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K1A 0S5

Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

CE DOCUMENT CONTIENT UN CONDITION
DE SÉCURITÉ

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Infrastructure Maintenance and Solution Services
Division (FK)

L'Esplanade Laurier,

East Tower 4th Floor

L'Esplanade Laurier,

Tour est 4e étage

140 O'Connor, Street

Ottawa

Ontario

K1A 0R5

Title - Sujet Don Reid - Janitorial services	
Solicitation No. - N° de l'invitation EJ196-220758/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client 20220758	Date 2022-03-14
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-327-80923	
File No. - N° de dossier fk327.EJ196-220758	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2022-03-24 Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Soucy, Daniel	Buyer Id - Id de l'acheteur fk327
Telephone No. - N° de téléphone (343) 574-2676 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	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

[illegible]

Solicitation No. - N° de l'invitation
EJ196-220758/A
Client Ref. No. - N° de réf. du client
20220758

Amd. No. - N° de la modif.
001
File No. - N° du dossier
EJ196-220758

Buyer ID - Id de l'acheteur
fk327
CCC No./N° CCC - FMS No./N° VME

ALL OTHER TERMS AND CONDITIONS WILL REMAIN UNCHANGED.

Revised March 9, 2022

Public Works and Government Services Canada

Janitorial Services for Crown Owned Buildings

**2455 Don Reid Drive
(Printing facility/Offices)**

**Statement of Work number:
EJ196-220758**

Address:

2455 Don Reid (3562m²)

Public Works and Government Services Canada	
Janitorial Services	Index

Section 1	Special conditions
------------------	---------------------------

- .1 Quality standards
- .2 Building cleaning operations
- .3 Staffing
- .4 Health & safety
- .5 Security
- .6 Cleaning products & equipment
- .7 Space assigned
- .8 Excluded rooms and equipment
- .9 Emergency exit lights
- .10 Elevator services
- .11 Site Specific Requirements

Section 2	Operations and frequencies
------------------	-----------------------------------

.1	Exterior
.2	Floors (all types)
.3	Entrances, exits, lobbies and adjacent corridors
.4	Escalators
.5	Elevators
.6	Corridors
.7	Offices, office areas and boardrooms
.8	Stairs and landings
.9	Miscellaneous
.10	Washrooms
.11	Locker Rooms
.12	Showers
.13	Cafeterias
.14	Kitchens, kitchenettes, lunchrooms and rest areas
.15	Server rooms
.16	Contractor's space
.17	Light fixtures
.18	Freight receiving
.19	Garages
.20	Garbage and recycling rooms
.21	Paper save, recycling containers and multi-use installations

- .22 Cleaning and disinfecting surfaces (COVID-19)
- .23 Additional operations & frequencies

Appendix A to Section 2	Scheduled cleaning operations
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Section 3	Definition of terms and quality standards
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- .1 Definition of terms
- .2 Quality standards

**Public Works and Government Services
Cleaning Specifications
Special Conditions**

Section 1

.1 Quality standards

.1 General

- .1 All the work is subject to inspection and acceptance by the Technical Authority (TA). Inspection and acceptance of the work by the Technical Authority does not relieve the contractor of its responsibility for defects or other failures to meet the requirements of the contract. The Technical Authority will have the right to reject any work that is not in accordance with the requirements of the contract and require its correction or replacement at the contractor's expense.
- .2 The contractor must:
 - perform the work diligently and efficiently;
 - except for Government Property, supply everything necessary to perform the work;
 - use, as a minimum, quality assurance procedures, inspections and controls generally used and recognized by the industry to ensure the degree of quality required by the contract;
 - select and employ a sufficient number of qualified people;
 - perform the work in accordance with standards of quality acceptable by the Technical Authority and in full conformity with the Statement of Work and all the requirements of the contract;
 - provide effective and efficient supervision to ensure that the quality of workmanship meets the requirements of the contract.
- .3 The work must not be performed by any person who, in the opinion of the Technical Authority, is incompetent, unsuitable or has conducted himself/herself improperly.
- .4 The contractor must provide all reports that are required by the contract and any other information that the Technical Authority may reasonably require from time to time. The contractor is fully responsible for performing the work.
- .5 Except as provided in Subsection 2, the contractor must obtain the Contracting Authority's written consent before subcontracting or permitting the subcontracting of any part of the work.
- .6 The contractor must inspect and approve any part of the work before submitting it for acceptance or delivering it to Canada. The contractor must keep accurate and complete inspection records that must be provided to the Technical Authority, the first day of each month and must always be available upon request.

.2 Building cleaning operations
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.1 General

1. When days of the week specified in Section 2 fall on a holiday, the contractor will perform the operations the first working day thereafter.

.2 Conversion of flooring

- .1 There will be no increase or decrease to the contract amount when an existing floor covering is converted to another type.

.3 Routine cleaning operations

- .1 Routine cleaning must be performed **between 09:00 and 15:00hours, Monday through Friday.**
- .2 Routine cleaning must be performed **between 22:30 and 07:00hours, Monday through Friday.**

.4 Scheduled cleaning operations

Appendix A to Section 2 establishes the schedule of work for the entire duration of the contract and must be completed by the contractor in the months specified.

- .1 Scheduled cleaning operations must be performed **Monday through Friday between 22:30 and 07:00hours.**
- .2 Scheduled cleaning operations must be performed **Saturdays and Sundays between 08:00 and 17:00hours.**

- .5 Fifteen (15) days prior to commencing the scheduled work, the contractor must submit a work schedule and provide a date stating that the work will be completed, to the Technical Authority, for approval. The contractor must also notify the Technical Authority immediately when the work is completed.

.6 Additional and emergency cleaning services

- .1 The cost of additional cleaning and emergency cleaning operations must be negotiated on a case by case basis.
- .2 The contractor must be prepared to respond to emergency calls 24 hours a day, 7 days a week and be on-site within 1 hour of notification.

- .7 The contractor must provide the Technical Authority access to all locations where any part of the work is being performed at any time during working hours. The contractor

must provide all assistance and documentation that the Technical Authority may reasonably require in order to carry out the inspection.

