



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
PWGSC/TPSGC Acquisitions Bid Receiving
Box/Boîte de Réception des Soumissions
Bid Receiving Box/Boîte de Récepti
1st Floor/1ère étage, Suite 1212
100-1045 Main Street
Moncton
New Brunswick
E1C 1H1
Bid Fax: (506) 851-6759

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Title - Sujet Mat Cleaning Services - Gagetown Mat Cleaning Services - Gagetown, NB	
Solicitation No. - N° de l'invitation W6898-220572/A	Date 2022-01-17
Client Reference No. - N° de référence du client W6898-220572	
GETS Reference No. - N° de référence de SEAG PW-\$MCT-047-6132	
File No. - N° de dossier MCT-1-44144 (047)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Atlantic Standard Time AST on - le 2022-02-03 Heure Normale de l'Atlantique HNA	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Cyr (MCT), Maryse	Buyer Id - Id de l'acheteur mct047
Telephone No. - N° de téléphone (506) 377-4894 ()	FAX No. - N° de FAX (506) 851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 5 CDSB GAGETOWN BLDG 18, 238 CHAMPLAIN AVENUE OROMOCTO New Brunswick E2V4J5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Acquisitions NB/PEI (Moncton Office) – Bureau d'acquisitions N.-B./Î.-P.-É. (Moncton)
1045 Main Street / 1045, rue Main
Moncton
New Bruns
E1C 1H1

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

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Buyer ID - Id de l'acheteur
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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to the Contract.

1.2 Statement of Work

Work specified in this Service Contract covers the furnishing of all cleaning materials, labour, tools, equipment, supervision, travel and profit, required to provide mat cleaning services at 5 CDSB Gagetown various buildings as directed and specified herein.

The period of this Service Contract is from 01 April 2022 to 31 March 2023 with the option to renew two-one year periods.

1.3 Debriefings

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

1.4 epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 90 days

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CCC No./N° CCC - FMS No./N° VME

2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Pricing	2010/08/16

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

PWGSC Acquisitions, Bid Receiving Box
1st Floor, Suite 1212
100-1045 Main Street
Moncton, NB E1C 1H1

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in New Brunswick/Prince Edward Island (NB/PEI) the email address is:

TPSGC.RAReceptionSoumisNBPE-ARBidReceivingNBPE.PWGSC@tpsgc-pwgsc.gc.ca

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

Facsimile number: (506) 851-6759

2.2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 5 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

(Derived from - Provenant de: A9076T, 2007/05/25)

2.3 Former Public Servant

Former Public Servant - Competitive Bid

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

(Derived from - Provenant de: A3025T, 2020/05/04)

2.4 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.

2.5 Applicable Laws

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

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

2.6 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

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

Section I: Financial Bid
Section II: Certifications

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Financial Bid (1 hard copy)
Section II: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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) Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
- 3) Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:
 - a) 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
 - b) 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: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 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

Evaluation Procedures and Basis of Selection Bids will be evaluated in accordance with the Evaluation Criteria and Basis of Selection specified in Annex "C" and Basis of Payment specified in Annex "B". Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame 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 property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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 There is no security requirement applicable to the Contract.

6.2 Statement of Work

Statement of Work - Contract

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

(Derived from - Provenant de: B4007C, 2014/06/26)

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Supplemental General Conditions

4013 (2021/11/29), 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 Work is to be performed during the period of April 1, 2022 to March 31, 2023.

(Derived from - Provenant de: A9022C, 2007/05/25)

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 two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

(Derived from - Provenant de: A9009C, 2008/12/12)

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Maryse Cyr
Title: A/Supply Officer
Public Services and Procurement Canada
Acquisitions Branch
Address: 1045 Main Street, 4th Floor
Moncton, New Brunswick
E1C 1H1

Telephone: (506)377-4894
Facsimile: (506) 851-6759
E-mail address: Maryse.cyr@pwgsc-tpsgc.gc.ca

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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 Technical Authority

The Technical Authority for the Contract is:

Details will be provided in any resulting contract

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail: _____.

