



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
National Contracting Services

Bid Fax: 1-877-558-2349

Bid E-mail Address:

soumissionsesest-bidseast@pc.gc.ca

This is the only acceptable email address for responses to the bid solicitation. Bids submitted by email directly to the Contracting Authority or to any other email address will not be accepted.

The maximum email file size is 15 megabytes. The Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to bid documents will not be accepted.

REQUEST FOR QUOTATION

Quotation to: Parks Canada Agency

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 or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

Issuing Office:

Parks Canada Agency
National Contracting Services
Cornwall, ON

Title: Janitorial Services / Kouchibouguac National Park	
Solicitation No.: 5P300-22-0010/A	Date: July 22, 2022
Client Reference No.: 10220082	
GETS Reference No.: PW-22-01002140	

Solicitation Closes: At: 2:00 PM On: August 16, 2022	Time Zone: EDT
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F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>
Address Enquiries to: Nicholas Moïse
Telephone No.: 343-585-4589
Email Address: nicholas.moise@pc.gc.ca
Destination of Goods, Services, and Construction: Parks Canada Agency 186, Route 117 Kouchibouguac, NB E4X 2P1

TO BE COMPLETED BY THE BIDDER

Vendor/ Firm Name:	
Address:	
Telephone No.:	Fax No.:
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):	
Signature:	Date:

Solicitation No.:
5P300-22-0010/A

Amendment No.:
00

Contracting Authority:
Nicholas Moïse

Ver.05.18.2022

Client Reference No.:
10220082

Title:
Janitorial Services / Kouchibouguac National Park

IMPORTANT NOTICE TO BIDDERS

BIDS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL.

BIDS RECEIVED IN-PERSON OR BY COURIER MAY NOT BE ACCEPTED.

The only acceptable email address for responses to the bid solicitation is soumissionsest-bidseast@pc.gc.ca. Bids submitted by email directly to the Contracting Authority or to any email address other than soumissionsest-bidseasst@pc.gc.ca will not be accepted.

The only acceptable facsimile for responses to bid solicitations is 1-877-558-2349.

The maximum email file size that Parks Canada is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

Security Requirements

There are security requirements associated with this requirement. For further instructions consult Part 1 – General Information and Part 6 – Resulting Contract Clauses.

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s); an electronic transfer of funds deposited directly into a bank account. In order to receive payment, new vendors that are awarded a contract will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

Additional information on this Government of Canada initiative is available at:
<http://www.directdeposit.gc.ca>

TABLE OF CONTENTS

PART 1 – INFORMATION AND INSTRUCTIONS	5
1.1. SECURITY REQUIREMENTS	5
1.2. STATEMENT OF WORK	5
1.3. DEBRIEFINGS.....	5
PART 2 – BIDDER INSTRUCTIONS	6
2.1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	6
2.2. SUBMISSION OF BIDS	6
2.3. ENQUIRIES – BID SOLICITATION	7
2.4. APPLICABLE LAWS	7
2.5. BID CHALLENGE AND RECOURSE MECHANISMS.....	7
PART 3 – BID PREPARATION INSTRUCTIONS	8
3.1. BID PREPARATION INSTRUCTIONS.....	8
PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION	9
4.1. EVALUATION PROCEDURES	9
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	10
5.1. CERTIFICATIONS REQUIRED WITH THE BID.....	10
5.2. CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	10
PART 6 – RESULTING CONTRACT CLAUSES	12
6.1. SECURITY REQUIREMENTS	12
6.2. STATEMENT OF WORK	12
6.3. STANDARD CLAUSES AND CONDITIONS	12
6.4. TERM OF CONTRACT	13
6.5. AUTHORITIES.....	13
6.6. PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	14
6.7. PAYMENT	14
6.8. INVOICING INSTRUCTIONS.....	15
6.9. CERTIFICATIONS AND ADDITIONAL INFORMATION	15
6.10. APPLICABLE LAWS	15
6.11. PRIORITY OF DOCUMENTS.....	15
6.12. GOVERNMENT SITE REGULATIONS.....	16
6.13. INSURANCE – SPECIFIC REQUIREMENTS	16
6.14. INSPECTION AND ACCEPTANCE	16
ANNEX A	17
STATEMENT OF WORK.....	17
ANNEX B	29
BASIS OF PAYMENT	29
ANNEX C	35
INSURANCE REQUIREMENTS.....	35
ANNEX D	36
ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS).....	36

Solicitation No.:
5P300-22-0010/A

Amendment No.:
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Contracting Authority:
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Ver.05.18.2022

Client Reference No.:
10220082

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Janitorial Services / Kouchibouguac National Park

ANNEX E TO PART 5 OF THE BID SOLICITATION 38
 LIST OF NAMES FOR INTEGRITY VERIFICATION FORM 38

ANNEX F TO PART 5 OF THE BID SOLICITATION..... 40
 FORMER PUBLIC SERVANT 40

APPENDIX I - LOG 42

APPENDIX II - INSPECTIONS 43

APPENDIX III – CLEANING SCHEDULE 44

PART 1 – INFORMATION AND INSTRUCTIONS

1.1. Security Requirements

New personnel security clearance requests require the fingerprinting of individuals to conduct a criminal record check. The validity of an existing personnel security clearance issued by the Government of Canada is not affected by this requirement of the criminal record check process. Contractors who require personnel security clearances to perform a contract for the Government of Canada are responsible for all costs associated with obtaining the security clearances.

