



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
Halifax
Nova Scotia
B3J 1T3
Bid Fax: (902) 496-5016

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: **Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Title - Sujet Cleaning Services – Cadet Training Nettoyage Centre d'Entraînement des Cadets Greenwood	
Solicitation No. - N° de l'invitation W0102-23CTC1/A	Date 2022-04-26
Client Reference No. - N° de référence du client W0102-23-CTC1	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-507-11516	
File No. - N° de dossier HAL-1-87226 (507)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 03:00 PM Atlantic Standard Time AST on - le 2022-05-19 Heure Normale de l'Atlantique HNA	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Fall, Pathe	Buyer Id - Id de l'acheteur hal507
Telephone No. - N° de téléphone (873) 355-3807 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE REGIONAL CADET SUPPORT UNIT (ATLANTIC) 14 WING GREENWOOD GREENWOOD NOVA SCOTIA B0P 1N0 CANADA	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
Halifax
Nova Scot
B3J 1T3

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Cleaning Services • Cadet Training Center Greenwoo	W0102	W0102	1	LOT	\$	XXXXXXXXXXXX	See Herein – Voir ci-inclus	



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Instructions: See Herein

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Delivery Required - Livraison exigée See Herein – Voir ci-inclus	Delivery Offered - Livraison proposée
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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

The Department of National Defence has a requirement for a service contract to provide all of the labour, material, tools, cleaning supplies, equipment and transportation associated with cleaning services for the Cadet Training Centre located at 14 Wing Greenwood, NS. These services will be required from 01 June 2022 to 31 May 2023 to support the Cadet Training Centre with options to include the 01 June 2023 to 31 May 2024 & 01 June 2024 to 31 May 2025.

1.2 Debriefings

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

1.3 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

1.4 Canada Post Corporation's (CPC) Connect Service

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.2 Submission of Bids

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

Bid Receiving Public Works and Government Services Canada / Réception des soumissions
Travaux publics et services gouvernementaux

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1713 Bedford Row
Halifax, NS B3J 1T3

Note: For bidders choosing to submit using Canada Post Corporation's (CPC) Connect service for bids closing at the Bid Receiving Unit in the Nova Scotia Region the email address is:

x TPSGC.RAReceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca

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

2.3 Former Public Servant

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

Definitions

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation](#)

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[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 (to be completed by Bidder)

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

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

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

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

Work Force Adjustment Directive (to be completed by Bidder)

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 **five (5)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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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 Nova Scotia.

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

2.6 Mandatory Site Visit

A mandatory site visit will take place at 14 Wing Greenwood on Tuesday, 10 May, 2022. The site visit will begin at 13:15 AST at Building 60, 687 Ad Astra Way, 14 Wing. Greenwood, NS. Bidders are requested to communicate with the Contracting Authority no later than Thursday, 05 May, 2022 by 15:00 AST to confirm attendance and provide the name(s) of the person(s) who will be in attendance.. Bidders will be required to sign an attendance sheet. **Bidders who do not attend or do not send a representative will be precluded from submitting a bid.** 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

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

Canada requests that the Bidder submits its bid in separately bound sections as follows:

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

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

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

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

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

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

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

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Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory Criteria
<p>1. Supplier possesses 2 consecutive years of janitorial services experience within the last 5 years on contracts of similar size and scope to the requirement identified in the solicitation. Similar in size and scope is defined as:</p> <ul style="list-style-type: none">a. A space that is a minimum of 50% of the size (m2) andb. A space of similar use or type (e.g. office space, lab space) <p>2. Suppliers certify, prior to the RFP closing date that neither they nor their administrators have ever been convicted, of an offence under the Canada Labour Code, or under any provincial labour/employment legislation. The supplier will also certify that he has not been convicted of an offence, other than an offence for which a pardon has been granted, under section 121, 124 or 418 of the Criminal Code</p>

The bidder must provide evidence of its experience and past performance by **submitting the information requested in Annex C.** The submitted information must reference three (3) projects or contracts satisfactorily rendered for a minimum of two (2) consecutive years within the past five (5) years, wherein the range of janitorial services provided are comparable to those described in this Request for Proposal (RFP).

4.1.2 Financial Evaluation

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

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4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP

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Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work - Contract

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

6.2.1 Task Authorization

The Work or a portion of the work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

6.2.1.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in **Annex E**.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.2.1.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of **\$ (to be completed at contract award)**, applicable *Taxes included*, inclusive of any revisions.

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Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

6.2.1.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

6.2.1.4 Periodic Usage Reports – Contracts with Task Authorizations (Annex F)

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 14 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

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6.2.1.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the J35-CTC Coord, Regional Cadet Support Unit Atlantic at the Department of National Defence. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The work is to be performed during the period of **1 June to 31 May, 2023**.

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

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

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Pathe Fall
Title: Supply Officer
Public Works and Government Services Canada

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Acquisitions Branch
Address: 1713 Bedford Row, Halifax, NS B3J 3C9

Telephone: 873-355-3807
Facsimile: 902-496-5016
E-mail address: pathe.fall@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority (completed at contract award)

The Project Authority for the Contract is:

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

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

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

6.5.3 Contractor's Representative (to be completed by bidder)

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

Telephone: _____
Facsimile: _____
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: 2012-2](#) of the Treasury Board Secretariat of Canada.

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6.7 Payment

6.7.1 Basis of Payment – Scheduled Services

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in **Annex B**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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 Basis of Payment - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid firm unit price in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

6.7.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ **(to be completed at contract award)**. Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

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

6.7.4 Multiple Payments

Canada will pay the Contractor upon completion of each Session and delivery of the Work in accordance with the payment provisions of the Contract and any Task Authorizations if:

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- 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 delivered has been accepted by Canada.

6.7.5 Electronic Payment of Invoices – Contract

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

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

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed and must be submitted within 30 days of completion of the Work.

Each invoice must indicate the following information:

1. Contract number;
 2. Dates during which the Work was accomplished;
 3. A detailed description of the Work performed;
 4. Name and address of consignee; and,
 5. Financial coding.
2. Invoices must be distributed as follows:
- a. The original and two (2) copies must be forwarded to the following address for certification and payment.

J35-CTC Coord
Regional Cadet Support Unit Atlantic
PO Box 5000
Station Main
Greenwood, NS B0P 1N0

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.

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6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2021-12-02), General Conditions;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) signed Task Authorizations (including all of its annexes, if any); and,
- (f) the Contractor's bid dated _____ (*insert date of bid*).

6.12 Insurance – No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.13 SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations

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**ANNEX A
STATEMENT OF WORK**

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STATEMENT OF WORK

CLEANING SERVICES

for

CADET TRAINING CENTRE

GREENWOOD

PROJECT NUMBER:
GWD-22RCSU-01

**14 Wing Greenwood
Greenwood, Nova Scotia**

**Dated 16 February 2022
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ANNEX G – DAILY SERVICE CHECK SHEET

1.0 GENERAL INSTRUCTIONS

1.1 Description of Work:

- 1.1.1 Work under this Contract comprises the furnishing of all labor, materials, tools, cleaning supplies, equipment and transportation required for the complete and satisfactory cleaning services for the duration of the summer Cadet Training Program for 2022-2023 as specified herein.
- 1.1.2 The Contractor will be responsible for scheduled, proactive and reactive cleaning and housekeeping of the inside and outside of the buildings/properties as listed in this Statement of Work (SOW) in accordance with all applicable laws, good industry practice and the standards set out in this document.

1.2 DND Representatives:

- 1.2.1 All reference to the DND Representative in this document is to be understood, that the DND Representative is representing the Cadet Training Centre, Greenwood, 14 Wing Greenwood, NS.

- 1.2.2 The DND Representative is:

MCpl Ashley Strachan
J4 Warehouse Supply Tech
Regional Cadet Support Unit (Atlantic)
14 Wing Greenwood,
Greenwood, NS B0P 1N0
Telephone: 902-765-1494 ext. 5746
Email: ashely.strachan2@forces.gc.ca

- 1.2.3 The DND Project Manager is:

Lt (N) Dustin Enslow
J35 CTC Coordinator (Greenwood)
Regional Cadet Support Unit (Atlantic)
14 Wing Greenwood,
Greenwood, NS B0P 1N0
Telephone: 902-765-1494 ext. 5749
Email: dustin.enslow@forces.gc.ca

1.3 Work Included:

1.3.1 The Contractor must furnish all managerial, administrative and direct labour personnel, as well as all uniforms, equipment, materials and supplies to provide complete and satisfactory cleaning services as stated in this SOW and as listed in all Annexes to include but not limited to the following:

1.3.1.1 Thorough cleaning of toilets, tubs, showers, sinks, urinals, taps, faucets, fixtures and fittings, washroom stalls, dispensers, shower surrounds, shower curtains, lamps, light fixtures including emergency lighting and wall mounted exterior light fixtures, all glass surfaces including mirrors and windows (interior side of windows only), countertops, seating benches, furniture, appliances, floors, floor mats, entrances, exterior steps and sidewalks, stairs, handrails, doors, door hardware, baseboards, walls, blinds, shades and curtains. (Blinds, shades and curtains are to be closed after cleaning.)

Note: Contractor is to be aware that the Cadet Training Centre trains approx. one thousand (1000) youth between the ages of 12 to 18 and it is to be expected that the Contractors cleaning staff will be required to clean up body fluids, excrement, feces, vomit, etc. on occasion. Proper personal protective equipment (e.g. gloves, masks) will be required for this kind of cleaning task.

