

RETURN BIDS TO:
Agriculture and Agri-Food Canada

Address:

Attention:

Email: aafc.escprocurement-cseapprovisionnement.aac@agr.gc.ca

REQUEST FOR PROPOSAL

Proposal To: Agriculture and Agri-Food 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 and service, and construction as listed herein and on any attached sheets at the price(s) set out therefore.

Comments:

MANDATORY SITE VITE :

August 16, 2022, at 11:00am (EDT)

Vendor/Firm Name and Address:

Issuing Office

Agriculture and Agri-Food Canada

Eastern Service Centre
2001 Robert-Bourassa,
Montreal, QC.,H3A 3N2

Title: Janitorial Services: Harrow Research and Development Centre	
Solicitation Number 01B46-22-053	Date of solicitation: 2022-07-27
Solicitation Closes: At: 2:00pm On: 2022-08-30	Time Zone: EDT
Address Enquiries to: aafc.escprocurement-cseapprovisionnement.aac@agr.gc.ca	
Name: Claudia Lauzier Email: claudia.lauzier@agr.gc.ca	
Telephone Number: 438-455-2392	FAX Number:
Destination of Goods, Services and Construction: Harrow Research and Development Centre 2585 County Road 20 Harrow, ON	
Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.	
Delivery required:	Delivery offered:
Vendor/Firm Name and Address:	
Name and title of person authorized to sign on behalf of vendor/firm (type or print)	
Signature	
Date	

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist.

1.2 Summary

- 1.2.1 Provide Facility Cleaning Services for Agriculture and Agri-Food Canada (AAFC) at the Harrow Research and Development Centre located in Harrow, Ontario. The Contractor must supply all supervision, labour, consumable materials and cleaning equipment as outlined in Annex A – Statement of Work.

Buildings with Approximate Area to be Maintained :

2585 County Road 20 – Harrow, Ont. - Harrow Research and Development Centre = **5842m²**
1367 County Road 46 – Woodslee, Ont. – Eugene F. Whelan Experimental Farm = **72m²**

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

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.

In the complete text content (except Subsection 1.0, Subsection 3.0, and Subsection 20):

Delete “Public Works and Government Services Canada”
Insert “Agriculture and Agri-Food Canada”.

Delete “PWGSC”
Insert “AAFC”.

Subsection 5.2 of Standard Instructions - Goods or Services - Competitive Requirements 2003 is amended as follows:

Delete: “(d) send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the bid solicitation or, to the address specified in the bid solicitation, as applicable;”

Insert: (d) send its bid only to the specified Bid Receiving Unit of Agriculture and Agri-Food Canada (AAFC) specified in the bid solicitation or, to the address specified in the bid solicitation, as applicable;

2.2 Submission of Bids

Bids must be submitted only to Agriculture and Agri-Food Canada by the date, time and place indicated on page 1 of the bid solicitation.

Bids will only be received electronically.

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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 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 Ontario.

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

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Harrow Research and Development Centre, 2585 County Road 20, Harrow, Ontario on **August 16, 2022**. The site visit will begin **at 11am (EDT)**.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

2.7 Ontario Labour Legislation

1. In accordance with the requirements of section 77(1) of the [Employment Standards Act](#), 2000, S.O. 2000, c. 41, the following information concerning each employee of the previous supplier providing services at the premises is attached:
 - a. the employee's job classification or job description;
 - b. the wage rate actually paid to the employee;
 - c. a description of the benefits, if any, provided to the employee including the cost of each benefit and the benefit period to which the cost relates;
 - d. the number of hours that the employee works in a regular work day and in a regular work week, or if the employee's hours of work vary from week to week, the number of the employee's non-overtime hours for each week that the employee worked during the thirteen (13) weeks before the date of the request for information;
 - e. the date on which the employer hired the employee;
 - f. any period of employment attributed to the employer under section 10 of the Act;
 - g. the number of weeks that the employee worked at the premises during the twenty-six (26) weeks before the request date. The 26-week period must be calculated without

including any period during which the provision of services at the premises was temporarily discontinued, or during which the employee was on leave of absence under Part XIV of the Act;

- h. a statement indicating whether either of the following subparagraphs applies to the employee:
 - i. The employee's work, before the request date, included the provision of services at the premises, but the employee did not perform his or her job duties primarily at those premises during the thirteen (13) weeks before the request date.
 - ii. The employee's work included the provision of services at the premises, but the employee was not actively at work immediately before the request date, and did not perform his or her job duties primarily at the premises during the most recent thirteen (13) weeks of active employment.
2. The name, residential address and telephone number of each employee as they appear in the previous employer's records will be provided to the successful Bidder after contract award.
3. In addition to the above information, a copy of either the collective agreement, union certificate, or pending union application(s) regarding these employees at the premises is also attached, if applicable.
4. Bidders must use the information referred to in subparagraphs 1.(a) to 1.(h) and paragraph 3 (if applicable) only for the purposes of preparing their bids and complying with the Act. Bidders must not disclose such information except as may be authorized by Canada in writing.
5. The enclosed information concerning the employees of the previous employer providing services at the premises has been received from the previous employer and Canada does not warrant its accuracy or completeness. Canada will not be responsible for any damage or loss which may result from use of or reliance upon any of this information.
6. Bidders who require clarification or further information may contact the local Ontario Ministry of Labour Offices found at [Ministry of Labour, Immigration, Training and Skills Development | Ontario.ca](https://www.ontario.ca/ministry/labour)

2.8 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](https://www.buyandsell.ca) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

Section I: Technical Bid

The Technical Proposal should demonstrate how the Bidder will meet the requirements of the Evaluation Procedures and Basis of Selection (Part 4).

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

Section II: Financial Bid

The bidder must complete and sign Annex B (Basis of Payment).

Prices shall not appear in any area of the proposal except in the Financial Proposal.

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

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

The assessment by AAFC will be based solely on the information contained in the Proposal. An item not addressed will be given zero (0) points under the point rated system. AAFC may, but is not obligated to, ask the Bidder for clarifications.

The Bidder is requested to use the tables provided and/or identify where the information can be found in the proposal (i.e.: identify the page / project number, etc.)

4.1.1.1 Mandatory Technical Criteria (MC1, MC2 & MC3)

Failure to comply with any of the following mandatory requirements will render the Proposal non-compliant and the Proposal will receive no further consideration.

MC1 - Mandatory Contractor's Experience and Past Performance

The Bidder must provide evidence of its experience and past performance by referencing Two (2) contract satisfactorily rendered for a minimum of two (2) consecutive years, under the same contract, within the past five (5) years, from the bid closing date, wherein the range of janitorial services provided are comparable to those described in this Request for Proposal (RFP).

PROJECT/CONTRACT REFERENCE 1	
Name of client organization or Company	Name:
Name and title of client contact	Name: Title:
Telephone number and e-mail address of client contact	Phone No.: E-Mail :
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the contract:	
Value of the contract	\$
Performance period of the contract (indicate month and year)	
Description of Contract:	

PROJECT/CONTRACT REFERENCE 2	
Name of client organization or Company	Name:
Name and title of client contact	Name: Title:
Telephone number and e-mail address of client contact	Phone No.: E-Mail :

Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the contract:	
Value of the contract	\$
Performance period of the contract (indicate month and year)	
Description of Contract:	

MC2- Mandatory On-site Supervisor(s) Expertise and Experience

It is Mandatory that the On-site Supervisor(s) have a minimum of three (3) consecutive years' experience, in a supervisory role in the field of janitorial services.

The Bidder must provide evidence of the experience and satisfactory performance of the On-site Supervisor(s) by referencing one (1) contract with a duration of a minimum of three (3) consecutive years, within the past five (5) years, in providing janitorial services in a range comparable in size, scope and complexity to those described in the Request for Proposal (RFP).

ON SITE SUPERVISOR REFERENCE	
Name of client organization or Company	Name:
Name and title of client contact	Name: Title:
Telephone number and e-mail address of client contact	Phone No.: E-mail.:
Approximate size in square meters of the cleanable area of the contract	_____ square meters
Location/site of the contract:	
Value of the Contract	\$
Performance period of the contract. (indicate month and year)	

Description of Contract:	
Responsibilities of the individual:	
Name of On-site Supervisor	Years of Experience

MC2 - Annual Cleaning Schedule (ACS)

Provide Annual Cleaning Schedule (ACS), as described in Part A, Section 3.0 of the Statement of Work, Annex A.

4.1.1.2 Point Rated Technical Criteria (PR1 & PR2)

Failure to obtain the required minimum number of points for each of the following technical criteria will render the Proposal non-compliant and the Proposal will receive no further consideration.

PR1 Quality Management Plan (Max. 10 points)

How does the Contractor intend to ensure the highest quality possible for work activities and deliverables described in the RFP?

Describe how absenteeism and turnover of workers will be address.

What quality control audit programs will be in place? What customer/user satisfaction assurance and complaint rectification process will be in effect?

PR2 Transition Plan (Max. 10 points)

Has the Contractor submitted a comprehensive Transition Plan that details the major milestones, mobilization activities, site familiarization and handover schedules/activities between the present Contractor, as well as coordination requirements with AAFC.

Minimum Passing Points for each technical requirements: (6)

4.1.1.3 Generic Evaluation Table

AAFC Evaluation Board members will evaluate the strengths and weaknesses of the Bidder's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below:

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 point	2 points	4 points	6 points	8 points	10 points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Offeror does not possess qualifications and experience	Offeror lacks qualifications and experience	Offeror has an acceptable level of qualifications and experience	Offeror is qualified and experienced	Offeror is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects

4.2 Basis of Selection

The selection of the responsive Proposal will be made on the basis of the **HIGHEST COMBINED SCORE** for both the technical and financial proposals. The combined scores will be determined by adding the technical and financial points obtained.

The Bidders' Technical and Financial proposals will be scored separately. An Overall Proposal Score will be determined by combining a Bidder's Technical Proposal Score and Financial Proposal Score in accordance with the following weights:

Technical Proposal = 60%
 Financial Proposal = 40%
 Overall Proposal = 100%

Formula:

$$\frac{\text{Technical Score} \times \text{Ratio (60\%)}}{\text{Max Score}} + \frac{\text{Lowest Price} \times \text{Ratio (40\%)}}{\text{Bidder's Price}} = \text{Overall Score}$$

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 Integrity 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.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's

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

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

5.2.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) 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 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 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.

7.2.1 General Conditions

[2035](#) (2022-05-12), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

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

1. The contractor/offeror personnel requiring access to sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by AAFC;
2. The contractor and/or its employees MUST NOT have access to PROTECTED and/or CLASSIFIED information or assets;
3. The contractor and/or its employees MUST NOT remove any PROTECTED and/or CLASSIFIED information or assets from the identified work site(s);
4. The contractor and/or its employees MUST NOT use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data;
5. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the AAFC; and
6. The contractor/offeror must comply with the provisions of the: Security Requirements Check List

7.4 Term of Contract

7.4.1 Period of the Contract

The Work is to be performed during the period of October 1st, 2022 to September 30, 2023.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) 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 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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Claudia Lauzier

Contracts Officer

Agriculture and Agri-Food Canada

2001 Robert-Bourassa, Room 671-TEN,

Montréal, Qc H3A 3N2

Tel.: 438-455-2392

E-mail: claudia.lauzier@agr.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.

7.5.2 Project Authority

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.

7.5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

For the services provided, Agriculture and Agri-Food Canada will pay the Contractor in accordance with the Rates in Annex B (Basis of Payment) for Work performed.

Payment will be made no more than once a month, following the submission of all invoicing documentation and upon acceptance by the Project Authority.

7.7.1 Changes in amount of Space to be cleaned

Canada may from time to time notify the contractor in writing of any changes to the amount of space to be cleaned. In the case of the addition or elimination of cleanable space, the change in the amount of the contract shall be calculated using the Cost per Square meter identified in Annex B (Basis of Payment).

7.7.2 Limitation of Expenditure – “as and when requested” Cleaning

For “as and when requested cleaning”, Canada's total liability to the Contractor under the Contract must not exceed **\$ 5,000.00 annually** (+ applicable taxes).

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority.

7.7.3 Direct Deposit

The Contractor agrees to receive payment through direct deposit to a financial institution.

Government of Canada considers privacy and security of utmost importance in the issuance of payments. Any information you provide to the Government of Canada in support of Direct Deposit is protected under the Government of Canada *Privacy Act and Access to Information Act (R.S.C., 1985, c. A-1)*.

Additional information is available at:

www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html

7.8 Invoicing Instructions

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. Invoices must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.9 Certifications and Additional Information

7.9.1 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.

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.10 Applicable Laws

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

7.11 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 [2035](#) (2022-05-12), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List ;
- (f) Annex D, Federal Contractors Program for Employment Equity;
- (g) Annex E, Information on Incumbent Employees;
- (h) the Contractor's bid dated _____.

7.12 Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

7.13 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the following article **7.13.1 Commercial General Liability Insurance**. 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. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.13.1 Commercial General Liability Insurance

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

7.14 Permission to Subcontract

When, pursuant to the general conditions applicable to the Contract, the consent of the Minister is required to subcontract a portion of the Work, the Contractor must submit to the Contracting Authority a completed list of subcontractor for approval.

7.15 Dispute Resolution

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

- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".



ANNEX A STATEMENT OF WORK

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CONTEXT

To provide Facility Cleaning Services for Agriculture and Agri-Food Canada (AAFC), The Harrow Research and Development Centre located in Harrow, Ontario. The Contractor must supply all supervision, labour, consumable materials and cleaning equipment as outlined herein.