- .8 Personal items, papers, files and others left on furniture must not be disturbed by the cleaning staff

.3 Staffing

- .1 The contractor must provide all the staff necessary to perform all services.
- .2 The non-working on-site supervisor must be on-site during working hours and must be in full charge of the operations of the contractor in the performance of the services and must be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the contractor that may be given under the contract. The supervisor must liaise daily with the Technical Authority and must be capable of communicating in English and/or French.
- .3 The non-working on-site supervisor must be equipped with a cellular phone and/or a pager. All expenses must be at the expense of the contractor. An uninterrupted communication service is mandatory.
- .4 The contractor must provide a job description for the site supervisor, if requested by the Technical Authority.
- .5 All cleaning personnel employed must be uniformed as follows:
- .1 Industrial type matching shirt and trousers, coveralls or duster coat. The company name or crest to be affixed to the shirt, coveralls or coat.
 - .2 Clean uniforms must be worn at all times.
 - .3 Failure to provide the required uniforms may result in a default notification under the contract. Employees' not properly uniformed will be deemed unsuitable and excluded from the premises.
- .6 The contractor must notify the Technical Authority and Contracting Authority of any change to the Supervisor or staff that work under the contract. References for a proposed new Supervisor together with their name and date of birth must be supplied to the Contracting Authority who will arrange to have the reference verified and ensure the proposed individual has the appropriate security clearance. Once the reference and security clearance has been verified the Contracting Authority will amend the contract accordingly. The reference and security clearance must be verified prior to the proposed new Supervisor starting work in the Supervisors role. In the event of any change in staff the proposed individual must have their security clearance verified prior to commencing work under the contract.

- .7 The contractor's staff must report deficiencies other than janitorial observed during the performance of the services to the Technical Authority and the National Service Call Centre at **1-800-463-1850**.

.4 Health & safety

- .1 Perform the work in accordance with Part II of the Canada Labour Code, the Canadian health and safety at work regulations, the guidance at National Fire Code, laws and provincial/territorial regulations applicable and all municipal applicable laws. The more stringent requirements must prevail.
- .2 The contractor must comply with all laws applicable to the performance of the contract. The contractor must provide evidence of compliance with such laws to Canada at such times as Canada may reasonably request. The contractor must obtain and maintain at its own cost all permits, licenses, regulatory approvals and certificates required to perform the work. If requested by the Contracting or the Technical Authority, the contractor must provide a copy of any required permit, license, regulatory approvals or certificate to Canada.
- .3 The contractor must adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by national and provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures. In addition, adequate training of personnel assigned to perform operations is also required.

.4 Site Specific Health and Safety Plan (SSHSP) General

The Contractor will have to submit a Site-Specific Health and Safety Plan 20 working days after award of contract or at the pre-commencement meeting. The Technical Authority will review the Contractor's detailed SSHSP and provide comments to the Contractor within 5 working days. The review should not be construed as final and does not reduce the Contractor's overall responsibility. The Contractor will revise the SSHSP as appropriate and resubmit the plan to the TA within 5 working days after receipt of the comments. The Technical Authority reserves the right to amend the SSHSP at any time. If the contractor's representatives or employees discover site conditions have changed and this will impact the SSHSP, they (contractor) are responsible to inform the TA immediately, in writing and verbally.

A sample list of potential items to be included in the site SSHSP has been included as a reference guide but is not limited to:

- .1 A site-specific safety hazard assessment;
- .2 Safety and health risk or hazard analysis for site tasks and operation;
- .3 The use of personal protective equipment (PPE);
- .4 Procedures to be implemented during emergency situations;
- .5 All necessary staff certifications must be attached to the plan.

Annually, at the contract start date, submit an updated copy of the SSHSP to the

Technical Authority. Ensure that the SSHSP is dated and signed to confirm that they have been reviewed annually as required.

.1 General Conditions

- .1 Continue to implement, maintain, and enforce plan until final mobilization from site.
- .2 Relief from or substitution for any portion or provision of reviewed SSHSP must be submitted to the TA in writing, either accepting or requesting improvements.
- .3 Update health and safety plan as required.

.2 Responsibility

- .1 The Contractor is responsible for safety of persons, property on-site and for the environment to the extent that they may be affected by conduct of work.
- .2 Comply with and enforce compliance by employees with safety requirements of the contract documents, applicable federal, provincial, and local statutes, regulations, and ordinances, and with the SSHSP.
- .3 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of work, immediately stop work and advise the TA verbally and in writing.

.3 Correction

- .1 Immediately address health and safety noncompliance issues identified by the TA.
- .2 Provide the TA with a written report of the action taken to correct noncompliance of any health and safety issues identified.
- .3 The TA may stop work if noncompliance of health and safety regulations is not corrected.
- .4 Give precedence to safety and health of the public and site personnel and protection of the environment over cost and schedule considerations for Work.

.4 Training

- .1 The Contractor will provide a training report with supporting documented proof to demonstrate staff have received training for their work related duties. Staff must date and sign the documentation confirming that they have received the training. The Contractor will provide the TA with updated training records for all staff training during the life of this contract.

.5 Security issue regarding major emergencies or evacuation.

- .1 In the event of a major emergency or if an evacuation is required at the building, site or in the surroundings and the situation creates a danger to the Contractor's staff;
 - .1 The employees must contact their supervisor to confirm that they have safely evacuated the sites.
 - .2 The supervisor must contact Public Works and Government Services Canada (PWGSC) Technical Authority to confirm that their employees have safely evacuated the sites.
 - .3 The Site supervisor must contact PWGSC Technical Authority if any of the employees didn't confirm that they have safely evacuated the sites.
- .5 Supply and visibly locate bilingual danger signs when performing floor cleaning, vacuum or any other operations that could cause a Health and Safety Hazard.