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

(Derived from - Provenant de: A1030C, 2007/05/25)

6.5.3 Contractor's Representative (Offeror please complete)

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

(Derived from - Provenant de: A3025C, 2020/05/04)

6.7 Payment

6.7.1 Basis of Payment

Basis of Payment - Firm Price - Services

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex "B" Customs duties are included, and Applicable Taxes are extra.

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

6.7.2 Limitation of price

SACC Manual clause [C6000C](#) (2017/08/17) Limitation of price

6.7.3 Monthly Payments

SACC Manual clause [H1008C](#) (2008/05/12), Monthly Payments

6.7.4 Electronic Payment of Invoices – Contract

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

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

(Derived from - Provenant de: H3027C, 2016/01/28)

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

(Derived from - Provenant de: H5001C, 2008/12/12)

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.

6.10 Applicable Laws

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

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) 2010C (2021/12/02), General Conditions - Services (Medium Complexity);
- (c) Annex A, Specifications
- (d) Annex B, Basis of Payment
- (e) the Contractor's bid dated _____ as amended on _____

6.12 SACC Manual Clauses

SACC Reference	Section	Date
A9062C	Canadian Forces Site Regulations	2011/05/16

6.13 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".

6.14 Insurance - Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex "C". 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 seven (7) 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.

(Derived from - Provenant de: G1001C, 2013/11/06)

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g) Employees and, if applicable, Volunteers must be included as Additional Insured.

- h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j) Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o) Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

(Derived from - Provenant de: G2001C, 2018/06/21)

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W6898-220572/A
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W6898-220572

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-1-44144

Buyer ID - Id de l'acheteur
MCT047
CCC No./N° CCC - FMS No./N° VME

ANNEX "A" SPECIFICATIONS

JOB NO L-G2-9900/1878
See Attached

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ANNEX "B" BASIS OF PAYMENT

NOTE: The estimated quantity entered in column four for each item is an estimate only for service as and when required and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded. It is mandatory that the bidders submit firm rates for the Period of the Service Contract for all items listed hereafter. Unit Price Tables, will be considered as the bidder's Financial Proposal. **Zero dollars or "included" will not be considered a price. Bidders must provide individual prices for each item and or designation. TENDERS WILL BE EVALUATED ON THE TOTAL BID FOR THE FIRST TERM OF THE CONTRACT PLUS THE OPTION YEARS. HOWEVER, ANY CONTRACT AWARD WILL BE FROM APRIL 01, 2022 TO MARCH 31, 2023.**

Item No.	CLASS OF SERVICE	Unit of Measure	Estimated Quantity	Price per Unit	Estimated Total Price	1 st Option Year April 1, 2023 to March 31, 2024	Price per Unit	Estimated Total Price	2 nd Option Year April 1, 2024 to March 31, 2025	Price per Unit	Estimated Total Price
1	Monthly unit price to exchange soiled with clean mats for off-site cleaning and storage of these mats as identified in Annex "A" of the specification - Summer (May 01 to October 31).	Month	6								
2	Monthly unit price to exchange soiled with clean mats for off-site cleaning and storage of these mats as identified in Annex "A" of the specification - Winter (November 01 to April 30).	Month	6								
3	Unit price for extra cleaning of 3' x 5' mat identified in Annex "A" of the specification, on an as and when requested basis.	Per Mat	50								
4	Unit price for extra cleaning of 4' x 10' mat identified in Annex "A" of the specification, on an as and when requested basis.	Per Mat	50								
5	Unit price for supplying extra mats 3' x 5' as identified in Section 00 21 13 of the specification, on an as and when requested basis.	Per Mat	100								
6	Unit price for supplying extra mats 4' x 10' as identified in Section 00 21 13 of the specification, on an as and when requested basis.	Per Mat	100								
7	Unit price to add 3' x 5' mats into new buildings that are being added to 5CDSB Gagetown infrastructure, cleaning of mats will be the same as Item #1 in Basis of Payment.	Per Mat	50								
8	Unit price to add 4' x 10' mats into new buildings that are being added to 5CDSB Gagetown infrastructure, cleaning of mats will be the same as Item #2 in Basis of Payment.	Per Mat	50								
Total For First Year & Option Years					\$			\$			\$
GRAND TOTAL FOR FIRST YEAR AND OPTION YEARS											\$

ANNEX "C" EVALUATION CRITERIA AND BASIS OF SELECTION

Bids received will be assessed in accordance with the entire requirement of the bid solicitation.