1.4 Work Not Included:

1.4.1 Building controls, machinery or electrical rooms;

1.4.2 Storage areas with the exception of the storage spaces assigned to the Contractor for the life of this contract. Upon completion of this contract, the Contractor is to leave the assigned storage spaces clean.

1.4.3 Replacement of light bulbs, office equipment, personal property of occupants.

1.4.4 Recyclables and recycle bins: At no time shall Contractors cleaning staff remove recyclables from recycle containers for their personal use. Contractor will be responsible for providing the plastic bags for all recycle bins.

1.5 Special Instructions:

1.5.1 **Personal Music Devices:** Absolutely no Personal Music Devices are to be worn in occupied buildings. If a building is unoccupied a Personal Music Device will be allowed provided that only one ear bud/headphone is engaged.

1.5.2 **Telephones:** Telephones are not to be cleaned under this contract and are not to be disconnected for any reason. Any costs associated with loss of telephone service, equipment repairs or re-programming of telephones attributed to the Contractor will be borne by the Contractor.

1.5.3 **Electrical Outlets:** Electrical outlets dedicated to computer equipment will not be used to provide electrical power for cleaning equipment.

1.5.4 **Daily Service Check-Sheets:** Daily Service Check-Sheets will be provided by DND and are to be fixed near the exit door to **ALL** buildings and behind the entrance door to **ALL** washrooms during Session 2. Daily Service Check-Sheets **MUST** be completed by the Cleaner every day. All full and completed Daily Service Check-Sheets must be returned to the DND Representative.

1.5.5 **Work Log-Sheets:** Work Log-Sheets will be provided by DND and are to be completed by the Supervisor at the end of every working day for the duration of all

Sessions. Completed Work Log-Sheets must be deposited into the mailbox at Building 60 at the end of every working day.

1.5.6 **Shower Curtains:** Shower curtains are provided by DND however the Cleaners MUST advise DND when and how many shower curtains are required when the cleaners remove the dirty ones for laundry services.

1.5.7 **Garbage:** All interior and exterior garbage cans are to be emptied daily and new garbage bags are to be provided. Daily garbage collection must be placed inside of the exterior commercial dumpsters provided on site. Contractor will not be responsible for emptying the exterior commercial dumpsters.

1.6 Location of Job Sites and Areas to be Serviced:

1.6.1 The Greenwood Cadet Training Centre is located throughout the non- operational side of 14 Wing Greenwood. See Annex E – Site Map.

1.7 Hours of Work:

1.7.1 08:00 to 16:00 hours inclusive five (5) days a week Monday to Friday inclusive while Cadets are not in session.

1.7.2 08:00 to 16:00 hours inclusive Six (6) days a week Monday to Saturday inclusive while Cadets are in session (July 4, 2022 to August 21, 2022). Buildings listed as Cadet Accommodations/ washrooms MUST be cleaned between the hours of 08:00 and 11:00 and 13:00 and 1500 No cleaners will be allowed into these areas while the Cadets are in session unless asked to do so by the DND Representative.

1.7.3 Cleaning Services will be required on the Statutory Holiday of Monday August 1st

1.7.4. Absolutely no cleaning is to take place outside of the standard work hours as listed above unless requested by DND. If Cleaners want to work outside of standard hours the Cleaners **MUST** obtain approval by the DND Representative no later than 13:00 hrs. on the day that Cleaners want to work beyond 16:00 hrs.

1.7.5 Contractor may be requested by DND to provide their services outside of the stipulated hours and days of work. A change order will be negotiated at that time.

1.8 Site Access and Keys:

1.8.1 Access to the site is under the direction of the Department of National Defence (DND). Contractors cleaning staff will be aware of the possible requirement for a search as a condition of access.

1.8.2 While within the confines of the 14 Wing Greenwood, all employees and representatives of the Contractor must comply with all Standing Orders as promulgated by Base Authorities. DND will provide copies of relevant Standing Orders as required.

1.8.3 Contractor will be allowed to use their personal passenger vehicles to transport equipment and supplies to the various buildings (Within the Cadet Complex) outside the months of July and August . If the Contractor requires the assistance of a motorized vehicle to perform the work during the months of July and August, the Contractor will only be allowed to use a Contractor supplied Golf Cart to manoeuvre between buildings, within the Cadet Complex.

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- 1.8.4 Contractor is advised that the use of any motorized vehicles within the Cadet Training Centre must be well maintained and that speed limits (10 km/h) **MUST** be strictly adhered to at all times.
- 1.8.5 Contractor will sign for all keys at the start of the contract and will be responsible for the use and return of all keys at the end of the contract. If keys are lost, Contractor **MUST** notify DND immediately of the incident and the Contractor will be responsible to replace the complete lock set complete with new keys.
- 1.8.6 Contractor should not be expected or relied upon to open any building for CF/DND personnel.
- 1.9 Contractor Passes:
 - 1.9.1 All Contractor employees will carry an authorized Contractor Pass on their persons when accessing the Cadet Training Centre. Passes are available at the 14 Wing Pass Control Office.
 - 1.9.2 CTC Greenwood will provide Photo Identification Cards during the months of July and August only. Contractor employees will carry such Photo ID during July and August.
 - 1.9.3 Contractor Passes and CTC Greenwood issued Photo ID will be produced on demand to Military Police, Commissionaires and persons in authority.
- 1.10 Staff Competence and Conduct:
 - 1.10.1 The Contractor must not employ anyone unfit or unskilled for the intended duties.
 - 1.10.2 All cleaners must conduct themselves in a professional manner at all times during working hours.
 - 1.10.3 Disorderly conduct, use of both ear buds from a Personal Music Device, use of abusive or offensive language, quarrelling, intimidation by words, actions, or fighting and participation in any activity that interferes with the Cadet Training Centre will not be tolerated and offenders will be removed from the Base.
- 1.11 Supervisor:
 - 1.11.1 Immediately after Notification of Award, the Contractor will provide the PSPC Representative and the DND Representative with the name of the authorized Supervisor containing the full name and all contact numbers.
 - 1.11.2 The Supervisor **MUST** be on site at all times during the working hours under this contract and must be readily available to respond to requests, concerns and questions from DND Representative. If for whatever reason the Supervisor must leave the camp during working hours, notification must be given to the DND Representative prior to leaving the camp.
 - 1.11.3 The Supervisor will be in full charge of the Contractors' operations in the performance of the cleaning services and will be authorized to accept any notice, consent, order, direction or other communication on behalf of the Contractor that may be given under the contract.
 - 1.11.4 It is the responsibility of the named Supervisor to ensure all work is completed daily to the Service Standard as listed in Annex C and the Appearance Level as listed in the Minimum Acceptable Appearance Level (MAAL) Annex D prior to the departure from the Cadet Camp daily.
 - 1.11.5 The Supervisor will liaise as required with the DND Representative and report irregularities, and to discuss complaints and special instructions. Refer to 1.5.5 for submittal of Work Log Sheets as well.

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1.12 Kick-off Meeting

1.12.1 Immediately upon receipt of award of Contract, the Contractor will contact the PSPC Representative to arrange a kick-off meeting prior to the start of any work.

1.12.2 The Contractor will provide the following documents at the kick-off meeting”

- Worker’s Compensation Board coverage;
- Proof of Liability Insurance;
- Complete list of all proposed products;
- Proof of Green Cleaning training for all proposed cleaning staff

1.13 Parking:

1.13.1 **ALL** vehicles are to be parked in the common parking lot between Building B33 and B165 while the Cadet Training Centre is in session.

1.14 Quality and Inspection:

1.14.1 The Contractor is responsible to ensure the quality of the work meets the specified standards as listed in Annex C and Annex D.

1.14.2 Supervisor will conduct routine daily quality assurance inspections and ensure deficiencies are rectified in a timely manner.

1.14.3 The Project manager will conduct periodic Contractor performance evaluation inspections to assess the quality of work and verify compliance with the cleaning standards.

1.14.3.1 All aspects of this contract are subject to audit/verification/inspection.

1.15 Use of Worksite and Space Assigned:

1.15.1 The DND Representative will brief the Contractor on the use of the worksite and will assign dedicated storage area(s) as is necessary for the performance of the Contractor's duties during the life of the contract.

1.15.2 Not every building within the Cadet Training Centre has storage for the Contractor to store cleaning supplies and equipment. It is expected that the Contractor will provide trolleys or carts for the cleaning staff to transport cleaning supplies and equipment to and from buildings that do not have storage space.

1.15.3 Not every building within the Cadet Training Centre has running water. It is expected that the Contractor will provide trolleys or carts for the cleaning staff to transport water to and from buildings that do not have running water. Annex I shows all buildings that have running water. Hoses will be allowed to be connected to hose bibs at Buildings B224 and B271 for water supply during the cleaning operations. Hoses to be provided by Contractor.

1.15.4 The Contractor must not unreasonably encumber the worksite with supplies or equipment and must move such items that interfere with the operations of the Cadet Training Centre.