.5 Security

- .1 Only those employees whose names appear on the contractor's payroll and meet the conditions specified in this contract should be allowed access to the work site. No other persons accompanying employees will be allowed on-site without the proper approval from the Technical Authority.
- .2 All cleaning staff employed by the contractor, must sign in and out and enter the times of arrival and departure in registers or on sheets to be provided at the security guards control desk or other designated area. In the event of a dispute and the absence of other evidence, the register must be regarded as evidence of hours of work. Failure to sign-in and sign-out will render the entry invalid.
- .3 All personnel employed in the performance of the services must comply with security requirements for the facility. They will be provided with an identification pass which must be worn and visible at all times. All staff must have the required security clearances. Security clearances must be verified by the Contracting Authority prior to any staff commencing work under the contract. All of the Cleaning Staff will have to be security cleared at the cost of the Contractor to a level of **Secret** in order to gain access to the premises.
- .4 Audio/visual equipment or cameras are not permitted on the work site. It is strictly forbidden to take any pictures, videos or to record any conversation on-site.
- .5 The contractor's cleaning staff may be subject to questioning in relation to security matters.

- .6 All keys or key cards entrusted to the contractor for the fulfillment of its contract must be fully protected at all times. All access cards and keys must be returned to the building Security Services when an employee stops working for the contractor. The building Security Services have the right to refuse giving access cards or keys to the contractor if they aren't returned.
- .7 All doors which must be unlocked by the contractor's employees, must be re-locked upon completion of the performance of their duties

.6 Cleaning products & equipment

- .1 The contractor must supply all cleaning and/or disinfecting products required to carry out the services in this contract. Contractor must follow cleaning and/or disinfecting guidelines as per Health Canada recommendations. The contractor must use only disinfectant products proven to be effective for killing the Covid-19 virus and approved for use by Health Canada. Approved products can be found here:
<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>
- .2 The contractor must supply all cleaning products and equipment required to carry out the services and must use only products that are environmentally friendly.
- .3 All cleaning products and equipment must be suitable for the surfaces and work intended, used in the manner specified by the manufacturer and brought onto the premises in the manufacturer's original unopened container. The Technical Authority may instruct the contractor to discontinue the use of any product or equipment judged not suitable and to substitute another mutually satisfactory product or equipment.
- .4 The contractor must ensure that all cleaning products used in the workplace are classified and labeled according to the workplace hazardous materials information systems (WHMIS).
- .5 A binder with the copies of the material safety data sheets (MSDS) must be kept on the premises and updated when required, such as; when purchasing new products or after the expiration date (3 years) specified on the MSDS. This binder must be made available to the Technical Authority upon request.
- .6 The contractor must ensure that all materials and equipment used to perform the services is in a state of good repair. The Technical Authority reserves the right to have equipment judged to be unsafe, not suitable or defective not to be used. The contractor is responsible to supply suitable replacement equipment within one working day.
- .7 The contractor must use **industrial vacuum cleaners** with the following features:

- .1 Maximum noise levels 59db
 - .2 Maximum 0.3 micron particulate filter (HEPA type)
- .8 The contractor must use **industrial single speed polisher with a solution tank** with the following feature;
 - .1 Maximum speed of 175 rotations per minute.
- .9 The Contractor must use **industrial high performance hot water extractors** with the following features:
 - .1 Minimum 100 psi -solution pump.
 - .2 Minimum of 155 inches of water lift.
 - .3 Minimum of 10 gallon solution tank.
 - .4 Minimum of 10 gallon recovery tank.
- .10 **Walk-off Mats**
 - .1 The contractor must use an industrial type, wet and dry vacuum cleaner equipped with the proper floor tools and of sufficient suction to remove wet or dry sand, water, etc., from the mats.
 - .2 Walk-off Mats must be in place from November 1 to April 30 inclusive. In case of unusual weather conditions, the Technical Authority may shorten or extend the period.
 - .3 Canada will supply walk-away mats and the contractor will install, maintain, remove, clean both sides of mats and store in a designated area when not in use.
 - .4 Mats are to be rolled up to complete floor cleaning operations. Clean the underside of mats before replacing.
 - .5 The quantity, type, size and location will be determined by the Technical Authority.
 - .6 Prior to storing, each walk away mat must be cleaned using **the shampoo and hot water extraction method** and must be dried.
- .11 Washrooms
 - .1 The contractor must supply 2 ply toilet paper of good quality in all washrooms.
- .12 Showers
 - .1 Replace shower curtains in all showers. (The quality will be determined by the Technical Authority).
- .13 **Coloured Cleaning Cloth Program**
 - .1 The contractor will implement the coloured cleaning cloth program. PWGSC will send to the lessee's representative the colours used in the following
 - .1 Washrooms

- .2 Kitchenettes
- .3 Offices
- .4 Other areas

.7 Space assigned

- .1 The Technical Authority will provide the contractor with the required space.
- .2 The contractor must not list, publicize or use in any fashion, for business purposes, the address of a building leased or owned by Canada. A telephone with message taking capability can be installed at the expense of the contractor but must be unlisted and must not under any circumstances appear in telephone directories or be advertised as a business telephone.
- .3 Canada will not be responsible for damage to the contractor's cleaning products and equipment nor to any personal belongings.

.8 Excluded rooms and equipment

- .1 Mechanical and electrical rooms, laboratory benches, stationary or movable equipment, copiers, calculators, computer equipment and shop equipment.

.9 Emergency exit lights

- .1 In accordance with the National Fire Code of Canada and as part of this contract where applicable, the contractor is responsible to verify the emergency exit lights, supply and replace burnt bulbs as required, tag and immediately report any fixture that does not illuminate after replacement to the National Service Call Center (NSCC) at 1-800-463-1850. The contractor is not responsible to make any repairs to inoperative fixtures other than bulb replacement.

.10 Elevator services

- .1 Where applicable, the contractor must be permitted the use of elevators, escalators, conveyors and dumbwaiters and must be responsible for their safe operation.

.11 Site Specific Requirements

Note: Refer to the following "Additional and/or Not Applicable" tasks listed below, it is in addition to or entirely replaces the above mentioned clause.