1. Mandatory Criteria

1. Submission of firm prices/rates for one (1) years including two (2) option years in accordance with Invitation to Tender.
2. A duly completed and signed Invitation to Tender including all Addenda.
3. Within seven (7) days and prior to award of Service Contract, provide proof that Bidder has an account in good standing with the Provincial Workers Compensation Board/Commission.
4. Within seven (7) days and prior to award of Service Contract, the bidder shall be required to provide proof of Liability Insurance in the amount of \$2,000,000.00.
5. Contractor will be or have a sub-contractor this is an established company with a minimum of three years proven mat cleaning services experience. Proof of such is required within seven (7) days of request from Contracting Authority and prior to award.
6. Employees must be trained and certified in the Workplace Hazardous Materials Information System (WHMIS) to a minimum level. Proof of such is required within seven (7) days of request from Contracting Authority and prior to award.

2. A0069T (2007/05/25) Basis of Selection - Mandatory Requirements Only

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

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ANNEX "D" ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

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

ANNEX “F” COVID-19 VACCINE DEFINITIONS

Fully Vaccinated - COVID-19 (supplier personnel delivering services in Canada as of October 6, 2021)

Supplier personnel are considered fully vaccinated 14 days after they have either:

- Received both doses of a Health Canada authorized vaccine that requires 2 doses to complete the vaccination series (as of September 16, 2021): Pfizer-BioNTech Comirnaty COVID-19 vaccine, Moderna Spikevax COVID-19 vaccine, or AstraZeneca Vaxzevria COVID-19 vaccine.
- Received mixed dose vaccination series are accepted as long as it aligns with NACI Recommendations on the use of COVID-19 vaccines.
- Received 1 dose of a Health Canada authorized vaccine that only requires 1 dose to complete the vaccination series (as of September 16, 2021): Janssen (Johnson & Johnson) COVID-19 vaccine.
- For current residents of Quebec only, have had a laboratory-confirmed COVID-19 infection followed by at least 1 dose of a Health Canada authorized COVID-19 vaccine.

Definition will be adjusted if and as required when the National Advisory Committee on Immunization (NACI) makes any future recommendations.

Fully Vaccinated - COVID-19 (supplier personnel delivering services outside of Canada as of October 6, 2021)

Supplier personnel are considered fully vaccinated 14 days after they have either:

- Received 1 additional dose of an mRNA vaccine at least 28 days after a complete or incomplete course/series of a non-Health Canada authorized vaccine.
- Met the definition for fully vaccinated in the jurisdiction in which they currently reside.
- Received 3 doses of any COVID-19 vaccine regardless if they are Health Canada authorized vaccines or non-Health Canada authorized vaccines.

Definition will be adjusted if and as required when the National Advisory Committee on Immunization (NACI) makes any future recommendations.

Partially vaccinated

For the purpose of this Policy “partially vaccinated” refers to supplier personnel who have received 1 dose of a Health Canada authorized vaccine, but who have not received a full vaccination series, and do not meet the definition of fully vaccinated.

Personnel

Means all persons employed by the supplier or conducting work for or on behalf of the supplier, including but not limited to, subcontractors, subcontractors’ employees, consultants and agents.

Supplier

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For the purpose of this Policy Notification, the term 'supplier' includes bidders, contractors, offerors, and suppliers (in the context of Supply Arrangements).

Vaccination

Vaccination is the term used for receiving a vaccine, usually through an injection.

Vaccine

A vaccine is a substance used to stimulate the immune system and provide immunity against one or several diseases, prepared from the causative agent of a disease, its products, or a synthetic substitute, treated to act as an antigen without inducing the disease.

Workplace

Means a place of work owned or operated by the Government of Canada where employees of the Government of Canada are engaged in work for the Government of Canada.

ANNEX "G" COVID-19 Vaccination Requirement Certification Form

Certification

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

- (a) fully vaccinated against COVID-19 ; 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 Government of Canada's 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 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 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.