1.1.1. Before award of a contract, the following conditions must be met:

- (a) The Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 – Resulting Contract Clauses;
- (b) The Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

1.1.2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

1.2. Statement of Work

The Work to be performed is detailed under Article 6.2. of the resulting contract clauses.

1.3. Debriefings

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

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](#) (2022-03-29), Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

Subsection 2. entitled Canada Post Corporation's Connect service of section 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety.

2.2. Submission of Bids

Bids must be submitted only to the Parks Canada Agency (PCA) Bid Receiving Unit by the date and time indicated on page 1 of the bid solicitation.

Bids submitted in-person or by courier may not be accepted.

The only acceptable facsimile for responses to bid solicitations is 1-877-558-2349.

The only acceptable email address for responses to bid solicitations is soumissionsest-bidsest@pc.gc.ca.

The maximum email file size that Parks Canada is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

2.3. 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 eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4. Applicable Laws

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

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

2.5. Bid Challenge and Recourse Mechanisms

2.5.1. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

2.5.2. Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell website](#), under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)

2.5.3. Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

Solicitation No.:
5P300-22-0010/A

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00

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Ver.05.18.2022

Client Reference No.:
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Janitorial Services / Kouchibouguac National Park

PART 3 – BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

Canada requests that the bid be gathered per section and separated as follows:

Section I: Financial Bid
Section II: Certifications

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

Section I: Financial Bid

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

Section II: 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. Financial Evaluation

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

4.1.2. Basis of Selection

A bid must comply with all requirements of the bid solicitation 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 specified will render the bid non-responsive.

5.2.1. Integrity Provisions – Required Documentation

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

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](#), must provide the information requested at **Annex E to Part 5 of the Bid Solicitation** prior to contract award.

5.2.2. Former Public Servant

Contracts awarded to former public servants in receipt of a pension or 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 Former Public Servants, the Bidder must provide the information requested at **Annex F to Part 5 of the Bid Solicitation** prior to contract award.

Solicitation No.:
5P300-22-0010/A

Amendment No.:
00

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Ver.05.18.2022

Client Reference No.:
10220082

Title:
Janitorial Services / Kouchibouguac National Park

5.2.3. Federal Contractors Program for Employment Equity – Bid Certification

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

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

PART 6 – RESULTING CONTRACT CLAUSES

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

6.1. Security Requirements

6.1.1. The following security requirements apply to and form part of the Contract:

- The Contractor/Offeror's personnel as well as their subcontractors that require unescorted access to work site(s) as well as access to sensitive assets or information must EACH hold and maintain a valid **RELIABILITY STATUS**, granted or approved by Parks Canada Agency Security Directorate (PCASD).

**Sensitive assets may include: Cash, artefacts, firearms, explosives, keys, vehicles, Historic sites and buildings, electronic equipment, IT networks, Critical installations and systems, etc.*

- The Contractor/Offeror's personnel as well as their subcontractors MUST NOT remove any PCA information or assets from the identified work site(s) without consent from a PCA employee, and they must ensure that their personnel are made aware of and comply with this restriction.

6.2. Statement of Work

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

6.3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [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](#) (2022-01-28), General Conditions – Services (Medium Complexity) apply to and form part of the Contract.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.3.1.1. Compliance with On-site Measures, Standing Orders, Policies, and Rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

6.4. Term of Contract

6.4.1. Period of the Contract

The period of the Contract is from date of Contract to April 30, 2024 inclusive.

6.4.2. Option to Extend the Contract

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

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

6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Nicholas Moïse
Contracting Officer
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
Cornwall, ON

Telephone: 343-585-4589

E-mail address: nicholas.moise@pc.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

The Project Authority for the Contract is:

***** to be provided at contract award *****

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

The Contractor's Representative for the Contract is:

Representative's Name:		
Representative's Title:		
Legal Vendor/ Firm Name:		
Operating Vendor/ Firm Name (if different than above):		
Physical Address:		
City:	Province/ Territory:	Postal Code:
Telephone:		Facsimile:
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

6.6. Proactive Disclosure of Contracts with Former Public Servants

*** *SACC Manual clause A3025C to be inserted at contract award, if applicable* ***

6.7. Payment

6.7.1. Basis of Payment – Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B for a cost of \$ _____ *** to be inserted at contract award ***. Customs duties are included and Applicable Taxes are extra.

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

6.7.2. Monthly Payment

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

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

6.8. Invoicing Instructions

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

6.9. Certifications and Additional Information

6.9.1. Compliance

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

6.10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in ***** to be inserted at contract award *****.

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](#) (2022-01-28), General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (g) The Contractor's bid dated ***** to be inserted at contract award *****.

6.12. Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

6.13. Insurance – Specific Requirements

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

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

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

6.14. Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX A

STATEMENT OF WORK

SECTION 1:

1. WORK LOCATION

1.1 The list of cleaning locations is described hereto and form part of this specification:

- 1.1.1 Administration Building
- 1.1.2 Visitor Reception Center
- 1.1.3 South Kouchibouguac Campground Kiosk
- 1.1.4 South Kouchibouguac Campground Dumping Station
- 1.1.5 South Kouchibouguac Service Building A
- 1.1.6 South Kouchibouguac Service Building B
- 1.1.7 South Kouchibouguac Service Building C
- 1.1.8 South Kouchibouguac Service Building D
- 1.1.9 South Kouchibouguac Service Building E
- 1.1.10 South Kouchibouguac Service Building F
- 1.1.11 Kelly's Beach Center

2. CONDITIONS

2.1 "Project Authority" means the Project Authority responsible for the Work outlined in this Statement of Work of Kouchibouguac National Park within Parks Canada's New Brunswick North Field Unit or any person authorized to act in that behalf.

