wash after every meal	X						2	Three times as required
HOTEL ROOMS	Walls	Spot clean							2	As required

Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other
Occupied Rooms										
This work will be done for all occupied rooms as notified daily in writing by the Campus Services										
		Wash				X			2	
	Floors	Sweep	X						2	
		Wash	X						2	
		Disinfect	X						2	and as requested
		Vacuum carpet – Whole Room	X						2	
	Beds	Make bed	X						2	
		Change linen	X						2	Or as requested by Campus Services
		Damp wipe headboard and footboard	X						2	
		Change bedspread if soiled							2	As required
		Remove soiled items to Laundry	X						2	As required
	Linens, furniture & kitchen articles	Count and complete report, return dining room items (submit to Property Manager and/or Supervisor)	X						2	
	Lights	Desk	X							
		Entrance	X							
		Bath	X							
		Lamp	X							
		Fluorescent	X							
	Things to Check	Carpet Cleaned	X							
		Bed Properly Made	X							
		Desk	X							


Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other
		Windows Work Properly	X							
		Door Closes Properly	X							
		Chairs	X							
		Drapes Cleaned	X							
		Walls Cleaned	X							
	Supplies	Red Information Book	X							
		Hair Dryer	X							
		Do Not Disturb Sign	X							
		Hangers (6)	X							
		Change Linen Sign	X							
		Toilet Paper (2)	X							
		Recycle Towel Sign	X							
		Remote Control	X							
		Time	X							
		Extra Blanket (1)	X							
		Extra Pillow (1)	X							
		Clock Radio – Correct	X							
Bathrooms	Towels (2) & facecloths/washcloth (1)	Change, fold and store	X						2	
		Exchange for fresh items	X						2	Or as requested by Campus Services
		Remove soiled items to Laundry							2	As requested
	Two (2) Drinking glasses c/w covers, facial tissue.	Replace and clean glasses	X						2	As required
	Sinks	Clean & Disinfect	X						2	
		Clean faucets	X						2	
		Replenish hand soap	X						2	As requested
		Sink Stopper Open	X							

Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other
	Counters	Clean and Disinfect	X						2	
	Mirrors	Clean & Polish	X						2	
	Bathtub	Clean & Disinfect	X						2	
		Shower walls cleaned	X							
		Clean shower curtain	X							
		Change shower curtain							2	As required
		Shower head working properly	X							
		Bathtub stopper open	X							
		Chrome	Chrome sparkling	X						
	Floor	Wash & Disinfect	X						2	
		Flush (Pour Water Into) floor drains	X						2	
		Bath Mat (1)	X							
	Toilet	Clean & Disinfect	X						2	
		Replenish toilet paper as required (2)	X						2	
		Toilet Working Properly	X							
	Toiletries: soap (2)	Check supply and replenish	X						2	
	Vent	Vent Cleaned	X							
		Vent Working Properly	X							
General Area	Dusting	Horizontal Surfaces Dusted		X					2	Friday
		Pictures		X						
		Closet Shelves		X						
		Windows & Ledge		X						
	Air freshness	Deodorize room							2	Tuesday, Thursday
	Furniture	Dust/Clean and Polish		X					2	
	Electronic equipment	Dust /damp wipe		X					2	
	Windows and glass partitions	Clean		X					2	

Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other
	Inventory/Damages	Note damages and evidence of smoking	X						2	
		Note and report unserviceable or missing items	X						2	
	Blue bins (paper)	Empty and remove to exterior receptacle	X						2	
	Dry garbage	Empty and remove to exterior receptacle	X						2	
	Compost bins	Empty and remove to exterior receptacle	X						2	
		Clean and disinfect			X				2	
Check-Out Servicing	Air freshness	Deodorize room	X						2	Upon check out
	Beds	Change linens and mattress cover	X						2	Upon check out
		Change bedspread if soiled	X						2	as requested
		Remove soiled items to Laundry	X						2	
	Mattress	Treat both sides with disinfectant							2	as requested
	Towels & facecloths	Exchange for fresh items	X						2	Upon check out
		Remove soiled items to Laundry	X						2	Upon check out
	Furniture	Dust/Clean and Polish	X						2	Upon check out
	Floors	Vacuum	X						2	Upon vacancy
	Electronic equipment	Dust/damp wipe	X						2	Upon check out
Bathrooms	Toiletries (soap, shampoo, etc.)	Check supply and replenish as required	X						2	
	Sinks	Clean & Disinfect	X						2	Upon check out
	Bathtub	Clean & Disinfect	X						2	Upon check out
		Change shower curtain							2	as requested
	Toilet	Clean & Disinfect	X						2	Upon check out