DEPARTMENT OF NATIONAL DEFENCE
REAL PROPERTY OPERATIONS
DETACHMENT (GAGETOWN)
5 CDSB GAGETOWN

SPECIFICATION

SERVICE CONTRACT

MAT CLEANING
5 CDSB GAGETOWN
01 APRIL 2022 TO 31 MARCH 2023
WITH THE OPTION TO RENEW
TWO-ONE YEAR PERIODS


Designed by


Fire Inspector


Project O


Engineering O

PF No:
Job No: L-G2-9900/1878

Date: 2021-07-19

<u>Section</u>	<u>Title`</u>	<u>Pages</u>
<u>Division 00 - Procurement and Contracting Requirements</u>		
00 21 13	Instructions to Bidders	4
<u>Division 01 - General Requirements</u>		
01 35 30	Health and Safety	1
01 35 35	DND Fire Safety Requirements	4
01 35 43	Environmental Protection	1
<u>Division 09 - Finishes</u>		
09 68 10	Floor Mats	1
<u>List of Annexes</u>		
Annex A	List of Mats	2
END		

END OF SECTION

PART 1

**1.1 DESCRIPTION OF
WORK**

**.1 WORK SPECIFIED IN THIS SERVICE CONTRACT
COVERS THE FURNISHING OF ALL CLEANING
MATERIALS, LABOUR, TOOLS, EQUIPMENT,
SUPERVISION, TRAVEL AND PROFIT, REQUIRED TO
PROVIDE MAT CLEANING SERVICES AT 5 CDSB
GAGETOWN VARIOUS BUILDINGS AS DIRECTED AND
SPECIFIED HEREIN.**

- .1 5 CDSB Gagetown reserves the right to add or delete mats from the specification, as new infrastructure is being built and the older Infrastructure being demolished, new infrastructure may require new mats, old infrastructure with mats assigned to the building will be deleted from the specification.
- .3 All deliverables associated with this contract must comply with all Government of Canada legislation, policies, and directive. These include, but are not limited to, the Official Language Act, Canadian Labour Code, National Building Code of Canada, Defence Production Act, Government Contracting Regulations, and others.

1.02 DURATION OF CONTRACT

- .1 The period of this Service Contract is from 01 April 2022 31 March 2023 with the option to renew two-one year periods.

1.03 ENGINEER

- .1 The Engineer, as defined and stated in this specification will be the Officer Commanding Real Property Operations Detachment (Gagetown) or a designated representative. The address of the Engineer is:
Contracts Office
Real Property Operations Det Gagetown
Building B-18
238 Champlain Avenue
PO Box 17000 Stn Forces
Oromocto, NB. E2V 4J5
Tel: (506) 422-2677
Fax: (506) 422-1248

1.04 CONTRACTOR

- .1 The Contractor will be or have a Sub-Contractor that is an Established Company with a minimum of three years proven mat cleaning service experience. Proof may be required to be provided to the Engineer.

1.05 WORK INCLUDED

- .1 Clean: Shall mean that for width and breadth of the referred surface, it shall be free of foreign matter down to the original surface or last protective coating.
- .2 Exchange of Mats All soiled mats are to be exchanged with a clean mat as per schedule in Annex "A". The soiled mats are to be rolled up and taken

PART 1

1.1 DESCRIPTION OF WORK

.1 WORK SPECIFIED IN THIS SERVICE CONTRACT COVERS THE FURNISHING OF ALL CLEANING MATERIALS, LABOUR, TOOLS, EQUIPMENT, SUPERVISION, TRAVEL AND PROFIT, REQUIRED TO PROVIDE MAT CLEANING SERVICES AT 5 CDSB GAGETOWN VARIOUS BUILDINGS AS DIRECTED AND SPECIFIED HEREIN.

to an off site location to be cleaned and stored until the next exchange as per schedule in Annex "A".

- .3 Contractors employees must sign in and out while working within the confines of 5 CDSB Gagetown at Building B-18, also provide a daily report of where mats were changed.
- .4 Delivery/Service report: shall mean a written record of the number of mats, location, date and hours of pick up or drop off, plus employee's name and signature. This report must be signed by the Engineer and a copy must accompany applicable invoices.