PART A – GENERAL REQUIREMENTS

1.0 AREAS TO BE MAINTAINED

The Contractor shall provide the required housekeeping services, in accordance with the requirements and instructions set out in the contract.

Buildings with Approximate Area to be Maintained.

2585 County Road 20 – Harrow, Ont. - **Harrow Research and Development Centre**

Building Number	Approx. Area	Building Number	Approx. Area
Building No: 84 Area 1 Administration Area	539 m ²	Building No: 84 and 95 East Area 6 Greenhouse Header House	394 m ²
Building No: 84 Area 2 First floor Labs and Offices	1175 m ²	Building No: 84 Area 7 Growth Cabinet Areas	381 m ²
Building No: 84 Area 3 Second Floor Labs and Offices	1205 m ²	Building No: 84 Area 10 Lobby and Stairway	192 m ²
Building No: 84 Area 4 Service Area and Board Rooms	1641 m ²	Building No: 61 Farm Shop Area 8	58 m ²
Building No: 84 Area 5 Power Plant washroom and Corridor	250 m ²	Building No: 56 Carpentry Shop Area 9	5.0 m ²
Barn 4 - Washroom area only	2 m ²		

Total estimated area to be cleaned: 5842 m²

1367 County Road 46 – Woodslee, Ont. – **Eugene F. Whelan Experimental Farm**

Building Number	Approx. Bldg Area
015	75m ²

1.1 Changes to spaces to be cleaned

From time to time, Canada may notify the Contractor in writing of any changes to the amount of space to be cleaned. When space is added or removed, the **cost per square metre set out in Appendix B** must be used to calculate the new contract amount.



2.0 AREAS EXCLUDED FROM CLEANING OPERATIONS

Maintenance of the grounds, parking areas, roads or greenhouses is not included by this contract. The main computer rooms are not accessible to outside Contractor's, cleaning of these secure areas will be scheduled by the Project Manager.

2.1 Items excluded from cleaning

- 2.1.1 Laboratory Equipment and Associated Attached Equipment
- 2.1.2 Computers and Associated Attached Equipment

3.0 SCHEDULE

Unless otherwise specified for certain areas or buildings, cleaning work must be performed during a day shift and an evening shift, five days a week, as follows:

Harrow Research and Development Centre
Monday to Friday
Day shift: from - 08:00 to 16:30 hrs.
Evening shift: from – 17:00 to 22:30 hrs.

Eugene F. Whelan Experimental Farm
Monday to Friday – Months of April 1st thru Nov 30th of the current contract fiscal year
17:00 to 22:30 hrs.
Monday – Wednesday Friday – Months of Dec 1st thru March 31st of the current fiscal year

Work may be performed on weekends, as needed and upon approval of the Project Authority. No work shall take place on the public holidays listed here:

<https://www.canada.ca/en/revenue-agency/services/tax/public-holidays.html>

When a public holiday falls on a weekend, it is moved to the next business day.

The Contractor shall provide an Annual Cleaning Schedule (ACS) for the tasks described in this Statement of Work for evaluation as part of their bid submission.

The Contractor must submit a complete, detailed schedule of the work to be performed on a daily basis as per the frequencies identified by AAFC, clearly identifying each work area, so that the Project Authority knows when the work will be performed and is able to check its accuracy, e.g. 1st-floor offices, polishing, day 5. If more than one of the Contractor's employees is to perform the work, the Contractor shall submit a copy of each employee's cleaning schedule.

In addition, the Contractor shall keep each work schedule up to date and submit these updates to the Project Authority when a change occurs.

The Contractor's employees shall take special care to not disturb the AAFC activities and the employees on the premises in any way.



Only the Project Authority and the Integrated Services Manager will be authorized to give instructions to the Contractor.

4.0 RESPONSIBILITIES OF THE CONTRACTOR

4.1 Contractor's staff

The Contractor must assign qualified employees to fulfill the contract. The Project Authority may ask the Contractor to replace any of its employees who do not meet the contract requirements owing to incompetence, unacceptable behaviour or safety risks.

All staff working under this contract must have received Workplace Hazardous Materials Information System (WHMIS) training. Training should be updated and adapted to the needs of this contract.

The Supervisor must be able to communicate in English, both orally and in writing, to ensure security requirements are understood on site. The employees must be able to communicate in English orally.

Supervisor

The Supervisor onsite

- must have the authority to execute the instructions provided by the Project Authority, whether or not this involves changes to the description of the tasks to be performed;
- supervises the cleaning staff;
- acts as a liaison between the Contractor and AAFC;
- prepares and updates the work schedules;
- inspects the work of the cleaning staff; and
- meets with the Project Authority upon request to discuss problems or work to be done according to the Statement of Work.
- Must assure that someone can be available to respond to emergencies after hours; and
- Performs cleaning tasks as part of the team as a working supervisor.

The cleaner

- performs the cleaning tasks; and
- reports to the Supervisor.

4.2 Keys

At the start of the contract, the Centre shall provide the Contractor with an inventory of the keys and access cards required for delivery of the services. From the moment the Contractor provides written acknowledgement of receipt of the inventory, the Contractor is responsible for keeping the inventory up to date and ensuring that the keys are used strictly for the purposes of executing the contract.

AAFC may ask to check the inventory at any time.



4.3 Environmental protection

Within the work area, the Contractor is responsible for adhering to federal and provincial legislation and all the regulations and policies applied by AAFC regarding the quality of the workplace and the protection of the environment, specifically with respect to the protection of the soil and ground water, the water, the sewers and storm drains, and the air quality. The Contractor must immediately notify AAFC of any incident it causes or observes that might have an impact on the environment.

4.4 Lost and found objects

The Contractor's employees must immediately turn in any objects they find to the Project Authority.

4.5 Absenteeism

If designated employees cannot work for any reason, the Contractor must replace them immediately and at its own expense.

All replacement employees must have the experience and skills required for the position in question as well as the required security clearance. The Contractor shall provide the replacement with all the information on the position as well as the necessary training.

4.6 Absolute obligation

The absolute obligation to supply staff consists of providing a team of competent employees able to perform the ongoing services required by this Statement of Work. The Contractor is responsible for selecting team members, instructing them, training them, assigning them their duties and monitoring their performance.

The Contractor is also responsible for supplying, maintaining and replacing the equipment needed to perform the work, as required.

The Contractor must also supply the equipment and products needed to carry out the cleaning profiles.

5.0 QUALITY CONTROL

The Centre reserves the right to inspect the work at its discretion.

Complaints by building occupants regarding any tasks, in part or in whole, will be forwarded to the Contractor for immediate action.

The AAFC representative will meet with the Contractor representative to discuss the complaints received. The AAFC representative will inform the Contractor of changes that must be made to its work methods and will identify any shortcomings that need to be addressed.

When it is possible for the Contractor to take corrective action, the Project Authority will tell the Contractor what corrective measures it can take to address the shortcomings.



When it is not possible for the Contractor to take corrective action or perform work that has not been completed on time, AAFC reserves the right to have a third party perform the uncompleted work. The value of this work will be evaluated by the AAFC representative and deducted from the Contractor's monthly payment. In such a situation, the AAFC representative will send a written notice to the Contractor indicating its failure to meet its obligations and the amounts that will be deducted from the monthly payment.

6.0 USE OF AAFC PUBLIC UTILITY SERVICES

- In spaces equipped with light switches, lights are to be turned on when entering the space and turned off immediately upon exiting.
- In the event of a power failure (fuse, etc.) while a cleaning task is being performed, the Project Authority or Security Services must be notified immediately.
- The Contractor is responsible for the condition and maintenance of the equipment (extension cords, vacuums, polishers, etc.). The Project Authority has the right to inspect all equipment and to prohibit the use of equipment he or she deems unsafe.
- No cleaning staff is authorized to touch the thermostats.
- The electrical and mechanical rooms are off-limits to the Contractor and its employees.
- If water is spilt while a cleaning task is being performed, it is to be cleaned up immediately, including in the janitor's closet and designated space. No equipment stored in these spaces should be leaking or dripping.

6.1 Workspace available to the Contractor

AAFC will provide the Contractor with janitorial premises for the duration of the contract.

The Contractor is not allowed to use these spaces for personal purposes, such as an office address or as a mailing address. These spaces must be respected and kept clean. The Contractor will be liable for any damages to these spaces during the term of the contract.

AAFC is not responsible for damage or loss of the Contractor's material, supplies, equipment or personal effects.

7.0 COMMUNICATION

The Contractor must establish and make reasonable effort to maintain an open line of communication that is effective in keeping a professional rapport for all involved in the contract.

7.1 Cell phones:



The Contractor must provide the On-Site Supervisor with a cell phone equipped with voicemail and/or SMS text messaging functionality to facilitate daytime communication and also for emergency after hours communications.

7.2 Email:

The Contractor must provide an email address for the purpose of ongoing communication with respect to the contract work.

7.3 Logbook:

The Contractor must maintain an on-site logbook for the purpose of communication among staff. The log book is intended to track and register requests, complaints, 'one-of' tasks and comments. This book will be kept in the building 84 and will be accessible to both the Project Authority and the Contractor Staff. The Contractor will endeavor to record all activities in the log book other than daily routine activities. Entries made in the log book will include the time and date of the entry along with the name of the person making the entry.

7.4 Meetings:

At minimum every six months the Project Authority and the Contractor will meet to discuss the cleaning operations work progress and/or problem solving strategies. Meeting frequency may increase if deemed necessary by the Project Authority.

PART B – PRODUCTS AND EQUIPMENT

1.0 EQUIPMENT SUPPLIED BY AAFC

If the Contractor needs electricity or water for maintenance services or to keep the premises clean, it can use the facilities available on site as is and must ensure that it has everything required to do so. All water and electrical services that require additional installation are at the Contractor's expense. This ensures that the water supply and electricity needed to complete the work does not affect the existing facilities.

1.1 AAFC will supply the following:

- 1.1.1 Toilet paper for all dispensers.
- 1.1.2 Garbage can liners (large and small).
- 1.1.3 Paper towel rolls for all dispensers.
- 1.1.4 Paper bags (sanitary).
- 1.1.5 Liquid hand sanitizer.
- 1.1.6 Liquid and bar soaps.
- 1.1.7 Toilet seat covers.

1.2 Supply conditions

The Contractor must produce and maintain a detailed inventory of items listed in section 1.1 of Part B (Materials provided by Canada) and will provide the Project Authority a list of materials to be ordered to maintain an ongoing inventory. The Project Authority will



advise the Contractor of the date and time the items can be picked-up in the on-site material receiving area;

- the Contractor will sign for having received the materials and;
- The Contractor must transport material directly from supply area to work site storage.

2.0 EQUIPMENT PROVIDED BY THE CONTRACTOR

The Contractor shall provide all the tools, equipment and products needed to accomplish the required tasks, excluding equipment provided by AAFC as described in section 1.1 of Part B.

AAFC shall not supply the equipment, material or products to be provided by the Contractor.

The Contractor shall provide and maintain all the equipment, products and materials referred to in the Statement of Work and must comply with health and safety codes.

The Contractor shall provide products that are compatible with the flooring and the architectural finishes of the building. When required, it will provide the product specified by the manufacturer of the architectural finish, even if the product is not normally used by the Contractor.

The Contractor shall plan for and choose the types of floor polishing machines and autoscrubbers that are appropriate for restricted areas (such as offices and laboratories) and large surfaces (such as corridors). Machine type and intended use must be approved by the AAFC Project Manager, it should be noted that all vacuum cleaners must be equipped with high efficiency particulate removal filters (HEPA).

All products must be clearly identified. In addition, hazardous substances shall be identified in accordance with WHMIS standards. The products must have a low level of toxicity, i.e. The products must not be considered toxic, according to WHMIS standards, if swallowed or if they come into contact with skin.

The Contractor shall use green and/or biotechnology-based cleaning products that are environmentally friendly and do not affect wastewater treatment performance. To accomplish this, the products used must be recognized by an environmental certification program such as EcoLogo (environmental program of choice in Canada), Green Seal (United States) or Ecolabel (European Union). Manufacturers' instructions should be followed regarding product quantity and use. The Contractor must use low-odour / low-fragrance products.

The Contractor must provide employees with instructions and training on how to handle and use the products.

The Contractor shall store equipment and products according to the manufacturer's guidelines.



PART C – CLEANING TASKS

A. HARROW RESEARCH AND DEVELOPMENT CENTRE – (HRDC)

1.0 GENERAL

The maintenance staff must inform the Project Authority or Facility Manager of any maintenance problems or mechanical failures in a building observed during the cleaning work.

2.0 FLOORS

2.1 Uncarpeted (tile, cushioned vinyl, ceramic, linoleum, battleship linoleum, marmoleum, terrazzo, slate, rubber, wood, painted and epoxy concrete)

Daily

- Sweep all uncarpeted floors, including concrete floors.
- Clean all uncarpeted floors, including stairwells and photocopier rooms, offices, main lobby, administration area, conference room and kitchen area, upper and lower corridors and laboratories.
- Damp mop upper and lower corridors, main lobby, administration area, conference room and kitchen area.

Weekly

- Mop laboratories, offices, stairwells, photocopying rooms and meeting rooms.
- Sweep and mop concrete floors.
- Remove foot grills, clean recessed pan and replace foot grills.
- Lift entrance mat and clean the floor underneath.

Semi-Annual

- Clean, Buff and Polish main lobby floor, includes adjacent stairwell and vestibules.