- 1.15.5 The Contractor will not list, publicize or use the assigned storage space in any fashion for business purposes.
- 1.15.6 Contractor will be responsible to lock the storage spaces provided at all times.
- 1.15.7 Canada will not be responsible for damage to the Contractor's supplies, materials or equipment on the site nor to the Contractor's employees' personal belongings brought onto the site.
- 1.15.8 The Contractor must turn off all non-essential lights upon completion of the work.
- 1.16 Signs and Notices:
- 1.16.1 Safety and instruction signs and notices such as 'wet floors' **MUST** be in both official languages (English and French) and conspicuously placed while in use.
- 1.16.2 Wet floor signs must be collapsible and conform to CAN/CSA-Z321-96 (R2006).
- 1.16.3 When cleaning the washrooms, Contractor is to provide signage to block entry to the washroom. Collapsible wet floor signs will not suffice at the entrance doors to the washrooms. The signage must clearly identify that the washroom is currently being cleaned and that **no person is allowed to enter the washroom during cleaning operations.**
- 1.17 Worksite Irregularities:
- 1.17.1 The Contractor **MUST** notify the DND Representative of irregularities in the worksite such as:
- 1.17.1.1 Mechanical, electrical or structural defects;
- 1.17.1.2 Plugged or over-flowing toilets/sinks;
- 1.17.1.3 Vandalism or cases of willful neglect by building occupants; or
- 1.17.1.4 Any other situations beyond the scope of work.
- 1.17.2 Notification of such irregularities are to be in writing. Photographs may only be taken of items in question. No members or Cadets can be in the picture.
- 1.18 Uniforms:
- 1.18.1 All Contractor cleaning staff **MUST** wear uniforms while at the Cadet Training Centre for the duration of the Contract. Uniforms to be provided by the Contractor.
- 1.18.2 Employee uniforms **MUST** be identical. They must bear the company name in a prominent location.
- 1.18.3 Soiled or stained uniforms will be deemed unacceptable and must be replaced immediately with clean uniforms.
- 1.18.4 The Supervisors' uniform **MUST** identify them as the "Supervisor".
- 1.18.5 Name tags are required for all cleaning staff and must be visible and worn at all times.
- 1.19 Demand Cleaning and Priority Cleaning:
- 1.19.1 The Contractor shall provide demand cleaning and housekeeping services for buildings/properties under the contract. The majority of demand requests will be for minor spills and clean ups.

- 1.19.2 On occasion there will be a requirement to change cleaning priorities during the day in order to respond to demand cleaning. If the DND Representative call upon the cleaning staff to deal with an event/accident that requires immediate attention, the Contractors regular cleaning schedule will be deferred for the duration of the time it takes to deal with the cleanup of the event/accident.
- 1.19.3 There may be a requirement for demand (emergency) cleaning services as requested by the DND Representative after normal working hours. The cost of services will be based on a Time and Materials basis and a Change Order will be issued.

2.0 HEALTH AND SAFETY REQUIREMENTS

2.1 Safety Measures:

- 2.1.1 The Contractor is responsible for compliance of all safety requirements of the contract documents/applicable federal and provincial regulations and with the Contractor's Health and Safety Program.
- 2.1.2 Comply with the Canada Labour Code Part II, and the Canada Occupational Safety and Health Regulations made under Part II of the Canada Labour Code.
- 2.1.3 Comply with the latest edition of the Nova Scotia Occupational Health and Safety Act, and the Regulations made pursuant to the Act.
 - 2.1.3.1 In event of conflict between any provisions of above authorities the most stringent provision shall apply.
- 2.1.4 For the purpose of this contract, the Contractor **MUST** develop a Health and Safety Plan that acknowledges, assesses and addresses the hazardous substances and/or hazardous conditions known and identified and have a process for on-going hazard assessments performed during the progress of work identifying and documenting new or potential health risks and safety hazards.
 - 2.1.4.1 The Health & Safety plan may be reviewed or audited by DND Representative or PSPC Representative upon request.
- 2.1.5 If the Contractor discovers conditions that pose an immediate significant threat to human health or the environment, the Contractor shall notify DND Representative immediately.
- 2.1.6 DND reserves the right to stop work on the contract if, in the opinion of DND, the work is not being performed safely by the Contractor, or the work is being performed in a manner that is contrary to the requirements of applicable safety legislation.
- 2.1.7 Provide and maintain Worker's Compensation Board coverage for all employees for the duration of the contract. Provide proof of same to the PSPC Representative at the kick-off meeting.
 - 2.1.7.1 Should the Contractor be a sole proprietor, provide documented proof in a form acceptable to the PSPC Representative of an alternative means of personal coverage that meets or exceeds the requirements set out above for Worker's Compensation Board coverage.

2.2 Current Site Conditions:

- 2.2.1 Contractor is to be aware that most of the buildings may have some surface mould due to lack of heating during winter months. It is the Contractor's responsibility to

assess hazards associated with mould presence to determine minimum controls to protect employees/ building occupants during cleaning procedures.

2.2.1.1 At a minimum, Contractor employees involved in the clean-up of mould must wear a NIOSH approved respirator with N95 cartridge or a NIOSH approved disposable N95 respirator and Mold-impervious disposable body suit made of a breathable material, such as TYVEK®.

2.2.2 The above list shall not be construed as being complete and inclusive of all safety and health hazards encountered as a result of Contractor's operations during the course of work. Include above items into the hazard assessment program specified herein.

2.2.3 Contractor is to immediately notify both the PSPC Representative and the DND Representative if suspect mould is discovered elsewhere while cleaning operations are ongoing.

3.0 DND FIRE SAFETY REQUIREMENTS

3.1 Reporting Fires:

3.1.1 Know the location of nearest fire alarm pull station and telephone, including emergency phone number.

3.1.2 Report fire incidents immediately to Fire Department as follows:

3.1.2.1 Activate nearest fire alarm pull station.

3.1.2.2 Telephone.911.

3.1.3 Person activating fire alarm pull station will remain at the front entrance of the complex to direct Fire Department to scene of fire.

3.1.4 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify location.

3.1.5 The Contractor shall inform the DND Contract Administrator of all fire incidents on site, regardless of size.

3.2 Fire Safety Briefing:

3.2.1 The DND Representative will provide direction for reporting of fire including the location of the fire alarms within or adjacent to the work areas and procedures.

3.2.1 Contractors personnel are to be aware of the posted Fire Orders.

3.3 Smoking:

3.3.1 Smoking is prohibited in all buildings. Smoking is **ONLY** permitted in Designated Areas. And **NEVER in the presence of Cadets.**

3.4 Interior and Exterior Fire Protection Systems:

3.4.1 Fire protection and alarm systems will not be:

3.4.1.1 Obstructed; or

3.4.1.2 Shut off.

3.5 Rubbish and Waste Materials:

3.5.1 Keep rubbish and waste materials at minimum quantities.

- 3.5.2 Burning of rubbish is prohibited.
- 3.5.3 Remove rubbish from work site at end of work day or shift or as directed.
- 3.5.4 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
- 3.5.5 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles.
- 3.6 Flammable Liquids:
 - 3.6.1 If the work entails the use of any flammable materials or chemicals, or otherwise creates a potential fire hazard, work will be done in accordance with the most recent edition of the National Fire Code of Canada.
- 3.7 Hazardous Substances:
 - 3.7.1 If the work entails the use of any toxic or hazardous materials or chemicals, or otherwise creates a potential fire hazard, work will be done in accordance with the most recent edition of the National Fire Code of Canada.

4.0 ENVIRONMENTAL REQUIREMENTS

- 4.1 General:
 - 4.1.1 Contractor must take all reasonable steps to ensure they and their employees comply with all pertinent legislation to protect the environment.
 - 4.1.2 The DND Representative will provide the Contractor with copies of the Base Environmental Standard Operating Procedures (SOPs) as required.
- 4.2 Disposal of Wastes:
 - 4.2.1 The Contractor will ensure that the disposal of all cleaning waste or by-products is carried out in accordance with all applicable product-specific instruction such as WHMIS.
 - 4.2.2 Staff shall be trained on the proper disposal methods for all cleaning products/equipment that are used on site and be compliant with all federal, provincial and municipal regulations as applicable.
 - 4.2.3 The Contractor must not dispose of volatile materials such as mineral spirits into waterways, storm or sanitary sewers.
- 4.3 Fisheries and Wildlife:
 - 4.3.1 Wildlife shall not be fed or harassed.
 - 4.3.2 All refuse shall be disposed of in outdoor bins to avoid the attraction of nuisance animals.
 - 4.3.3 In case of persistent wildlife encounters, the Contractor shall inform DND Representative who will notify DNR of the situation. Care shall be taken to avoid the animal.
 - 4.3.4 DND Representative should be contacted regarding turtle encounters, recurring appearance of black bear in the work area, and identification of a bear denning site in the fall season.
 - 4.3.5 Avoid disrupting deer fawning sites and bird nesting sites.

5.0 MATERIALS AND EQUIPMENT

5.1 General Requirements:

- 5.1.1 All cleaning products **must** be certified under the Environmental Choice Program. A complete list of Cleaning and Janitorial products can be found at:
http://www.ecologo.org/en/certifiedgreenproducts/?category_id=21#21
- 5.1.2 The Contractor will deliver a complete list of all proposed products as well as copies of the Safety Data Sheets (SDS) for all proposed products to the PSPC Representative at the kick-off meeting.
- 5.1.3 Only the use of DND Representative approved materials and equipment will be permitted for use under this contract.

5.2 Manufacturer's Instructions:

- 5.2.1 The Contractor will, unless otherwise directed by the PSPC Representative, comply with manufacturer's instructions for materials and equipment use.