3. SCOPE OF WORK

3.1 The Contractor must supply all labour, material, equipment, tools and supplies necessary to carry out the Janitorial Services for all facilities as shown on the CLEANING SCHEDULE in Appendix III, and as otherwise described in this statement of work.

4. CLEANING / MAINTENANCE

4.1 Cleaning means the performance of all the cleaning and/or janitorial functions set out in this statement of work or otherwise required to properly maintain a high standard of clean and sanitary conditions. All work must be performed in accordance with the best practices of the trade.

4.2 The Contractor may close individual public washrooms for a reasonable amount of time for cleaning. This must be done by posting signs on the exterior doors which state "Closed for Cleaning". These signs must be bilingual and must be produced at the Contractor's expense. These signs must meet park standards in terms of design and appearance.

4.3 Maintenance means the picking up of litter or debris, spot washing, unplugging toilets, replenishing toilet tissue (evenings) or other supplies and generally inspecting a facility for cleanliness.

5. SCHEDULE OF OPERATIONS

- 5.1 The Contractor must comply with the attached CLEANING SCHEDULE, which specifies the major work to be executed at specific times. All cleaning operations must be performed within the hours specified for each facility. The Contractor must not deviate from the schedule for any reason without prior approval of the Project Authority.
- 5.2 Maintenance must be performed during and/or after the hours specified for cleaning, in the CLEANING SCHEDULE.

6. WORK FORCE

- 6.1 The Contractor must, at the beginning of the contract and at the beginning of each season, identify the names of the employees who will be on site daily to fulfill the obligations of the contract. Any changes to the list of employees during each season must be submitted by the Contractor

It is understood that should any employee not report to work, it is the responsibility of the contractor to immediately replace that employee with another to fulfill the obligations of the contract.

If for any reason the Contractor is unable to replace an employee for a scheduled shift, an amount representing labour, overhead and profit for one-person day of work will be deducted from the monthly invoice for each such occurrence.

- 6.2 The Contractor must maintain a sufficient number of qualified staff to provide the service as specified herein and at the frequencies set out in the CLEANING SCHEDULE:

Peak Season:

Contract Year 1: September 1, 2022 to September 8, 2022

Contract Year 2: June 11, 2023 to September 7, 2023

Option Year 1: June 9, 2024 to September 5, 2024

South Kouchibouguac Campground

Cleaning between 6:30 am and 10:30 am and 12:00 pm and 4:00 pm, 7 days per week. All kiosk reception cleaning operations must be carried out before daily operating hours, i.e. before 8:00 a.m.

Administration Building

Between 5:00pm and 9:00pm 6 days per week,
Monday through Saturday

Visitor Center

Between 6:30am to 8:00am and 8:00pm to 10:00pm 7 days a week. Cleaning of the visitor center must be carried out outside of the hours of operations, either before 8 am or after 8 pm.

Kellys Beach Center

Between 6:30am to 8:30am, 11:30am to 1:30pm and 3:00pm to 4:00pm 7 days a week. Washroom and the changing rooms at Kelly's Beach Center must be cleaned 3 times per day.

Supervision

Cleaning supervisor to be on duty a minimum of 40 hours per week. Actual days and hours per day to be scheduled with the Project Authority at the beginning of the season.

Shoulder Season:

Contract Year 1: September 9, 2022 to October 28, 2022

Contract Year 2: May 8, 2023 to June 10, 2023 and September 8, 2023 to October 27, 2023

Option Year 1: May 6, 2024 to June 8, 2024 and September 6, 2024 to October 25, 2024

South Kouchibouguac Campground

Between 6:30 am and 4:00 pm 5 days per week, as per schedule (Saturdays and Sundays must be included within the schedule) The cleaning of the reception area of the kiosk must be carried out prior to 8h00 am.

Administration Building

Between 5:00pm and 9:00pm 5 days per week,
Monday through Friday

Visitor Center

Between 6:30am to 8:00am and 8:00pm to 10:00pm 5 days a week on Monday, Wednesday, Friday, Saturday and Sunday. Cleaning of the visitor center must be carried out before or after the hours of operations, either before 8:00am or after 8:00pm.

Kellys Beach Center

Between 8:30am to 10:30am and 2:00pm to 4:00pm 5 days a week on Monday, Wednesday, Friday, Saturday and Sunday.

Supervision

Cleaning supervisor to be on duty a minimum of 40 hours per week. Actual days and hours to be scheduled with the Project Authority at the beginning of the season.

Off-season:

Contract Year 1: October 29, 2022 to April 30, 2023

Contract Year 2: May 1, 2023 to May 8, 2023 and October 28, 2023 to April 30, 2024

Option Year 1: May 1, 2024 to May 6, 2024 and October 26, 2024 to April 30, 2025

South Kouchibouguac Campground

No services needed at this location during this period of time

Administration Building

Between 5:00 pm and 9:00 pm 5 days per week,
Monday through Friday

Visitor Center

Between 5:00 pm and 9:00 pm 3 days per week,
Monday, Thursday and Friday

Kellys Beach Center

No services needed at this location during this period of time

Supervision

Cleaning supervisor must be on duty a minimum of 1 shift per week. Cleaning supervisor must be reachable for communication during regular working hours.