Area	Item	Cleaning operation	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	Pricing Schedule	Other
		Replenish toilet paper as required	X						2	Upon check out
	Bathroom Fixtures	Clean & Disinfect	X						2	Upon check out
	Bathroom Floor	Wash & Disinfect	X						2	Upon check out
		Flush floor drains	X						2	Upon check out
	Bathroom Counters	Clean and Disinfect	X						2	Upon check out
	Mirrors	Clean & Polish	X						2	Upon check out
	Walls	Wash							2	as requested
	Inventory/Damages	Note damages and evidence of smoking	X						2	Upon check out
		Note and report unserviceable or missing	X						2	Upon check out
	Dry garbage	Empty and remove to exterior receptacle	X						2	Upon check out
	Compost bins	Empty and remove to exterior receptacle	X						2	Upon check out
		Clean and disinfect	X						2	Upon check out

APPENDIX – 4 - INSPECTION REPORT (CONTRACTOR PERFORMANCE EVALUATION)

		Building Areas												The undersigned Contractor Representative has participated in and concurs with the inspection Avg OAL score. In accordance with Appendix-2 – Cleaning Standard, it is understood that a score that is below the Minimum Acceptable Appearance Level (MAAL) may result in the application of a Non-Compliance (NC) Penalty against the Basic Monthly Building Charge for the building in question. It is understood and agreed that the reduction of any monthly payment by way of NC Penalties will not in any way affect other rights and remedies of the Crown as contained in this contract or in the general conditions referred to herein.			
		Classrooms	Washrooms / Locker Rooms	Hallways & Stairwells	Offices	Lobby / Common Areas	Lounges / Lunchrooms	Elevators	Cafeteria / Kitchen	Ancillary & Janitorial	Gymnasium / Fitness Rooms	Exterior & Grounds					
Item	Bldg	Observed Appearance Level(OAL)												Avg OAL	Inspection Remarks		
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	

Contractor Rep:
Contract Inspector:

Date:
Date:

Signature:
Signature:



APPENDIX- 5 – EXIT DOOR LIST (AREAS OF SNOW CLEARING)

Building / Wing	Door #	Description	Type of Door	Priority	Cleared by
Staff House G	52	Main Front Entrance	Entrance	1	Janitorial Contractor
Staff House F	53	Main Front Entrance	Entrance	1	Janitorial Contractor
Alert	9000	Main Alert Entrance	Main Entrance	1	Janitorial Contractor
Alert	9001	Handicapped Side Entrance	Main Entrance	1	Janitorial Contractor
Arctic/Atlantic	9026	Lower level near galley fire road	Entrance	1	Janitorial Contractor
Staff House G	52	Secondary Door	Entrance	2	Janitorial Contractor
Staff House F	53	Secondary Door	Entrance	2	Janitorial Contractor
MacKenzie	9002	Hotel Room Exits on deck with glass railing	Entrance	2	Janitorial Contractor
MacKenzie	9003	Hotel Room Exits on deck with glass railing	Entrance	2	Janitorial Contractor
MacKenzie	9004	Hotel Room Exits on deck with glass railing	Entrance	2	Janitorial Contractor
MacKenzie	9006	Old Radio Operations Room	Entrance	2	Janitorial Contractor
MacKenzie	9007	Fire Exit for Telecom	Entrance	2	Janitorial Contractor
MacKenzie	9008	Fire Exit for Telecom	Entrance	2	Janitorial Contractor
Great Lakes/Pacific	9015	Fire Exit into courtyard (Offices)	Entrance	2	Janitorial Contractor
Great Lakes/Pacific	9016	Fire Exit into courtyard (Offices)	Entrance	2	Janitorial Contractor
Great Lakes/Pacific	9019	Fire Exit into courtyard (Cluster)	Fire Exit	2 or 1	Janitorial Contractor when not occupied
Great Lakes/Pacific	9020	Fire Exit into courtyard (Cluster)	Entrance	2 or 1	Janitorial Contractor when not occupied
Great Lakes/Pacific	9021	Fire Exit into courtyard (Cluster)	Fire Exit	2 or 1	Janitorial Contractor when not occupied
Great Lakes/Pacific	9017	Fire Exit into courtyard (Offices)	Fire Exit	2	Janitorial Contractor
Arctic/Atlantic	9027	Lower exit by conference rooms leads out into Galley fire road	Entrance	2	Janitorial Contractor
Arctic/Atlantic	9028	Exit at end of Wing	Entrance	2	Janitorial Contractor
Saguenay/Miramichi	9030	Back corner of residence wing	Fire Exit	2	Janitorial Contractor
Saguenay/Miramichi	9032	hotel room fire exit	Entrance	2	Janitorial Contractor