Annual

- Office and lunch room floors in Farm Shop building 061, annual stripping and waxing to be completed in December of each year, to be scheduled with the Project Manager. All furniture will be removed by and replaced by the Farm Crew staff.

Quarterly

Main Computer Rooms and Offices R148/R149/S145/A115/A116

- Tile floor cleaning and washing to be scheduled with the Project Manager.

Quarterly

South Service Corridor Grinding Labs S126/S128/S130

- Epoxy coated concrete floors to be swept and damp mopped, schedule access with Project Manager.



Daily

Greenhouse Headerhouse Area 95 East – Lab G103-G106

- Sweep concrete floor and finish by damp mopping, remove garbage and recycle materials, clean door glass interior and exterior surfaces.

The Contractor must clean each type of floor according to the manufacturer's recommendations. The cost of repairing any damage resulting from improper cleaning will be at the Contractor's expenses.

Floor buffing, polishing, stripping and waxing can be done separately and should be planned in advance and approved by the Project Authority or his or her delegate. **Burnishing the floors is forbidden.**

2.2 LVT Flooring

Executive Board Room

Daily

- Spot clean Marks.
- Damp Mop
- Clean spills and stains (identify permanent stains).

Weekly

- Wash and mop floor.

Semi-Annual

- Polish floor.

2.3 Entrance mat

Daily

- Vacuum all entrance mats (November 1 to April 30).
- Cut any loose threads.
- Clean spills and stains (identify permanent stains).

Weekly

- Vacuum all entrance mats (May 1 to October 31).

All entrance mats should be steam cleaned in January, May and October. The exact dates must be planned and approved by the Project Authority.

3.0 BUILDING INTERIOR

3.1 Entrances, exits, lobbies and reception/security areas

Daily

- Remove any litter.
- Empty garbage bins and replace the bin liners, when needed.
- Clean glass doors and their frames, on both sides.
- Clean benches, countertops and counter sides with a damp cloth.



- Spot clean display cases, directory board glass, sidelights and walls.
- Clean doors and sash windows.

Weekly

- Dust.
- Dust information display stands.
- Polish all metals.
- Clean display cases and directory boards.

Monthly

- Clean wall vents.
- Clean sidelights and their frames.
- Dust high surfaces.

3.2 Hallways and corridors

Daily

- Remove any litter.
- Empty garbage bins and replace bin liners.
- Check blue recycling containers or stations; empty and replace the bags.
- Spot clean doors, sash windows, walls, display cases, directory board glass and sidelights.
- Clean and disinfect the drinking fountains located in all listed buildings.

Weekly

- Dust.
- Clean partition walls on both sides.
- Dust fire extinguishers and first-aid kits installed on the walls.
- Polish all metals.

Monthly

- Clean inside fire cabinets and dust fire extinguishers.
- Clean fire cabinet windows on both sides.
- Dust high surfaces.

3.3 Elevators

Daily

- Remove any litter.
- Clean the interior and exterior of the metal panels.
- Spot clean doors, frames, walls and control panels.
- Vacuum elevator floor and finish by damp mopping.



3.4 Stairwells

Daily

- Remove any litter.
- Clean glass doors and sash windows.
- Spot clean walls, doors and sidelights.

Weekly

- Dust.
- Remove cobwebs in the corners near the ceiling.
- Clean stairs to remove dirt, finish by damp mopping.
- Polish all metal surfaces.

Monthly

- Clean sidelights on both sides of the doors.
- Clean all baseboard heaters.
- Dust high surfaces.

3.5 Function/Meeting Rooms R150 Suite, Executive Board Room and Board Room 113B/113A

Daily

- Empty garbage and blue recycling bins and replace bags.
- Dust radiator surfaces below windows.
- Clean floors and finish by damp mopping.
- Polish all metals.
- Put chairs back correctly.
- Spot clean the walls, doors and glass panels.

Weekly

- Dust high surfaces.
- Clean garbage and blue recycling bins and replace the bags when required.

3.6 Offices, workstations and meeting and conference rooms

Daily

- Remove any litter.
- Empty garbage bins and replace liners.
- Wipe chair armrests and put chairs back correctly.
- Spot clean tables, offices, workstations, doors, sash windows, bookcase glass and glass desk tops.
- Clean tables and chairs.

Weekly

- Remove any marks/fingerprints on the outside of the filing cabinets.
- Empty blue recycling bins and replace bags as required.
- Clean the outside of the workstation filing cabinets.
- Dust.
- Dust empty shelves.



Monthly

- Dust high surfaces.
- Clean table legs and blue recycling bins with a damp cloth.
- Clean chair legs, doors, sash windows and garbage bins.

3.7 Conference Room

Daily

- Remove any litter.
- Empty trash cans and blue recycling bins, replace bags when required.
- Clean tables and chairs.
- Spot clean doors, sash windows, walls up to 1.5 metres high and microwave ovens.
- Put chairs back correctly.

Weekly

- Clean the inside/outside of garbage bins, recycling bins and doors.
- Clean sash windows on each side and microwave ovens.

3.8 Conference Room and Kitchen Area

Daily

- Remove any litter.
- Empty garbage bins and replace liners, when needed.
- Check blue recycling bins, empty bags and replace when required.
- Clean tables, chairs, counters, sinks and vending machines.
- Spot clean garbage bins, blue recycling bins, doors, sash windows, refrigerators, microwave ovens, stoves, chairs, exterior of cupboards and walls up to 1.5 metres high.
- Put chairs back correctly.
- Fill soap and paper towel dispensers.

Weekly

- Empty blue recycling bins and replace bags as required.
- Dust.
- Clean garbage cans and glass partitions.

Monthly

- Dust high surfaces.

3.9 Washrooms, locker rooms and shower stalls

Daily

- Remove any litter.
- Unclog sinks, urinals and drains using a plunger (immediately); advise the Project Authority or his or her delegate if it is not possible to unclog with a plunger.
- Re-fill hand soap, toilet paper and paper towels.
- Leave an extra toilet roll and paper towel roll on each dispenser.
- Empty garbage bins and replace liners when needed.



- Clean and disinfect toilet bowls (including the base and exterior of the bowl), urinals, exterior/interior of sinks, taps, shower faucets and counters.
- Remove litter from urinal strainers and replace when required.
- Clean all mirrors.
- Polish all metals (lights, dispensers, receptacles).
- Clean and polish the hand and foot plates on all doors.
- Remove litter from empty lockers.
- Clean locker exteriors and benches with a damp cloth.
- Remove litter from showers and clean drains.
- Clean and disinfect shower walls with a soap-free detergent.
- Remove the rubber mat in the shower, wash the floor and put the mat back.
- Spot clean doors, walls, partitions and sash windows.

Weekly

- Clean partitions and doors.

Monthly

- Clean and disinfect receptacle interiors.
- Dust high surfaces.
- Dust visible pipes.

3.10 Laboratories

Daily

- Remove any litter.
- Empty garbage bins and replace liners when needed.
- Spot clean sash windows and glass doors.

Weekly

- Empty blue recycling bins and replace bags as required.

Monthly

- Wash and disinfect garbage bins and replace liners.
- Clean sash windows and glass doors on both sides.

3.11 Miscellaneous

Bi-Annual

- Vertical and horizontal window blinds, dust and vacuum in conference room, administration area offices and executive board room.

4.0 BUILDING EXTERIOR COURTYARD ENTRANCES AND SIGN IN AREA

Daily

- Remove any litter or accumulated leaves.
- Clean the glass doors and metal frames, on both sides.
- Thoroughly clean doors, including windows and door handles.
- Spot clean sidelights.



Weekly

- Remove cobwebs from light fixtures and surrounding area.
- Sweep or vacuum concrete floors.

The above requirements shall apply to outside entrances, exits, passageways, verandas, steps, concrete platforms as well as to the loading docks, up to a distance of two (2) metres from the walls.

B. EUGENE F WHELAN FARM (WOODSLEE)

1.0 GENERAL

The maintenance staff must inform the Project Authority or Facility Manager of any maintenance problems or mechanical failures in a building observed during the cleaning work.

2.0 FLOORS

2.1 Uncarpeted (tile, cushioned vinyl, ceramic, linoleum, battleship linoleum, marmoleum, terrazzo, slate, rubber, wood, painted and epoxy concrete)

Daily

- Sweep all uncarpeted floors, including concrete floors.
- Clean all uncarpeted floors, rooms, offices, and kitchen area, upper and lower corridors and computer room
- Damp mop corridors, offices, washrooms kitchen and lunchroom and computer lab

3.0 BUILDING INTERIOR

3.1 Hallways and corridors

Daily

- Remove any litter.
- Empty garbage bins and replace bin liners.
- Check blue recycling containers or stations; empty and replace the bags.
- Spot clean doors, sash windows, walls, display cases, glass and sidelights.
- Clean and disinfect the drinking fountains located in all listed buildings.

Weekly

- Dust.
- Clean partition walls on both sides.
- Dust fire extinguishers and first-aid kits installed on the walls.
- Polish all metals.



Monthly

- Clean inside fire cabinets and dust fire extinguishers.
- Clean fire cabinet windows on both sides.
- Dust high surfaces.
-

3.2 Washrooms, locker rooms and shower stalls

Daily

- Remove any litter.
- Unclog sinks, urinals and drains using a plunger (immediately); advise the Project Authority or his or her delegate if it is not possible to unclog with a plunger.
- Re-fill hand soap, toilet paper and paper towels.
- Leave an extra toilet roll and paper towel roll on each dispenser.
- Empty garbage bins and replace liners when needed.
- Clean and disinfect toilet bowls (including the base and exterior of the bowl), urinals, exterior/interior of sinks, taps, shower faucets and counters.
- Remove litter from urinal strainers and replace when required.
- Clean all mirrors.
- Polish all metals (lights, dispensers, receptacles).
- Clean and polish the hand and foot plates on all doors.
- Remove litter from empty lockers.
- Clean locker exteriors and benches with a damp cloth.
- Remove litter from showers and clean drains.
- Clean and disinfect shower walls with a soap-free detergent.
- Remove the rubber mat in the shower, wash the floor and put the mat back.
- Spot clean doors, walls, partitions and sash windows.

Weekly

- Clean partitions and doors.

Monthly

- Clean and disinfect receptacle interiors.
- Dust high surfaces.
- Dust visible pipes.

3.3 Offices, workstations and conference rooms

Daily

- Remove any litter.
- Empty garbage bins and replace liners.
- Wipe chair armrests and put chairs back correctly.
- Spot clean tables, offices, workstations, doors, sash windows, bookcase glass and glass desk tops.
- Clean tables and chairs.

Weekly

- Remove any marks/fingerprints on the outside of the filing cabinets.



- Empty blue recycling bins and replace bags as required.
- Clean the outside of the workstation filing cabinets.
- Dust.
- Dust empty shelves.

Monthly

- Dust high surfaces.
- Clean table legs and blue recycling bins with a damp cloth.
- Clean chair legs, doors, sash windows and garbage bins.

3.4 Hallways and corridors

Daily

- Remove any litter.
- Empty garbage bins and replace bin liners.
- Check blue recycling containers or stations; empty and replace the bags.
- Spot clean doors, sash windows, walls, display cases, directory board glass and sidelights.
- Clean and disinfect the drinking fountains located in all listed buildings.

Weekly

- Dust.
- Clean partition walls on both sides.
- Dust fire extinguishers and first-aid kits installed on the walls.
- Polish all metals.

Monthly

- Clean inside fire cabinets and dust fire extinguishers.
- Clean fire cabinet windows on both sides.
- Dust high surfaces.

C. HARROW RESEARCH AND DEVELOPMENT CENTRE & EUGENE F WHELAN FARM (WOODSLEE)

5.0 RECYCLING

5.1 Paper and cardboard

All paper and cardboard, unless marked otherwise, must be recycled and should not be thrown in the garbage by the Contractor. Cardboard containers should be flattened and placed in designated recycling bins.

All paper and cardboard must be collected in containers provided by AAFC. Large recycle containers are stored in the facility corridors and greenhouse header house area. Empty containers must be immediately taken back to their original location. Small recycle collection bins located throughout the facility in labs, offices and meeting rooms must be emptied into the large recycle contains for roadside pickup. Cleaners are responsible for placing large wheeled recycling containers at curbside for pickup, the



schedule for pickup is every Monday morning by 08:00 hrs., empty bins are to be returned to the facility and placed in their original location. Project Manager will provide information on the Research Centre Recycling Plan.

The Contractor will be responsible for keeping the collection areas clean and tidy.

5.2 Plastic, glass and metal

All plastic, glass and metal, unless marked otherwise, must be recycled and should not be thrown in the garbage by the Contractor. Plastic, glass and metal collected for recycling must be placed in the correct recycle bin, consult with Project Manager.

Clear plastic bags must be used in all bins, containers or blue recycling centres used to recycle plastic, glass and metal.

5.3 Fluorescent (neon) light tubes

Fluorescent lights tubes and compact fluorescent light (CFL) bulbs are considered toxic waste and must be recycled separately. All burnt out fluorescent light tubes and CFLs should be placed in designated containers, when the Cleaning Staff encounter any lamps placed in garbage containers they should report this to the Facility Manager or Project Manager.

6.0 REPLACEMENT OF LIGHTS

6.1 Replacement of Facility lamps is completed by the resident Electrician, and is not part of this Contract.

6.2 The Cleaning staff will report all burned out lights to the Facility Manager or Project Manager for action.

7.0 WASHROOM CLEANING AND MAINTENANCE

As part of the Contract all washrooms will be cleaned and supplies replenished by the cleaners.