5.3 Storage and Delivery of Materials:

- 5.3.1 Storage will only be the areas assigned by the DND Representative.
- 5.3.2 Where possible, the DND Representative will provide sufficient storage in a few buildings for the storage of cleaning products and consumable products.
- 5.3.3 The Contractor will ensure that all containers holding products deemed under WHMIS to be hazardous bear correct WHMIS labelling.
- 5.3.4 The Contractor will deliver, store and maintain packaged material in accordance with supplier's instructions and with manufacturer's seals and labels intact.
- 5.3.5 The Contractor must prevent damage, adulteration and spoiling of cleaning materials during delivery, handling and storage. Rejected material must be immediately removed from the site.
- 5.3.6 Entrance doors to cleaning supply storage areas will bear the following items:
 - 5.3.6.1 Correct WHMIS signage, provided by and installed at the expense of the Contractor; and
 - 5.3.6.2 An up-to-date set of Safety Data Sheets permanently affixed to the storage room door.
- 5.3.7 The Contractor must keep storage areas clean and free from clutter at all times.
- 5.3.8 Storage areas are to be closed and locked when not being used, but must be closed while persons are inside if size permits.

5.4 Supply Requirements:

- 5.4.1 Miscellaneous supplies and hand soaps:
 - 5.4.1.1 Disposable Paper and Plastic Bags
 - Environmentally preferable disposable paper and plastic trash bags must be utilized. The products will contain the criteria outlined in the Green Seal GS 01, GS 09 standards, and Ecologo CCD 82, CCD 86 standards.
 - 5.4.1.2 Microfiber cloths and mops and other tools:

- Cleaning Services for Cadet Training Centre, Greenwood

- The use of microfiber cloths and mops are another method that lessens the impact on health and the environment and must be used by the cleaners for this contract.

5.4.1.3 Hand Soap:

- The hand soap dispenser used must be a foam dispensing system, which maximizes coverage thus reduces product consumed. The product used must not contain antimicrobial agents (other than as a preservative system), except where required by health codes and other regulations (e.g. food services).

5.4.2 The Contractor will supply all materials including but not limited to:

5.4.2.1 Toilet tissue to fit existing dispensers.

Note: The Contractor must ensure that sufficient supplies are provided for after working hours and Sundays.

5.4.2.2 Hand towels to fit existing dispensers.

Note: The Contractor must ensure that sufficient supplies are provided for after working hours and Sundays.

5.4.2.3 Scent-Free foam hand soap & Scent-Free hand sanitizer. Note: The Contractor must ensure that sufficient supplies are provided for after working hours and Sundays. Hand sanitizers **MUST** be filled daily in all buildings

5.4.2.4 Clear plastic bags for shredded paper and recyclables.

Note: The Contractor must ensure that extra bags are stored in the bottom of the cans.

5.4.2.5 Dark heavy-duty plastic bags for dry and wet garbage.

Note: The Contractor must ensure that extra bags are stored in the bottom of the cans.

5.4.2.6 Sani-bags to be supplied to all female washrooms.

5.4.3 The Contractor must ensure that all supplies are maintained at appropriate levels in sufficient advance of requirements for a Camp population of:

- Session One - Cleaning Staff and limited (5-10) DND personnel
- Session Two - 1000 personal
- Session Three - Cleaning Staff and limited (5-10) DND personnel

5.4.4 The Contractor **MUST** ensure that sufficient supplies are to be provided for after working hours and Sundays.

5.5 Equipment Requirements:

5.5.1 All equipment will be provided by Contractor as needed and agreed upon by DND Representative.

5.5.2 Existing equipment (dispensers) will be maintained by the Contractor during the life of the Contract and the Contractor will be required to liaise with the manufacturer for repairs/replacement. If the Contractor wishes to replace any equipment for whatever reason, it **MUST** be approved by the DND Representative first and all damage must be made good.

5.5.3 All equipment will be of industrial type and quality and will be in fully satisfactory operating condition at all times while on site. All equipment must be maintained in like-new appearance.

5.5.4 The DND Representative may order the removal from the site any unsuitable, unserviceable or unsafe equipment at any time without warning. The Contractor will replace at its own expense any unsuitable, unserviceable or unsafe equipment within twenty-four (24) hours of it becoming unserviceable, unsafe or unsuitable.

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5.6 Standards and Acceptability:

- 5.6.1 All cleaning materials such as soaps, detergents, scouring materials, cleaners, cleansers, bleaching products, waxes and sealers must comply with the Environmental Choice Program.
- 5.6.2 The Contractor must use scent free, environmentally friendly (fully biodegradable) products free of preservatives for a general cleaning
- 5.6.3 All cleaners **MUST** be regularly trained on the proper use of Green Cleaning products and equipment to ensure proper usage and handling. Training and retraining on green cleaning techniques and products should be organized to address custodial staff turnover and rotation. Provide proof of Green Cleaning training to the PSPC Representative when requested.
- 5.6.4 At the kick-off meeting, the Contractor must submit to the PSPC Representative a list of proposed products that includes the following information:
 - 5.6.4.1 Product name and supplier;
 - 5.6.4.2 MSDS;
 - 5.6.4.3 Performance, description and test data; and
 - 5.6.4.4 Manufacturer's Instructions
- 5.6.5 The Contractor will also submit the aforementioned information to the PSPC Representative for approval when a change in product is desired or required.
- 5.6.6 The PSPC/ DND Representative will conduct periodic Contractor performance evaluation inspections to assess the quality of work and verify compliance with the cleaning standards.
 - 5.6.6.1 All aspects of this contract are subject to audit/verification/inspection.

ANNEX A - SESSION 1 - To be cleaned PRIOR TO JUNE 20, 2022					
BLDG #	DESCRIPTION	TOILETS	SHOWERS/ TUB	SINKS	URNIALS
B60	CTC HEADQUARTERS	4	1	4	2
B256	IT TRAILER	0	0	0	0
B271	CADET WASHROOM / LAUNDRY	17	19	13	0
B224	CADET WASHROOM	18	28	29	8
B225	CADET CANTEEN	0	0	1	0
B226	DUTY CENTRE	1	1	1	1
B227	FLIGHT SIM CLASSROOM	1	0	1	0
B228	SUPPORT SERVICES	1	1	1	1
B229	CADET ACCOMMODATIONS	4	4	4	0
B233	CADET ACCOMMODATIONS	4	4	4	0
B234	CADET ACCOMMODATIONS	4	4	4	0
B239	CADET ACCOMMODATIONS	4	4	4	0
B240	CADET ACCOMMODATIONS	4	4	4	0
B241	CADET ACCOMMODATIONS	4	4	4	0
B242	CADET ACCOMMODATIONS	4	4	4	0
B243	CADET ACCOMMODATIONS	4	4	4	0
B276	CADET ACCOMMODATIONS	0	0	0	0
B277	CADET ACCOMMODATIONS	0	0	0	0
B278	CADET ACCOMMODATIONS	0	0	0	0
B279	CADET ACCOMMODATIONS	0	0	0	0
B280	CADET ACCOMMODATIONS	0	0	0	0
B281	IRONING TRAILER	0	0	0	0
B015	UPPER OFFICES AND WASHROOM	4	0	4	0
B221	BASEMENT CLASSROOM AND OFFICE	0	0	0	0
TBD	Staff Cadet Building	10	10	10	0

NOTE: All Buildings listed in Session 1 are to be cleaned once only during Session 1. Except B60, which must be cleaned Mondays, Wednesday and Fridays.

Cleaning Services for Cadet Training Centre, Greenwood

ANNEX A - SESSION 2 - To be cleaned from JUNE 21, 2022 to AUGUST 21, 2022					
BLDG #	DESCRIPTION	TOILETS	SHOWERS/ TUB	SINKS	URNIALS
B015	UPPER FLOOR, OFFICES/ CLASSROOM	4	0	4	0
B60	CTC HEADQUARTERS	4	1	4	2
B256	IT TRAILER	0	0	0	0
B271	CADET WASHROOM/ LAUNDRY	17	19	13	0
B224	CADET WASHROOM	18	28	29	8
B225	CADET CANTEEN	0	0	1	0
B226	DUTY CENTRE	1	1	1	1
B227	FLIGHT SIM CLASSROOM	1	0	1	0
B228	SUPPORT SERVICES	1	1	1	1
B229	CADET ACCOMMODATIONS	4	4	4	0
B233	CADET ACCOMMODATIONS	4	4	4	0
B234	CADET ACCOMMODATIONS	4	4	4	0
B239	CADET ACCOMMODATIONS	4	4	4	0
B240	CADET ACCOMMODATIONS	4	4	4	0
B241	CADET ACCOMMODATIONS	4	4	4	0
B242	CADET ACCOMMODATIONS	4	4	4	0
B243	CADET ACCOMMODATIONS)	4	4	4	0
B276	CADET ACCOMMODATIONS	0	0	0	0
B277	CADET ACCOMMODATIONS	0	0	0	0
B278	CADET ACCOMMODATIONS	0	0	0	0
B279	CADET ACCOMMODATIONS	0	0	0	0
B280	CADET ACCOMMODATIONS	0	0	0	0
B281	IRONING TRAILER	0	0	0	0
B165	SR. STAFF ACCOMODATIONS. MOD 8,	6	6	7	0
BB33	STAFF ACCOMODATIONS	24	24	36	0
B221	OFFICES, HALLWAYS, THEATRE, WASHROOMS AND CLASSROOMS	21	0	15	5
B028	RANGE BUILDING	1	0	1	0
B208	CLASSROOMS AND LOCAL WASHROOM	5	0	4	2
B207	ENTRANCE AND WASHROOMS	10	0	8	2
B015	UPPER OFFICES AND WASHROOM	4	0	4	0
TBD	Staff Cadet Building	10	10	10	0

NOTE 1: All Buildings listed in Session 2 are to be cleaned daily

NOTE 2: B221 is shared with other departments on the Wing. Only required to clean CTC areas

NOTE 3: B207 Cadet entrance and washrooms only and are required to be cleaned twice daily.

