



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada</p> <p>soumissionsbids@ec.gc.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre Janitorial Services for the Pacific Wildlife Reseach Centre</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000049782</p>	
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) April 14, 2022</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</p> <p>at – à 6 :00 P.M. on – le May 19, 2022</p>	<p>Time Zone – Fuseau horaire Eastern Daylight Time (EDT)</p>
	<p>F.O.B – F.A.B Destination</p>	
	<p>Address Enquiries to - Adresser toutes questions à James Molinski james.molinski@ec.gc.ca</p>	
	<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) 2024-05-31</p>	
	<p>Destination - of Services / Destination des services British Columbia</p>	
	<p>Security / Sécurité There is a security requirement associated with this solicitation.</p>	
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>		
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	
<p>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)</p>		
<p>Signature</p>	<p>Date</p>	



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TITLE: Janitorial Services for the Pacific Wildlife Research Centre

PART 1 – GENERAL INFORMATION

1.1 Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid security screening as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses; and
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the "<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>" **Canadian Industrial Security Directorate (CISD), Industrial Security Program** (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Statement of Work

Environment Canada has a requirement for janitorial services in British Columbia as detailed in the Statement of Work, **Annex A**, to the bid solicitation. The term of the Contract is from award to May 31, 2024 with two (2) one year option periods.

The Contractor's main responsibilities are janitorial services for the laboratories and facility at the Pacific Wildlife Research Centre located in Delta, BC.

1.3 COVID-19 vaccination requirement

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

1.4 Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the PSPC/PWGSC *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.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment and Climate Change Canada as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation,”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

Insert: “Bids may be submitted by facsimile if specified in the bid solicitation.”

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: “Deleted”

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: “the Procurement Business Number of each member of the joint venture,”

Insert: “Deleted”

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (4):

Delete: “sixty (60) days”



Insert: "one hundred and twenty (120) days"

2.2 Submission of Bids

Bids must be submitted to Environment and Climate Change Canada at the address and by the date, time and place indicated on page 1 of the bid solicitation.

2.3 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 FPS, 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 FPS in receipt of a pension, as applicable:

- a. name of former public servant;



- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 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.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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 British Columbia.

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.

2.7 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Pacific Wildlife Research Centre, 5421 Robertson Road, Delta, BC V4K 3Y3, on April 28, 2022. The site visit will begin at 1PM EDT at the front doors.

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

Bidders must communicate with the Contracting Authority no later than April 26, 2022 at 6PM EDT to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders must also complete and submit the following certification:

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

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

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

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the site visit. I understand that the certifications provided to Canada are subject to verification at all times. Canada reserves the right to request additional information to verify the



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

Signature: _____

Date: _____

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

Bidders who do not confirm attendance, provide the name(s) of the person(s) who will attend, or who do not complete and submit the above certification as required will not be allowed access to the site. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 electronic copy)

Section II: Financial Bid (1 electronic copy)

Section III: Certifications (1 electronic copy)

Note for electronic submission of bids:

In order to be considered, bids must be received by the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted ONLY to the following email address:

Email Address: soumissionsbids@ec.gc.ca
Attention: James Molinski
Solicitation Number: 5000049782

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than 15 megabytes (MB). It is each Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.")

Section II: Financial Bid



- 1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.
- 1.2 Bidders must submit their financial bid in Canadian funds and in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.
- 1.3 Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- 1.4 **Price Breakdown**

In their financial bid, the bidders are requested to provide a detailed breakdown of the price in accordance with the Basis of Payment in Annex "B".

- 1.5 Bidders should include the following information in their financial bid:
 - (a) Their legal name; and
 - (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

Section III: Certifications

Bidders must submit the certifications required under Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

1.1.1 Mandatory Technical Criteria

Mandatory criteria are assessed on a simple pass/fail basis. Bids that fail to meet any of the mandatory criteria will be considered non-responsive.

Mandatory Technical Evaluation Criteria are included in Attachment 1 to Part 4.

1.2 Financial Evaluation

1.2.1 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, including option periods, the Applicable Taxes excluded, Canadian customs and excise taxes included.

2. Basis of Selection

2.1 Basis of Selection – Lowest Price Responsive Technical Proposal

- 1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory technical criteria;
- 2. Bids not meeting (a) or (b) will be declared non-responsive.
- 3. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



ATTACHMENT 1 TO PART 4

MANDATORY TECHNICAL CRITERIA

<p>MANDATORY TECHNICAL CRITERION</p>	<p>Reference to Page Number in Proposal</p> <p>[Bidder to complete]</p>	<p>Compliant (Yes / No)</p> <p>[ECCC to complete]</p>
<p>M1. The Bidder must provide a valid copy of its WorkSafeBC Clearance Letter, in good standing, in its proposal.</p>		
<p>M2. The Bidder must demonstrate that it has a minimum of three (3) years of cleaning experience for a similar or greater size building complex* within the last five (5) years at date of bid closing.</p> <p>* A similar or greater size building complex is defined as a building or several buildings on one property that is a minimum size of 6,000 square feet.</p> <p>In order to demonstrate this experience the Bidders are requested to complete the table found at Attachment 2 to Part 4, Facility Work Experience, or provide the equivalent information.</p>		
<p>M3. The Bidder must demonstrate in its bid that the proposed supervisor has a minimum of three (3) years experience in institutional/commercial cleaning at date of bid closing within the last ten (10) years.</p> <p>In order to demonstrate this experience, the Bidder is requested to complete the Intitutional/Commercial Building Cleaning Experience found at Attachment 3 to Part 4, or provide the equivalent information</p>		



ATTACHMENT 2 TO PART 4

FACILITY WORK EXPERIENCE

	Name and Address of Client Organization or Company	Contract Period (from YY/MM/DD to YY/MM/DD)	Location of the Project/Contract (i.e. address)	A Description of the Facility in the Project/Contract (i.e. number of the buildings, size of buildings, facility square footage, etc)
1				
2				
3				
4				
5				



ATTACHMENT 3 TO PART 4
FACILITY WORK EXPERIENCE

	Name and Address of Client Organization or Company	The Contract Period of the Project/Contract (from YY/MM/DD to YY/MM/DD)	Location of the Project/Contract (i.e. address)	A Description of the Facility in the Project/Contract (i.e. number of the buildings, size of buildings, facility square footage, etc)
1				
2				
3				
4				
5				



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may 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 COVID-19 Vaccination Requirement Certification

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

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 - 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](#) website, 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 from Employment and Social Development Canada (ESDC) - Labor's website.

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.