Building / Wing	Door #	Description	Type of Door	Priority	Cleared by
Saguenay/Miramichi	9033	hotel room fire exit	Entrance	2	Janitorial Contractor
Saguenay/Miramichi	9034	hotel room fire exit	Entrance	2	Janitorial Contractor
Saguenay/Miramichi	9035	hotel room fire exit	Fire Exit	2	Janitorial Contractor
Alert	9040	Lower Level Backside of Wing	Fire Exit	2	Janitorial Contractor
Cabot	9300	Back of Cabot near directors office	Main Entrance	2	Janitorial Contractor
Cabot	9303	Behind Main Garage	Entrance	2	Janitorial Contractor
Cabot	9307	Patio Doors Galley	Entrance	2	Janitorial Contractor
Saguenay/Miramichi	9036	Games Room	Fire Exit	3	Janitorial Contractor
St Laurent	9043	Movie Room	Fire Exit	3	Janitorial Contractor
Pool	9102	Pool fire exit between pool and gym	Fire Exit	3	Janitorial Contractor
Pool	9103	Pool fire Exit Far end on Deck	Fire Exit	3	Janitorial Contractor
Gym	9201	Door under spiral stairs	Fire Exit	3	Janitorial Contractor
Cabot	9301	Back Of Cabot above Stores	Fire Exit	3	Janitorial Contractor
Cabot	9304	Fire Exit near galley staff door	Fire Exit	3	Janitorial Contractor
Cabot	9308	Chez Nous Door	Entrance	3	Janitorial Contractor
Cabot	9310	Courtyard Library	Handicapped Entrance	3	Janitorial Contractor
MET	9602	Main Shop fire exit	Fire Exit	3	Janitorial Contractor
MET	9603	Main Shop fire exit	Fire Exit	3	Janitorial Contractor
MET	9604	High Bay Fire Exit	Fire Exit	3	Janitorial Contractor
MET	9605	High Bay Fire Exit	Fire Exit	3	Janitorial Contractor

****NOTE:**

The Janitorial contractor clears snow from the fire exits and main exits, not decks, and not clusters. The CCG snow clearing crew will coordinate with the Janitorial Contractor as some exits are possible for our maintenance crew to clear with the machinery. There are salt bins are available at each exit that are maintained by our labour crew.



ANNEX “B” - BASIS OF PAYMENT

Professional Services and Associated Costs - For the provision of all professional services, including all associated costs necessary to carry out the required work as described in the statement of work.

The level of effort by the contractor to clean this facility properly requires a 7.5 hour work day. (not including a ½ hour unpaid, meal break)

- **Price Submissions:** The Bidder takes full responsibility for all costs submissions. Any errors or omissions on the part of the bidder remain that of the bidder and are not the responsibility of the Fisheries and Oceans Canada to verify.
- The bidder must quote a firm, all-inclusive prices, including all equipment and travel needed to perform the work as detailed in Annex “A” – Statement of Work. All surcharges (if applicable) must be included in the prices quoted herein.
- All prices/rates excludes all applicable taxes. Applicable taxes will be added to the invoices as a separate item.
- FOB Destination
- The estimated quantities are for evaluation purposes only and are not a guarantee of work.