NOTE 4: B165, and BB33 only required to clean common areas, private washroom and empty garbage in each room. Only exception to standard would be detailed in Annex C.

ANNEX A - SESSION 3 - To be cleaned from AUGUST 22, 2022 to SEPTEMBER 15, 2022					
BLDG #	DESCRIPTION	TOILETS	SHOWERS/ TUB	SINKS	URNIALS
B60	CTC HEADQUARTERS	4	1	4	2
B256	IT TRAILER	0	0	0	0
B271	CADET WASHROOM/ LAUNDRY	17	19	13	0
B224	CADET WASHROOM	18	28	29	8
B225	CADET CANTEEN	0	0	1	0
B226	DUTY CENTRE	1	1	1	1
B227	FLIGHT SIM CLASSROOM	1	0	1	0
B228	SUPPORT SERVICES	1	1	1	1
B229	CADET ACCOMMODATIONS	4	4	4	0
B233	CADET ACCOMMODATIONS	4	4	4	0
B234	CADET ACCOMMODATIONS	4	4	4	0
B239	CADET ACCOMMODATIONS	4	4	4	0
B240	CADET ACCOMMODATIONS	4	4	4	0
B241	CADET ACCOMMODATIONS	4	4	4	0
B242	CADET ACCOMMODATIONS	4	4	4	0
B243	CADET ACCOMMODATIONS)	4	4	4	0
B276	CADET ACCOMMODATIONS	0	0	0	0
B277	CADET ACCOMMODATIONS	0	0	0	0
B278	CADET ACCOMMODATIONS	0	0	0	0
B279	CADET ACCOMMODATIONS	0	0	0	0
B280	CADET ACCOMMODATIONS	0	0	0	0
B281	IRONING TRAILER	0	0	0	0
B165	SR. STAFF ACCOMODATIONS. MOD 8,	6	6	7	0
BB33	STAFF ACCOMODATIONS	24	24	36	0
B221	OFFICES, HALLWAYS, THEATRE, WASHROOMS AND CLASSROOMS	21	0	15	5
B028	RANGE BUILDING	1	0	1	0
B208	CLASSROOMS AND LOCAL WASHROOM	5	0	4	2
B207	ENTRANCE AND WASHROOMS	10	0	8	2
B015	UPPER OFFICES AND WASHROOM	4	0	4	0
TBD	Staff Cadet Building	10	10	10	0

NOTE 1: All Buildings listed in Session 3 are to be cleaned once only during Session 3, if the Training Centre has completed use. Will require liaise with DND Rep. except B60, which must be cleaned Mondays, Wednesday and Fridays.

NOTE 2: Buildings B226, B256, B225, B228, B165, B221 cannot have final cleaning until after 21 Aug 2022.

NOTE 3- B60 must be the last building to have final cleaning.

BLDG #	PRESENT USE	GROSS (sqm)	NET USER (sqm)
B60	CTC HEADQUARTERS	1704.1	353
B256	IT TRAILER	66.9	55
B271	CADET WASHROOM/ LAUNDRY	210	160
B224	CADET WASHROOM	322.8	290
B225	CADET CANTEEN		100
B226	DUTY CENTRE	187	170
B227	FLIGHT SIM CLASSROOM	61	50
B228	SUPPORT SERVICES	187	170
B229	CADET ACCOMMODATIONS	180	60
B233	CADET ACCOMMODATIONS	180	60
B234	CADET ACCOMMODATIONS	180	65
B239	CADET ACCOMMODATIONS	180	60
B240	CADET ACCOMMODATIONS	180	60
B241	CADET ACCOMMODATIONS	180	60
B242	CADET ACCOMMODATIONS	180	65
B243	CADET ACCOMMODATIONS)	180	65
B276	CADET ACCOMMODATIONS	133.8	23.2
B277	CADET ACCOMMODATIONS	133.8	23.2
B278	CADET ACCOMMODATIONS	133.8	23.2
B279	CADET ACCOMMODATIONS	133.8	23.2
B280	CADET ACCOMMODATIONS	133.8	23.2
B281	IRONING TRAILER	133.8	75
B221	OFFICES, HALLWAYS, THEATRE, WASHROOMS AND CLASSROOMS	5742	1484.6
B165	SR. STAFF ACCOMODATIONS. MOD 8,		192
BB33	STAFF ACCOMODATIONS	2090	587.1
B028	RANGE BUILDING	60	20
B208	CLASSROOMS AND LOCAL WASHROOM	7116.49	300.6
B207	ENTRANCE AND WASHROOMS		200
B015	UPPER OFFICES AND WASHROOM	510	139.3
TBD	Staff Cadet Accom Building	421	170

NOTE 1: Most building areas used contain desks, chairs and other furniture. Not all net user areas requires cleaning

ANNEX C - Service Standards

GWD22RCSU-01 - Cleaning Services for Cadet Training Centre, Greenwood

External Elements

Element	Standard
Overall	<ul style="list-style-type: none"> • Building/property surrounding the building area is free from rubbish. • There is no unpleasant or distasteful odour emanating from the buildings/properties. • Means of egress are left clear and unhindered.
Outdoor areas	<ul style="list-style-type: none"> • Garbage bins will be at less than 90% capacity and free from malodour. (applies to non-commercial bins only) • Landings, ramps, stairwells, handrails, fire exits, steps, entrances, porches, patios, podiums, penthouses, decks, safety barriers (bollards), walkways, balconies, eaves, external electrical and light fittings are substantially free of grit, dirt, chewing gum, leaves, cobwebs, rubbish, cigarette butts, moss growth, bird excreta. • External surfaces of glass and exterior windows are to be clear of all dirt, residue, chewing gum, spots and marks. • External doors and doorframes are generally free of dirt, grit, chewing gum, soil and cobwebs. • Door tracks and doorjambes are free of grit and debris. • All ventilation outlets are kept unblocked and generally free of dust, grit, chewing gum, soil, film, cobwebs, scuffs and any other marks and are kept clear and uncluttered following cleaning.

Internal Elements

Element	Standard
Overall	<ul style="list-style-type: none"> • All areas appear tidy and uncluttered. • Floor space is clear, only occupied by furniture and fittings designed to sit on the floor. • Means of egress are left clear and unhindered. • All furniture is returned to its original position, when required. • Provision, maintenance, cleaning, storage and replacement of all cleaning equipment.
Odour control	<ul style="list-style-type: none"> • There is no unpleasant or distasteful odour emanating from the buildings/properties.
Wall Finishes	<ul style="list-style-type: none"> • Walls and partitions are generally free of dirt, grit, soil, film, smudge marks, grease and cobwebs. • Walls and partitions are generally free of marks caused by furniture, equipment or users of the building/property. • Rails and baseboards are clean to the naked eye, generally free of dust, cobwebs, lint, debris, spots or splashes.
Windows & Coverings	<ul style="list-style-type: none"> • Internal surfaces of glass on all interior windows, including glazing within doors, including service desks, security areas (including, but not limited to, security glass), etc. are clear of all residue, dirt,

	<p>streaks, chewing gum, spots and marks.</p> <ul style="list-style-type: none"> • Exterior surfaces of glass are to be cleaned ONLY if the cleaner can reach the glass from the ground level. • Window frames, tracks and ledges are clear and generally free of dirt, residue, dust, and grit. • Blinds, tapes, and window shades, both vertical and horizontal, are clean to the naked eye, generally free of dust, cobwebs, lint, debris, or spots. • Curtains and drapes are free generally from stains, dust, cobwebs, lint and signs of use or non-use. Cords will be clean and knot free. • Broken blinds, tracks and cords are to be reported to the DND Representative on the Daily Work Log Sheet.
Interior Doors	<ul style="list-style-type: none"> • Doors and doorframes are generally free of dirt, dust, grit, lint, chewing gum, soil, film, grease, smudge marks, and cobwebs. • Doors, door tracks, doorjamb and doorframes are generally free of marks caused by furniture, equipment or users of the building/property.
Floor Finishes	<ul style="list-style-type: none"> • The floor is free of dirt, dust, grit, loose threads, litter, chewing gum, marks and spots, water, other liquids. • The floor is free of polish or other build-up at the edges and corners or in traffic lanes. • Inaccessible areas (edges, corners and around furniture) are generally free of dust, grit, lint and spots. • Appropriate signage and precautions are taken regarding pedestrian safety on newly cleaned or wet floors. • Dust control mats are generally free from ingrained dust, dirt and stains, and edges and reverse side are generally free from dirt. • Spot cleaning of user spills such as drinks or food. • Grout is to be clean between tile floor finishes.
Ceiling Finishes	<ul style="list-style-type: none"> • All ceilings are generally free of dirt, residue, dust, grit, lint, soil, film, and cobwebs.
Appliances	<ul style="list-style-type: none"> • All appliances are to be clean, spot, dirt and grease free. Lint traps in dryers are to be clean.
Electrical and Lighting Fixtures	<ul style="list-style-type: none"> • Light switches are generally free of scuffs and any other marks. • Light fittings are generally free of dust, grit, lint, and cobwebs. • Broken light fixtures and lens covers and burnt bulbs are to be reported to the DND Representative on the Daily Work Log Sheet.
Furnishings and fixtures	<ul style="list-style-type: none"> • All hard surface furniture is generally free of spots, soil, grease, dust, smudge marks, and spillage. • Soft furnishings are generally free from soil and dust. • Furniture legs, wheels and castors are generally free from mop strings, soil, dust and cobwebs. • Furniture has no unpleasant or distasteful odour. • All high surfaces are generally free from dust and cobwebs. • Equipment is free of tapes/plastic, etc., which may compromise cleaning. • Shelves, bench tops, cupboards and wardrobes/lockers are clean inside and out, and generally free of dust and litter. • Internal plants are generally free of dust and litter.