5.3 Additional Certifications Precedent to Contract Award

5.3.1 Status and Availability of Resources



The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.3.2 Education and Experience

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



PART 6 - RESULTING CONTRACT

Title: Janitorial Services for the Pacific Wildlife Research Centre

6.1 Security Requirement

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

6.1.1.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid security screening issued by the Government of Canada.

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

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

6.1.1.4 The Contractor/Offeror must comply with the provisions of the:

6.1.1.4.1 Security Requirements Check List and security guide (if applicable), attached at Annex C;

6.1.1.4.2 Industrial Security Manual (Latest Edition)

6.2. Statement of Work

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

6.3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the PSPC/PWGSC [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010B (2021-12-02) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

General conditions 2010B is modified as follows:

At Section 12 Transportation Costs

Delete: In its entirety

Insert: "Deleted"

At Section 13 Transportation Carriers" Liability

Delete: In its entirety.

Insert: "Deleted"

At Section 18, Confidentiality:

Delete: In its entirety

Insert: "Deleted"

Insert Subsection: "36 Liability"

"The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of



Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.”

At Section 06 Subcontracts

Delete: paragraphs 1, 2, and 3 in their entirety.

Insert: “The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor. In any subcontract, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the Contract, unless the Contracting Authority agrees otherwise, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor.”

At Section 19 Copyright

Delete: In its entirety

Insert: “Deleted”

6.3.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:

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.

6.3.3 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____ (insert name(s) of person(s)).

6.4. Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to May 31, 2024 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 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 fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment

6.5. Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____



Title: _____
Environment and Climate Change Canada
Procurement and Contracting Division
Address: _____
Telephone: ____-____-_____
E-mail address: _____

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:

Name: _____
Title: _____
Environment and Climate Change Canada
Canadian Wildlife Service
Address: _____
Telephone: ____-____-_____
E-mail address: _____

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.

6.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
E-mail address: _____

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.

6.7. Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ _____ (insert the amount at contract award). Customs duties are _____ (insert "included", "excluded" **OR** "subject to exemption") 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 Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and the Applicable Taxes are extra.
- (b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (i) when it is 75 percent committed, or
 - (ii) four (4) months before the contract expiry date, or
 - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

- (c) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.8. Invoicing Instructions

6.8.1 Monthly Payments

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

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

6.9. 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 British Columbia.

6.11. Priority of Documents



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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4013 (2021-11-29), Compliance with on-site measures, standing orders, policies and rules
- (c) the general conditions 2010B (2021-12-02), General Conditions: Professional Services (medium complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirements;
- (h) Annex E, Price Certification;
- (i) Annex F, Certificate of Vaccination Against COVID-19 – Supplier; and
- (j) the Contractor's bid dated _____, (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award:", as clarified on _____" or ", as amended on _____" and insert date(s) of clarification(s) or amendment(s)).

6.12. Insurance

6.12.1 Insurance Requirements – Specific requirement

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

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

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

6.13. Dispute Resolution

The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

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.

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.

Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/contract-management/dispute-resolution>" Dispute Resolution".



ANNEX "A"

STATEMENT OF WORK

1 BACKGROUND:

The Pacific Wildlife Research Centre (PWRC) operates out of a site located at 5421 Robertson Road in Delta B.C. The site is comprised of a main building and several barns. The main building, referred to as "Building B" consists of the Lodge, the Science Wing, the Annex and the Enforcement Building, also known as "the Boathouse".

The Lodge is located at the centre of the building and accommodates the office of the Regional Director, the administration, the Eco System Conservation and the Population Conservation groups. There are two GIS labs and a drafting room on the ground floor and a kitchen on the second floor. The Lodge is connected to the Science Wing through a link.

The Science Wing houses the Population Conservation group, the Conservation Service Delivery group and the Wildlife Research - Delta group. There are also shared student spaces and offices for research associates from Simon Fraser University and other NGOs working with PWRC to form a partnership in wildlife research. The laboratories located on the ground floor are shared by both the Wildlife Research Delta and the Population Conservation groups.

The Annex consists of a library, two boardrooms (for 12 and 30 people), an office and washrooms. It is linked to the Lodge through a sheltered walkway.

The Multi-Purpose Building houses the Freezer, Laundry, Public Washroom and Boat Storage.

2 SUMMARY OF WORK:

The Contractor is responsible for the provision of all competent labor, supervision, approved materials and equipment required for building cleaning and janitorial services for the Pacific Wildlife Research Centre.

The Work must be in a satisfactory and complete manner in accordance with the Statement of Work listed herein for the following locations:

- (1) The Lodge
- (2) The Science Wing
- (3) The Annex, and
- (4) The Multi-Purpose Building

Total square feet of the office space: 6000 square feet

3 GENERAL CONDITIONS:

3.1 General Instruction

- 3.1.1 The following specifications of cleaning work to be done and standards to be met will serve to outline services the Contractor is expected to provide. Changes may be made, in writing, after negotiations between the Contractor and the Contracting Authority.
- 3.1.2 When requested, the Contractor is to attend scheduled cleaning inspection tours of the PESC facility with the Technical Authority (TA) listed herein to discuss problems, queries, etc. Any items of contention discussed during these meetings must be rectified within one (1) working day. The TA or his/her representative must be the sole judge of the quality of



- the work embodied in these specifications, and his/her decision must be final. The TA must be able to contact the Contractor's supervisor or a designated alternate at all times.
- 3.1.3 The Contractor must have on site at all times of work, a representative with the authority to make decisions and commitments on behalf of the Contractor.

3.2 Communications

- 3.2.1 In order to ensure the safety of the Contractor, its employees, and the users of the premises, all cleaners and supervisors working on the premises must be able to communicate fluently both orally and in writing in the English language. They must also be able to read English as safety signs regarding hazardous materials are printed in this language.
- 3.2.2 In order to ensure effective communications between the Contractor and the TA, the Contractor must provide a means of communication, which allows a thirty (30) minute response/call back, and one (1) hour emergency response.

3.3 Labour

- 3.3.1 The Contractor must supply sufficient and trained labour to perform the services required. Employee training must consist of Building Service Worker Training received at an Educational Institute or through specific Contractor's in-house training programs; proof of which is to be delivered to the TA through Certificates from the Educational Institutes or written details of the Contractor's in-house training program. The TA will approve the certification.

3.4 Contractor's Responsibility

- 3.4.1 The Contractor is responsible for the examination of surfaces to be maintained, ascertain their condition and bring to the TA's attention any defective surfaces or areas requiring repair or extra work to bring them up to the maintenance level defined in the specifications. This must be done in writing within ten (10) days of contract award. The Contractor must provide and maintain adequate and suitable means of saving the building and contents from damage or defacement during the progress of the work, i.e. drop cloths, tarpaulins, etc.