7. UNIFORMS

- 7.1 Cleaners or supervisors must be dressed in neat and clean uniforms with a name badge. Uniforms must be approved by the Project Authority prior to commencement of the contract.

8. TRAINING

- 8.1 All personnel employed must be fully trained by the Contractor in the use of all cleaning materials and equipment. They must also be trained and comply with WHMIS (Workplace Hazardous Materials Information System). Certificates of WHMIS training must be provided to the Project Authority prior to commencement of work.
- 8.2 At the beginning of each season, the Contractor must make their staff available so that they can participate in a Park orientation session which will be presented by park personnel.

9. CONDUCT

- 9.1 The Contractor must ensure that all staff exercise courtesy at all times park visitors and that all inquiries by visitors concerning the park be referred to park staff in accordance with specific instructions to be discussed at the orientation session (item 8.2 above).

10. VEHICLES

- 10.1 The Contractor must ensure that sufficient vehicles are available at all times to carry out the work. Each cleaning crew and the cleaning services supervisor must have at least one (1) vehicle.
- 10.2 Vehicles must be maintained in a clean, mechanically sound and properly maintained condition. Vehicles must also be identified as janitorial services vehicles. Such identification to be approved by the Project Authority.
- 10.3 Vehicles with limited or obstructed rear visibility must be equipped with a back-up alarm.

11. MATERIALS / EQUIPMENT

- 11.1 The Contractor must supply all materials and supplies including all cleaning materials, disinfectants, polishes, floor finishes, toilet tissue, paper and hand towels, hand soap, deodorants, sani-bags and germicides necessary and incidental to the satisfactory execution of the work. The contractor must also provide protective equipment against infectious disease to its employees in accordance with the directives and protocols currently in effect at Parks Canada.

- 11.2 All materials and supplies must be first quality meeting C.G.S.B. specifications, effective against the coronavirus (COVID-19) and other infectious diseases and also complying with WHMIS requirements. Additionally, the Contractor must follow the Government of Canada's Policy on Green Procurement. A copy will be made available to the Contractor
- 11.3 All equipment used by the Contractor under this contract including vacuum cleaners, scrub buckets, mops, brooms, etc. must be Industrial or Commercial grade.
- 11.4 The Contractor must make available sufficient equipment and supplies at all times. As a minimum scrub buckets, mops, brooms, extra toilet tissue, garbage bags and other basic cleaning supplies must be stored in each building's janitorial room at all times.
- 11.5 Prior to commencement of the work, the Contractor must provide for approval by the Project Authority a list intended for use, stating the name and address of the manufacturer. Once the list is approved by the Project Authority, only those approved materials and supplies will be provided and materials will be used in strict accordance with the manufacturer's directions. No substitutions will be made unless approved in writing by the Project Authority. From time to time, samples from the Contractor's stock of sufficient quantity to permit testing may be required to ensure the Canadian Government requirements are being met. All materials to be used must have safety data sheets supplied and all containers must be labelled in accordance with WHMIS standards.

12. LOG

- 12.1 A log must be maintained by the Contractor to record the daily work carried out and deficiencies found and reported to the Project Authority. This log must also identify cleaning tasks carried out which are not daily routines. This log must be submitted with the monthly invoices.
- 12.2 A detailed cleaning services report form will be provided by the park and located in each building listed below. This report is to be filled in by the cleaning staff each time that building/area is entered. The report will identify the time in, time out and cleaning tasks completed. A sample of this report is included in Appendix I.

Report Locations:

- Administration Building, Janitor room
- Visitor Reception Center, Janitor room
- South Kouchibouguac Campground kiosk
- South Kouch., Service Building A Janitor room
- South Kouch., Service Building B Janitor room
- South Kouch., Service Building C Janitor room
- South Kouch., Service Building D Janitor room
- South Kouch., Service Building E Janitor room
- South Kouch., Service Building F Janitor room
- Kellys Beach Center, Janitor room

13. INSPECTIONS

- 13.1 Inspections of work will be made on a regular basis by a designated park representative who will report on the adequacy of the work. These inspections will be documented on forms as per attached in Appendix II. The Contractor must correct any unsatisfactory work immediately upon notification.

14. STORAGE

14.1 Storage space of materials, equipment and supplies will be made available to the Contractor in the janitorial rooms identified in 12.2 above. Additional central storage may be made available to the Contractor if requested.

15. COMMUNICATION

15.1 The Contractor must provide cell phone communication devices for the cleaning services supervisor. This person must be the point of communication with the park and must be available for communication 7 days per week during regular working hours for the complete visitor season, May 9 to October 28, and during regular working hours for the remainder of the year.

16. PERMITS

16.1 It is the responsibility of the Contractor to purchase all permits and licenses necessary to perform the work.

17. REGULATIONS

17.1 The Contractor and persons employed by the Contractor must become familiar with and observe at all times regulations in force at the Park.

18. SAFETY

18.1 All safety measures respecting personnel and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction must be observed at all times.

18.2 A Health and Safety Plan must be developed by the Contractor and submitted to the Project Authority prior to commencing work. This plan must outline all employee training, operational procedures, emergency procedures and any other measures that will be in place to protect their employees and the public.

19. INVOICING

19.1 The Contractor must submit an invoice on a monthly basis. The invoice (or an attachment thereto) must show the number of times each unit or work was performed, times the unit cost, must equal the cost for this item for the period invoiced.