	<ul style="list-style-type: none"> • Waste/rubbish bins or containers are clean inside and out, free of stains and odour. • Fire extinguishers and fire alarms are generally free of dust, grit, dirt and cobwebs. • All artwork, wall-hangings and framed art or posters are generally free of dust and cobwebs. • Furniture and wastepaper baskets are not to be placed on desks, tables or work benches during cleaning operations. • Ensure that cleaning solutions do not seep under furniture legs, filing cabinets or partitions. • Spot cleaning of user spills such as drinks or food.
Bldg 165	<ul style="list-style-type: none"> • Fixtures, surfaces and appliances are generally free of grease, dirt, dust, deposits, marks, and cobwebs. • Refrigerators/freezers are clean and free of ice build-up. • Microwave to be clean, grease and spot free. • Spot cleaning of user spills such as drinks or food. • Beds are to be made.(Commanding Officers suite only) •
Toilets and bathroom fixtures	<ul style="list-style-type: none"> • Porcelain, cubicle rails and plastic surfaces are generally free from smudges, body fluids, soap build-up, mineral deposits, and hair inside and outside. • Metal surfaces, shower screens and mirrors are generally free from streaks, soil, smudges, and soap build-up and oxide deposits. • Wall tiles and wall fixtures (including soap dispensers and towel holders) are generally free of dust, grit, smudges/streaks, mould, soap build-up and mineral deposits. • Shower curtains and bath mats are generally free from stains, smudges, smears, odours, mould and body fluids. • Shower drains are to be cleaned of all hair, dirt, foreign material. • Plumbing fixtures are generally free of smudges, dust, soap build-up and mineral deposits. • Bathroom fixtures are free from unpleasant odours. • Polished surfaces are of a uniform lustre. • Sanitary disposal units are clean and functional. • Consumable items are in sufficient supply. • Blocked toilets, sinks, urinals and drains shall be cleared immediately and reported to the DND Representative.

ANNEX D – Appearance Levels

GWD-22RCSU-01 - Cleaning Services for Cadet Training Centre, Greenwood

Minimum Acceptable Appearance Levels (MAAL)

The Definition of Appearance Levels as shown in the Table below is the standard against which contract areas will be inspected and assessed. The overall Minimum Acceptable Appearance Level (MAAL) has been established at Level 2.5, a compromise between Levels 2 and 3 representing a clean, tidy environment maintainable through a program of both proactive and reactive maintenance. Regardless of the MAAL, all washrooms and Buildings B60 and B226 must be maintained at Level 1 at all times.

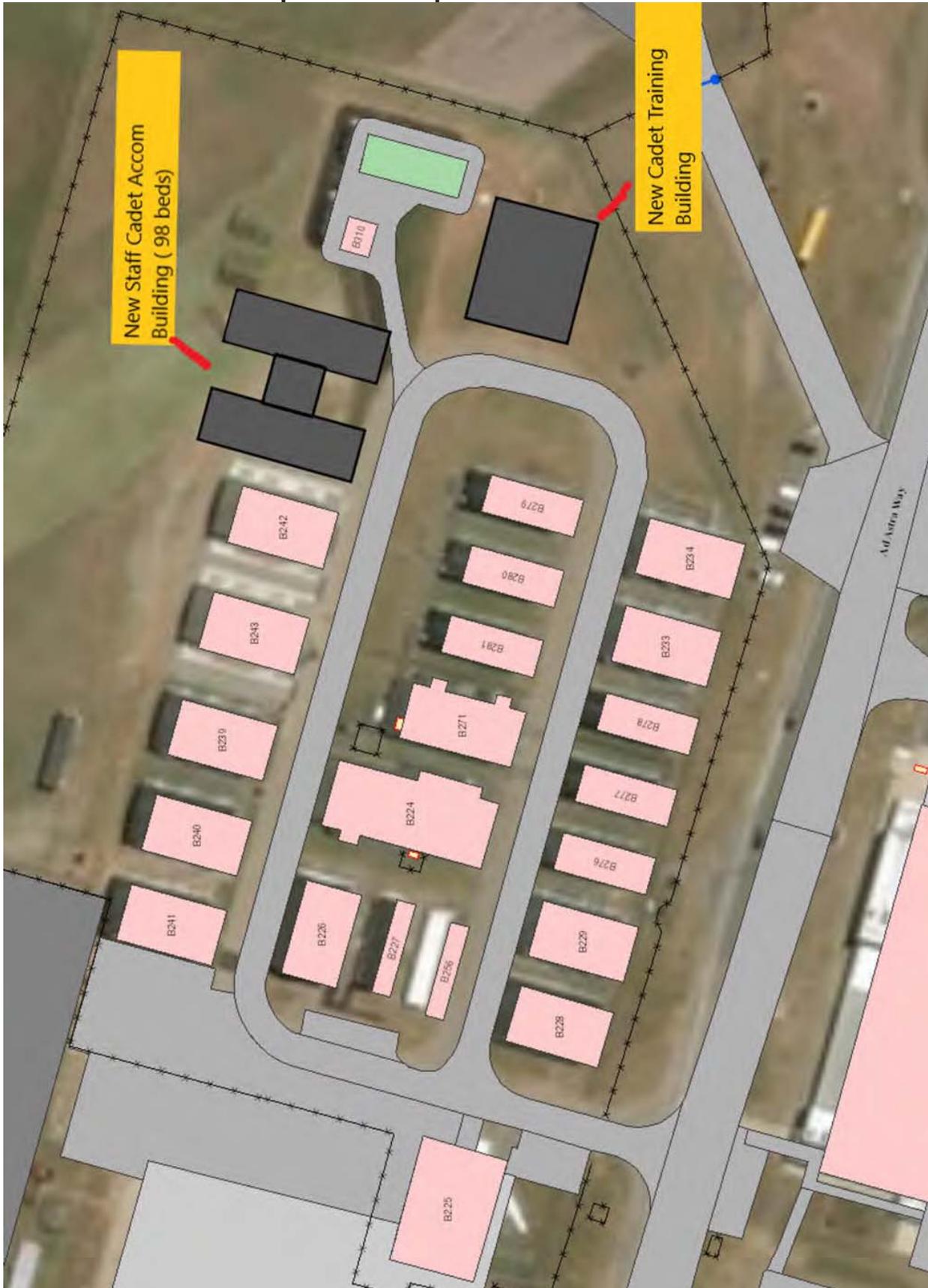
Appearance Level	Physical Description/Defects
Level 1 – Orderly Spotlessness	<ul style="list-style-type: none"> • Floors and base moldings shine, entrance mats vacuumed clean; no build-up in corners or along walls. • All surfaces clean and no dust, dirt, streaks or marks • Washroom fixtures, tile and partitions gleam and are odour-free. • Trash containers hold only daily waste, are clean and odour-free.
Level 2 – Ordinary Tidiness	<ul style="list-style-type: none"> • Floors and base moldings shine, entrance mats vacuumed clean; no build-up in corners but a day of dust, dirt and marks can be seen. • All vertical and horizontal surfaces are clean but marks, dust and fingerprints noticeable up close. • Washroom fixtures, tile and partitions gleam and are odour-free. • Trash containers hold only daily waste, are clean and odour-free.
Level 3 – Casual Inattention	<ul style="list-style-type: none"> • Floors are swept/vacuumed clean, but on close observation have some stains. A build-up of dirt/floor finish in corners and along walls is visible. • Dull spots in traffic paths. Streaks and splashes on base molding. • Vertical and Horizontal surfaces have noticeable dust, dirt, smudges. • Trash containers have daily waste but are clean and odour-free.
Level 4 – Moderate Dinginess	<ul style="list-style-type: none"> • Floors are swept or vacuumed clean, but dull, dingy and stained. Noticeable build-up of dirt, floor finish, in corners and along walls. • Dull path in traffic paths. Base molding is dull, dingy with streaks or splashes. • All surfaces have obvious dust, dirt, smudges. • Trash containers hold old trash. They are stained, marked and smell sour.
Level 5 – Unkempt Neglect	<ul style="list-style-type: none"> • Floors are dull, dirty, and dingy. Obvious build-up of dirt. • Surfaces have major accumulation of dust, dirt. • Washroom fixtures, tile and partitions have obvious lack of attention. Supplies are depleted. • Trash containers are overflowing and sour smell.

ANNEX E- 14 Wing Site Map



NOTE 1- DND Rep can provide building maps of each location as requested.

ANNEX E- Cadet Complex Site Map



Note1- New Cadet training Building will not be constructed until 2023.