INITIAL CONTRACT PERIOD: from Contract Award to December 31, 2022 inclusive

OPTION YEAR #1: from January 1, 2023 to December 31, 2023 inclusive

OPTION YEAR #2: from January 1, 2024 to December 31, 2024 inclusive

OPTION YEAR #3: from January 1, 2025 to December 31, 2025 inclusive

A. CLEANING OF FACILITY AS PER DETERMINED SCHEDULED DETAILED IN ANNEX “A” – STATEMENT OF WORK

DAILY WORK - 5 DAYS A WEEK (Mon.-Fri. for 7.5 hours)

Description	Estimated Quantity	Unit Price			
		Initial Contract Period	Option Year #1	Option Year #2	Option Year #3
1. Cleaning Crew:					
All-inclusive monthly rate for the cleaning crew to perform the work detailed in Annex “A”. Daily work - 5 days a week Mon.-Fri. for 7.5 hours	12 months	\$ _____ /month	\$ _____ /month	\$ _____ /month	\$ _____ /month



B. ADDITIONAL WORK OUTSIDE OF THE REGULAR SCHEDULE

Please note that throughout the entire term of this contract the charge out rate will be the rate used when calculating the cost for project work that may occur under this contract.

The RPSS Site Representative reserves the sole right to calculate the time necessary to perform the any additional tasks to the desired standard required.

Description	Estimated Quantity	Unit Price			
		Initial Contract Period	Option year #1	Option year #2	Option year #3
1. Cleaning Staff Member:					
All-inclusive charge out rate for Cleaning Staff (As described in Appendix 3 – Base cleaning and Extra cleaning)	25 hours	\$ _____ /hour	\$ _____ /hour	\$ _____ /hours	\$ _____ /hours



C. TOTAL CLEANING COST FOR THE BID (MONTHLY AND EXTRA WORK COST)

TOTAL COST FOR THE BID					
Description	Initial Contract (From Contract Award to December 31, 2022) (A)	Option Period 1 (January 1, 2023 to December 31, 2023) (B)	Option Period 2 (January 1, 2024 to December 31, 2024) (C)	Option Period 3 (January 1, 2025 to December 31, 2025) (D)	Extended Total E = A+B+C+D Firm all-inclusive (in CAD \$) (plus GST/HST extra)
Regular Cleaning Cost (Monthly) (From Table A)					\$ _____
Extra Cleaning (From Table B)					\$ _____
Total Bid Price					\$ _____ (TAXES EXCLUDED)
Initial contract period + Option Period 1 + Option Period 2 + Option Period 3					

Cost / Price Submissions: The Bidder takes full responsibility for all costs submissions. Any errors or omissions on the part of the bidder remain that of the bidder and are not the responsibility of the Fisheries and Oceans Canada to verify.

****NOTE****

If the Contractor does not fill in and complete the costing information for all years including option year's it will be assumed that the price given for the initial year of the contract will be the price associated for all option years of the contract.



ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Req. No. 30000982

Contract Number / Numéro du contrat F4709-170021
Security Classification / Classification de sécurité Unclassified

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

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

Security Classification / Classification de sécurité Unclassified
--

TBS/SCT 350-103 (2004/12)





Req. No. 30000982



Contract Number / Numéro du contrat F4709-170021
Security Classification / Classification de sécurité Unclassified

PART A (continued) / PARTIE A (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL
<input checked="" type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET / SECRET
	<input type="checkbox"/> TOP SECRET / TRÈS SECRET
	<input type="checkbox"/> NATO SECRET / NATO SECRET
	<input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux : _____	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

Security Classification / Classification de sécurité Unclassified
--





Req. No. 30000982

Contract Number / Numéro du contrat
F4709-170021

Security Classification / Classification de sécurité
Unclassified

PART C (continued) / PARTIE C (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC							
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restrainte	NATO Confidential	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret		
											A	B	C					
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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

Security Classification / Classification de sécurité
Unclassified





ANNEX "D" - INSURANCE CONDITIONS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
 - n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),



Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

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

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



ANNEX "E" - EVALUATION CRITERIA

MANDATORY REQUIREMENTS

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

The proponent may include the following table in their proposal, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met.

The proposal must demonstrate that similar services to those described in the Statement of Work have been provided.

No.	Mandatory Criteria	Meets Criteria (✓)	Proposal Page No.
M1	The Bidder Must provide a valid Assessment Number and Clearance Letter from the Workers Compensation Board (WCB) with the bid.		
M2	The Bidder Must demonstrate at least 36 months (3 years') of experience in last 72 months(6 years) from the date of bid closing in the field of commercial cleaning/janitorial service. ** Acceptable experience would be considered work performed in Shopping Malls, Office Buildings, Hotels, Medical Centers etc.		



ANNEX “F” - COVID-19 VACCINATION REQUIREMENT CERTIFICATION

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

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada; until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

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

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

Signature: _____

Date: _____

Optional

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

Initials: _____

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



ANNEX “G” - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY- CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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