20. DELETIONS / EXTENSIONS

20.1 The Contractor will be notified in writing of any deletion or extension to the period of service or any increases or decreases in the frequencies for any item in the CLEANING SCHEDULE.

21. EXCLUDED WORK

21.1 The Contractor is not responsible for minor repairs or grass cutting, etc., but will be required to report, on Department forms, any defects or unsafe conditions detected during the course of work.

SECTION 2 – CLEANING AND MAINTENANCE:

1. BUILDING INTERIORS

1.1 Floors – Vinyl, Linoleum, Vinyl Asbestos Tile

- 1.1.1 Sweep daily using a dust control method.
- 1.1.2 Damp mop daily using a minimum of clear water to remove dust and superficial stains.
- 1.1.3 Wash weekly using an approved detergent solution in warm water. Spot clean to remove heavy stains and black marks using an approved stripper prior to washing. Once finished, polish entire floor.
- 1.1.4 Refinish monthly with thin coat of approved floor finish after washing.
- 1.1.5 Strip entire floor area twice yearly using an approved stripper removing existing floor finish and/or all other dirt or stains. Rinse with clear water to ensure removal of any residue. Apply one (1) coat of approved sealer and two (2) coats of approved polymer nonslip floor finish.

1.2 Floors – Concrete

- 1.2.1 Sweep daily using an approved dust control compound.
- 1.2.2 Wash weekly with an approved detergent solution and disinfectant in warm water. Spot clean to remove heavy stains and black marks using an approved stripper prior to washing.

1.3 Floors – Terrazzo, Ceramic tiles, Mosaic, and Slate

- 1.3.1 Damp mop daily ceramic tiles, mosaic and slate.
- 1.3.2 Wash weekly with mild solution of approved detergent and disinfectant in warm water.
- 1.3.3 Thorough cleaning in Spring and Fall using approved method and products, to remove dirt and grime from grout and slate.

1.4 Ceilings, Acoustical Tile

- 1.4.1 Vacuum clean all acoustical tile and suspended ceilings every three (3) months.

1.5 Rugs and Carpets

- 1.5.1 Vacuum and spot clean daily. Spots that cannot be removed by normal means must be reported immediately to the Project Authority.
- 1.5.2 Vacuum all rugs and carpets weekly using an attachment provided for this purpose.
- 1.5.3 Clean carpets and rugs once per year using an approved cleaning machine with simultaneous hot shampoo application and vacuum pickup. Care must be taken not to wet carpets to the extent that shrinkage occurs.

1.6 Drapes

- 1.6.1 Vacuum clean all drapes every six (6) months.

1.7 Walls and Partitions

- 1.7.1 Interior walls and partitions to be spot cleaned of finger marks, etc., daily. Ledges, moldings, etc., to be dusted daily.
- 1.7.2 Baseboards to be dusted daily and must be kept free of mop streaks, wax accumulation or splash marks.
- 1.7.3 Ceramic tile walls to be washed monthly, excluding washroom walls.

1.8 Counter, Facings and Cabinets

- 1.8.1 Damp wipe and wipe dry daily to remove dust from cabinets and fingerprints
- 1.8.2 Wash and polish counter tops weekly.

1.9 Interior Glass

- 1.9.1 Damp wipe and wipe dry daily to remove dust, fingerprints, smudges and streaks.
- 1.9.2 Wash and polish every two (2) months.

1.10 Light Fixtures – Interior and Exterior

- 1.10.1 Check daily and remove dirt, dust and insects.
- 1.10.2 Wash globes, diffusers and light fixtures every three (3) months.
- 1.10.3 Report broken or non-operative light fixtures as soon as possible.

1.11 Furniture and Furnishings

- 1.11.1 Dust the surface of office furniture daily to remove dust. Glass topped furniture to be kept free of finger marks and stains.
- 1.11.2 Exposed vertical surfaces of furniture to be dusted weekly.
- 1.11.3 Empty shelving to be dusted daily.
- 1.11.4 Bookcases must be dusted daily. The books are not to be removed. Glass doors to be cleaned on both sides once per month.
- 1.11.5 Upholstered furniture must be vacuumed once per week. Leather/vinyl upholstered furniture must be dusted daily and damp wiped and polished once per month or as often as required.
- 1.11.6 Top of lockers must be dusted weekly. Vertical surfaces of lockers to be kept free of finger marks.
- 1.11.7 Waste paper baskets must be emptied and dusted daily; washed and disinfected once per month.
- 1.11.8 Garbage cans and paper receptacles located throughout the buildings must be emptied daily; washed and disinfected weekly.

1.12 Miscellaneous

- 1.12.1 High ledges, tops of partitions, pipes and other high areas must be dusted weekly.
- 1.12.2 Stainless steel borders around cabinets and notice boards must be dusted and cleaned weekly.
- 1.12.3 Air intake grills, air diffusers and metal work must be vacuumed weekly and washed four (4) times a year.
- 1.12.4 Door kick plates and hand plates must be washed and polished daily using an appropriate solution and kept free of marks.
- 1.12.5 Door grills to be vacuumed weekly and washed with mild soap solution twice a year.
- 1.12.6 Brass and metal door frames throughout the building must be cleaned of finger marks daily and cleaned and polished once per month.
- 1.12.7 Infant changing tables must be washed and disinfected daily. The surface must be cleaned afterwards with a clean cloth to prevent residual disinfectant.