3.5 Technical Authority Responsibilities

- 3.5.1 The TA must determine if work performed under this contract is according to the Operations and Frequencies and meets the Quality Standards listed herein.
- 3.5.2 The TA must determine if the labour and materials provided by the Contractor meets the specifications; and
- 3.5.3 The TA must approve schedule changes for the various phases of the work.

3.6 Staffing

- All persons employed as daytime staff are to have authority to carry out directions given to them by the TA whether or not this involves minor changes to the specifications.
- The Contractor must equip his superintendent with a cell phone or similar communicating device so he may be contacted by the TA, during the work day.
- All cleaning staff must carry a copy of their picture ID (either a B.C. driver's license or S.C. ID card) at all times. At the discretion of the TA, employees not carrying proper ID may be removed from the site. Cleaning staff must not be allowed back in the building until required proof is presented.

3.7 Health and Safety



- 3.7.1 The Contractor must adhere to all safety measures respecting personnel and fire hazards recommended by Federal and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures.
- 3.7.2 The Contractor must ensure that all equipment used to perform the Work is in a state of good repair. The TA reserves the right to have the equipment judged to be unsafe, not suitable or defective taken out of service. The Contractor is responsible to provide suitable replacement equipment.
- 3.7.3 All materials are to be stored and handled in such a manner as to not present a danger to building occupants or members of the public.
- 3.7.4 All materials and chemicals are to be labeled in accordance with the "Workplace Hazardous materials Information System" (WHMIS).
- 3.7.5 All employees working in this building must be trained in WHMIS. The Contractor is to provide WHMIS refresher training courses as required.

3.8 Building Security

- 3.8.1 Only those employees is allowed access to the site of the Work. No other persons accompanying employees are allowed on site.
- 3.8.2 The Contractor's cleaning staff may be subject to questioning and search of cleaning material in relation to security matters by Canadian Wildlife Service and/or its designated security staff.
- 3.8.3 All keys entrusted to the Contractor for the fulfillment of this contract must be fully protected at all times.
- 3.8.4 All doors to rooms, private or general offices, etc., which must be unlocked by the Contractor's employees, must be kept locked during the performance and at the completion of their duties.
- 3.8.5 The Contractor is responsible for the security of the building to the extent of deactivating and activating security systems, unlocking and locking of exterior and interior doors and the inspection of windows to ensure they are closed and locked before leaving the premises.

3.9 Building Cleaning Operations

Routine Cleaning

- 3.9.1 Routine cleaning is performed on Tuesday, Thursday and Saturday or Sunday between the hours of 18:00 and 22:00.

Scheduled Operations

- 3.9.2 Scheduled operations must be performed at times most convenient to the TA.
- 3.9.3 Cleaning operations must be carried out in such a manner that no more than 25 percent of the building must be illuminated while cleaning operations are underway during unoccupied hours: i.e., work must be completed on each building or section of the building and lights switched off in that area, before proceeding to the next building or section of a building to commence operations in that area. Where individual offices are equipped with light switches, lights are to be turned on when entering to clean the office and switched off immediately on leaving the office to proceed to clean the next office.
- 3.9.4 Upon award of the contract, the Contractor will on request, submit in writing, his plan of operation to conform to routine cleaning, scheduled operations and special cleaning conditions.

3.10 Inspection



- 3.10.1 The Contractor must notify the TA when each major operation listed in Section 2 (Operations and Frequencies) is completed. Arrangements must be made to inspect the work to decide whether or not it is acceptable.

3.11 Quality Standards

- 3.11.1 The Quality Standards, (Section 5), where applicable, must be strictly adhered to. Inspections made by the TA is based on these standards.

3.12 Materials and Equipment

- 3.12.1 The Contractor must supply all equipment, materials, uniforms or products required to carry out the work unless stated otherwise. This includes any additional products, equipment and/or paper products used during seasonal increases in staff.
- 3.12.2 The Contractor must, where available, use materials listed in the Canadian General Standards Board Qualified products Lists.
- 3.12.3 The Contractor must, on request, furnish a complete written statement of the origin, composition and/or manufacturer of any or all materials supplied by the Contractor for use in the work and may be required to provide samples of materials from its stock for testing purposes.

3.13 Space Assigned

- 3.13.1 The TA must provide the Contractor with such space as is considered necessary by him/her for the performance of the Contractor's duties;
- 3.13.2 The Contractor must not list, publicize or use in any fashion, for business purposes, the address of a building leased or owned by the Government of Canada;
- 3.13.3 The Canadian Wildlife Services will not be responsible for damage to the Contractor's supplies, material or equipment neither in the building nor to the Contractor's employees' personal belongings brought into the building.

3.14 Log

- 3.14.1 A log must be maintained in the building by the Contractor in which it must record on a daily basis, all of the performed other than the normal day to day cleaning. The log must be made available for inspection by the TA.

4 OPERATIONS AND FREQUENCIES:

4.1 Frequency of Cleaning

- The frequency of cleaning is each Tuesday, Thursday and Saturday or Sunday unless otherwise specified. Some cleaning frequencies will have to be discussed have to be discussed with and approved by the TA.

4.2 Interior - General

- The operations specified in this Section are more particularly defined in Section 5 titled the Glossary of Terms, and Quality Standards.

4.3 Floors – General Preliminary Instructions

- Chairs, wastepaper baskets, etc. must not be placed on desks, tables or work benches during cleaning operations.
- Care must be taken not to allow cleaning solutions, to seep under furniture legs, file cabinets or partitions.
- Exclusion – Cleaning of laboratory sinks, stationary and moveable equipment.



4.4 Floors – Terrazzo, Marble and Quarry Tile

- Exclusion – Entrances, Lobbies, Washrooms and Stairways
- General
 - Sweep all floors
 - Remove gum and other foreign residue
 - Damp mop all floors to remove spillage, etc.
 - Wash and buff all floors weekly
 - Scrub and refinish on a full floor basis three times a year in the months of August, November and February
 - Strip and refinish on a full floor basis annually in the months of: May

4.5 Floors – Hardwood

- Preliminary Instructions
 - Use a minimum amount of water to remove spillage.
- General
 - Sweep all floors.
 - Polish floors weekly
 - Clean floors monthly using a solvent wood cleaner, apply one coat of an approved non-slip wax and buff when dry.