As part of this Contract the cleaners will not carry-out any maintenance on toilets, sinks or urinals, all problems will be reported to the Project Manager or Facility Manager.

ALL WASHROOMS IN BUILDING 84 and 84X at HRDC and Woodslee

DAILY - replenish all supplies, clean toilets and urinals, clean and damp mop floors, clean sinks, remove garbage and other waste, clean mirror glass, clean toilet partitions, report any problems with plumbing fixtures and lighting to Project Manager or Facility Manager.

WASHROOMS LOCATED IN BUILDING 61 FARM SHOP AND BUILDING 56
CARPENTRY SHOP and Barn 4- HRDC



DAILY- replenish all supplies, clean toilets and urinals, clean and damp mop floors, clean sinks, remove garbage and other waste, clean mirror glass, clean toilet partitions, report any problems with plumbing fixtures and lighting to Project Manager or Facility Manager.

BUILDING 61 FARM SHOP – Lunch Room –
Kitchens, kitchenettes, lunchrooms and drinking fountains

See Map of Site and Floor plan of HRDC at the end of this Appendix B

8.0 INTERIOR AND EXTERIOR WINDOW WASHING

Cleaning contractor is to clean interior and exterior windows of the main building as per the SOW schedule. It is to be noted that the main building is a two storey building and will require a lift or specialized cleaning equipment to service the uppers windows approximately 20'-0" from finish grade. Site visit prior to final tender submission can be accommodated for review.

The Contractor will sub-contract all high rise window cleaning to a contractor who specializes in this type of work. The sub-contractor will provide a site specific hazard assessment prior to commencing work and they will be properly trained and use industry accepted work practices and personal protective equipment.

As part of the Contract all exterior and interior windows will be washed on Building 84 and 84X and will include all door system glass and side-lites.

As part of the Contract, all exterior windows will be washed including door glass on building 061. Interior window glass and door glass will be washed on the office and lunch room area only, the interior glass in the shop area will not be done for safety reasons.

ANNUAL – Building 84 and 84X, schedule exterior window washing six (6) times per 12 month period.

SEMI-ANNUAL – Building 84 and 84X, schedule interior window washing two (2) times per 12 month period.

ANNUAL – Building 061, schedule exterior window washing four (4) times per 12 month period.

SEMI-ANNUAL – Building 061, schedule interior window washing two (two) times per 12 month period.



9.0 LAB COATS WASHING AND DRYING

Cleaning contractor is to provide service cleaning (using AAFC Washer and Dryer) for soiled lab coats. Coats will be dropped off in the current laundry room and the cleaning contractor will wash and dry as required. Lab coats to be folded and left in the laundry room for pick up.

DAILY or as required depending on load of lab coats.

10.0 DIFFUSER AND RETURN AIR GRILLE CLEANING

As part of the Contract the cleaning will wash air diffusers and return air grilles. Project Manager will schedule all diffusers and return air grilles to be washed. AAFC maintenance staff will remove and replace the air diffusers and return air grilles, removal and replacement is not part of the cleaners responsibilities.

ANNUAL – one time per 12 month period, scheduled by AAFC Project Manager.

11.0 LAMP ACRYLIC LENSE CLEANING

As part of the Contract the cleaning will wash lamp lenses. Project Manager will schedule lamp lenses to be removed for washing. AAFC maintenance staff will remove and replace the lamp lenses to be washed, removal and replacement of lamp lenses is not part of the cleaners responsibilities.

ANNUAL – one time per 12 month period, scheduled by AAFC Project Manager.

12.0 “AS AND WHEN REQUESTED” CLEANING

Additional, emergency and one-time cleaning may be required in addition to the routine cleaning, scheduled cleaning and service calls.

If the work cannot be performed by the employees during their normal working hours and additional resources are needed, the Contractor may charge AAFC for additional services if detailed justification is provided to the Project Authority and he or she authorizes it in advance.



PART D – GUIDELINES ON QUALITY STANDARDS

The Contractor is responsible for completing at least one formal inspection per month. Quality standards compliance will be verified by through periodic inspections. These inspections will include a walk-through of all buildings under this contract each month. The Project Authority is not required to attend these inspections however he/she will be notified of the inspection date and reserves the right to attend as needed. Inspections will be followed up with a written report within one week of the inspection. Monthly inspections must be included and identified on the Annual Cleaning Schedule.

After a cleaning, there will be no litter, dust, dirt, foreign bodies or cobwebs, including in the corners, behind or under the radiators, under the furniture or behind the doors.

After a cleaning, there will be no more spots, marks, streaks, water stains, splatters or cleaning product residue on any horizontal or vertical surface.

All furniture and equipment moved during the cleaning process are to be put back in their place.

Marks or scratches made by a machine on a vertical or horizontal surface are not tolerated. The Contractor is liable for damages, and repairs should be done to the satisfaction of AAFC.

Floors: sweeping

- ✓ There must be no more dust, litter or other material in the corners, behind or under the portable heaters, under the furniture or behind the doors.
- ✓ There must be no layers of dust or dirt in places where the dust pan was used.

Floors: damp mopping or washing

- ✓ All areas must be clean and free of surface stains, streaks and loose mop strands.
- ✓ The water, cleaning product and mop head must be reasonably clean when the floor is washed with a damp mop. Change the water and cleaning product often to avoid a muddy appearance or a ripple effect on the floor (which is not acceptable).
- ✓ Care must be taken not to let water or cleaning product seep under furniture or cabinets.

Floors: polishing

- ✓ All floor surfaces must look glossy and clean.
- ✓ No scratches or spots shall remain on the surface of floors.
- ✓ After the floor is swept, no visible dust or dirt shall remain.
- ✓ There must be no marks or splashes left by the equipment on vertical surfaces.

Floors: scrubbing or stripping

- ✓ Floors must have a clean, smooth look.
- ✓ After scouring, no accumulation of wax or protective coatings shall remain on the floor.
- ✓ No visible stains or dirt shall remain after the scheduled polishing.



- ✓ The corners, baseboards and wall edges must be properly washed so that no residue remains on these surfaces before applying wax or sealant.
- ✓ All furniture (except furniture attached to the floor) must be moved in order to clean the entire surface of the floor. Computer cables are glued to desks or other vertical surfaces with tape, so as not to interfere when possible.
- ✓ No traces of water, splatters or marks shall be left on vertical surfaces by the equipment.
- ✓ Burnishing floors is not allowed in the buildings under this contract.

Floors: sealant or protective coating/polish

- ✓ There must be no streaks, mop marks, missed spots or other evidence of incorrect application of cleaning products.
- ✓ Floors must look clean, shiny and smooth, including in the corners and under furniture.
- ✓ There must be no trace of sealant or wax on vertical surfaces.

Carpeting: vacuuming

- ✓ There must be no dust, dirt or other debris, including under the carpet runners.
- ✓ Carpets runners must be clean.
- ✓ Any stray strands must have been cut.

Carpeting: stain removal

- ✓ Spills must be cleaned as soon as possible after being noticed or reported.
- ✓ Carpets must not be discoloured due to misuse of cleaning products.
- ✓ A stain removal product must be used, if necessary.

Carpeting: steam cleaning or shampooing

- ✓ The carpeting must smell good and look clean.
- ✓ No water stains or cleaning pad marks shall remain on the carpets.
- ✓ Stains that are impossible to remove by conventional means, damage to carpeted areas or peeling carpet should be reported to the Property and Facility Officer.
- ✓ Use Scotchguard, if necessary.
- ✓ There must be no water stains, splatters or marks left by the machines.

Entrance mats, doormat grids and rubber mats

- ✓ The Contractor must maintain the entrance mats in the best way possible by following the guidelines below:
 - Keep the mats dry and free of salt or sand.
 - Prevent the dirt and water from accumulating on the floor underneath the mats.
 - Put the entrance mats, rubber mats and doormat grids back in their place.

Baseboards, walls, doors and partitions

- ✓ No fingerprints, condensation, spots, splatters, dust, cobwebs or litter shall remain on surfaces.
- ✓ There must be no fingerprints or marks on metal accessories, leaving a clean and bright surface; a suitable cleaning product should be used to avoid damaging surfaces. The Contractor is liable for damages, and repairs should be done to the satisfaction of AAFC.



Drinking fountains

- ✓ No spots, marks, traces of water or residue shall be visible on porcelain surfaces, metal or enamel.
- ✓ All drinking fountains must be disinfected with an appropriate cleaning product.
- ✓ The spigot must be sparkling clean.

Glass (glass doors, partitions, window frames, mirrors and sidelights)

- ✓ There must be no streaks, fingerprints or other unwanted marks on glass surfaces.
- ✓ All frames must be cleaned and polished, if applicable.
- ✓ There must be no water marks or splatters beside the glass.
- ✓ The surfaces must be shiny and clean.

Metal embellishments (metal accessories)

- ✓ All surfaces must be clean and well polished with an appropriate cleaning product.
- ✓ There must be no streaks, fingerprints or other unwanted marks on the metal surfaces.
- ✓ There must be no water marks or splatters beside the metal parts.
- ✓ Polished surfaces must smooth and shiny.

Containers (garbage bins and boxes)

- ✓ The containers must be clean and odourless.
- ✓ Plastic bags must be clean, intact and the right size.
- ✓ There must be no spots, dirt or dust on the outer surfaces of the garbage bins.
- ✓ The washroom garbage bins must be disinfected and the exterior polished, when applicable.
- ✓ The garbage bins must always be put back in their place after they are emptied.
- ✓ Bin liners must be replaced and not just emptied.

Dispensers (paper and hand soap)

- ✓ The paper products must be the right size and properly inserted.
- ✓ The dispensers must be closed and locked properly, if necessary.
- ✓ There must be no streaks, fingerprints, other marks or stains on the surface of the dispensers.
- ✓ There must be no water marks or splatters on surfaces near the dispensers.
- ✓ Dispensers must be disinfected and their outer surfaces polished, if necessary.
- ✓ Hand soap dispensers must be cleaned and at least half full at all times.

Countertops and backsplashes

- ✓ No splashes, streaks, water marks, dirt, soap residue or debris shall be visible on surfaces and facings.

Sinks, washbasins, toilets, urinals and showers

- ✓ These items lavabos disinfected and odorless.
- ✓ No traces of soap residue, grime or dirt shall remain on the surface of the items or on the surrounding surfaces.



- ✓ There must be no sign of mold, streaks, spots, water marks, cleaning product residue, litter or sand on the exterior and interior surfaces of these items.
- ✓ There must be no trash or dirt in the drains.
- ✓ No discoloration (yellow marks) shall be visible on the porcelain finishes.

Note: The washrooms and kitchens are an extremely important part of the cleaning service. For this reason, AAFC will be particularly demanding regarding their level of cleanliness.

Ventilation openings, air diffusers, and intake and exhaust grills

- ✓ The elements of the air circulation system and the metal surfaces surrounding them must be clean and unobstructed.
- ✓ Any obstacles that would interfere with the air flow must immediately be report to the Project Authority.
- ✓ All surfaces around these elements must be clean.

Furniture

- ✓ These numerous items are considered part of the vertical and horizontal surfaces and are therefore maintained as such.
- ✓ Furniture must always be put back in its place.
- ✓ Glass surfaces of desks and tables must be clean, and free of fingerprints, stains or other unwanted marks.
- ✓ There must be no dust on the seats.
- ✓ All photo frames, plaques and so on are to be are dusted.
- ✓ Light fixtures:
 - There must be no bugs or dust on the light fixtures. No dirt shall remain on the furniture or floor beneath the light fixtures.
 - When washed, there must be no streaks or water marks on the furniture or the floors.
 - The diffusers must be put safely back in their place.

Spaces reserved for the Contractor and maintenance areas

- ✓ All the floors must be clean.
- ✓ There must be no dust or stains on the accessories and walls.
- ✓ Buckets and carts must be emptied and odourless when they are not being used.
- ✓ No old papers, garbage or empty containers shall be left lying around the maintenance areas.



PART E – GLOSSARY

“All types of flooring” includes vinyl composition tile (VCT), cushion tile, ceramic tile, “battleship” linoleum, linoleum, marmoleum, terrazzo, slate, rubber, hardwood, painted concrete, epoxy concrete and commercial carpeting.

- Polish: Remove scuff marks and restore sheen to the floor using a high-speed polisher with a suitable buffer and maintenance product. There must be neither dust nor dirt left on the floor after polishing. The floor must have a uniform glossy appearance. Take care not to hit or splash anything.
- Shampoo carpeting: Use a polisher equipped with a cleaning product and a suitable buffer after thoroughly vacuuming to remove dust, dirt and stains. Then apply an anti-static product and, in the case of rooms A, B and C, also apply a stain removal product. The carpet runners must be clean and there must be no dirt or dust on the carpet or around and under the carpet runners. Put the furniture back in its place. Mats must look clean, feel clean and smell good.
- Clean/Cleaning: Remove dirt, litter, spills, stains, fingerprints and other foreign matter on horizontal and vertical surfaces with the appropriate accessories, tools and equipment. Synonyms: mop, sweep, wash.
- Cleaners (heavy work): Empty outdoor ashtrays, clean building exteriors, maintain floors and carpets, replace bulbs, empty all recycling bins and large trash cans, carry garbage bags to outdoor garbage bins, remove boxes containing glass, dust high surfaces; cleaning expected after special projects.
- Cleaners (light work): Pick up litter, empty waste containers and recycling bins, clean drinking fountains, restock washrooms items, clean or wash accessories, shine mirrors, polish metal elements, wash windows, remove stains and do the cleaning rounds.
- Cleaning grills and diffusers: Remove dust and dirt using a vacuum cleaner equipped with a rigid extension and a brush or wipe with a damp sponge, then dry with a clean cloth.
- Window cleaning: Remove dirt, fingerprints and streaks that affect appearance or transparency with a suitable cleaning product. Do not use any abrasive cleaners. Synonym: clean or wash windows, window frames, sidelights and mirrors.
- Litter: Paperclips, pieces of paper, mop strings, pins, staples, gum and other items discarded on floors, carpets, furniture and other horizontal surfaces. Synonym: waste.
- Drinking fountains: Porcelain, metal or enamel surfaces must be clean and stain free and disinfected every day. There must be no spots, marks or streaks around the fountain. Salt deposits and oxidation stains should be



eliminated from the spigot using a mild detergent, so that there is no smell after cleaning.