1.06 STORAGE

- .1 The Contractor shall have a dry storage facility for any mats identified in Annex "A" that are not in use. This facility may be inspected by the Engineer prior to the award of the Contract.

1.07 CONTRACTOR'S PERSONNEL

- .1 Employees must be trained and certified in the Workplace Hazardous Materials Information System (WHMIS) to a minimum level.
- .2 Contractor's personnel must be competent in their assigned tasks.

1.08 UNIFORMS

- .1 While on site, all Contractors's personnel must wear a uniform with the Company logo. This uniform will be provided by the Contractor at no expense to DND.

1.09 STANDARD OF WORK

- .1 The Contractor will carry out services as detailed within this specification using acceptable trade practices.

1.10 OPERATIONAL SCHEDULE

- .1 .1 The Contractor will provide service during regular working hours on a 8 hour per day, 5 days per week basis (7:30 am to 3:30 pm, Monday to Friday inclusive).
 - .1 The Contractor will advise the Engineer of the telephone number or location at which they or their representative may be contacted at all times;
 - .2 The Contractor, on receipt of a Service Contract will be advised by the Engineer in writing, the names of persons authorized to request

PART 1

**1.1 DESCRIPTION OF
WORK**

**.1 WORK SPECIFIED IN THIS SERVICE CONTRACT
COVERS THE FURNISHING OF ALL CLEANING
MATERIALS, LABOUR, TOOLS, EQUIPMENT,
SUPERVISION, TRAVEL AND PROFIT, REQUIRED TO
PROVIDE MAT CLEANING SERVICES AT 5 CDSB
GAGETOWN VARIOUS BUILDINGS AS DIRECTED AND
SPECIFIED HEREIN.**

service. Work undertaken at the request of others will be entirely at the Contractor's risk with regard to payment.

1.11 BASIS OF PAYMENT

- .1 The work under this contract will be paid on unit price basis. The Contractor will accept the payment as full consideration for everything furnished and done by them with respect to work. The Contractor will submit prices for the following, in accordance with this specification. Prices shall include expenses, profit, tools, equipment, storage and transportation (travel time to and from the contractors base of operation will be included in the prices provided).
- .2 The Contractor must submit a monthly unit price for two cleaning sequence per year: Summer as identified in Annex "A" Winter as identified in Annex "A" to exchange soiled with clean mats and for off site cleaning and storage of these mats as identified on Annex "A".
- .3 The Contractor must submit a unit price for extra cleaning per mat identified in Annex "A". This extra cleaning will be on as and when requested by the Engineer. (Estimated Quantity)
 - .1 50 x (3' x 5') mat,
 - .2 50 x (4' x 10') mat.
- .4 The Contractor must submit a unit price for supplying extra mats identified in Section 09 68 10 Sub-Section 1.1.1. These mats will be on as requested by the Engineer. (Estimated Quantity)
 - .1 100 x (3' x 5') mat,
 - .2 100 x (4' x 10') mat.

1.12 CONTRACTOR'S USE OF SITE

- .1 Do not unreasonably encumber site with materials or equipment.
- .2 Move stored products or equipment which interfere with operations of Engineer or other Contractors.
- .3 Contractor is to assure their staff enter only areas assigned to them for servicing.

1.13 VEHICLES

- .1 Vehicles must be of adequate size and closed in to ensure the mats are not left out to the weather.
- .2 All vehicles must have the Company's logo posted on each side. The Contractor will provide this at no expense to DND.

PART 1

1.1 DESCRIPTION OF WORK .1 **WORK SPECIFIED IN THIS SERVICE CONTRACT COVERS THE FURNISHING OF ALL CLEANING MATERIALS, LABOUR, TOOLS, EQUIPMENT, SUPERVISION, TRAVEL AND PROFIT, REQUIRED TO PROVIDE MAT CLEANING SERVICES AT 5 CDSB GAGETOWN VARIOUS BUILDINGS AS DIRECTED AND SPECIFIED HEREIN.**

1.14 PROTECTION OF PROPERTY

- .1 The Contractor undertakes and agrees to comply with regulations in force on site where work is to be performed relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fire.

1.15 SECURITY CLEARANCES

- .1 The Contractor shall maintain an up to date roster of all employees involved in the Service Contract including managers, supervisors and labourers. This roster shall be provided to the Engineer within 5 working days at the start of the contract and when any changes occur there after.