4.6 Floors - Concrete

- General
 - Sweep all floors
 - Remove gum and other foreign residue
 - Damp mop to remove spillage
 - Wash all floors monthly
- Laboratories
 - Sweep all floors.
 - Damp mop all floors
 - Scrub all floors monthly (2nd Thursday of month)
- Active Storage Space
 - Sweep all floors monthly (2nd Thursday of month)
- Dormant Storage Space
 - Sweep and wash on request.

4.7 Carpeting and Rugs

- General
 - Remove spots and stains from carpeting and rugs using methods and solutions approved by carpet manufacturers and clean up spills as soon as possible after observation or notification.
 - Report to the TA spots on carpeting or rugs that cannot be removed by normal means and any damage to or lifting of carpeting.
 - Clip loose threads during vacuuming operations
 - Pick up debris/litter from all areas.
- Offices
 - Vacuum traffic lanes, desk wells and soiled areas.
 - Vacuum on a full floor basis twice per month (1st and 3rd Thursday each month).
 - Where T mats are in use, remove, vacuum carpet, clean T mat and replace twice per month (1st and 3rd Thursday each month).
- Corridors and Elevator Lobbies
 - Vacuum on a full floor basis.

4.8 Walk-Away Mats

- General



- The Contractor will 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 mat.
- Vacuum and remove stains from all mats at 18:00 hours Tuesday, Thursday and Saturday or Sunday. During inclement weather, or as a result of, vacuum mats more often if necessary.
- ECCC will provide Walk-Away mats and the Contractor will install, maintain, remove, clean and store mats in a designated area when not in use.
- Weekly
 - Clean all large mats in place by means of the hot water extraction method. Smaller mats are to be removed to a designated location for this operation.

4.9 Entrances, Exits and Lobbies

- General
 - Keep free of debris/litter
 - Clean furniture as per office furniture
 - Mats are to be removed or rolled up to complete floor cleaning operations
 - Clean both sides of door glass.
 - Clean surface and between bars of foot grilles
 - Remove gum and other foreign debris
 - Sweep and wash floors. Provide additional damp mopping of floors during or as a result of inclement weather.
 - Spot clean front of lock boxes.
- Weekly
 - Clean both sides of all glass windows, metal and/or wood surfaces.
 - Spray and buff all resilient floors.
- Monthly
 - Remove foot grilles and clean out recessed pan and drain.
 - Machine scrub and refinish floors.
- Annually
 - Strip and refinish floors
 - Clean front of lock boxes.

4.10 Stairs and Landings

- General
 - Sweep stairs and landings.
 - Remove gum or other foreign residue.
 - Wash stairs and landings.
 - Dust hand rails, vertical grilles, baseboards, stringers and ledges.
 - Vacuum and spot clean carpeted stairs and landings.
- Monthly
 - Wash handrails, baseboards, risers, steps, landings, stringers and ledges.
- Semi-Annually – (As per schedule discussed with and approved by TA)
 - Strip and refinish terrazzo, marble or resilient surfaces.
- Annually - (As per schedule discussed with and approved by TA)
 - Scrub and refinish concrete surfaces.

4.11 Miscellaneous

- General
 - Damp wipe window sills, stools and draft deflectors.
 - Dust open radiators, remove debris from behind and underneath
 - Clean public telephone boots and clean glass.
 - Dust display cases, directory boards and spot clean glass.
- Twice per Month
 - Clean exterior sash of notice boards and wash glass
 - Wash display case glass



- Clean directory board frame and clean glass.
- Clean interior government signs.
- Monthly
 - Clean and polish all metal fittings
 - Dust tops of sorting cases.
 - Dust or vacuum blinds.
- Quarterly – (As per schedule discussed with and approved by TA)
 - Dust or vacuum ledges, tops of partitions, pipes and other high areas including tops of hanging light fixtures and conduit 1.8 metres or more above floor level.
 - Clean all air intake grilles, air diffusers and metal surrounds using a detergent solution or solvent.
 - Wash all open radiators
 - Clean exposed radiator and convection oven.
 - Dust venetian blinds
 - Vacuum Drapes.

4.12 Washrooms – Public and Private

- General
 - Washrooms must be patrol cleaned and empty dispensers replenished.
 - Blocked toilets, sinks, urinals and drains to be cleared immediately by use of a plunger. If plumbing work is necessary, notify TA.
 - Remove gum and other foreign residue.
 - Sweep and wash floors with germicidal detergent.
 - Dust tops of partitions.
 - Wash toilet seats (both sides) bowls, urinals, washbasins (including undersides) using germicidal detergent.
 - Clean and disinfect all water taps, dispensers, door plates, flush valves and the exterior of wastepaper and refuse receptacles.
 - Clean flush tanks, shelves, high ledges, mirrors, window sills and exposed pipes.
 - Spot clean walls, partitions and doors to remove finger marks, graffiti and other marks.
 - Empty sani-cans, wash, disinfect and replace bags
 - Empty waste receptacles and insert new plastic bags.
 - Replenish soap containers, toilet paper, linen and paper towel dispensers.
- Weekly
 - Wash both sides of partition doors and the ceramic walls enclosed by the partitions using a germicidal detergent.
 - De-scale toilet bowls and urinals.
 - Place one 4 oz. deodorant block in each urinal.
 - Pour a bowl of clean water into floor drains.
 - Spray-buff floors.
- Semi-Annually
 - Strip and refinish floors in the month of May.
 - Strip and refinish concrete floors in the month of May.

4.13 Locker Rooms

- General
 - Empty waste receptacles.
 - Dust exposed surfaces of lockers including tops. Remove finger marks and stains from locker fronts and sides.
 - Wash window stools and metal base of windows.
 - Sweep floors
 - Remove gum and other foreign residue.
 - Damp mop floors using a germicidal detergent.
- Terrazzo-Quarry Tile-Vitreous
 - Wash with germicidal detergent weekly.



- Scrub and rinse with a germicidal solution monthly (3rd Thursday of Month)

4.14 Showers

- General
 - Remove all pieces of soap and other foreign matter.
 - Wipe down walls using a cleaner disinfectant and rinse with clear water.
 - Report any stoppages or leaks.
- Weekly
 - Wash down walls, shower curtains and/or shower doors using a soapless detergent containing sequestering agents to remove soap scum and rinse with clear water.
 - Scrub floor using a soapless detergent containing sequestering agents to remove soap scum and rinse with clear water.
 - Polish handles, shower heads and other fixtures.

4.15 Cafeterias and Canteens

- Preliminary Instructions
 - This refers to the dining area in front of the counter and does not include furniture or vending machines.
- General
 - Clean up spillage
 - Remove gum and other foreign residue from floor.
 - Vacuum and spot clean carpeting on a full floor basis.
 - Sweep and damp mop on a full floor basis.
- Quarterly
 - Spray buff and re-sweep on a full floor basis.