.1 Reference to clause 2 (Building cleaning operations)

.1

Routine Cleaning for daytime shall be performed between the hours of 09:00 and 15:00 hours, Monday to Friday, in the following locations: washrooms, showers, locker rooms, lunch rooms, conference rooms, all offices, entrances, exits, lobbies and hallways.

.2

Routine cleaning for nighttime shall be performed between the hours of 22:30 and 07:00, Monday to Friday, in the following locations: Printing inventory and production areas.

.2 Reference to Clause 3 (Staffing)

.1 Delete (non-working on site supervisor) and replace with working on site supervisor.

.3 Reference to Clause 4 (Health and safety)

.1 The use of scaffolding, ladders and/or step ladders is strictly prohibited during the relamping of lights in warehouse open areas.

.2 The required Personal Protective Equipment to be worn at all times while on premises.

.4 Reference to clause 6 (Cleaning products and equipment)

.1 The contractor shall use, extra strength garbage bags, in all 45 gallons garbage receptacle in building.

.2 The contractor shall use a battery operated "Automatic Floor Scrubber".

.3 The contractor shall supply and replenish the paper towel rolls for each individual kitchen and lunchroom table.

.4 The contractor shall supply clear 6mil polyurethane plastic sheeting to cover all equipment when performing scheduled cleaning operations.

Public Works and Government Services Canada
Janitorial Services Operations and Frequencies
Cleaning Specifications

Section 2

.1 Exterior

.1 Daily

- .1 Remove posters from exterior walls, doors and windows at ground levels.
- .2 Clean and polish outside metal slot receivers, aluminum fittings, metal work, entrance doors and push bars.
- .3 Clean glass and sashes on both sides in entrance and exit doors.
- .4 Sweep and keep clear of litter (cigarette butts, paper, leaves, etc.) all entrances, ramps for the handicapped, loading docks, podiums and stairs.
- .5 Empty and clean ash trays, sand urns and butt stops into a separate metal container.
- .6 Replace silica sand in sand urns as required.

2. Weekly

- .1 Clean glass and sashes on both sides in entrance sidelights and transoms.

.2 Floors (all types)

.1 General (floor all types)

- .1 Supply and visibly locate bilingual danger signs when performing wet floor cleaning operations.
- .2 Furniture and wastepaper receptacles **are not to be** placed on desks, tables or work benches during cleaning operations.

.2 General (carpets and rugs)

- .1 Clip loose threads during vacuuming operation.
- .2 Daily, remove stains and foreign objects from carpeting and rugs using methods and solutions approved by carpet manufacturers. Report to the Technical Authority stains on carpeting and rugs that cannot be removed by normal means and any damage to the carpeting and rugs.
- .3 Sweep or vacuum exposed flooring during vacuuming operations.
- .4 Personal items, papers, files and others left on furniture must not be disturbed by the cleaning staff.

.3 Entrances, exits, lobbies and adjacent corridors

.1 Daily

- .1 Clean both sides of door glass
- .2 Clean surface and between bars of foot grills

- .3 Remove gum and other foreign residue
 - .4 Sweep, wash and spray buff floors. Provide additional damp mopping of floors during inclement weather.
 - .5 Vacuum on a full floor basis.
 - .6 Clean directory board glass and frame.
 - .7 Keep free of litter.
 - .8 Clean furniture as per clause 7 (Section 2).
 - .9 Vacuum walk-off mats during inclement weather or more often as required.
- .2 Weekly**
- .1 Clean both sides of all glass windows and wood and metal surrounds.
 - .2 Clean all walk-off mats using **the shampoo and hot water extraction method**.
- .3 Monthly**
- .1 Remove foot grills and clean out recessed pan and drain.
- .4 Scheduled Cleaning Operations**
- .1 Wet scrub and refinish all floors as per Appendix A.
 - .2 Strip and refinish all floors as per Appendix A.

4. Escalators (Not Applicable)

- .1 Preliminary Instructions**
- .1 Escalators must not be cleaned while in operation.
- .2 Daily**
- .1 Wipe handrails
 - .2 Clean balustrades
 - .3 Vacuum steps, risers and landings.
- .3 Weekly**
- .1 Damp wipe steps, risers and landings.

.5 Elevators (Not applicable)

- .1 Daily**
- .1 Clean interior and exterior of cabs, doors, door frames and walls including the surface of the control panels.
 - .2 Scrape and vacuum door sill /track grooves in the cabs and landings.
 - .3 Sweep and damp mop floors when elevator mats are not in use.
 - .4 Vacuum floors.
- .2 Monthly**
- .1 Clean carpets using **the shampoo and hot water extraction method**.

.3 Scheduled cleaning operations

- .1 Wet scrub and refinish all floors as per Appendix A.
- .2 Strip and refinish all floors as per Appendix A.

.6 Corridors – Common Area Spaces
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.1 Daily

- .1 Remove stains from carpeting.
- .2 Vacuum carpeting.
- .3 Sweep and damp mop all hard surface floors.
- .4 Pick up litter (paper, paper clips, elastics, etc...)
- .5 Spot clean all walls, doors, door frames and door glass.
- .6 Clean and disinfect all potable water fountains.

.2 Weekly

- .1 Dust baseboards, ledges and mouldings.

.3 Monthly

- .1 Clean mirrors and both sides of door glass.
- .2 Damp wipe doors, door frames and door grills.
- .3 Clean the interior and exterior of all fire extinguishers, fire hose cabinets and glass.

.4 Scheduled cleaning operations

- .1 Clean all carpeting using **the shampoo and hot water extraction method** as per Appendix A.
- .2 Wet scrub and refinish all floors as per Appendix A.
- .3 Strip and refinish all floors as per Appendix A.

.7 Offices, office areas and boardrooms
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.1 Daily

- .1 Remove stains from carpeting.
- .2 Vacuum boardrooms on a full floor basis
- .3 Sweep and damp mop all floors.
- .4 Pick up litter (paper, paper clips, elastics, etc.)
- .5 Dust and spot clean boardroom and executive office furniture.
- .6 Damp wipe counters and spot clean facings.
- .7 Clean chalkboards and white boards. (Cleaning staff must not clean boards containing information).
- .8 Empty and damp wipe exterior of waste receptacles and install new plastic bags of the appropriate size when torn or dirty.