1.13 Waste Paper and Refuse

- 1.13.1 Any waste paper and refuse collected during cleaning operations must be placed in the garbage bin located adjacent to that building. The exceptions are the Administration Building and the Visitor Center. Refuse from these buildings must be placed in the central garbage bin located in the Works Compound area.

2. BUILDING EXTERIORS

2.1 General

- 2.1.1 Clean windows as specified in item 2.3 below.
- 2.1.2 Walls and trim must be swept down weekly and spot cleaned as required to remove all dust, cobwebs and insects, etc.
- 2.1.3 Intake and exhaust louvers and vents must be vacuumed clean weekly.
- 2.1.4 Sweep entrance walkways, landings and steps daily and hose down or wash as required.
- 2.1.5 All fascia, soffit and other painted exterior trim to be swept down weekly and spot cleaned as required to remove cobwebs, insects, etc.
- 2.1.6 All exterior pre-finished metal trim to be thoroughly cleaned and waxed once per year.
- 2.1.7 Clean adjacent lawns, sidewalks, picnic tables, decks and around buildings daily. Remove all litter or debris and ensure refuse containers are in their proper locations.
- 2.1.8 Cigarettes urns at entrances to building must be cleaned at each scheduled cleaning and sand replenished as necessary.

2.2 Entrance and Lobbies

- 2.2.1 Floors must be swept, damp mopped and reconditioned daily, washed and refinished weekly, stripped, resealed and refinished every three (3) months.
- 2.2.2 Foot grills to be removed and recess pans cleaned once per month.
- 2.2.3 Mats to be removed and cleaned on both sides daily.
- 2.2.4 Entrance to lobbies must be kept free from litter and debris so that they always appear clean and tidy.
- 2.2.5 Glass doors must be cleaned daily on both sides and all glass windows in entrances must be washed and polished once per week and on both sides.

2.3 Windows

- 2.3.1 Except for daily spot cleaning to remove smudges, all windows including both sides of glass in prime and storm sashes, must be cleaned and polished every three (3) months using approved cleaning materials and methods. All surfaces to be free from residue, film and/or streak marks over the entire surface.
- 2.3.2 Metal sashes and frames must be cleaned of dirt and oxide using only approved detergents or metal cleaners. Polish after each cleaning.
- 2.3.3 Wood sashes, muntins, rails, stools and sills must be washed and wiped with a dry cloth each time windows are cleaned.

- 2.3.4 Screens must be removed during the window cleaning and must be washed, wiped with a dry cloth and replaced in their proper location.

3. SPECIFIC BUILDINGS / AREAS

3.1 Washrooms – Public and Private

- 3.1.1 Floors must be swept and washed each scheduled cleaning using an approved hospital type disinfectant cleanser in hot water. The Contractor must ensure that there is no residual water left on the floors after washings.
- 3.1.2 Toilet seats (both sides), bowl, urinals and wash basins must be cleaned and disinfected each scheduled cleaning. Deodorant blocks are to be supplied by the Contractor.
- 3.1.3 Body contact points in washrooms such as water taps, receptacles and dispensers, door plates and flush valves to be cleaned, disinfected and polished each scheduled cleaning.
- 3.1.4 Shelves, high ledges and all exposed piping including supply and drain connections must be cleaned daily.
- 3.1.5 Sani cans must be emptied, washed and disinfected and sani-bags replaced each scheduled cleaning.
- 3.1.6 Wall, partitions and doors must be kept free of finger marks, smudges, etc.
- 3.1.7 Walls and other surfaces must be spot cleaned each scheduled cleaning and washed monthly. Ceilings must be washed twice yearly.
- 3.1.8 Waste paper must be removed each scheduled cleaning.
- 3.1.9 Soap containers, toilet tissue, linen and/or paper towel dispensers must be replenished each scheduled cleaning. One extra roll of toilet tissue must be provided at each toilet. Toilet tissue in the Administration washrooms must be 2ply or better.
- 3.1.10 Refuse receptacles must be washed and disinfected weekly, poly (plastic) bags of correct size must be used and supplied by the Contractor and disposed of when dirty.
- 3.1.11 Plugged toilets and drains must be cleared immediately providing no plumbing work is required. If plumbing work is necessary, post an "Out of Order" sign and notify the Project Authority immediately.
- 3.1.12 All mirrors in public washroom must be cleaned and polished each scheduled cleaning.

3.2 Shower Rooms

- 3.2.1 Floors must be swept and washed each scheduled cleaning using an approved hospital type disinfecting cleanser in hot water. The Contractor must ensure that there is no residual water left on the floors after washing.

- 3.2.2 Walls and floors within shower compartment must be washed each scheduled cleaning with and approved disinfecting cleanser ensuring that all soap residue is cleared from tile and grouted joints.
- 3.2.3 Shower drains and floor drain strainers must be cleaned to prevent clogging each scheduled cleaning.
- 3.2.4 Body contact points such as shower control, shower head, soap dish and door plates must be cleaned, disinfected and polished each scheduled cleaning.
- 3.2.5 Walls, partitions and doors in shower dressing area must be cleaned of all smudges and soap residue daily and washed weekly.