4.16 Lunchrooms and Rest Areas

- General
 - Wash all furniture, tables, chairs, sinks, etc.
 - Sweep and wash floors.
 - Vacuum and spot clean carpeting
 - Replenish all soap, paper and/or linen towel dispensers.
 - Empty, wash and disinfect garbage cans and paper receptacles, replace plastic bags.
 - Spot clean all walls, doors, partitions and exterior of cupboards.
- Weekly
 - Sweep and spray buff floors.
- Monthly (3rd Saturday and Sunday of Month)
 - Scrub and refinish floors
- Annually - As per schedule discussed with and approved by TA)
 - Strip and refinish floors
 - Wash all walls.

4.17 Furniture – Fixtures and Counters

- Preliminary Instructions
 - Papers and files left on furniture shall not be disturbed by the cleaning staff.
 - Clean horizontal surfaces.
 - Clean telephones and intercom instruments.
 - Dust and remove finger marks and stains from vertical and horizontal surfaces of office furniture.
 - Spot clean finger marks and stains from glass topped furniture.
 - Spot clean outside surfaces of lockers, storage and filing cabinets.
 - Dust empty stacks and shelves.
 - Dust pictures and wall hangings (Excluding painting and art objects).
 - Damp wipe and polish counters.



- Spot clean counter facings.
- Weekly
 - Dust and remove stains from vertical surfaces.
 - Clean and polish cleared office furniture
 - Dust lockers and storage cabinets.
 - Dust artificial plants, remove debris from containers and damp wipe exterior of containers.
 - Clean counter facings, metal wickets, and glass and wood partitions.
 - Clean bases of free standing screens.
- Monthly (1st Saturday or Sunday of Month)
 - Vacuum upholstered furniture, including removal and vacuuming of all sides of cushions and cushion bed.
 - Remove and clean on sides, all glass or plastic plates covering furniture and dust tops of furniture before replacing plates.

4.18 Chalkboards & Whiteboards

- General
 - CAUTION: DO NOT CLEAN boards containing written information.
 - Do not use oiled or dust treated cloths in cleaning boards.
 - Dry clean boards.
 - Clean chalk troughs.
 - Vacuum clean erasers.
- Weekly
 - Clean White Board using an approved White Board cleaner (EVI or equivalent).

4.19 Waste Receptacles

- General
 - Replace when dirty or torn, plastic bags of correct size in wastepaper baskets, garbage cans and waste receptacles.
 - Empty wastepaper baskets, garbage cans and waste receptacles.
- Weekly (Tuesday)
 - Wash and disinfect garbage cans and waste receptacles, including metal liner.
 - Damp wipe exterior of wastepaper baskets.
- Semi-Annually
 - Wash and disinfect wastepaper baskets in months of: April and October.

4.20 Interior Glass

- General
 - Spot clean all glass doors, glass in fire doors, glass partitions, interior window glass and/or glass panels in partitions.
- Weekly (Thursday)
 - Wash both sides of glass doors and glass in fire doors.
- Semi-Annually – (As per schedule discussed with and approved by TA)
 - Wash both sides of glass partitions and/or glass panels in partitions.

4.21 Exterior Glass

- As requested by TA
 - Wash exterior glass partitions and/or glass panels in partitions.

4.22 Walls, Partitions, Baseboards, and Ceilings

- General
 - Remove finger marks, smudges and stains from painted walls and partitions.
 - Dust baseboards, ledges and moldings.
 - Spot clean vinyl covered walls, doors and partitions.
 - Spot clean and spot dust ceilings as required.
- Weekly (Thursday)



- Spot clean fabric and carpeted walls, columns, screens and partitions.
- Dust marble walls, columns and frames.
- Quarterly – (As per scheduled discussed with and approved by TA)
 - Wash marble walls, columns and frames.
 - Dust wood paneled walls.
- Semi-Annually
 - Vacuum fabric and carpeted walls, columns and partitions in the months of: September and March.
 - Dust painted walls and columns in the month of: September and March.

4.23 Doors, Door Frames, etc.

- General
 - Remove finger marks, smudges and stains from doors and door frames.
 - Dust door grilles.
 - Clean non-metallic kick and hand plates using a detergent solution.
 - Clean metal push bars, kick and hand plates using the appropriate cleaner.
 - Dust doors and door frames.
- Semi-Annually
 - Wash door grilles in the months of: August and January.

4.24 Contractor's Space

- Maintain as per corresponding areas in building.

4.25 Janitor Rooms

- General
 - To be kept free of debris.
 - Mops to be washed clean before storing. All other equipment to be kept clean and material neatly stored.
 - Sweep and wash floor.
 - Wash and disinfect sinks.
- Quarterly – (As per schedule discussed with and approved by TA)
 - Wash walls, shelves, etc.
- Annually
 - Strip and refinish floors.

4.26 Garbage Room/Area

- General
 - Cupboard containers designated for disposal must be flattened before placing into bulk lift units or tied into bundles 1200 mm in length by 600 mm in diameter and not exceeding 20kg in weight.
 - Garbage stored in plastic bags or garbage cans must be placed at pick-up point prior to scheduled garbage collection.
 - The Contractor must not store equipment in the garbage room/area.
 - Empty all garbage and wastepaper designated for disposal into garbage bags supplied by the TA and load into the garbage bin.
 - Sweep floor after removal of garbage and pick up any debris/litter dropped.

4.27 Wastepaper

- General
 - All wastepaper and cardboard cartons, unless marked otherwise, remain the property of the Crown and will not be disposed of as recyclable waste by the Contractor.
 - Where separate containers are provided throughout the building for recyclable wastepaper, etc. the Contractor will:
 - Remove the full jute bags from the container.
 - Insert an empty jute bag (provided by the Department) into the container.



- Transport the full bags to a separate storage area designated by the TA.
- Cardboard cartons containing paper and marked WASTEPAPER are also to be transported to the same designated area

4.28 Building Operations

- Report any and all maintenance repairs required to the building, heating system, plumbing, electrical or water system to the TA
- Requests for emergency repairs to be made by telephone (number to be provided) to the TA.