- Dust/Dusting: Remove dust, dirt, debris and other foreign matter using a dust suppressant product or electrostatic mop.
- Material/Equipment: Refers to the tools necessary for the performance of work.
- Dusting high surfaces: Remove dust on horizontal and vertical surfaces that are more than 1.5 metres high with a damp cloth or antistatic duster. It may be necessary to climb to achieve this, but never to a height exceeding four (4) metres.
- Laboratories: All research facilities are considered part of the laboratories and must be cleaned as laboratories.
- Regular dusting: Remove dust on horizontal and vertical surfaces that are less than 1.5 metres high with a damp cloth or antistatic duster.
- Accessories / Maintenance products: Items required to replace the missing products in washrooms, light bulbs, plastic garbage and recycling bags as well as supplies needed to clean up the building. Synonym: paper towels, hand soap, etc.
- Neutralize: Use water and vinegar to wash floors thoroughly, rinsing with cold water to remove stripping agent residue and the old finish before applying the sealant.
- Cleaning rounds: Pick up litter, wipe spills, clean glass doors or frames, clean washrooms, clean mirrors and restock the empty dispensers. This work is added to that of procurement. Synonym: organize, check.
- Metal polishing: Remove smudges, marks and stains on metallic surfaces using a suitable cleaning product, according to the manufacturer's instructions, and ensure that there is no greasy residue. Restore the metal's shiny appearance and leave no fingerprints or streaks.
- Cleaning expected after a special project: Extra cleaning requested by the Property and Facility Officer.
- Replacement of light bulbs: Replace fluorescent light tubes, compact fluorescent light bulbs and other burnt out light bulbs, dust covers and lenses. Then, replace them as they were, as needed.
- Standard cleaning: Cleaning work covered by the contract on a monthly, weekly, biweekly or daily basis, as outlined in this Statement of Work.



- Scheduled cleaning: Cleaning work to be done on a quarterly or annual basis and including the requested cleaning in advance or according to the schedule.
- Scouring: Remove the top layer of wax using a low-speed polisher equipped with an abrasive buff and suitable soap solution after
 - moving the furniture;
 - scrubbing the floors and corners;
 - washing the baseboards; and
 - neutralizing and rinsing the floors.

If necessary, once the floor is completely dry, apply two coats of wax or sealant. When the wax is dry, put the furniture back in its place. No dirt or stains should be visible after this work is completed.

Water and other cleaning products must not seep under the furniture, cabinets and appliances bolted to the floor. Care must be taken not to hit or splash the furniture. The floors must be shiny and clean. The chairs, wastebaskets, and so on, must not be placed on desks or tables while cleaning but rather set aside and then put back in their place.

- Protective coating / water-based sealant: Solvent applied to a clean and cleared floor. Apply two coats; the second layer is applied in the direction opposite to the first after having verified that it is completely dry. Apply two coats of wax on top.
- Stain remover for carpeting: Determine the type of stain and remove it with the appropriate stain remover according to the instructions on the commercially-purchased product. No discoloration shall appear on the carpet fibers.
- Steam cleaning: Use a water jet spray with suitable detergent to remove dust, dirt and carpet stains. Then, apply an anti-static product. Carpets runners must be clean and there must be no dust or dirt around or beneath them. All furniture and equipment moved during the cleaning operation must be returned to its original location when the carpet is dry. Mats must look clean, feel clean and smell good.
- Stain removal: Remove fingerprints, smudges and stains or other foreign bodies from horizontal and vertical surfaces using a cloth dampened with glass cleaner or solvent, whichever is most appropriate.
- Stairwells: Vertical structure which includes stairs, risers, railings, ramps, landings, baseboards, walls, doors and glass partitions.
- Strip: Remove coats of finish on floors using a low-speed polisher with abrasive buffers and the appropriate cleaning solution and after
 - moving the furniture;
 - scouring the floor, corners and baseboards (if necessary);
 - neutralizing and rinsing the floor;
 - washing the baseboards;



- rinsing the floor again;
- when the floor is dry, applying two water-based sealant layers;
- if necessary, when the sealant is dry, applying two coats of wax; and
- when the wax is dry, putting the furniture back in its place.

When the work is completed, no trace of sealant or wax shall remain. There must be no water marks, splashes or machine marks on the walls, baseboards or other surfaces. No streaks, mop strings, marks, missed spots or any other signs of negligence in the cleaning shall be visible. The floor must look clean and shiny, including in corners and under furniture bolted to the floor. The chairs, wastebaskets, and so on, must not be placed on desks or tables while cleaning but set aside and then put back in their place.

- Supplies/Accessories: Items necessary for cleaning buildings. Synonyms: solvents, cleaning products, mops, cloths, brooms and other cleaning products.
- Sweep: Remove dust, dirt and debris from the floor, the stairs and landings with a dust suppressant, if necessary, and a broom of the right size.
- Vacuum: Remove litter, dust and dirt on the floors and other surfaces with a vacuum cleaner equipped with appropriate accessories to clean hard-to-reach places.
- Wash: Apply a solvent at full strength or diluted with water using a cloth or sponge. Scrub and rinse without leaving residue on the surfaces. No abrasive cleaner is to be used.
- Wash floors, stairs, landings, etc.: Apply a neutral detergent at full strength or diluted with water using a mop, a cloth, or any other accessory to remove and rinse surfaces, being careful not to leave any soap residue or streaks.

PART F - JANITORIAL SERVICES – COVID19 PROTOCOL

Services described in this section are required in the context of COVID-19 and will be in effect only for as long as needed by AAFC as optional services to the contract.

1. Contractor's Responsibilities:

Cleaning Contractor:

- Provide cleaning personnel with required PPE; and,
- Ensure cleaning personnel has been trained on the proper use and disposable of PPE.

Cleaning Personnel:

For areas experiencing a shortage of cleaning personnel, resources may need to be mobilized and cleaning priorities adjusted to meet these new disinfecting protocols. This



may include focusing on areas of buildings that are occupied while reducing non-essential levels of service in unoccupied areas.

- Complete routine cleaning/disinfecting of the workplace as identified in **Section 3**
- Use any safety materials, equipment, devices and clothing that are intended for their protection

2. General cleaning instructions for prevention

Cleaning followed by disinfection is a best practice to prevent the spread of COVID-19. It is important to make the distinction between cleaning and disinfecting:

Cleaning

- Refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- Cleaning products can be purchased on its own or combined with a disinfectant in one solution.

Disinfection

- Refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
- Disinfectants include diluted household bleach solutions 4, alcohol solutions with at least 70% alcohol, and commercial products with an eight-digit Drug Identification Number (DIN). Disinfecting wipes should be discarded if they become dry, and are not recommended for heavily soiled areas.

Hard (Non-porous) Surfaces

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Clean hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, 1.9 bleach solution should be used.

Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
- After cleaning: Dispose items as appropriate in accordance with the manufacturer's instructions, if possible.

Personal Protective Equipment (PPE)

The risk of exposure to cleaning personnel is inherently low. PPE should protect personnel from potential exposure to bacteria and viruses, as well as the cleaning/disinfecting products.



Consult manufacturer's instructions and/or Safety Data Sheets (SDS) to verify the appropriate PPE required for all cleaning and disinfecting products used. Cleaning personnel should be trained on how to wear and properly dispose of any contaminated PPE for all tasks in the cleaning process, including handling trash.

The following PPE is recommended for cleaning and disinfecting. PPE should be kept and stored together as part of a kit which can be easily accessed and transported to the area where it will be used, which can include:

- Gloves, Tyvek suits, boot covers, N95 masks, and eye protection
- Disposable cloths
- Paper towels and absorbent materials
- Waste disposal bags (identified as biohazard), labels and tape
- Cleaning agents
- Appropriate hard-surface disinfectants
- Additional PPE maybe required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Cleaning personnel should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.

The following instructions should be followed when disposing of any contaminated PPE:

- Dispose of soiled cleaning cloths, disinfection cloths, disposable gloves and any other item in contact with body fluids (eating utensils, linen) in a biohazard waste disposal bag.
- Clean and disinfect equipment that will be reused prior to storing.
- All final biohazard waste disposal should be done according to appropriate biohazard waste protocols.
- Wash hands when finished, using proper hand washing techniques: Wash hands with soap and warm running water for at least 20 seconds. Use hand sanitizer containing 60-90% (optimally over 70%) alcohol concentration when working in areas not equipped with hand washing facilities. If hands are visibly soiled, use wipes to remove soil, followed by alcohol based hand sanitizers.
- If the above has been followed, the PPE provided should protect cleaning personnel from potential exposure or contraction of COVID-19as well as protect them from harmful chemicals within the cleaning/disinfecting products.

3. Additional Cleaning Schedule

Additional Cleaning and Disinfecting Services to be performed at approximately 10 am and 2 pm each work day.(confirm with ISM or FM)

Washrooms:

- faucets, plunger handles, soap dispensers, towel dispensers, toilet paper dispensers, toilet seats, disposal bin covers & lids, waste receptacles and door handles, flush handles, light switches, soap dispenses levers, towel dispenser levers, hand dryer buttons, exit door handles and locks
- touch points on washroom stall doors and entrance doors
- sweep and wash floors

Elevators (if applicable) :

- passenger elevators and push buttons



- loading / shipping dock (rails, push buttons, overhead door handle in freight elevator)
- escalator handrails

Conference rooms and meeting rooms

- tabletops
- chairs (arms rests and chair levers)
- Emptying of waste baskets and recycling bins
- window sills
- tables and/or desk surfaces
- drawer/cabinet handles
- Television controllers
- Video conference control panel
- Whiteboard with erasable pencils and pencil holder
- Light switch
- Door handle from inside and outside

Employee's workspaces:

- Work table and computer table
- Fixed phone
- Chairs (arms rests and chair levers)

Kitchens, kitchenettes, lunchrooms and drinking fountains

- kitchen/break areas (counters-sinks-faucets, cupboard handles, fridge handle, microwave handle and buttons, coffee pots and buttons, vending machines and buttons, water coolers and buttons; toaster handle and buttons; water boiler handle and buttons)
- Dining tables and chairs
- drinking fountains
- sweep and wash floors

Entrances

- high touch areas, door knobs and handles.

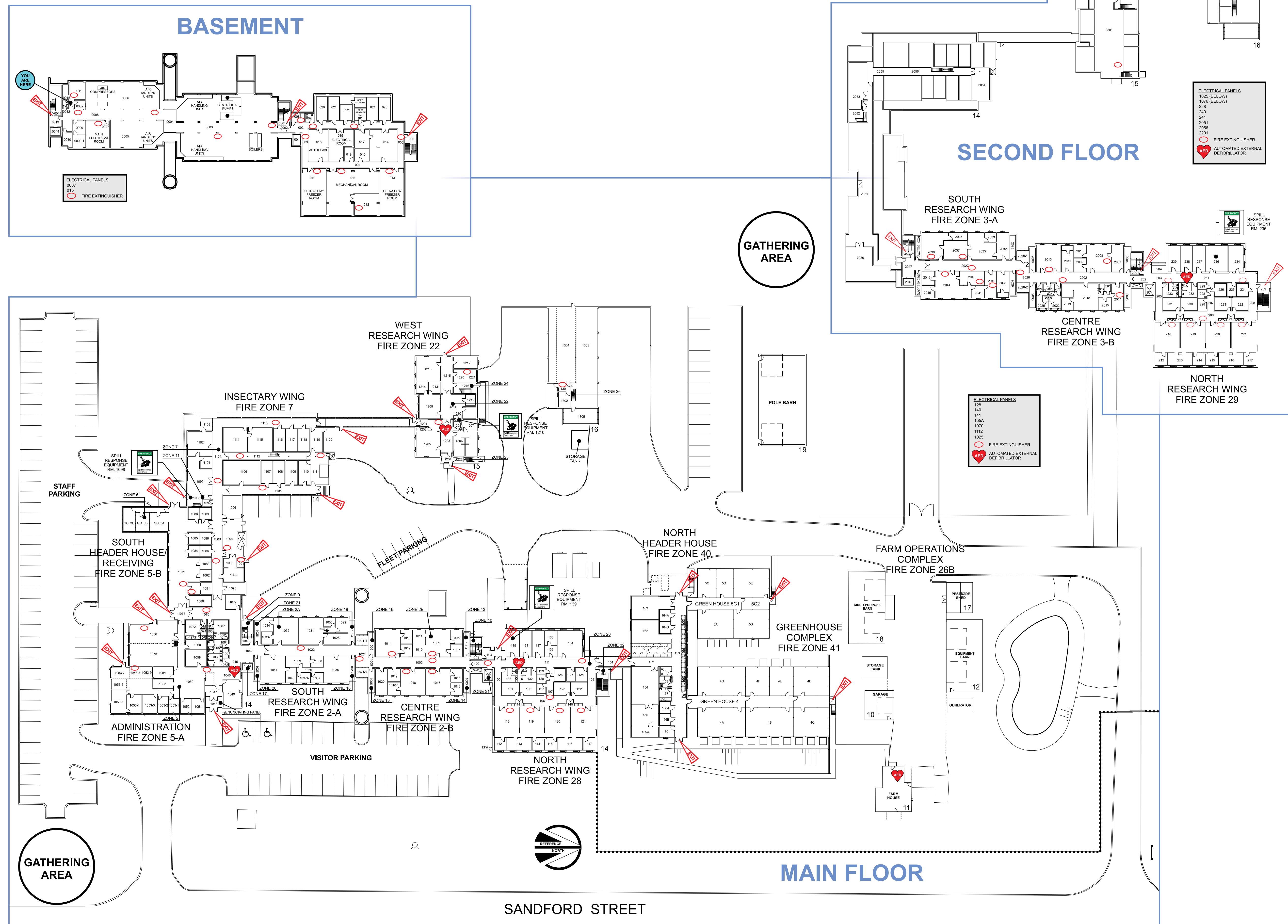
Photocopy , equipment and filing rooms:

- cleaning and disinfecting of hard surface areas and touchpoints
- Handles of filing cabinet or closet
- Shredding equipment



FLOOR PLANS

LONDON RESEARCH AND DEVELOPMENT CENTRE - FLOOR PLANS -





ANNEX B - BASIS OF PAYMENT

*Prices must exclude taxes

Initial contract period: From October 1, 2022 to September 30, 2023

1.1 For work under the contract described in Annex A - Statement of Work.

Excluding the Eugen F Whelan Site (Woodslee Farm)
Excluding Part C, Article 12 : "As and when requested" cleaning
Excluding Part F : Janitorial Services - COVID19 Protocol.

The Contractor shall be paid in accordance with the following:

Building No.	A Cleanable Area (m ²)	B Firm Monthly Cost	C Yearly Cost (C x 12)
Harrow Research and Development Centre			
84 - Area 1	539 m ²	\$	\$
84 - Area 2	1175 m ²	\$	\$
84 - Area 3	1205 m ²	\$	\$
84 - Area 4	1641 m ²	\$	\$
84 - Area 5	250 m ²	\$	\$
Barn 4 – Washroom area only	2 m ²	\$	\$
84 and 95 East - Area 6	394 m ²	\$	\$
84 - Area 7	381 m ²	\$	\$
84 - Area 10 -	192 m ²	\$	\$
61 - Area 8	58 m ²	\$	\$
56 - Area 9	5 m ²	\$	\$
TOTAL (estimated)	5842 m²	\$	\$

1.2 For services at the Eugen F Whelan Site (Woodslee Farm)

	Monthly Cost	Yearly Cost (12x monthly Cost)
Janitorial Services Building Number 015 – 75 m ²	\$ _____	\$ _____



1.3 For services described in Annex A Statement of Work, Part F Janitorial Services - COVID19 Protocol (Optional).

	Monthly Cost	Yearly Cost (12x monthly Cost)
Janitorial Services - COVID19 Protocol	\$ _____	\$ _____

Cost for Initial contract period: From October 1, 2022 to September 30, 2023.

1.1 TOTAL for regular work	\$
1.2 TOTAL for services at the Eugen F Whelan Site (Woodslee Farm)	\$
1.3 TOTAL for COVID19 Protocol	\$
TOTAL for Initial contract period	\$

1.4 For additional workload described in Annex A Statement of Work, Part C, Article 12.0 “As and when requested” cleaning.

		Supervisor	General Cleaner
a)	During Regular Work Hours Monday to Friday	\$ _____ /hr	\$ _____ /hr
b)	Outside Regular Work Hours Night Shift, Saturday & Sunday	\$ _____ /hr	N/A

1.5 Contract Adjustment - Cost per square meter

$$\begin{array}{l}
 \$ \underline{\hspace{2cm}} \div \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \div 12 = \$ \underline{\hspace{2cm}} / \text{m}^2 \\
 \text{(Bid price, as per total} \quad \quad \quad \text{5,842 m}^2 \text{ = } \quad \quad \quad \text{(Total area to maintain)} \quad \quad \quad \text{(Cost per square meter per month)} \\
 \text{Of column C)}
 \end{array}$$



Optional Year 1: From October 1, 2023 to September 30, 2024

2.1 For work under the contract described in Annex A Statement of Work.

Excluding the Eugen F Whelan Site (Woodslee Farm)
 Excluding Part C, Article 12 : "As and when requested" cleaning
 Excluding Part F : Janitorial Services - COVID19 Protocol.

The Contractor shall be paid in accordance with the following:

Building No.	A Cleanable Area (m ²)	B Firm Monthly Cost	C Yearly Cost (C x 12)
Harrow Research and Development Centre			
84 - Area 1	539 m ²	\$	\$
84 - Area 2	1175 m ²	\$	\$
84 - Area 3	1205 m ²	\$	\$
84 - Area 4	1641 m ²	\$	\$
84 - Area 5	250 m ²	\$	\$
Barn 4 – Washroom area only	2 m ²	\$	\$
84 and 95 East - Area 6	394 m ²	\$	\$
84 - Area 7	381 m ²	\$	\$
84 - Area 10 -	192 m ²	\$	\$
61 - Area 8	58 m ²	\$	\$
56 - Area 9	5 m ²	\$	\$
TOTAL (estimated)	5842 m²	\$	\$

2.2 For services at the Eugen F Whelan Site (Woodslee Farm)

	Monthly Cost	Yearly Cost (12x monthly Cost)
Janitorial Services Building Number 015 – 75 m ²	\$ _____	\$ _____



2.3 For services described in Annex A Statement of Work, Part F Janitorial Services - COVID19 Protocol (Optional).

	Monthly Cost	Yearly Cost (12x monthly Cost)
Janitorial Services - COVID19 Protocol	\$ _____	\$ _____

Cost for Optional Year 1: From October 1, 2023 to September 30, 2024.

2.1 TOTAL for regular work	\$
2.2 TOTAL for services at the Eugen F Whelan Site (Woodslee Farm)	\$
2.3 TOTAL for COVID19 Protocol	\$
TOTAL for Optional Year 1	\$

2.4 For additional workload described in Annex A Statement of Work, Part C, Article 12.0 “As and when requested” cleaning.

		Supervisor	General Cleaner
a)	During Regular Work Hours Monday to Friday	\$ _____ /hr	\$ _____ /hr
b)	Outside Regular Work Hours Night Shift, Saturday & Sunday	\$ _____ /hr	N/A

2.5 Contract Adjustment - Cost per square meter

$$\begin{array}{ccccccc}
 \$ \underline{\hspace{2cm}} & \div & \underline{\mathbf{5,842\ m^2}} & = & \underline{\hspace{2cm}} & \div & 12 = \$ \underline{\hspace{2cm}} / \text{m}^2 \\
 \text{(Bid price, as per total} & & \text{(Total area to maintain)} & & & & \text{(Cost per square meter per month)} \\
 \text{Of column C)} & & & & & &
 \end{array}$$



Optional Year 2: From October 1, 2024 to September 30, 2025

3.1 For work under the contract described in Annex A Statement of Work.

Excluding the Eugen F Whelan Site (Woodslee Farm)
 Excluding Part C, Article 12 : “As and when requested” cleaning
 Excluding Part F : Janitorial Services - COVID19 Protocol.

The Contractor shall be paid in accordance with the following:

Building No.	A Cleanable Area (m ²)	B Firm Monthly Cost	C Yearly Cost (C x 12)
Harrow Research and Development Centre			
84 - Area 1	539 m ²	\$	\$
84 - Area 2	1175 m ²	\$	\$
84 - Area 3	1205 m ²	\$	\$
84 - Area 4	1641 m ²	\$	\$
84 - Area 5	250 m ²	\$	\$
Barn 4 – Washroom area only	2 m ²	\$	\$
84 and 95 East - Area 6	394 m ²	\$	\$
84 - Area 7	381 m ²	\$	\$
84 - Area 10 -	192 m ²	\$	\$
61 - Area 8	58 m ²	\$	\$
56 - Area 9	5 m ²	\$	\$
TOTAL (estimated)	5842 m²	\$	\$

3.2 For services at the Eugen F Whelan Site (Woodslee Farm)

	Monthly Cost	Yearly Cost (12x monthly Cost)
Janitorial Services Building Number 015 – 75 m ²	\$ _____	\$ _____



3.3 For services described in Annex A Statement of Work, Part F Janitorial Services - COVID19 Protocol (Optional).

	Monthly Cost	Yearly Cost (12x monthly Cost)
Janitorial Services - COVID19 Protocol	\$ _____	\$ _____

Cost for Optional Year 2 : From October 1, 2024 to September 30, 2025.

3.1 TOTAL for regular work	\$
3.2 TOTAL for services at the Eugen F Whelan Site (Woodslee Farm)	\$
3.3 TOTAL for COVID19 Protocol	\$
TOTAL for Optional Year 2	\$

3.4 For additional workload described in Annex A Statement of Work, Part C, Article 12.0 “As and when requested” cleaning.

		Supervisor	General Cleaner
a)	During Regular Work Hours Monday to Friday	\$ _____ /hr	\$ _____ /hr
b)	Outside Regular Work Hours Night Shift, Saturday & Sunday	\$ _____ /hr	N/A

3.5 Contract Adjustment - Cost per square meter

$$\begin{array}{l}
 \$ \text{_____} \div \mathbf{5,842 \text{ m}^2} = \text{_____} \$ \div 12 = \$ \text{_____} / \text{m}^2 \\
 \text{(Bid price, as per total} \quad \quad \quad \text{(Total area to maintain)} \quad \quad \quad \text{(Cost per square meter per month)} \\
 \text{Of column C)}
 \end{array}$$



Optional Year 3: From October 1, 2025 to September 30, 2026

4.1 For work under the contract described in Annex A Statement of Work.

Excluding the Eugen F Whelan Site (Woodslee Farm)
 Excluding Part C, Article 12 : "As and when requested" cleaning
 Excluding Part F : Janitorial Services - COVID19 Protocol.

The Contractor shall be paid in accordance with the following:

Building No.	A Cleanable Area (m ²)	B Firm Monthly Cost	C Yearly Cost (C x 12)
Harrow Research and Development Centre			
84 - Area 1	539 m ²	\$	\$
84 - Area 2	1175 m ²	\$	\$
84 - Area 3	1205 m ²	\$	\$
84 - Area 4	1641 m ²	\$	\$
84 - Area 5	250 m ²	\$	\$
Barn 4 – Washroom area only	2 m ²	\$	\$
84 and 95 East - Area 6	394 m ²	\$	\$
84 - Area 7	381 m ²	\$	\$
84 - Area 10 -	192 m ²	\$	\$
61 - Area 8	58 m ²	\$	\$
56 - Area 9	5 m ²	\$	\$
TOTAL (estimated)	5842 m²	\$	\$

4.2 For services at the Eugen F Whelan Site (Woodslee Farm)

	Monthly Cost	Yearly Cost (12x monthly Cost)
Janitorial Services Building Number 015 – 75 m ²	\$ _____	\$ _____



4.3 For services described in Annex A Statement of Work, Part F Janitorial Services - COVID19 Protocol (Optional).

	Monthly Cost	Yearly Cost (12x monthly Cost)
Janitorial Services - COVID19 Protocol	\$ _____	\$ _____

Cost for Optional Year 3: From October 1, 2025 to September 30, 2026.

4.1 TOTAL for regular work	\$
4.2 TOTAL for services at the Eugen F Whelan Site (Woodslee Farm)	\$
4.3 TOTAL for COVID19 Protocol	\$
TOTAL for Optional Year 3	\$

4.4 For additional workload described in Annex A Statement of Work, Part C, Article 12.0 “As and when requested” cleaning.

		Supervisor	General Cleaner
a)	During Regular Work Hours Monday to Friday	\$ _____ /hr	\$ _____ /hr
b)	Outside Regular Work Hours Night Shift, Saturday & Sunday	\$ _____ /hr	N/A

4.5 Contract Adjustment - Cost per square meter

$$\begin{array}{ccccccc}
 \$ \underline{\hspace{2cm}} & \div & \mathbf{5,842 \text{ m}^2} & = & \underline{\hspace{2cm}} & \div & 12 = \$ \underline{\hspace{2cm}} / \text{m}^2 \\
 \text{(Bid price, as per total} & & \text{(Total area to maintain)} & & & & \text{(Cost per square meter per month)} \\
 \text{Of column C)} & & & & & &
 \end{array}$$



Optional Year 4: From October 1, 2026 to September 30, 2027

5.1 For work under the contract described in Annex A Statement of Work.

Excluding the Eugen F Whelan Site (Woodslee Farm)
 Excluding Part C, Article 12 : "As and when requested" cleaning
 Excluding Part F : Janitorial Services - COVID19 Protocol.