1.16 CONTRACTOR PASSES

- .1 All Contractor employees will carry an authorized Contractor Pass while employed on DND property. Such passes will be produced on demand to Military Police, Commissioners, Security Guards and persons in authority.
- .2 The Contractor will complete an application form for each employee. The Contractor will accompany the employee to the Military Police Identification Section located at Building F-19 for issuance of pass.
- .3 A photocopy of employee passes is to be provided to the Engineer.
- .4 The Contractor will ensure Contractor passes are recovered from employees who cease to be employed on DND property. Such passes shall be returned to the Military Police Identification Section located in Building F-19 by the Contractor.

END OF SECTION

1.01 SAFETY MEASURES

- .1 Observe and enforce safety regulations required by the Canada Labour Code Part 2; Provincial Government; WorkSafeNB, Municipal Statutes and Authorities.
- .2 In event of conflict between any provisions of above authorities, the most stringent provision will apply.
- .3 DND is committed to providing a harassment free workplace. Any and all harassment must be reported.
- .4 The Contractor will ensure that employees have sufficient Personal Protective Equipment to guard them from all hazards to which they may be exposed.

1.02 WHMIS

- .1 Comply with regulations regarding Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and regarding labelling and provision of material safety data sheets acceptable to Human Resources and Skills Development Canada and Health Canada.

1.03 WHMIS TRAINING

- .1 The Contractor must insure all staff working on site have received WHMIS training prior to the employees commencing work.

END OF SECTION

1.01 FIRE SAFETY PLAN

- .1 The Contractor and their personnel will be familiar with this section as well as The National Fire Code of Canada, latest edition and applicable building fire orders which are posted in all DND buildings.

1.02 REPORTING FIRES

- .1 Know the location of nearest fire alarm box and telephone, including the emergency phone number.
- .2 Report immediately all fire incidents to the Fire Department as follows:
 - .1 Activate the nearest internal fire alarm pull station; or
 - .2 Telephone: Dial 911; if in RTA also dial 3121 or 2482; and
 - .3 Depart building to a safe area for that building.
- .3 When reporting a fire by telephone, give the location of the fire, name or number of building and be prepared to verify the location.

1.03 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS

- .1 Fire protection and alarm systems shall not be:
 - .1 Obstructed,
 - .2 Shut-off; or
 - .3 Left inactive at the end of a working day or shift without notification and authorization from the Fire Chief or his representative.
- .2 Fire hydrants, standpipes and hose systems shall not be used for other than fire fighting purposes unless authorized by the Fire Chief.

1.04 FIRE EXTINGUISHERS

- .1 DND shall supply fire extinguishers as scaled by the Fire Chief to protect the site in an emergency.

1.05 BLOCKAGE OF ROADWAYS

- .1 The Fire Chief shall be advised of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Fire Chief, erecting of barricades and the digging of trenches.

1.06 SMOKING ON DND PROPERTY

- .1 Tobacco products are NOT permitted in DND Property.

1.07 RUBBISH AND WASTE MATERIALS

- .1 Rubbish and waste materials are to be kept to minimum.
- .2 The burning of rubbish is prohibited unless approved by the Fire Chief.
- .3 Removal:
 - .1 All rubbish shall be removed from the work site at the end of the work day or shift or as directed.

- .4 Storage:
 - .1 Extreme care is required where it is necessary to store oily waste in work areas to ensure maximum possible cleanliness and safety.
 - .2 Greasy or oily rags or materials subject to spontaneous combustion shall be deposited and kept in an approved receptacle and removed as required in 8.3.1.

1.08 FLAMMABLE LIQUIDS

- .1 The handling, storage and use of flammable liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable liquids such as gasoline, kerosene, naphtha may be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable liquids exceeding 45 litres for work purposes, requires the permission of the Fire Chief.
- .3 Transfer of flammable liquids is prohibited within buildings.
- .4 Transfer of flammable liquids shall not be carried out in the vicinity of open flame or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38°C such as naphtha or gasoline shall not be used as solvents or cleaning agents.
- .6 Flammable waste liquids, for disposal, shall be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.