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**ANNEX B
BASIS OF PAYMENT**

Please complete the following table and submit with Bid.

The successful Bidder must provide the following:

Table 1A – Initial Period 1 June – 1 September, 2022		
Item No. (A)	Description (B)	Price (C)
	<p>Initial Period: 1 June – 1 September, 2022 – Cleaning services as described at Appendix A – Statement of Work:</p> <p>BLDG # PRESENT USE</p> <p>B60 CTC HEADQUARTERS</p> <p>B256 IT TRAILER</p> <p>B271 CADET WASHROOM/ LAUNDRY</p> <p>B224 CADET WASHROOM</p> <p>B225 CADET CANTEEN</p> <p>B226 DUTY CENTRE</p> <p>B227 FLIGHT SIM CLASSROOM</p> <p>B228 SUPPORT SERVICES</p> <p>B229 CADET ACCOMMODATIONS</p> <p>B233 CADET ACCOMMODATIONS</p> <p>B234 CADET ACCOMMODATIONS</p> <p>B239 CADET ACCOMMODATIONS</p> <p>B240 CADET ACCOMMODATIONS</p> <p>B241 CADET ACCOMMODATIONS</p> <p>B242 CADET ACCOMMODATIONS</p> <p>B243 CADET ACCOMMODATIONS</p> <p>B276 CADET ACCOMMODATIONS</p> <p>B277 CADET ACCOMMODATIONS</p> <p>B278 CADET ACCOMMODATIONS</p> <p>B279 CADET ACCOMMODATIONS</p> <p>B280 CADET ACCOMMODATIONS</p> <p>(TBD) STAFF CADET ACCOM BUILDING</p> <p>B281 IRONING TRAILER</p> <p>B221 OFFICES, HALLWAYS, THEATRE, WASHROOMS AND CLASSROOMS</p> <p>B165 SR. STAFF ACCOMODATIONS. MOD 8</p> <p>BB33 STAFF ACCOMODATIONS</p> <p>B028 RANGE BUILDING</p> <p>B208 CLASSROOMS AND LOCAL WASHROOM</p> <p>B207 ENTRANCE AND WASHROOMS</p> <p>B015 UPPER OFFICES AND WASHROOM</p>	
		\$

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Table 1A - Total Extended Price					\$
Table 1B – Pricing for Unscheduled Services – Initial Period					
1 June – 1 September, 2022					
Item No. (A)	Description (B)	Unit of Measure (C)	Estimated Usage (D)	Unit Price (E)	Extended Total (F = D x E)
1.	Labourer / Cleaner/supplies and equipment	per hour	40	\$ _____	\$ _____
Table 1B - Total Extended Price (Column F)					\$ _____
Note:					
<ul style="list-style-type: none"> - An allowance for material and replacement parts, specialty equipment etc. will be at net cost plus 10% mark-up. - Estimated annual usage figures (column D) are for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded. 					

Table 1C – Optional Services – Vinyl Floor Waxing		
1 June – 15 September, 2022		
Item No. (A)	Description (B)	Price per Waxing (C)
	BLDG # PRESENT USE B60 CTC HEADQUARTERS B226 DUTY CENTRE B228 SUPPORT SERVICES B229 CADET ACCOMMODATIONS B233 CADET ACCOMMODATIONS B234 CADET ACCOMMODATIONS B239 CADET ACCOMMODATIONS B240 CADET ACCOMMODATIONS B241 CADET ACCOMMODATIONS B242 CADET ACCOMMODATIONS B243 CADET ACCOMMODATIONS B276 CADET ACCOMMODATIONS B277 CADET ACCOMMODATIONS B278 CADET ACCOMMODATIONS B279 CADET ACCOMMODATIONS B280 CADET ACCOMMODATIONS (TBD) STAFF CADET ACCOM BUILDING B281 IRONING TRAILER B015 UPPER OFFICES AND WASHROOM	\$

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Table 1C - Total Extended Price	\$ _____
--	----------

Table 1D – Pricing for Unscheduled Services – 2 September 2022 – 31 May 2023					
Item No. (A)	Description (B)	Unit of Measure (C)	Estimated Usage (D)	Unit Price (E)	Extended Total (F = D x E)
1.	Labourer / Cleaner/supplies and equipment	per hour	150	\$ _____	\$ _____
Table 1D - Total Extended Price (Column F)					\$ _____
Note:					
<ul style="list-style-type: none"> - Unscheduled Services occurring outside of the session 1, 2 and 3 schedule will be executed on an “as required” basis at the request of the Project Authority via DND 626 task Authorization. - Task Authorizations during this timeframe will be based on a 4 hour, 3 building minimum. One additional hour will be added to the task authorization for each additional building beyond the 3 building minimum - Estimated annual usage figures (column D) are for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded. 					

Table 1E – Pricing for Unscheduled Sanitation/ disinfection- 1 June – 1 September, 2022- cleaning services as described at Appendix A (Session 2)- statement of Work					
Item No. (A)	Description (B)	Unit of Measure (C)	Estimated Usage (D)	Unit Price (E)	Extended Total (F = D x E)
1.	Labourer / Cleaner/supplies and equipment	per hour	100	\$ _____	\$ _____
Table 1E - Total Extended Price (Column F)					\$ _____
Note:					
<ul style="list-style-type: none"> - Unscheduled Services occurring outside of the session 1 schedule will be executed on an “as required” basis at the request of the Project Authority via DND 626 task Authorization. - Task Authorizations during this timeframe will be based on an 8 hour minimum. - Estimated annual usage figures (column D) are for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded. 					

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Table 2A – Initial Period 1 June – 1 September, 2023		
Item No. (A)	Description (B)	Price (C)
	Initial Period: 1 June – 1 September, 2023 – Cleaning services as described at Appendix A – Statement of Work: BLDG # PRESENT USE B60 CTC HEADQUARTERS B256 IT TRAILER B271 CADET WASHROOM/ LAUNDRY B224 CADET WASHROOM B225 CADET CANTEEN B226 DUTY CENTRE B227 FLIGHT SIM CLASSROOM B228 SUPPORT SERVICES B229 CADET ACCOMMODATIONS B233 CADET ACCOMMODATIONS B234 CADET ACCOMMODATIONS B239 CADET ACCOMMODATIONS B240 CADET ACCOMMODATIONS B241 CADET ACCOMMODATIONS B242 CADET ACCOMMODATIONS B243 CADET ACCOMMODATIONS B276 CADET ACCOMMODATIONS B277 CADET ACCOMMODATIONS B278 CADET ACCOMMODATIONS B279 CADET ACCOMMODATIONS B280 CADET ACCOMMODATIONS (TBD) STAFF CADET ACCOM BUILDING B281 IRONING TRAILER B221 OFFICES, HALLWAYS, THEATRE, WASHROOMS AND CLASSROOMS B165 SR. STAFF ACCOMODATIONS. MOD 8 BB33 STAFF ACCOMODATIONS B028 RANGE BUILDING B208 CLASSROOMS AND LOCAL WASHROOM B207 ENTRANCE AND WASHROOMS B015 UPPER OFFICES AND WASHROOM	
		\$
Table 2A - Total Extended Price		\$
Table 2B – Pricing for Unscheduled Services – Initial Period 1 June – 1 September, 2023		

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Item No. (A)	Description (B)	Unit of Measure (C)	Estimated Usage (D)	Unit Price (E)	Extended Total (F = D x E)
1.	Labourer / Cleaner/supplies and equipment	per hour	40	\$ _____	\$ _____
Table 2B - Total Extended Price (Column F)					\$ _____
Note:					
<ul style="list-style-type: none"> - An allowance for material and replacement parts, specialty equipment etc. will be at net cost plus 10% mark-up. - Estimated annual usage figures (column D) are for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded. 					

Table 2C – Optional Services – Vinyl Floor Waxing 1 June – 15 September, 2023		
Item No. (A)	Description (B)	Price per Waxing (C)
	BLDG # PRESENT USE B60 CTC HEADQUARTERS B226 DUTY CENTRE B228 SUPPORT SERVICES B229 CADET ACCOMMODATIONS B233 CADET ACCOMMODATIONS B234 CADET ACCOMMODATIONS B239 CADET ACCOMMODATIONS B240 CADET ACCOMMODATIONS B241 CADET ACCOMMODATIONS B242 CADET ACCOMMODATIONS B243 CADET ACCOMMODATIONS B276 CADET ACCOMMODATIONS B277 CADET ACCOMMODATIONS B278 CADET ACCOMMODATIONS B279 CADET ACCOMMODATIONS B280 CADET ACCOMMODATIONS (TBD) STAFF CADET ACCOM BUILDING B281 IRONING TRAILER B015 UPPER OFFICES AND WASHROOM	\$
Table 2C - Total Extended Price		\$

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Table 2D – Pricing for Unscheduled Services – 2 September 2023 – 31 May 2024					
Item No. (A)	Description (B)	Unit of Measure (C)	Estimated Usage (D)	Unit Price (E)	Extended Total (F = D x E)
1.	Labourer / Cleaner/supplies and equipment	per hour	150	\$ _____	\$ _____
Table 2D - Total Extended Price (Column F)					\$ _____
Note:					
<ul style="list-style-type: none"> - Unscheduled Services occurring outside of the session 1, 2 and 3 schedule will be executed on an “as required” basis at the request of the Project Authority via DND 626 task Authorization. - Task Authorizations during this timeframe will be based on a 4 hour, 3 building minimum. One additional hour will be added to the task authorization for each additional building beyond the 3 building minimum - Estimated annual usage figures (column D) are for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded. 					