- .9 Collect recyclable paper and place in designated area.
- .10 Spot clean walls, doors and frames.

.2 Weekly

- .1 Vacuum traffic lanes.
- .2 Vacuum all carpeting and rugs.
- .3 Where T mats are in use do not lift and/or remove to vacuum carpets. Only vacuum and clean top surface of T Mats in place.
- .4 Dust and remove stains from all surfaces.
- .5 Dust empty shelves, pictures and wall hangings (excluding paintings and art objects).
- .6 Clean and polish boardroom and executive furniture.
- .7 Clean bases of free standing screens.
- .8 Clean interior of public clothes closets.
- .9 Wash boot trays and/or boot shelves.
- .10 Spray buff traffic lanes on all floors.

.3 Monthly

- .1 Vacuum upholstered furniture.
- .2 Wash and disinfect interior and exterior of waste receptacles and blue recycling containers.

.4 Scheduled Cleaning Operations

- .1 Clean all carpets and rugs using **the shampoo and hot water extraction method** as per Appendix A.
- .2 Clean all leather, vinyl and leatherette furniture in offices, office areas, boardrooms and waiting areas as per Appendix A.
- .3 Vacuum upholstered free standing screens as per Appendix A.
- .4 Dust or vacuum blinds as per Appendix A.
- .5 Damp wipe blinds as per Appendix A.
- .6 Vacuum drapes as per Appendix A.
- .7 Wet scrub and refinish all floors as per Appendix A.
- .8 Strip and refinish all floors as per Appendix A.
- .9 Clean both sides of partition glass as per Appendix A.
- .10 Clean and polish both sides of bookcase glass doors, convex mirrors and draft deflectors as per Appendix A.
- .11 Clean and polish wood panelled walls as per Appendix A.

.8 Stairs & landings

.1 Daily

- .1 Sweep and damp mop stairs and landings.
- .2 Clean handrails, balusters, balustrades, baseboards, stringers and ledges.
- .3 Vacuum carpeted stairs and landings.

.2 Scheduled Cleaning Operations

- .1 Strip and refinish all floors as per Appendix A.

.9 Miscellaneous

.1 Daily

- .1 Clean and disinfect access telephones.
.2 Clean display cases, notice boards, directory boards and glass.

.2 Monthly

- .1 Clean and polish all decorative metal surfaces.
.2 Damp wipe window ledges, radiator and convector covers.

.3 Scheduled cleaning operations

- .1 Vacuum ledges, top of partitions, shelving, exposed air ducts, pipes and tops of hanging light fixtures and conduit 1.8 metres or higher as per Appendix A.
.2 Clean all air intake grills and air diffusers as per Appendix A
All air intake grills and air diffusers must not be removed during cleaning operations.

.10 Washrooms

.1 General

- .1 Patrol clean washrooms twice daily once during the A.M. and once during the P.M hours.

.2 Daily

- .1 Sweep and damp mop floors.
.2 Dust top of partitions.
.3 Remove all trash from strainers in base of urinals.
.4 Clean both sides of toilet seats, interior and exterior of bowls, urinals and washbasins.
.5 Clean all water taps, dispensers, door plates and flush valves.
.6 Clean flush tanks, shelves, high ledges, mirrors, window ledges and exposed piping.
.7 Spot clean walls, partitions and doors.
.8 Empty sani-cans, wash, disinfect, supply and insert new waxed bags of correct size.
.9 Empty, damp wipe and disinfect interior and exterior of all waste receptacles, supply and insert new plastic bags of correct size.
.10 Supply and replenish soap, toilet paper and paper towel in dispensers.

.3 Weekly

- .1 Descale toilet bowls and urinals.
.2 Spray buff resilient, terrazzo and marble floors as required

.4 Monthly

- .1 Pour a pail of clean water into floor drains.
- .2 Machine scrub all floors.
- .3 Wash both sides of partitions and doors.
- .4 Clean air grills.

.5 Scheduled cleaning operations

- .1 Wet scrub and refinish all floors as per Appendix A.
- .2 Strip and refinish all floors as per Appendix A.
- .3 Wash walls as per Appendix A.

.11 Locker rooms

.1 Daily

- .1 Empty and damp wipe exterior of waste receptacles and install new plastic bags of the appropriate size when torn or dirty.
- .2 Sweep and damp mop floors.
- .3 Spot clean walls, doors and door frames.

.2 Weekly

- .1 Wash floors.
- .2 Spray buff resilient, terrazzo and marble floors.
- .3 Dust exposed surfaces of lockers including tops.
- .4 Remove marks and stains from fronts and sides.

.3 Monthly

- .1 Machine scrub and disinfect all floors.
- .2 Wash base of windows and window ledges.

.4 Scheduled cleaning operations

- .1 Wash the exterior of lockers and interior of vacant lockers as per Appendix A.
- .2 Wet scrub and refinish all floors as per Appendix A.
- .3 Strip and refinish all floors as per Appendix A.

.12 Showers

.1 Daily

- .1 Remove all waste.
- .2 Wipe down walls.
- .3 Wash and disinfect floor and floor mats.
- .4 Polish taps and shower heads.

.2 Weekly

- .1 Wash walls, shower curtains and shower doors to remove soap residue.
- .2 Scrub floors to remove soap residue.

.3 Annually

- 1. Replace shower curtains in all showers. (The quality will be determined by the Technical Authority).

.13 Cafeterias (Not applicable)
--

.1 General

- .1 This refers only to the dining area in front of the counter and does not include furniture and vending machines.
- 2. Patrol clean twice daily at **10:00 and 14:00 hours.**

.2 Daily

- .1 Clean up spillage.
- .2 Vacuum and remove stains from carpeting.
- .3 Sweep and damp mop floors.
- .4 Empty, wash and disinfect waste receptacles and replace plastic bags.
- .5 Empty and replace with new clear plastic bags in multi-use recycling containers.