SECTION 5 – GLOSSARY OF TERMS AND QUALITY STANDARDS

No.	TERM	DESCRIPTION OF OPERATION	QUALITY STANDARD
1.	Area Policing	Consists of patrolling sidewalks, driveways, lawn areas, loading docks, entrance, and other areas and picking up paper and all other debris.	Designated areas must be free of paper and all other debris after policing.
2.	Sweeping Exterior	Consists of removing loose dry surface soil	Sidewalks, loading docks, entrances, and other designated areas must be clean after sweeping.
3.	Hosing Sidewalks	Consists of washing sidewalks by spraying with water under pressure from a garden hose.	Sidewalks and other designated areas must be clean after hosing.
4.	Snow Removal	Consists of clearing snow, slush, ice, accumulated sand or accumulated ice-melt product from all designated areas and spreading sand or ice-melt product over dangerous surfaces. The accumulated cleared snow must be dealt with in accordance with local bylaws.	All designated areas should be free from snow and ice accumulation and sanded and chemically treated to provide safe footing.
5.	Sweeping	Consists of removing loose, dry surface soil. Where surface is not subject to damage by solvent, use a solvent based treated sweeping compound, dust cloth or dust mop. Where surface is subject to damage by solvents, use a wax based, treated sweeping compound, dust cloth or dust mop. Dust cloths and dust mops to be treated the day before they are to be used, to ensure no streaks are left on the floor.	There should be no dirt, trash or other matter left in corners, behind or under structural members, under furniture or behind doors. Floors should be free of dust film, there should be no dirt left where sweepings were picked up and furniture and equipment should be relocated to where it was prior to the sweeping operation.
6.	Damp and Wet Mopping	Consists of apply neutral detergent solution to the floor, agitating it with a mop, removing the solution, rinsing the floor and wiping up the rinse water. In washrooms the rinsing operation is performed using a germicidal solution.	The mopped area should be clean and free of surface stains, mop streaks and loose mop stands. Walls, baseboards and other surfaces should be free of watermarks and splashing. Water or other cleaning solution should not have been allowed to collect under furniture legs and cabinets.
7.	Wash Floor	Consists of applying a neutral detergent solution to the floor, agitating it with a mop, removing the solution, rinsing the floor and picking up the rinse water. In washrooms the rinsing operation is performed using a germicidal solution.	There should be no surface dirt or stains visible following the floor washing operation. Walls, baseboards and other surfaces should be free of watermarks, splashing and scars from equipment. The floor should be free of streaks and loose mop strands and water or



No.	TERM	DESCRIPTION OF OPERATION	QUALITY STANDARD
			other cleaning solution should not have been allowed to collect under furniture legs or cabinets.
8.	Machine Scrub	Consists of applying a neutral detergent solution, agitating with a machine and brush or pad, picking up solution, rinsing with clear water and picking up the rinse water. In washrooms the rinsing operation is performed using a germicidal solution.	There should be no surface dirt or stains visible following the scrubbing operation. There should be no wax or finish build-up on the floor surface. Furniture (excluding file cabinets) should be moved for complete floor coverage. Walls, baseboards and other surfaces should be free of watermarks, splashing and scars from equipment.
9.	Spraying and Buffing	Consists of spraying a spray buff on a floor, approximately 50 cm ahead of floor machine. Care must be taken that no solution is splashed against furniture, doors and baseboards. While the machine operates, the spray buffing pad abrades black marks and irregularities. When the working face of the pad becomes loaded, turn pad over or replace with a clean pad. Spray buffing is continued until all traffic marks are removed and shine restored. Floors must be swept after spray buffing has been completed.	
10.	Polish or Buff Floors	Consists of covering the full floor area with a machine or brush or pad to restore surface shine	There should be no dust or dirt left on the floor after a polish operation. Walls, baseboards and other surfaces should be free of marks from equipment and the floor should present an overall appearance of cleanliness.
11.	Scrubbing/Stripping	Scrubbing consists of removing the top layer of floor finish, using either the wet or dry scrub method. When using the wet scrub or wet strip method, use a minimum amount of solution and rinse the floor twice before applying sealer or finish. When using the dry scrub or dry strip method, damp mop the floor twice before applying sealer or finish. Baseboards are to be cleaned after each operation to remove streaks and splashes.	There should be no surface dirt or stains visible following the scrubbing operation. There should be no wax or finish build-up on the floor surface. Furniture (excluding file cabinets) should be moved for complete floor coverage. Walls, baseboards and other surfaces should be free of watermarks, splashing and scars from equipment.
12.	Strip & Refinish	Consists of moving furniture, sweeping floor, stripping using either the wet or dry method to remove layers of finish. Apply a minimum of	Furniture should be relocated to where it was prior to the operation.



No.	TERM	DESCRIPTION OF OPERATION	QUALITY STANDARD
		<p>one coat of a water base sealer and three coats of self-polishing non-slip, metal interlocked floor finish except in corridors, entrances and lobbies where four coats are applied. The floor sealer is applied to the baseboards. The floor finish is applied to 50 cm from the baseboards except for the last coat which is applied right to the edge of the baseboards. Each coat of finish is to be laid in the opposite direction from the previous coat. Complete the operation by cleaning the baseboards.</p>	
13.	Strip & Reseal On Painted Concrete	<p>Consists of sweeping, stripping and applying one coat of an approved sealer to the baseboards</p>	<p>There should be no surface dirt or stains visible following the operation. Walls, baseboards and other surfaces should be free of watermarks, splashing and scars from equipment.</p>
14.	Vacuuming and/or Carpet Sweeping	<p>Consists of removing dust, dirt and litter using an upright or canister type vacuum cleaner, capable of having a crevice tool attached to clean in corners and along baseboards.</p>	<p>Carpet and rugs should be clean and free from dust, dirt and other debris. Nap on rugs should be laid in one direction. T- Mats should be clean and carpet or rug area around and under T mats should be free of dust and dirt. Floor area under immediate edge of rugs should be free of dirt and dust. Bare floors around rugs should be clean. No dirt should be left in corners, under furniture, behind doors or structural members. Upholstered furniture should be free from dust, dirt and other debris. All furniture and equipment moved during the cleaning operation should be returned to its original location.</p>
15.	Stain Removal – Carpets	<p>Consists of identifying the type of stain by look, feel or odour and the removal using the appropriate remover in accordance with commercial spot remover kit instructions.</p>	<p>There should be no stain visible and no discoloration of the carpet after stain removal operation.</p>
16.	Vacuuming Walk-Away Mats	<p>Consists of removing sand, slush or water using a wet and dry industrial type vacuum cleaner, equipped with the appropriate floor tools.</p>	<p>Walk-away-mats should be clean and free of dust, dirt, sand, slush, salt and water after vacuuming. Floor area under the mat should be free of dust and dirt and present a clean appearance.</p>
17.	Salt/Stain Removal Walk-Away Mats	<p>Consists of vacuuming, flooding salt stain with water and allowing to</p>	<p>There should be no salt stain visible and no discoloration of the walk-</p>