3.3 Contractor's Area

- 3.3.1 Maintain and keep the Contractor's premises clean at all times, like the other areas of the building.
- 3.3.2 Utility rooms must be kept free of debris and all equipment and materials stored neatly.
- 3.3.3 Floors must be swept and washed daily.
- 3.3.4 Wall must be cleaned and washed monthly.
- 3.3.5 Sinks and scrub buckets must be washed and disinfected daily.
- 3.3.6 Mops must be washed and properly stored with mop heads free to dry.

3.4 South Kouchibouguac Campground Dumping Station

- 3.4.1 The Contractor must check and clean the dumping station each day that the campground is in operation.
- 3.4.2 Pick up litter around dumping station area.
- 3.4.3 Wash down concrete apron and ensure dumping drains are clear.
- 3.4.4 Disinfect concrete apron daily.
- 3.4.5 Disinfect domestic water hose and nozzle and replace to proper storage position.
- 3.4.6 Report any defect to the Project Authority.

ANNEX B

BASIS OF PAYMENT

Bidders must provide pricing in the format specified in this Annex B – Basis of Payment. Failure to provide prices in the format specified will render the quotation non-responsive.

The Bidder must submit firm, all inclusive prices including all materials and operations (set-up charges, fuel, materials, products, delivery cost, supervision, labour all travel costs (time, mileage, etc.) admin, production, etc.) to fulfill the entire requirement as described in Annex A - Statement of Work.

Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable. The quotation must be in Canadian dollars.

*The estimated data provided in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

JANITORIAL SERVICES / KOUCHIBOUGUAC NATIONAL PARK				
TABLE A				
Contract Year 1: Date of Contract to April 30, 2023				
ITEM	DESCRIPTION	PRICE PER UNIT (a)	ESTIMATED QUANTITY (b)	TOTAL (a) x (b) = (c)
<u>1. South Kouchibouguac Campground:</u>				
1 (a)	Daily cleaning of interior and exterior of all buildings for shoulder seasons (September 9 to October 28)	\$	36	\$
1 (b)	Daily cleaning/maintenance of interior and exterior of all buildings for peak season (September 1 to September 8)	\$	8	\$
1 (c)	Daily cleaning of trailer dumping station for entire season (September 1 to October 28)	\$	44	\$
<u>2. Visitor Reception Center:</u>				
2 (a)	Daily cleaning of interior and exterior of all buildings for shoulder Season (September 9 to October 28)	\$	33	\$

2 (b)	Daily cleaning/maintenance of interior and exterior of building for peak season. (September 1 to September 8)	\$	8	\$
2 (c)	Daily cleaning of interior and exterior of building for remainder of year (October 29 to April 30)	\$	82	\$
2 (d)	Monthly thorough cleaning of floor in gift shop/boutique (September to October)	\$	0	\$

JANITORIAL SERVICES / KOUCHIBOUGUAC NATIONAL PARK TABLE B Contract Year 1: Date of Contract to April 30, 2023				
ITEM	DESCRIPTION	PRICE PER UNIT (a)	ESTIMATED QUANTITY (b)	TOTAL (a) x (b) = (c)
<u>3. Administration Building:</u>				
3 (a)	Daily cleaning of interior and exterior of building during peak season (September 1 to September 8)	\$	7	\$
3 (b)	Daily cleaning of interior and exterior of building during remainder of year (September 9 to April 30)	\$	166	\$
<u>4. Kellys Beach Center:</u>				
4 (a)	Daily cleaning of interior and exterior of all buildings for shoulder season (September 9 to October 28)	\$	36	\$
4 (b)	Daily cleaning/maintenance of interior and exterior of building for peak season. (September 1 to September 8)	\$	8	\$
TOTAL CONTRACT YEAR 1 (TABLE A + TABLE B) (HST EXCLUDED)				\$

JANITORIAL SERVICES / KOUCHIBOUGUAC NATIONAL PARK				
TABLE C				
Contract Year 2: May 1, 2023 to April 30, 2024				
ITEM	DESCRIPTION	PRICE PER UNIT (a)	ESTIMATED QUANTITY (b)	TOTAL (a) x (b) = (c)
<u>1. South Kouchibouguac Campground:</u>				
1 (a)	Daily cleaning of interior and exterior of all buildings for shoulder seasons (May 8 to June 10 and September 8 to October 27)	\$	60	\$
1 (b)	Daily cleaning/maintenance of interior and exterior of all buildings for peak season (June 11 to September 7)	\$	89	\$
1 (c)	Daily cleaning of trailer dumping station for entire season (May 8 to October 27)	\$	149	\$
<u>2. Visitor Reception Center:</u>				
2 (a)	Daily cleaning of interior and exterior of all buildings for shoulder Season (May 8 to June 10 and September 8 to October 27)	\$	60	\$
2 (b)	Daily cleaning/maintenance of interior and exterior of building for peak season. (June 11 to September 7)	\$	89	\$
2 (c)	Daily cleaning of interior and exterior of building for remainder of year (May 1 to May 7 and October 28 to April 30)	\$	82	\$
2 (d)	Monthly thorough cleaning of floor in gift shop/boutique (May to October)	\$	0	\$