1.09 HAZARDOUS SUBSTANCES

- .1 If the work entails the use of any toxic or hazardous materials, chemicals and/or explosives, or otherwise creates a hazard to life, safety or health, work shall be in accordance with the National Fire Code of Canada.
- .2 The Fire Chief is to be advised, and a "Hot Work" permit issued in all cases involving welding, burning or the use of blow torches and salamanders, in buildings or facilities. special precautions are necessary to safeguard life and property from damage by fire or explosives.
- .3 Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers, equipped with sufficient fire extinguishers shall be provided. The determination of dangerous or hazardous areas along with the level of precaution necessary for fire Watch shall be at the discretion of the Fire Chief. Contractors are responsible for providing fire watch service for their work on a scale established and in conjunction with the Fire Chief at the pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation shall be assured and all sources of ignition are to be eliminated. The Fire Chief is to be informed prior to and at the cessation of such work.

1.10 QUESTIONS AND/ CLARIFICATION

- .1 Any questions or clarification on Fire Safety in addition to the above requirements shall be directed to and cleared through the Fire Chief.

1.11 FIRE INSPECTIONS

- .1 The Fire Chief shall be allowed unrestricted access to the site.
- .2 The Contractor shall co-operate with the Fire chief during routine inspections of the work site.
- .3 The Contractor shall immediately remedy all unsafe fire situations identified by the Fire Chief.

END OF SECTION

1.01 GENERAL

- .1 The Contractor will take all reasonable steps to ensure that they and their employees have complied with all pertinent legislation and have protected the environment.

1.02 DISPOSAL OF WASTES

- .1 Do not bury rubbish or waste on site. All wastes must be disposed of in designated containers.
- .2 All potential hazardous wastes must be disposed of in a proper manner.

1.03 SPILL PROTECTION

- .1 The Contractor must have adequate clean up materials for any potential hazardous materials used in the completion of the work (ie. fuels, oils, lubricants, etc).
- .2 In the event of a spill the Contractor will immediately take corrective action to clean up the material.
- .3 In the event of a spill of over one litre of a hazardous material, the Contractor will immediately inform proper local authorities and then immediately call the 5 CDSB Gagetown firehall, Tel (506)422-2106 and take necessary remedial action.

END OF SECTION

1.01 DESIGN REQUIREMENTS

- .1 Walk off Entrance mats (Interior), black or grey in colour. Anti-static, polypropylene surface with rubber-reinforced surface, borders and backing, smooth backing for hard surfaces, and NOT have contractor logo on any mats. Sizes to be:
 - .1 3 ft X 5 ft; and
 - .2 4 ft X 10 ft.

1.02 DELIVERY AND STORAGE

- .1 Deliver, store, handle and protect materials in accordance with manufacturer's specification.
- .2 Floor mats are purchased in duplicate sets for each building listed in Annex A. One set will be in place, while the second set is being cleaned. Therefore, the Contractor requires the space to store this second set while it is not on site.

1.03 MATERIALS

- .1 All materials shall coincide with the Environmental Choice Program CCD 148. No deviation from this will be accepted.