No.	TERM	DESCRIPTION OF OPERATION	QUALITY STANDARD
		stand for ten minutes, vacuuming up water and repeating operation as many times as necessary until stain is removed.	away-mat after salt stain removal operation. Floor area under the mat should be free of dust and dirt and present a clean appearance.
18.	Cleaning Floor Grilles	Consists of removing all dirt and debris from the surface and between the bars of foot grilles; removing the foot grilles and clean the recess pan and drain.	Foot grilles and recessed pans should be free of dirt and debris after scheduled cleaning.
19.	Cleaning Notice Boards and Fire Hose Cabinets	Consists of dusting display cases and notice boards, spot cleaning or washing sash and glass, dusting and washing interior fire hose cabinets, and washing both sides of cabinet door glass.	Notice boards, display cases, and fire hose cabinets, including glass should be clean.
20.	Glass cleaning	Consists of washing glass surfaces with a detergent solution and wiping dry with a clean cloth.	Glass should be clean both sides and free from streaks and smears. Sash, sill, stools and floor should be clean and free of watermarks. Items moved during the cleaning operation should have been replaced to their original locations.
21.	Cleaning Stairways and Landings	Consists of sweeping, dusting, mopping and stripping; spot cleaning walls and handrails, and polishing doorknobs and other metal surfaces where applicable. Washing of walls on annual basis.	Stair landings, treads and corners of stair treads should be free of dirt, dust streaks and debris. Stair railings, ledges, door mouldings, window stools and grilles should be free of dust. Stair landings, treads, risers, walls and baseboards should be clean and free of water marks and splashing from cleaning and finishing solutions. Wooden hand railings as well as hand railings, doorknobs and other metal surfaces should be clean and polished.
22.	Elevator Cleaning	Consists of polishing interior metalwork, dusting and removing finger marks, smudges, and stains from doors, door frames, and walls including the control panel. Scraping and vacuuming doorsill/track grooves in the cab and on each landing. Sweeping, damp mopping, pray buffing, stripping and refinishing non-carpeted floors. Vacuuming spot cleaning and shampooing carpeted floors.	Floors, including corners, threshold plates and door tracks should be clean and polished. Walk-off-mats (when in place_ should be clean and dry. The floor under should be clean and dry. Carpeted floors should be free of dust and debris. Walls should be free of dust, finger or splash marks, streaking and water marks. Handrails and baseboards should be clean and polished. Door and frames should be free of finger marks and stains.
23.	Cleaning Walk-Away Mats	Consists of vacuuming, stain removal and shampooing, using either a machine agitated dry foam	There should be no stains visible and no discoloration of the walk-away-mat. The floor area under the



No.	TERM	DESCRIPTION OF OPERATION	QUALITY STANDARD
		or jet extractor methods. Hose washing may only be used if specified by the manufacture and in accordance with his instructions.	mat should be free of dust, dirt and present a clean appearance after cleaning operations.
24.	Dusting	Consists of removing loose dirt, dust and cobwebs using an untreated dust mop or vacuum cleaner with appropriate attachments.	There should not be any dust or dust streaks on desks or other furniture. Glass tops on desks and tables should be clean and free of finger marks and stains. All pictures, plaques, etc., should be free of dust. Corners and crevices should be free of dust and cobwebs. Window stools, door ledges, frames, louvers, baseboards and partition ledges should be free of dust.
25.	Metal Cleaning	Consists of polishing with an approved metal polish doorknobs, push bars, kick plates railings and other metal surfaces to remove stains and restore the shine.	Doorknobs push bars, kick plates, railings, doors and other surfaces should be clean and polished.
26.	Cleaning Washroom Fixtures	Consists of washing with a germicidal detergent all surfaces of wash basins, taps, exposed piping, flush toilets, toilet seats, toilet bowls and urinals to disinfect and remove dust, dirt, spots and stains.	All surfaces of wash basins, taps, and all exposed piping should be free of dust, dirt, spots and stains. All surfaces of flush toilets, toilet seats, bowls and urinals should have been disinfected. Plumbing fixtures should be free of stains, soap build-up, dust and mould.
27.	Cleaning and Servicing Sanitary Receptacles	Consists of removing used sanitary bag and replacing with a new bag. The receptacle is to be washed with a germicidal detergent to remove spots, stains, finger marks and odour.	All sanitary receptacles should be empty and a disposal bag replaced if required. All sanitary receptacles should be free of odour, spots, stains and finger marks.
28.	Patrol Cleaning	Consists of picking up litter, wiping up spillage; cleaning tables, counter tops, all washroom fixtures; polishing mirrors, emptying waste receptacles in designated areas and replenishing empty dispensers. This work is in addition to the regular routine cleaning.	Floors should be free of litter and there should be no surface dirt or stains visible. Tables, counter tops and all washroom fixtures should be free of dust, dirt and stains. Waste receptacles should be empty and clean. Washroom supplies should be replaced as applicable.
29.	Spot Clean Dispensers, Walls, Stall Partitions, Doors, Shelves, Mirrors, and Ledges	Consists of removing finger marks, smudges, stains and graffiti using a moistened cloth followed by a dry cloth.	All dispensers, shelves, shelf brackets and ledges should be free of finger marks, dust and stains. All mirrors should be clean. Walls, lockers, stall partitions and doors should be free of dust, hand marks, pencil marks, water streaks, mop marks and fittings should be free of mould. Walls up to a standing height