JANITORIAL SERVICES / KOUCHIBOUGUAC NATIONAL PARK				
TABLE D				
Contract Year 2: May 1, 2023 to April 30, 2024				
ITEM	DESCRIPTION	PRICE PER UNIT (a)	ESTIMATED QUANTITY (b)	TOTAL (a) x (b) = (c)
<u>3. Administration Building:</u>				
3 (a)	Daily cleaning of interior and exterior of building during peak season (June 11 to September 7)	\$	76	\$
3 (b)	Daily cleaning of interior and exterior of building during remainder of year (May 1 to June 10 and September 8 to April 30)	\$	196	\$
<u>4. Kellys Beach Center:</u>				
4 (a)	Daily cleaning of interior and exterior of all buildings for shoulder season (May 8 to June 10 and September 8 to October 27)	\$	60	\$
4 (b)	Daily cleaning/maintenance of interior and exterior of building for peak season. (June 11 to September 7)	\$	89	\$
TOTAL CONTRACT YEAR 2 (TABLE C + TABLE D) (HST EXCLUDED)				\$

JANITORIAL SERVICES / KOUCHIBOUGUAC NATIONAL PARK				
TABLE E				
Option Year 1: May 1, 2024 to April 30, 2025				
ITEM	DESCRIPTION	PRICE PER UNIT (a)	ESTIMATED QUANTITY (b)	TOTAL (a) x (b) = (c)
<u>1. South Kouchibouguac Campground:</u>				
1 (a)	Daily cleaning of interior and exterior of all buildings for shoulder seasons (May 6 to June 8 and September 6 to October 25)	\$	60	\$
1 (b)	Daily cleaning/maintenance of interior and exterior of all buildings for peak season (June 9 to September 5)	\$	89	\$
1 (c)	Daily cleaning of trailer dumping station for entire season (May 6 to October 25)	\$	149	\$
<u>2. Visitor Reception Center:</u>				
2 (a)	Daily cleaning of interior and exterior of all buildings for shoulder Season (May 6 to June 8 and September 6 to October 25)	\$	60	\$
2 (b)	Daily cleaning/maintenance of interior and exterior of building for peak season. (June 9 to September 5)	\$	89	\$
2 (c)	Daily cleaning of interior and exterior of building for remainder of year (May 1 to May 5 and October 26 to April 30)	\$	82	\$
2 (d)	Monthly thorough cleaning of floor in gift shop/boutique (May to October)	\$	0	\$

JANITORIAL SERVICES / KOUCHIBOUGUAC NATIONAL PARK				
TABLE F				
Option Year 1: May 1, 2024 to April 30, 2025				
ITEM	DESCRIPTION	PRICE PER UNIT (a)	ESTIMATED QUANTITY (b)	TOTAL (a) x (b) = (c)
<u>3. Administration Building:</u>				
3 (a)	Daily cleaning of interior and exterior of building during peak season (June 9 to September 5)	\$	76	\$
3 (b)	Daily cleaning of interior and exterior of building during remainder of year (May 1 to June 8 and September 6 to April 30)	\$	196	\$
<u>4. Kellys Beach Center:</u>				
4 (a)	Daily cleaning of interior and exterior of all buildings for shoulder season (May 6 to June 8 and September 6 to October 25)	\$	60	\$
4 (b)	Daily cleaning/maintenance of interior and exterior of building for peak season. (June 9 to September 5)	\$	89	\$
TOTAL OPTION YEAR 1 (TABLE E + TABLE F) (HST EXCLUDED)				\$

JANITORIAL SERVICES / KOUCHIBOUGUAC NATIONAL PARK		
TABLE G		
TOTAL OF ALL TABLES		
TABLES	DESCRIPTION	TOTAL
A and B	Contract Year 1: Date of Contract to April 30, 2023	\$
C and D	Contract Year 2: May 1, 2023 to April 30, 2024	\$
E and F	Option Year 1: May 1, 2024 to April 30, 2025	\$
TOTAL OF ALL TABLES (HST EXCLUDED)		\$

ANNEX C

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

ANNEX D

ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

*** to be completed after contract award ***

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the Canada Labour Code and the Canada Occupational Health and Safety Regulations are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed

Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (*contractor*), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name: _____

Signature: _____

Date: _____

Solicitation No.:
5P300-22-0010/A

Amendment No.:
00

Contracting Authority:
Nicholas Moïse

Ver.05.18.2022

Client Reference No.:
10220082

Title:
Janitorial Services / Kouchibouguac National Park

Declaration

I, _____, (*name*)
_____, (*position*) of

_____, (*supplier's name*) declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature: _____

Date: _____

ANNEX F TO PART 5 OF THE BID SOLICITATION

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 Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes (<input type="checkbox"/>) No (<input type="checkbox"/>)

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the

Solicitation No.:
5P300-22-0010/A

Amendment No.:
00

Contracting Authority:
Nicholas Moïse

Ver.05.18.2022

Client Reference No.:
10220082

Title:
Janitorial Services / Kouchibouguac National Park

published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

Solicitation No.:
5P300-22-0010/A

Amendment No.:
00

Contracting Authority:
Nicholas Moise

Ver.05.18.2022

Client Reference No.:
10220082

Title:
Janitorial Services / Kouchibouguac National Park

APPENDIX I - LOG

See separate attachment

Solicitation No.:
5P300-22-0010/A

Amendment No.:
00

Contracting Authority:
Nicholas Moise

Ver.05.18.2022

Client Reference No.:
10220082

Title:
Janitorial Services / Kouchibouguac National Park

APPENDIX II - INSPECTIONS

See separate attachment

Solicitation No.:
5P300-22-0010/A

Amendment No.:
00

Contracting Authority:
Nicholas Moise

Ver.05.18.2022

Client Reference No.:
10220082

Title:
Janitorial Services / Kouchibouguac National Park

APPENDIX III – CLEANING SCHEDULE

See separate attachment