END OF SECTION

Annex A
List of Mats

Building	Mats 3X5	Storage 3X5	Cleaning Sequence	Mats 4 X 10	Storage 4 X 10	Cleaning Sequence
A-4	1	1	W:4/Month, S: 2/Month	0	0	2 X Year
A-5	2	2	W:4/Month, S: 2/Month	0	0	2 X Year
A-9	2	2	W:4/Month, S: 2/Month	0	0	2 X Year
A-13	1	1	W:4/Month, S: 2/Month	0	0	2 X Year
A-45	15	15	W:4/Month, S: 2/Month	14	14	W:4/Month, S: 2/Month
A-47	27	27	W:4/Month, S: 2/Month	11	11	W:4/Month, S: 2/Month
A-337	4	4	W:4/Month, S: 2/Month	8	8	W:4/Month, S: 2/Month
A-338	4	4	W:4/Month, S: 2/Month	0	0	2 X Year
B-14	2	2	W:4/Month, S: 2/Month	2	2	W:4/Month, S: 2/Month
B-341	2	2	W:4/Month, S: 2/Month	2	2	W:4/Month, S: 2/Month
D-22	2	2	W:4/Month, S: 2/Month	0	0	2 X Year
D-27	0	0	2 X Year	4	4	W:4/Month, S: 2/Month
F-6	2	2	W:4/Month, S: 2/Month	0	0	2 X Year
F-12	2	2	W:4/Month, S: 2/Month	0	0	2 X Year
G-1	4	4	W:4/Month, S: 2/Month	0	0	2 X Year
G-2	2	2	W:4/Month, S: 2/Month	0	0	2 X Year
G-3	3	3	W:4/Month, S: 2/Month	0	0	2 X Year
H-5	4	4	W:4/Month, S: 2/Month	0	0	2 X Year
H-33	21	21	W:4/Month, S: 2/Month	0	0	2 X Year
H-34	5	5	W:4/Month, S: 2/Month	0	0	2 X Year
L-4	1	1	W:4/Month, S: 2/Month	3	3	W:4/Month, S: 2/Month
L-10	4	4	W:4/Month, S: 2/Month	1	1	W:4/Month, S: 2/Month
L-24	1	1	W:4/Month, S: 2/Month	1	1	W:4/Month, S: 2/Month
L-32	0	0	W:4/Month, S: 2/Month	2	2	W:4/Month, S: 2/Month
L-33	0	0	2 X Year	12	12	W:4/Month, S: 2/Month
L-342	0	0	2 X Year	1	1	W:4/Month, S: 2/Month
LW-4	3	3	W:4/Month, S: 2/Month	3	3	W:4/Month, S: 2/Month
M-2	9	9	W:4/Month, S: 2/Month	0	0	2 X Year
N-104	2	2	W:4/Month, S: 2/Month	1	1	W:4/Month, S: 2/Month
N-126	1	1	W:4/Month, S: 2/Month	0	0	2 X Year
N-310	2	2	W:4/Month, S: 2/Month	0	0	2 X Year
Mental Health	3	3	W:4/Month, S: 2/Month	0	0	2 X Year
M-5	2	2	W:4/Month, S: 2/Month	4	4	W:4/Month, S: 2/Month
C-9	0	0	2 X Year	2	2	W:4/Month, S: 2/Month
D-4	0	0	2 X Year	2	2	W:4/Month, S: 2/Month
K-346	0	0	2 X Year	1	1	W:4/Month, S: 2/Month
Total H.P.	133	133		74	74	
B-18	8	8	W:4/Month, S: 2/Month	8	8	W:4/Month, S: 2/Month
D-17	6	6	W:4/Month, S: 2/Month	2	2	W:4/Month, S: 2/Month
F-19	2	2	W:4/Month, S: 2/Month	0	0	2 X Year

Annex A
List of Mats

Building	Mats 3X5	Storage 3X5	Cleaning Sequence	Mats 4 X 10	Storage 4 X 10	Cleaning Sequence
H-10	4	4	W:4/Month, S: 2/Month	0	0	2 X Year
H-12	4	4	W:4/Month, S: 2/Month	0	0	2 X Year
H-16	5	5	W:4/Month, S: 2/Month	0	0	2 X Year
H-17	6	6	W:4/Month, S: 2/Month	4	4	W:4/Month, S: 2/Month
H-18	2	2	W:4/Month, S: 2/Month	0	0	2 X Year
H-19	4	4	W:4/Month, S: 2/Month	0	0	2 X Year
K-79	4	4	W:4/Month, S: 2/Month	0	0	2 X Year
Total Office	45	45		14	14	
B-71	2	2	W:4/Month, S: 2/Month	2	2	W:4/Month, S: 2/Month
J-7	0	0	2 X Year	34	34	W:4/Month, S: 2/Month
J-10	0	0	2 X Year	14	14	W:4/Month, S: 2/Month
Total School	2	2		50	50	
TOTAL	180	180		138	138	
TOTAL 3X5	360		TOTAL 4X10	276		Total of all mats
						636

"Note"

Winter Months ---- November 01 to April 30
Summer Months ---- May 01 to October 31
2 X Year ---- 2 cleaning sequences per year
W:4/Month ---- Winter four times per month
S:2/Month ---- Summer two times per month