.3 Weekly

- .1 Spray buff floors.

.4 Scheduled cleaning operations

- .1 Wet scrub and refinish all floors as per Appendix A.
- .2 Strip and refinish all floors as per Appendix A.
- .3 Wash walls as per Appendix A.
- .4 Clean all carpets and rugs using **the shampoo and hot water extraction method** as per Appendix A.

.14 Kitchens, kitchenettes, lunchrooms and rest areas
--

.1 General

- .1 Patrol clean twice daily
- .2 Cleaning does not include vending machines.

.2 Daily

- .1 Dust/wipe down all surfaces.
- .2 Clean all furniture, tables, chairs, sinks, etc.
- .3 Sweep and damp mop floors.
- .4 Vacuum and remove stains from carpeting.

- .5 Supply and replenish all soap and paper towel in dispensers.
- .6 Empty, wash, disinfect waste receptacles and replace plastic bags.
- .7 Spot clean all walls, doors and exterior of cupboards.
- .8 Spot clean exterior of all appliances.

.3 Weekly

- .1 Spray buff floors as required

.4 Scheduled cleaning operations

- .1 Wet scrub and refinish all floors as per Appendix A
- .2 Strip and refinish all floors as per Appendix A
- .3 Wash walls as per Appendix A
- .4 Clean all carpets and rugs using **the shampoo and hot water extraction method** as per Appendix A.

.15 Server Rooms (Not applicable)
--

.1 General

- .1 The contractor must maintain antistatic floor.

.2 Daily

- .1 Vacuum and damp mop entire floor area.
- .2 Vacuum and damp mop ramps.
- .3 Empty and damp wipe exterior of waste receptacles and install new plastic bags of the appropriate size when torn or dirty.
- .4 Clean washrooms as per Clause 10.

.3 Weekly

- .1 Wash and disinfect waste receptacles.
- .2 Clean doors and door frames.
- .3 Dust furniture and shelving.

.4 Scheduled cleaning operations

- .1 Clean interior and exterior of light fixtures including lenses as per Appendix A.
- .2 Clean all air intake grills and air diffusers as per Appendix A.

.16 Contractor's space

.1 General

- .1 Maintain as per corresponding clauses in specification.
- .2 Keep all products and equipment clean and neatly stored.
- .3 Maintain floors and fixtures as per clause 10 (Washrooms)

- .2 Monthly
 - .1 Wash walls and shelves.

.17 Light fixtures

- .1 General
 - .1 **The following requirements apply to all areas of the interior of the buildings and are without height restrictions:**
 - .1 Supply and replace all burnt-out tubes and bulbs, with identical types.
 - .2 Supply and replace all flickering tubes.
 - .3 Clean tubes, bulbs, lenses and the interior and exterior of light fixtures, while replacing tubes and bulbs.
 - .4 Supply all equipment necessary when replacing tubes and bulbs.
 - .5 The contractor is not responsible for replacing and supplying tubes or bulbs in units which form an integral part of the furniture, office equipment, specialized electrical apparatus and elevator cabs.
 - .6 The contractor must supply and replace all acrylic lenses broken when replacing or cleaning bulbs and tubes.

.18 Freight receiving

- .1 Daily
 - .1 Sweep and damp mop floor.
- .2 Weekly
 - .1 Clean doors and door frames.
- 3. Monthly
 - .1 Dust walls and doors.

.19 Garages

- .1 General
 - .1 Keep entrance viewing mirrors clean at all times.
 - .2 Supply and apply an absorbent compound to remove oil and grease spills as they occur.
 - .3 Remove oil and grease stains from floor with a degreasing compound.
 - .4 Remove slush and water on floors in entrances as required during inclement weather.
 - .5 The contractor must supply a motorized industrial floor sweeper and scrubber, equipped for wet and dry pickup which must be propane or battery operated.
Data on the equipment must be submitted to the Technical Authority for approval.
- .2 Daily

- .1 Empty and damp wipe exterior of waste receptacles and install new plastic bags of the appropriate size when torn or dirty.
- .2 Pick up litter.
- .3 Weekly**
 - .1 Dust both sides of garage doors.
 - .2 Sweep all floors with the motorized industrial floor sweeper.
- .4 Monthly**
 - .1 Wash both sides of garage doors and door glass.
 - .2 Wash garage floors using the motorized industrial floor/sweeper scrubber.
 - .3 Clean all fire extinguishers, fire hose cabinets and glass.
 - .4 Wash and disinfect interior and exterior of waste receptacles.

.20 Garbage and recycling rooms
--

- .1 General**
 - .1 Garbage stored in plastic bags or waste receptacles must be placed at pickup point prior to scheduled garbage collection.
 - .2 Keep interior and exterior of recycling auto carts clean and disinfected at all times.
- .2 Daily**
 - .1 Empty all garbage into bulk-lift units, garbage compactors, plastic bags or waste receptacles, depending on the system in use.
 - .2 Sweep and damp mop floor after pickup.
- .3 Weekly (after garbage/ recycling pickup)**
 - .1 Wash and disinfect walls and floors.
- .4 Monthly (second week of each month)**
 - .1 Clean the interior and exterior of all fire extinguishers, fire hose cabinets and glass.

.21 Paper save, recycling containers and multi-use installations

- .1 General**
 - .1 All paper and cardboard must be collected and placed in recyclable containers in the designated area.
 - .2 No recyclable materials should be disposed of as garbage.
 - .3 Outdated phone books must be collected and placed in designated containers.
 - .4 Keep the interior and exterior of multi-use recycling stations clean and disinfected at all times.

.2 Daily

- .1 Remove garbage from recycling containers.
- .2 Collect recyclable paper/cardboard in high generation areas.

.3 Weekly

- .1 Collect paper from recycling containers at desks.
- .2 Clean interior and exterior of the recycling containers and multi-use recycling installations.

.4 Twice weekly

- .1 Collect recyclable materials from recycling containers and multi-use recycling installations and store in designated area.