Table 2E – Pricing for Unscheduled Sanitation/ disinfection- 1 June – 1 September, 2023- cleaning services as described at Appendix A (Session 2)- statement of Work					
Item No. (A)	Description (B)	Unit of Measure (C)	Estimated Usage (D)	Unit Price (E)	Extended Total (F = D x E)
1.	Labourer / Cleaner/supplies and equipment	per hour	100	\$ _____	\$ _____
Table 2E - Total Extended Price (Column F)					\$ _____
Note:					
<ul style="list-style-type: none"> - Unscheduled Services occurring outside of the session 1 schedule will be executed on an “as required” basis at the request of the Project Authority via DND 626 task Authorization. - Task Authorizations during this timeframe will be based on an 8 hour minimum. - Estimated annual usage figures (column D) are for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded. 					

Table 3A – Initial Period 1 June – 1 September, 2024		
Item No. (A)	Description (B)	Price (C)
	Initial Period: 1 June – 1 September, 2024 – Cleaning services as described at Appendix A – Statement of Work:	\$ _____

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BLDG # PRESENT USE B60 CTC HEADQUARTERS B256 IT TRAILER B271 CADET WASHROOM/ LAUNDRY B224 CADET WASHROOM B225 CADET CANTEEN B226 DUTY CENTRE B227 FLIGHT SIM CLASSROOM B228 SUPPORT SERVICES B229 CADET ACCOMMODATIONS B233 CADET ACCOMMODATIONS B234 CADET ACCOMMODATIONS B239 CADET ACCOMMODATIONS B240 CADET ACCOMMODATIONS B241 CADET ACCOMMODATIONS B242 CADET ACCOMMODATIONS B243 CADET ACCOMMODATIONS B276 CADET ACCOMMODATIONS B277 CADET ACCOMMODATIONS B278 CADET ACCOMMODATIONS B279 CADET ACCOMMODATIONS B280 CADET ACCOMMODATIONS (TBD) STAFF CADET ACCOM BUILDING B281 IRONING TRAILER B221 OFFICES, HALLWAYS, THEATRE, WASHROOMS AND CLASSROOMS B165 SR. STAFF ACCOMODATIONS. MOD 8 BB33 STAFF ACCOMODATIONS B028 RANGE BUILDING B208 CLASSROOMS AND LOCAL WASHROOM B207 ENTRANCE AND WASHROOMS B015 UPPER OFFICES AND WASHROOM					
Table 3A - Total Extended Price					\$
Table 3B – Pricing for Unscheduled Services – Initial Period					
1 June – 1 September, 2024					
Item No. (A)	Description (B)	Unit of Measure (C)	Estimated Usage (D)	Unit Price (E)	Extended Total (F = D x E)
1.	Labourer / Cleaner/supplies and equipment	per hour	40	\$ _____	\$ _____
Table 3B - Total Extended Price (Column F)					\$ _____

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Note:

- An allowance for material and replacement parts, specialty equipment etc. will be at net cost plus 10% mark-up.
- Estimated annual usage figures (column D) are for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.

**Table 3C – Optional Services – Vinyl Floor Waxing
1 June – 15 September, 2024**

Item No. (A)	Description (B)	Price per Waxing (C)
	BLDG # PRESENT USE	
	B60 CTC HEADQUARTERS	
	B226 DUTY CENTRE	
	B228 SUPPORT SERVICES	
	B229 CADET ACCOMMODATIONS	
	B233 CADET ACCOMMODATIONS	
	B234 CADET ACCOMMODATIONS	
	B239 CADET ACCOMMODATIONS	
	B240 CADET ACCOMMODATIONS	
	B241 CADET ACCOMMODATIONS	
	B242 CADET ACCOMMODATIONS	
	B243 CADET ACCOMMODATIONS	
	B276 CADET ACCOMMODATIONS	
	B277 CADET ACCOMMODATIONS	
	B278 CADET ACCOMMODATIONS	
	B279 CADET ACCOMMODATIONS	
	B280 CADET ACCOMMODATIONS	
	(TBD) STAFF CADET ACCOM BUILDING	
	B281 IRONING TRAILER	
	B015 UPPER OFFICES AND WASHROOM	
		\$
Table 3C - Total Extended Price		\$

**Table 3D – Pricing for Unscheduled Services –
2 September 2024 – 31 May 2025**

Item No. (A)	Description (B)	Unit of Measure (C)	Estimated Usage (D)	Unit Price (E)	Extended Total (F = D x E)
1.	Labourer / Cleaner/supplies and equipment	per hour	150	\$ _____	\$ _____

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Table 3D - Total Extended Price (Column F)	\$ _____
Note: <ul style="list-style-type: none"> - Unscheduled Services occurring outside of the session 1, 2 and 3 schedule will be executed on an "as required" basis at the request of the Project Authority via DND 626 task Authorization. - Task Authorizations during this timeframe will be based on a 4 hour, 3 building minimum. One additional hour will be added to the task authorization for each additional building beyond the 3 building minimum - Estimated annual usage figures (column D) are for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded. 	

Table 3E – Pricing for Unscheduled Sanitation/ disinfection- 1 June – 1 September, 2024- cleaning services as described at Appendix A (Session 2)- statement of Work					
Item No. (A)	Description (B)	Unit of Measure (C)	Estimated Usage (D)	Unit Price (E)	Extended Total (F = D x E)
1.	Labourer / Cleaner/supplies and equipment	per hour	100	\$ _____	\$ _____
Table 3E - Total Extended Price (Column F)					\$ _____
Note: <ul style="list-style-type: none"> - Unscheduled Services occurring outside of the session 1 schedule will be executed on an "as required" basis at the request of the Project Authority via DND 626 task Authorization. - Task Authorizations during this timeframe will be based on an 8 hour minimum. - Estimated annual usage figures (column D) are for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded. 					

Total Bid Price for Evaluation (Sum of Tables 1A, 1B, 1C, 1D, 1E, 2A, 2B, 2C, 2D, 2E, 3A, 3B, 3C, 3D, 3E)

- Table 1A Total \$ _____
- Table 1B Total \$ _____
- Table 1C Total \$ _____
- Table 1D Total \$ _____
- Table 1E Total \$ _____
- Table 2A Total \$ _____
- Table 2B Total \$ _____
- Table 2C Total \$ _____
- Table 2D Total \$ _____
- Table 2E Total \$ _____

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Table 3A Total \$ _____

Table 3B Total \$ _____

Table 3C Total \$ _____

Table 3D Total \$ _____

Table 3E Total \$ _____

Total Bid Price \$ _____

All prices are in Canadian dollars, Goods and Services Tax or the Harmonized Sales Tax excluded, Canadian Customs Duties Taxes included.

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.

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ANNEX C

MANDATORY CRITERIA

Please complete the following tables and submit with Bid.

The bidder must provide evidence of its experience and past performance by referencing **three (3) projects or contracts satisfactorily rendered for a minimum of two (2) consecutive years within the past five (5) years**, wherein the range of janitorial services provided are comparable to those described in this Request for Proposal (RFP).

Bids that do provide the information requested within the following tables will be deemed non-compliant and will not be given further consideration.

PROJECT/CONTRACT REFERENCE NO. 1	
Name of client organization or Company	Name:
Name and title of client contact	Name:
	Title:
Telephone and facsimile number of client contact	Phone No.:
	Fax No.:
Approximate size in square meters of the cleanable area of the project or contract	square meters
Location/site of the project or contract:	
Value of the project or contract	\$
Performance period of the project or contract (indicate month and year)	From: Month _____ Year
	To: Month _____ Year
Description of Project or Contract:	

PROJECT/CONTRACT REFERENCE NO. 2	
Name of client organization or Company	Name:
Name and title of client contact	Name:
	Title:
Telephone and facsimile number of client contact	Phone No.:
	Fax No.:
Approximate size in square meters of the cleanable area of the project or contract	square meters

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Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract:	_____ _____ _____ _____ _____ _____ _____

PROJECT/CONTRACT REFERENCE NO. 3	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____
	Title: _____
Telephone and facsimile number of client contact	Phone No.: _____
	Fax No.: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the project or contract:	_____ _____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract:	_____ _____ _____ _____ _____ _____

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ANNEX D to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

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ANNEX E

DND 626 - TASK AUTHORIZATION

(See attached)

**TASK AUTHORIZATION
 AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.	
Delivery location – Expédiez à	À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery/Completion date – Date de livraison/d'achèvement	_____ Date for the Department of National Defence pour le ministère de la Défense nationale	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédié à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

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ANNEX F

PERIODIC USAGE REPORTS - CONTRACTS WITH TASK AUTHORIZATIONS

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 July	01 April	30 June
15 October	01 July	30 September
15 January	01 October	31 December
15 April	01 January	31 March

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (HST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (HST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO: pathe.fall@tpsgc-pwgsc.gc.ca or FAX 902-496-5016

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ANNEX G

INTEGRITY PROVISIONS – LIST OF DIRECTORS

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

2. For a Partnership, General Partnership or Limited Partnership - the names of all current partners;

3. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

4. In the case of a joint venture - For a Joint Venture - the names of all current members of the Joint venture;

5. For an individual - the full name of the person