No.	TERM	DESCRIPTION OF OPERATION	QUALITY STANDARD
			should be free of all marks.
30.	Empty Waste Receptacles	Consists of emptying waste receptacles and replacing dirty plastic bags. All refuse is to be placed outside in the designated waste container.	All paper and garbage receptacles should have been emptied, plastic bags should have been replaced if required and the exterior surface wiped clean.
31.	Cleaning Vinyl and Leatherette Upholstery	Consists of removing soil marks and stains using an approved cleaner.	There should be no dirt, soil marks or stains visible following the scheduled cleaning.
32.	Dry Cleaning Chalkboards	Consists of removing all chalk and erasers from trough, cleaning the chalkboard using a large soft cloth chamois or a No. 1106 'Hygeia' chalkboard cleaner, fold the cloth or chamois to fit the hand and starting from the top of the board and working from left to right, clean the entire board, using a separate cloth, clean the chalk trough. Vacuum the erasers and replace the erasers and chalk in the chalk trough.	There should be no chalk marks or chalk dust visible on the surface of the surface of the chalkboard, in the chalk trough or on the erasers.
33.	Washing Chalkboards	Consists of removing all chalk and erasers from trough, using a dry cloth remove excess chalk dust from board and trough, using a sponge or cloth partially wrung out apply clear water to board, use a squeegee to remove excess wash water, clean trough, dry board using clean dry cloth (do not let air dry), dry trough; WHEN board is dry. Cover chalkboard surface with the broad side of a piece of white chalk. Rub chalk dust into surface with a felt brush or dry cloth. Remove all loose dust from surface of board with a dry chamois. Clean chalk trough, vacuum erasers and replace the erasers and chalk in the chalk trough.	As above.
34.	Cleaning Drinking Fountains	Consists of washing and disinfecting all surfaces. The odour of the disinfectant must not be objectionable.	The plastic, porcelain, metal and/or enamel surfaces should be clean and free of stains. All other surfaces should be free of spots, stains and streaks. All fountains should have been disinfected.
35.	High Cleaning	Consists of dusting wall hung clocks, overhead pipes, structural members, glass covered pictures, plaques, tops of partitions, wall or ceiling ventilators and exhaust fans; cleaning the glass	Clocks, tops of lockers, overhead pipes, structural members, pictures, plaques, partition tops, wall or ceiling ventilators and exhaust fans should be free of dust after scheduled high



No.	TERM	DESCRIPTION OF OPERATION	QUALITY STANDARD
		on wall hung clocks, pictures or plaques.	cleaning. Metal and glass surfaces should be clean and free of streaks or stains.
36.	Dusting/Vacuuming Venetian Blinds	Consists of dusting or vacuuming both sides of the slats and adjoining window frame area.	Both sides of slats should be clean and free of dust. Window frames and adjoining area should be free of dust.
37.	Vacuuming Drapes	Consists of removing dust using a vacuum cleaner, back rake with wand, and drape attachment on both sides.	Drapes must be free of dust after vacuuming operation.
38.	Ceiling Tile	Consists of removing dirt, dust and cobwebs using a vacuum cleaner equipped with the appropriate attachment.	Ceiling tile should be free of dirt, dust and cobwebs after vacuuming operation.
39.	Vacuuming Air Grills, Air Diffusers	Consists of removing dust, dirt and cobwebs using a vacuum clean equipped with a wand and brush attachment or, wipe with a damp sponge and dry with a clean cloth.	Air grills and air diffusers should be free of dust, and loose dirt and cobwebs after vacuuming operation.
40.	Wash Air Grills, Air Diffusers	Consists of applying a detergent solution with a cloth to remove dust and dirt and, drying with a clean cloth.	After washing, air grilles and air diffusers should present a clean surface free of dirt, grime, stains and soap or water streaks.
41.	Cleaning Garbage Rooms	Consists of sweeping the floor to remove debris or litter and washing the floor and the garbage cans with a disinfectant solution.	Floors should be clean and free of debris. Waste paper and garbage should be properly stored in the designated fire proof space. Empty garbage containers should be clean and free from odours.
42.	Contractors Space and Janitors Closet	Consists of sweeping, washing, scrubbing and refinishing the floor. Washing walls and shelves and disinfecting sinks. The area is to be kept free of debris; mops are to be washed clean before storing and all other equipment is to be kept clean. Cleaning supplies are to be neatly stored.	All floors should be clean. All fixtures and walls should be free of dust and stains. Mop pails/trucks should be empty and free of odours. There should be no waste paper, garbage or empty containers in the Janitor Closets.

6 ACCEPTANCE CRITERIA:

The Work must be completed to the satisfaction and acceptance of the Technical Authority.

7 TRAVEL:

The Contractor is responsible for any travel-related expense in this contract.



ANNEX “B”

BASIS OF PAYMENT

The Bidder’s prices must be submitted based on the Firm Monthly Rate.
Overhead and profit are to be included in the Firm Monthly Rate.

Rates are to be in Canadian currency.

Table 1.1
First Year (Contract Year 1)

Period	Months	Unit of Measure	Firm Monthly Rate	Total Cost
June 1, 2022 to May 31, 2023	12	Each	\$	\$
Total Price for Contract Year 1				\$

Table 1.2
Second Year (Contract Year 2)

Period	Months	Unit of Measure	Firm Monthly Rate	Total Cost
June 1, 2023 to May 31, 2024	12	Each	\$	\$
Total Price for Contract Year 2				\$



Table 1.3
Option Period Year 1 (Contract Year 3, if exercised)

Period	Months	Unit of Measure	Firm Monthly Rate	Total Cost
June 1, 2024 to May 31, 2025	12	Each	\$	\$
Total Price for Option Period Year 1				\$

Table 1.4
Option Period Year 2 (Contract Year 4, if exercised)

Period	Months	Unit of Measure	Firm Monthly Rate	Total Cost
June 1, 2025 to May 31, 2026	12	Each	\$	\$
Total Price for Option Period Year 2				\$

EVALUATED PRICE: \$ _____
(Add tables 1.1, 1.2, 1.3 and 1.4)

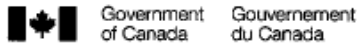
APPLICABLE TAXES: \$ _____

TOTAL INCLUDING APPLICABLE TAXES: \$ _____



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat K2F51-19-4002 / PR5000041981 - Cleaning Con
Security Classification / Classification de sécurité Reliability Status

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Reliability Status
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Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat K2F51-19-4002 / PR5000041981 - Cleaning Co
Security Classification / Classification de sécurité Reliability Status

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes
Non Oui

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

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

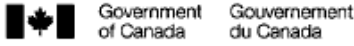
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Reliability Status
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Contract Number / Numéro du contrat
K2F51-19-4002 / PR5000041981 - Cleaning Con
Security Classification / Classification de sécurité
Reliability Status

PART C - (continued) / PARTIE C - (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



ANNEX "D"

INSURANCE REQUIREMENTS

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

The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Department of the Environment.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.



- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- p. 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.

send to:

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

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



ANNEX "E"

PRICE CERTIFICATION

Rate or Price Certification

The Contractor certifies that the price proposed:

- a. is not in excess of the lowest price charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both;
- b. does not include an element of profit on the sale in excess of that normally obtained by the Contractor on the sale of goods, services or both of like quality and quantity, and
- c. does not include any provision for discounts to selling agents.

Name and Title: _____

Company Name: _____

Signature: _____ **Date:** _____



ANNEX “F”

COVID-19 VACCINATION REQUIREMENT CERTIFICATION

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

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

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

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

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

Signature: _____

Date: _____

Optional

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



Initials: _____