.5 Monthly

- .1 Wash and disinfect the interior and exterior of the central paper collection containers and multi-material recycling stations.

.22 Cleaning and disinfecting surfaces (COVID-19)
--

. 1 Washrooms- (Twice daily)

- .1 Faucets, plunger handles, soap dispensers, towel dispensers, toilet seats, disposal bin covers & lids, waste receptacles and door handles, flush handles, light switches, soap dispenser levers, towel dispenser levers, hand dryer buttons, exit door handles and locks
- .2 Touch points on washroom stall doors and entrance doors

. 2 Common areas- Touch points (Twice daily)

- 1. Doors, doors handles, doors push plate.
- 2. Stairwell handrails
- 3. Waiting room furniture and foyer surfaces
- 4. Kitchen/Break area (counters, cupboard handles, fridge handle, microwave handle, buttons, faucet and table top)
- 5. Escalator handrails
- 6. Passenger Elevators
- 7. Elevator push buttons
- 8. Drinking fountains
- 9. Reception halls, security guard station and public waiting areas.
- 10. Loading / Shipping dock (Rails, push buttons, overhead door handle in freight elevator)

.3 Conference Rooms

1. Tabletops (Meeting rooms, interview rooms training rooms)

.23 Additional operations & frequencies
--

Note: Clause 23 takes precedence over clauses 1 to 22, (Section 2). Refer to the following tasks in "Additional and/or Not Applicable" clauses listed below:

.1 Reference to Clause 2 (Floors all types)

Warehouse and Printing area:

.1

Daily

- .1 Sweep and damp mop all floors and Stress mats.
- .2 Clean all stainless steel sinks.

Weekly (Wednesday)

- .1 Lift and clean underside of stress mats
- .2 Remove stress mats, wash entire floor and replace mats

.2 Reference to Clause 4 (Escalators) - Not Applicable

.3 Reference to Clause 5 (Elevators) - Not Applicable

.4 Reference to clause 9 (Miscellaneous)

Printing area: (All equipment must be protected while performing the operations).

- Supply and replenish hand soap and paper towels dispensers.

- 9.3.1 Schedule cleaning to be done twice a year, January and August or otherwise specified by the Technical Authority.

.5 Reference to Clause 13 (Cafeterias) - Not Applicable

.6 Reference to clause 15 (Server Rooms) - Not Applicable

.7 Reference to Clause 18 (Freight receiving)

.1 Weekly (Tuesday)

- .1 Dust security cameras, doors, walls and others.

.8 Window cleaning:

.1 Clean exterior and interior of windows in the months of May and October.

- .1 Clean both sides of the perimeter glass, window framing and sills.

- .2 Clean splashing, streaking and staining as a result of the work.
- .3 Fifteen (15) working days prior to commencing the window cleaning operation, the Contractor shall notify the Technical Authority of the scheduled dates when they will perform the work.

APPENDIX ‘A’ TO SECTION 2 - SCHEDULED CLEANING OPERATIONS

CLAUSE	OPERATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
3.4.1	Wet scrub and refinish all floors		X						X			X	
3.4.2	Strip and refinish all floors					X							
5.3.1	Wet scrub and refinish all floors (Not Applicable)		X						X			X	
5.3.2	Strip and refinish all floors (Not Applicable)					X							
6.4.1	Clean all carpeting using “The shampoo and hot water extraction method”.	X						X			X		
6.4.2	Wet scrub and refinish all floors		X						X			X	
6.4.3	Strip and refinish all floors					X							
7.4.1	Clean all carpet and rugs using the shampoo and hot water extraction method.				X						X		
7.4.2	Clean all leather, vinyl and leatherette furniture in offices/office areas, boardrooms and waiting areas		X										
7.4.3	Vacuum upholstered free standing screens		X										
7.4.4	Dust or vacuum blinds				X						X		
7.4.5	Damp wipe blinds	X						X					
7.4.6	Vacuum drapes							X					
7.4.7	Wet scrub and refinish all floors		X						X			X	
7.4.8	Strip and refinish all floors					X							
7.4.9	Clean both sides of partition glass.		X						X				
7.4.10	Clean and polish both sides of bookcase glass doors, convex mirrors and draft deflectors				X						X		
7.4.11	Clean and polish wood paneled walls			X						X			
8.2.1	Strip and refinish all floors				X						X		
9.3.1	Vacuum ledges, top of partitions, shelving, exposed air ducts, pipes and tops of hanging light fixtures and conduit 1.8m or higher.	X			X			X			X		
9.3.2	Clean all air intake grills and air diffusers					X						X	
10.5.1	Wet scrub and refinish all floors	X						X			X		

CLAUSE	OPERATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
10.5.2	Strip and refinish all floors				X								
10.5.3	Wash walls			X						X			
11.4.1	Wash the exterior of lockers and the interior of vacant lockers			X						X			
11.4.2	Wet scrub and refinish all floors	X						X			X		
11.4.3	Strip and refinish all floors				X								
13.4.1	Wet scrub and refinish all floors (Not Applicable)	X						X			X		
13.4.2	Strip and refinish all floors (Not Applicable)				X								
13.4.3	Wash walls (Not Applicable)			X									
13.4.4	Clean all carpet and rugs using the shampoo and hot water extraction method. (Not Applicable)	X						X			X		
14.4.1	Wet scrub and refinish all floors	X						X			X		
14.4.2	Strip and refinish all floors				X								
14.4.3	Wash walls			X									
14.4.4	Clean all carpet and rugs using the shampoo and hot water extraction method.	X						X			X		
15.4.1	Clean interior and exterior of light fixtures including lenses (Not Applicable)				X						X		
15.4.2	Clean all air intake grills and air diffusers (Not Applicable)				X						X		

**Public Services and Procurement Canada
Janitorial Services
Definition of terms and Quality Standards
Cleaning Specifications**

Section 3

The definition of terms and quality standards described in Section 3 must be strictly adhered to. All inspections made by the Technical Authority must be rated according to these quality standards.