The Contractor shall be paid in accordance with the following:

Building No.	A Cleanable Area (m ²)	B Firm Monthly Cost	C Yearly Cost (C x 12)
Harrow Research and Development Centre			
84 - Area 1	539 m ²	\$	\$
84 - Area 2	1175 m ²	\$	\$
84 - Area 3	1205 m ²	\$	\$
84 - Area 4	1641 m ²	\$	\$
84 - Area 5	250 m ²	\$	\$
Barn 4 – Washroom area only	2 m ²	\$	\$
84 and 95 East - Area 6	394 m ²	\$	\$
84 - Area 7	381 m ²	\$	\$
84 - Area 10 -	192 m ²	\$	\$
61 - Area 8	58 m ²	\$	\$
56 - Area 9	5 m ²	\$	\$
TOTAL (estimated)	5842 m²	\$	\$

5.2 For services at the Eugen F Whelan Site (Woodslee Farm)

	Monthly Cost	Yearly Cost (12x monthly Cost)
Janitorial Services Building Number 015 – 75 m ²	\$ _____	\$ _____



5.3 For services described in Annex A Statement of Work, Part F Janitorial Services - COVID19 Protocol (Optional).

	Monthly Cost	Yearly Cost (12x monthly Cost)
Janitorial Services - COVID19 Protocol	\$ _____	\$ _____

Cost for Optional Year 4: From October 1, 2026 to September 30, 2027.

5.1 TOTAL for regular work	\$
5.2 TOTAL for services at the Eugen F Whelan Site (Woodslee Farm)	\$
5.3 TOTAL for COVID19 Protocol	\$
TOTAL for Optional Year 4	\$

5.4 For additional workload described in Annex A Statement of Work, Part C, Article 12.0 “As and when requested” cleaning.

		Supervisor	General Cleaner
a)	During Regular Work Hours Monday to Friday	\$ _____ /hr	\$ _____ /hr
b)	Outside Regular Work Hours Night Shift, Saturday & Sunday	\$ _____ /hr	N/A

5.5 Contract Adjustment - Cost per square meter

$$\begin{array}{ccccccc}
 \$ \underline{\hspace{2cm}} & \div & \mathbf{5,842 \text{ m}^2} & = & \underline{\hspace{2cm}} & \div & 12 = \$ \underline{\hspace{2cm}} / \text{m}^2 \\
 \text{(Bid price, as per total} & & \text{(Total area to maintain)} & & & & \text{(Cost per square meter per month)} \\
 \text{Of column C)} & & & & & &
 \end{array}$$



5 YEARS GRAND TOTAL

For the performance of **regular work** as well as **services at the Eugen F Whelan Site** (Woodslee Farm) and **COVID19 protocol services** :

(Total cost initial contract + Total cost of option year #1 + Total cost of option year #2 + Total cost of option year #3 + Total cost of option year #4)

<p>SIGNATURE</p> <p>Signed at: _____ this _____ day of _____ 2022. (City and Province)</p> <p>Name and address of vendor/Company: (including Postal Code)</p> <p>_____</p> <p>_____</p> <p>Name of bidder: _____</p> <p>Bidder's Position: _____</p> <p>Bidder's Signature: _____</p>



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
 If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

Special comments:
 Commentaires spéciaux : _____

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

10. b) May unscreened personnel be used for portions of the work?
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
 If Yes, will unscreened personnel be escorted?
 Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

Security Classification / Classification de sécurité
--



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? No / Non Yes / Oui
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.


12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? No / Non Yes / Oui
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Mark Beens - Mobile - 519-613-8238		Title - Titre Assistant Facility Manager	Signature  Digitally signed by Mark Beens Date: 2022.07.07 10:30:33 -04'00'
Telephone No. - N° de téléphone 519-613-8238	Facsimile No. - N° de télécopieur 519-738-2929	E-mail address - Adresse courriel mark.beens@agr.gc.ca	Date July 7, 2022
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Lise Levesque-Masson		Title - Titre SRCL Coordinator	Signature Lise Levesque-Masson Digitally signed by Lise Levesque-Masson Date: 2022.07.07 13:42:51 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Lise.Levesque-Masson@AGR.GC.CA	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / <input type="checkbox"/> Yes <input type="checkbox"/> Non / <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Instructions for completion of a Security Requirements Check List (SRCL)

The instruction sheet should remain attached until Block #17 has been completed.

GENERAL - PROCESSING THIS FORM

The project authority shall arrange to complete this form.

The organization security officer shall review and approve the security requirements identified in the form, in cooperation with the project authority.

The contracting security authority is the organization responsible for ensuring that the suppliers are compliant with the security requirements identified in the SRCL.

All requisitions and subsequent tender / contractual documents including subcontracts that contain PROTECTED and/or CLASSIFIED requirements must be accompanied by a completed SRCL.

It is important to identify the level of PROTECTED information or assets as Level "A," "B" or "C," when applicable; however, certain types of information may only be identified as "PROTECTED". No information pertaining to a PROTECTED and/or CLASSIFIED government contract may be released by suppliers, without prior written approval of the individual identified in Block 17 of this form.

The classification assigned to a particular stage in the contractual process does not mean that everything applicable to that stage is to be given the same classification. Every item shall be PROTECTED and/or CLASSIFIED according to its own content. If a supplier is in doubt as to the actual level to be assigned, they should consult with the individual identified in Block 17 of this form.

PART A - CONTRACT INFORMATION

Contract Number (top of the form)

This number must be the same as that found on the requisition and should be the one used when issuing an RFP or contract. This is a unique number (i.e. no two requirements will have the same number). A new SRCL must be used for each new requirement or requisition (e.g. new contract number, new SRCL, new signatures).

1. Originating Government Department or Organization

Enter the department or client organization name or the prime contractor name for which the work is being performed.

2. Directorate / Branch

This block is used to further identify the area within the department or organization for which the work will be conducted.

3. a) Subcontract Number

If applicable, this number corresponds to the number generated by the Prime Contractor to manage the work with its subcontractor.

b) Name and Address of Subcontractor

Indicate the full name and address of the Subcontractor if applicable.

4. Brief Description of Work

Provide a brief explanation of the nature of the requirement or work to be performed.

5. a) Will the supplier require access to Controlled Goods?

The Defence Production Act (DPA) defines "Controlled Goods" as certain goods listed in the Export Control List, a regulation made pursuant to the *Export and Import Permits Act (EIPA)*. Suppliers who examine, possess, or transfer Controlled Goods within Canada must register in the Controlled Goods Directorate or be exempt from registration. More information may be found at www.cgd.gc.ca.

b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?

The prime contractor and any subcontractors must be certified under the U.S./Canada Joint Certification Program if the work involves access to unclassified military data subject to the provisions of the Technical Data Control Regulations. More information may be found at www.dlis.dla.mil/jcp.

6. Indicate the type of access required

Identify the nature of the work to be performed for this requirement. The user is to select one of the following types:

a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?

The supplier would select this option if they require access to PROTECTED and/or CLASSIFIED information or assets to perform the duties of the requirement.

b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.

The supplier would select this option if they require regular access to government premises or a secure work site only. The supplier will not have access to PROTECTED and/or CLASSIFIED information or assets under this option.

c) Is this a commercial courier or delivery requirement with no overnight storage?

The supplier would select this option if there is a commercial courier or delivery requirement. The supplier will not be allowed to keep a package overnight. The package must be returned if it cannot be delivered.

7. Type of information / Release restrictions / Level of information

Identify the type(s) of information that the supplier may require access to, list any possible release restrictions, and if applicable, provide the level(s) of the information. The user can make multiple selections based on the nature of the work to be performed.

Departments must process SRCLs through PWGSC where:

- contracts that afford access to PROTECTED and/or CLASSIFIED foreign government information and assets;
- contracts that afford foreign contractors access to PROTECTED and/or CLASSIFIED Canadian government information and assets; or
- contracts that afford foreign or Canadian contractors access to PROTECTED and/or CLASSIFIED information and assets as defined in the documents entitled Identifying INFOSEC and INFOSEC Release.

a) Indicate the type of information that the supplier will be required to access

Canadian government information and/or assets

If Canadian information and/or assets are identified, the supplier will have access to PROTECTED and/or CLASSIFIED information and/or assets that are owned by the Canadian government.

NATO information and/or assets

If NATO information and/or assets are identified, this indicates that as part of this requirement, the supplier will have access to PROTECTED and/or CLASSIFIED information and/or assets that are owned by NATO governments. NATO information and/or assets are developed and/or owned by NATO countries and are not to be divulged to any country that is not a NATO member nation. Persons dealing with NATO information and/or assets must hold a NATO security clearance and have the required need-to-know.

Requirements involving CLASSIFIED NATO information must be awarded by PWGSC. PWGSC / CIISD is the Designated Security Authority for industrial security matters in Canada.

Foreign government information and/or assets

If foreign information and/or assets are identified, this requirement will allow access to information and/or assets owned by a country other than Canada.

b) Release restrictions

If **Not Releasable** is selected, this indicates that the information and/or assets are for **Canadian Eyes Only (CEO)**. Only Canadian suppliers based in Canada can bid on this type of requirement. NOTE: If Canadian information and/or assets coexists with CEO information and/or assets, the CEO information and/or assets must be stamped **Canadian Eyes Only (CEO)**.

If **No Release Restrictions** is selected, this indicates that access to the information and/or assets are not subject to any restrictions.

If **ALL NATO countries** is selected, bidders for this requirement must be from NATO member countries only.

NOTE: There may be multiple release restrictions associated with a requirement depending on the nature of the work to be performed. In these instances, a security guide should be added to the SRCL clarifying these restrictions. The security guide is normally generated by the organization's project authority and/or security authority.

c) Level of information

Using the following chart, indicate the appropriate level of access to information/assets the supplier must have to perform the duties of the requirement.

PROTECTED	CLASSIFIED	NATO
PROTECTED A	CONFIDENTIAL	NATO UNCLASSIFIED
PROTECTED B	SECRET	NATO RESTRICTED
PROTECTED C	TOP SECRET	NATO CONFIDENTIAL
	TOP SECRET (SIGINT)	NATO SECRET
		COSMIC TOP SECRET

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

If Yes, the supplier personnel requiring access to COMSEC information or assets must receive a COMSEC briefing. The briefing will be given to the "holder" of the COMSEC information or assets. In the case of a "personnel assigned" type of contract, the customer department will give the briefing. When the supplier is required to receive and store COMSEC information or assets on the supplier's premises, the supplier's COMSEC Custodian will give the COMSEC briefings to the employees requiring access to COMSEC information or assets. If Yes, the Level of sensitivity must be indicated.

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

If Yes, the supplier must provide the Short Title of the material and the Document Number. Access to extremely sensitive INFOSEC information or assets will require that the supplier undergo a Foreign Ownership Control or Influence (FOCI) evaluation by CIISD.

PART B - PERSONNEL (SUPPLIER)

10. a) Personnel security screening level required

Identify the screening level required for access to the information/assets or client facility. More than one level may be identified depending on the nature of the work. Please note that Site Access screenings are granted for access to specific sites under prior arrangement with the Treasury Board of Canada Secretariat. A Site Access screening only applies to individuals, and it is not linked to any other screening level that may be granted to individuals or organizations.

RELIABILITY STATUS	CONFIDENTIAL	SECRET
TOP SECRET	TOP SECRET (SIGINT)	NATO CONFIDENTIAL
NATO SECRET	COSMIC TOP SECRET	SITE ACCESS

If multiple levels of screening are identified, a Security Classification Guide must be provided.

b) May unscreened personnel be used for portions of the work?

Indicating Yes means that portions of the work are not PROTECTED and/or CLASSIFIED and may be performed outside a secure environment by unscreened personnel. The following question must be answered if unscreened personnel will be used:

Will unscreened personnel be escorted?

If No, unscreened personnel may not be allowed access to sensitive work sites and must not have access to PROTECTED and/or CLASSIFIED information and/or assets.

If Yes, unscreened personnel must be escorted by an individual who is cleared to the required level of security in order to ensure there will be no access to PROTECTED and/or CLASSIFIED information and/or assets at the work site.

PART C - SAFEGUARDS (SUPPLIER)

11. INFORMATION / ASSETS

a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information and/or assets on its site or premises?

If Yes, specify the security level of the documents and/or equipment that the supplier will be required to safeguard at their own site or premises using the summary chart.

b) Will the supplier be required to safeguard COMSEC information or assets?

If Yes, specify the security level of COMSEC information or assets that the supplier will be required to safeguard at their own site or premises using the summary chart.

PRODUCTION

c) Will the production (manufacture, repair and/or modification) of PROTECTED and/or CLASSIFIED material and/or equipment occur at the supplier's site or premises?

Using the summary chart, specify the security level of material and/or equipment that the supplier manufactured, repaired and/or modified and will be required to safeguard at their own site or premises.

INFORMATION TECHNOLOGY (IT)

d) Will the supplier be required to use its IT systems to electronically process and/or produce or store PROTECTED and/or CLASSIFIED information and/or data?

If Yes, specify the security level in the summary chart. This block details the information and/or data that will be electronically processed or produced and stored on a computer system. The client department and/or organization will be required to specify the IT security requirements for this procurement in a separate technical document. The supplier must also direct their attention to the following document: Treasury Board of Canada Secretariat - Operational Security Standard: Management of Information Technology Security (MITS).

e) Will there be an electronic link between the supplier’s IT systems and the government department or agency?

If Yes, the supplier must have their IT system(s) approved. The Client Department must also provide the Connectivity Criteria detailing the conditions and the level of access for the electronic link (usually not higher than PROTECTED B level).

SUMMARY CHART

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier’s site(s) or premises.