1. Definition of terms

1. Routine cleaning operations

Cleaning operations which are specified to be performed monthly or more frequently such as weekly or daily.

2. Patrol cleaning

All obvious trash and spillage must be removed and dispensers replenished, so that the area presents a neat appearance.

3. Scheduled cleaning operations

Cleaning operations which are specified to be performed less frequently than monthly such as every two months, three times a year, quarterly, semi-annually or annually as stated in Appendix "A".

4. Floors (all types)

Floors all types could be, resilient, terrazzo, marble, vitreous, quarry tile, laminate and concrete.

5. Flight of stairs

Includes steps and risers situated between two floor levels including landing(s).

6. Products

Products consist of items such as light bulbs and fluorescent tubes, toilet tissue, paper hand towels, hand soap, plastic bags and sani-bags, but not limited to, for the performance of the work.

7. Trash

Includes the contents of ashtrays, waste receptacles, sand urns and sani-cans. Also paper clips, paper, mop strings, pins, staples and discarded items on the floor or furniture.

8. High traffic areas (includes)

Entrance lobbies, elevator lobbies, corridors and traffic aisles in open office areas.

9. Recycling containers and multi-use recycling installations

These containers and installations are used to collect recyclable materials such as metal, glass, plastics, paper, cardboard, composting, etc...

2. Quality standards

1. **Sweeping**
All floors must be free of trash and soil.
2. **Dust mopping**
All floors must be free of dust film.
3. **Damp mopping**
All floors must be clean and free of surface stains, mop streaks and loose mop strands. Walls, baseboards and other surfaces must be free of watermarks and splashing.
4. **Wash floors**
All floors must be free of dirt, stains, mop strands, splashing and cleaning solution.
5. **Machine scrub**
All floors must be free of dirt, stains, splashing and cleaning solutions.
6. **Spray buffing**
All floors must present an overall appearance of cleanliness, have a bright, resilient shine and be dust free.
7. **Wet scrub (recoat)**
All floors must have an overall appearance of cleanliness and an even shine and be free of minor scrapes and marks.
8. **Strip and refinish**
All floors must present an overall appearance of cleanliness, a deep clean look and a crisp even shine and be free of scrapes and marks.
9. **Vacuuming**
 1. **Carpet**
All carpet surfaces must present an overall appearance of cleanliness and must be free of dust, dirt and soil.
 2. **Walk-away mats**
Walk-away mats must be clean and free of dust, dirt and salt stains.

3. **Upholstered furniture**
Upholstered furniture must be free of dust, dirt and other debris.
10. **Stain removal**
All carpets, walk-away mats and upholstered furniture must have no visible stains and no discoloration after stain removal operation.
11. **Hot water extraction**
All walk-away mats and upholstered furniture must be clean and free of dust, dirt, sand, slush, salt and water.
12. **Shampoo and hot water extraction method**
All carpeting must be clean and stain free.
13. **Floor grills**
All floor grills and recess pans must present a clean appearance and be free of dirt, soil and trash.
14. **Notice boards and fire hose cabinets**
All notice boards and fire hose cabinets, including glass, must be free of dust and stains.
15. **Glass**
All glass must be clean on both sides and free of streaks and finger marks.
16. **Stairs and landings**
All surfaces must present an overall appearance of cleanliness and be free of dirt, dust, streaks and trash.
17. **Elevators**
All elevator cab surfaces must be free of dust, marks and soil. Walls, ceilings, floors, handrails and doors must be free of soil film and must present a clean appearance.
18. **Escalators**
All surfaces must be free of dust, debris, finger marks and stains.
19. **Dusting**
 1. **Furniture, fixtures and equipment**
All surfaces must be free of dust, streaks and finger marks.
 2. **High dusting**
All surfaces must be free of dust.

3. **Blinds and drapes**
Blinds and drapes must be free of dust, cobwebs and water marks.
20. **Metal surfaces**
All metal surfaces must be free from marks, stains and have a clean shine.
21. **Washrooms**
1. All washrooms must have a clean scent and no odour. All surfaces must be free of stains, water marks and must be clean and bright.
2. All waste and sanitary receptacles must be empty, clean and all dispensers replenished.
22. **Waste receptacles**
All waste receptacles must be empty and the exterior and interior surface wiped clean.
23. **Chalkboards and whiteboards**
All surfaces must be wiped clean and chalk tray must be clean and free of dust.
24. **Sand urns and ashtrays**
All trash must be removed from urns and ashtrays and surfaces must be clean with no visible stains or build up.
25. **Potable drinking fountains**
All surfaces must be free of spots, stains and streaks.
26. **Air grills and air diffusers**
All air grills and air diffusers must present a clean surface free of dirt, grime, stains, streaks, dust and cobwebs.
27. **Light fixtures**
All light fixtures must be free of dust, dirt, stains and streaks.
28. **Garbage/recycling rooms**
Garbage/recycling rooms must be clean and free of odours.
29. **Contractor's space**
All surfaces must be free of waste, dust, stains and free of odours.



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

Instructions for completing the Application for Registration (AFR)

Privacy notice

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

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

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

General:

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

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

Section A - Business information:

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section B - Security officers:

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



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

Section C - Key Senior Officials:

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

Section D - Board of directors:

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

Section E - Ownership information:

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

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

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

Parent company refers to a company which owns and/or controls controlling interest (e.g., voting stock) of other firms or companies, usually known as subsidiaries, which may give it control of the operation of the subsidiaries.

Is the entity already registered in a security program and does it hold a Facility Security Clearance (FSC) from the Government of Canada or another country?

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

Section F - Certification and consent:

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



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

NOTE:

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

SECTION A - BUSINESS INFORMATION

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



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

SECTION B – SECURITY OFFICERS

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

SECTION C – KEY SENIOR OFFICIALS

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

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

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



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

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

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

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

SECTION E-1

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

Ownership-Level1 (Direct Parent)

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

SECTION E-2

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

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

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

SECTION E-3

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

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

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

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



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

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

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

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

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

FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM

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