For users completing the form **online** (via the Internet), the Summary Chart is automatically populated by your responses to previous questions.

PROTECTED	CLASSIFIED	NATO	COMSEC
PROTECTED A	CONFIDENTIAL	NATO RESTRICTED	PROTECTED A
PROTECTED B	SECRET	NATO CONFIDENTIAL	PROTECTED B
PROTECTED C	TOP SECRET	NATO SECRET	PROTECTED C
	TOP SECRET (SIGINT)	COSMIC TOP SECRET	CONFIDENTIAL
			SECRET
			TOP SECRET

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

If Yes, classify this form by annotating the top and bottom in the area entitled “Security Classification”.

b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

If Yes, classify this form by annotating the top and bottom in the area entitled “Security Classification” and indicate with attachments (e.g. SECRET with Attachments).

PART D - AUTHORIZATION

13. Organization Project Authority

This block is to be completed and signed by the appropriate project authority within the client department or organization (e.g. the person responsible for this project or the person who has knowledge of the requirement at the client department or organization). This person may on occasion be contacted to clarify information on the form.

14. Organization Security Authority

This block is to be signed by the Departmental Security Officer (DSO) (or delegate) of the department identified in Block 1, or the security official of the prime contractor.

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

A Security Guide or Security Classification Guide is used in conjunction with the SRCL to identify additional security requirements which do not appear in the SRCL, and/or to offer clarification to specific areas of the SRCL.

16. Procurement Officer

This block is to be signed by the procurement officer acting as the contract or subcontract manager.

17. Contracting Security Authority

This block is to be signed by the Contract Security Official. Where PWGSC is the Contract Security Authority, Canadian and International Industrial Security Directorate (CIISD) will complete this block.

Instructions pour établir la Liste de vérification des exigences relatives à la sécurité (LVERS)

La feuille d'instructions devrait rester jointe au formulaire jusqu'à ce que la case 17 ait été remplie.

GÉNÉRALITÉS - TRAITEMENT DU PRÉSENT FORMULAIRE

Le responsable du projet doit faire remplir ce formulaire.

L'agent de sécurité de l'organisation doit revoir et approuver les exigences de sécurité qui figurent dans le formulaire, en collaboration avec le responsable du projet.

Le responsable de la sécurité des marchés est le responsable chargé de voir à ce que les fournisseurs se conforment aux exigences de sécurité mentionnées dans la LVERS.

Toutes les demandes d'achat ainsi que tous les appels d'offres et les documents contractuels subséquents, y compris les contrats de sous-traitance, qui comprennent des exigences relatives à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS doivent être accompagnés d'une LVERS dûment remplie.

Il importe d'indiquer si les renseignements ou les biens PROTÉGÉS sont de niveau A, B ou C, le cas échéant; cependant, certains types de renseignements peuvent être indiqués par la mention « PROTÉGÉ » seulement. Aucun renseignement relatif à un contrat gouvernemental PROTÉGÉ ou CLASSIFIÉ ne peut être divulgué par les fournisseurs sans l'approbation écrite préalable de la personne dont le nom figure à la case 17 de ce formulaire.

La classification assignée à un stade particulier du processus contractuel ne signifie pas que tout ce qui se rapporte à ce stade doit recevoir la même classification. Chaque article doit être PROTÉGÉ et/ou CLASSIFIÉ selon sa propre nature. Si un fournisseur ne sait pas quel niveau de classification assigner, il doit consulter la personne dont le nom figure à la case 17 de ce formulaire.

PARTIE A - INFORMATION CONTRACTUELLE

Numéro du contrat (au haut du formulaire)

Ce numéro doit être le même que celui utilisé sur la demande d'achat et services et devrait être celui utilisé dans la DDP ou dans le contrat. Il s'agit d'un numéro unique (c.-à-d. que le même numéro ne sera pas attribué à deux besoins distincts). Une nouvelle LVERS doit être utilisée pour chaque nouveau besoin ou demande (p. ex. un nouveau numéro de contrat, une nouvelle LVERS, de nouvelles signatures).

1. Ministère ou organisme gouvernemental d'origine

Inscrire le nom du ministère ou de l'organisme client ou le nom de l'entrepreneur principal pour qui les travaux sont effectués.

2. Direction générale ou Direction

Cette case peut servir à fournir plus de détails quant à la section du ministère ou de l'organisme pour qui les travaux sont effectués.

3. a) Numéro du contrat de sous-traitance

S'il y a lieu, ce numéro correspond au numéro généré par l'entrepreneur principal pour gérer le travail avec son sous-traitant.

b) Nom et adresse du sous-traitant

Indiquer le nom et l'adresse au complet du sous-traitant, s'il y a lieu.

4. Brève description du travail

Donner un bref aperçu du besoin ou du travail à exécuter.

5. a) Le fournisseur aura-t-il accès à des marchandises contrôlées?

La *Loi sur la production de défense* (LPD) définit « marchandises contrôlées » comme désignant certains biens énumérés dans la Liste des marchandises d'exportation contrôlée, un règlement établi en vertu de la *Loi sur les licences d'exportation et d'importation* (LLEI). Les fournisseurs qui examinent, possèdent ou transfèrent des marchandises contrôlées à l'intérieur du Canada doivent s'inscrire à la Direction des marchandises contrôlées ou être exemptés de l'inscription. On trouvera plus d'information à l'adresse www.cgp.gc.ca.

b) Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?

L'entrepreneur et tout sous-traitant doivent être accrédités en vertu du Programme mixte d'agrément Etats-Unis / Canada si le travail comporte l'accès à des données militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques. On trouvera plus d'information à l'adresse www.dlis.dla.mil/jcp/.

6. Indiquer le type d'accès requis

Indiquer la nature du travail à exécuter pour répondre à ce besoin. L'utilisateur doit choisir un des types suivants :

a) Le fournisseur et ses employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?

Le fournisseur choisit cette option s'il doit avoir accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS pour accomplir le travail requis.

b) Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.

Le fournisseur choisit cette option seulement s'il doit avoir accès régulièrement aux locaux du gouvernement ou à un lieu de travail protégé. Le fournisseur n'aura pas accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS en vertu de cette option.

c) S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?

Le fournisseur choisit cette option s'il y a nécessité de recourir à un service de messagerie ou de livraison commerciale. Le fournisseur ne sera pas autorisé à garder un colis pendant la nuit. Le colis doit être retourné s'il ne peut pas être livré.

7. Type d'information / Restrictions relatives à la diffusion / Niveau d'information

Indiquer le ou les types d'information auxquels le fournisseur peut devoir avoir accès, énumérer toutes les restrictions possibles relatives à la diffusion, et, s'il y a lieu, indiquer le ou les niveaux d'information. L'utilisateur peut faire plusieurs choix selon la nature du travail à exécuter.

Les ministères doivent soumettre la LVERS à TPSGC lorsque:

- les marchés prévoient l'accès aux renseignements et aux biens de nature PROTÉGÉS et/ou CLASSIFIÉS étrangers ;
- les marchés prévoient aux entrepreneurs étrangers l'accès aux renseignements et aux biens de nature PROTÉGÉS et/ou CLASSIFIÉS canadiens; ou
- les marchés prévoient aux entrepreneurs étrangers ou canadiens l'accès aux renseignements et aux biens de nature PROTÉGÉS et/ou CLASSIFIÉS tels que définis dans les documents intitulés Moyens INFOSEC détermination et Divulgateion de INFOSEC.

a) Indiquer le type d'information auquel le fournisseur devra avoir accès

Renseignements et/ou biens du gouvernement canadien

Si des renseignements et/ou des biens canadiens sont indiqués, le fournisseur aura accès à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS appartenant au gouvernement canadien.

Renseignements et/ou biens de l'OTAN

Si des renseignements et/ou des biens de l'OTAN sont indiqués, cela signifie que, dans le cadre de ce besoin, le fournisseur aura accès à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS appartenant à des gouvernements membres de l'OTAN. Les renseignements et/ou les biens de l'OTAN sont élaborés par des pays de l'OTAN ou leur appartiennent et ne doivent être divulgués à aucun pays qui n'est pas un pays membre de l'OTAN. Les personnes qui manient des renseignements et/ou des biens de l'OTAN doivent détenir une autorisation de sécurité de l'OTAN et avoir besoin de savoir.

Les contrats comportant des renseignements CLASSIFIÉS de l'OTAN doivent être attribués par TPSGC. La DSICI de TPSGC est le responsable de la sécurité désigné relativement aux questions de sécurité industrielle au Canada.

Renseignements et/ou biens de gouvernements étrangers

Si des renseignements et/ou des biens de gouvernements étrangers sont indiqués, ce besoin permettra l'accès à des renseignements et/ou à des biens appartenant à un pays autre que le Canada.

b) Restrictions relatives à la diffusion

Si **À ne pas diffuser** est choisi, cela indique que les renseignements et/ou les biens sont **réservés aux Canadiens**. Seuls des fournisseurs canadiens installés au Canada peuvent soumissionner ce genre de besoin. NOTA : Si des renseignements et/ou des biens du gouvernement canadien coexistent avec des renseignements et/ou des biens réservés aux Canadiens, ceux-ci doivent porter la mention **Réservé aux Canadiens**.

Si **Aucune restriction relative à la diffusion** est choisi, cela indique que l'accès aux renseignements et/ou aux biens n'est assujéti à aucune restriction.

Si **Tous les pays de l'OTAN** est choisi, les soumissionnaires doivent appartenir à un pays membre de l'OTAN.

NOTA : Il peut y avoir plus d'une restriction s'appliquant à une demande, selon la nature des travaux à exécuter. Pour ce genre de contrat, un guide de sécurité doit être joint à la LVERS afin de clarifier les restrictions. Ce guide est généralement préparé par le chargé de projet et/ou le responsable de la sécurité de l'organisme.

c) Niveau d'information

À l'aide du tableau ci-dessous, indiquer le niveau approprié d'accès aux renseignements et/ou aux biens que le fournisseur doit avoir pour accomplir les travaux requis.

PROTÉGÉ	CLASSIFIÉ	NATO
PROTÉGÉ A	CONFIDENTIEL	NATO NON CLASSIFIÉ
PROTÉGÉ B	SECRET	NATO DIFFUSION RESTREINTE
PROTÉGÉ C	TRÈS SECRET	NATO CONFIDENTIEL
	TRÈS SECRET (SIGINT)	NATO SECRET
		COSMIC TRÈS SECRET

8. Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

Si la réponse est Oui, les membres du personnel du fournisseur qui doivent avoir accès à des renseignements ou à des biens COMSEC doivent participer à une séance d'information COMSEC. Cette séance sera donnée au « détenteur autorisé » des renseignements ou des biens COMSEC. Dans le cas des contrats du type « personnel affecté », cette séance sera donnée par le ministère client. Lorsque le fournisseur doit recevoir et conserver, dans ses locaux, des renseignements ou des biens COMSEC, le responsable de la garde des renseignements ou des biens COMSEC de l'entreprise donnera la séance d'information COMSEC aux membres du personnel qui doivent avoir accès à des renseignements ou à des biens COMSEC.

9. Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Si la réponse est Oui, le fournisseur doit indiquer le titre abrégé du document, le numéro du document et le niveau de sensibilité. L'accès à des renseignements ou à des biens extrêmement délicats INFOSEC exigera que le fournisseur fasse l'objet d'une vérification Participation, contrôle et influence étrangers (PCIE) effectuée par la DSICI.

PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Niveau de contrôle de la sécurité du personnel requis

Indiquer le niveau d'autorisation de sécurité que le personnel doit détenir pour avoir accès aux renseignements, aux biens ou au site du client. Selon la nature du travail, il peut y avoir plus d'un niveau de sécurité. Veuillez noter que des cotes de sécurité sont accordées pour l'accès à des sites particuliers, selon des dispositions antérieures prises auprès du Secrétariat du Conseil du Trésor du Canada. La cote de sécurité donnant accès à un site s'applique uniquement aux personnes et n'est liée à aucune autre autorisation de sécurité accordée à des personnes ou à des organismes.

COTE DE FIABILITÉ	CONFIDENTIEL	SECRET
TRÈS SECRET	TRÈS SECRET (SIGINT)	NATO CONFIDENTIEL
NATO SECRET	COSMIC TRÈS SECRET	ACCÈS AUX EMBLEMES

Si plusieurs niveaux d'autorisation de sécurité sont indiqués, un guide de classification de sécurité doit être fourni.

b) Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

Si la réponse est Oui, cela veut dire que certaines tâches ne sont pas PROTÉGÉES et/ou CLASSIFIÉES et peuvent être exécutées à l'extérieur d'un environnement sécurisé par du personnel n'ayant pas d'autorisation de sécurité. Il faut répondre à la question suivante si l'on a recours à du personnel n'ayant pas d'autorisation de sécurité :

Le personnel n'ayant pas d'autorisation de sécurité sera-t-il escorté?

Si la réponse est Non, le personnel n'ayant pas d'autorisation de sécurité ne pourra pas avoir accès à des lieux de travail dont l'accès est réglementé ni à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS.

Si la réponse est Oui, le personnel n'ayant pas d'autorisation de sécurité devra être escorté par une personne détenant la cote de sécurité requise, pour faire en sorte que le personnel en question n'ait pas accès à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS sur les lieux de travail.

PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

11. RENSEIGNEMENTS / BIENS :

a) Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

Si la réponse est Oui, préciser, à l'aide du tableau récapitulatif, le niveau de sécurité des documents ou de l'équipement que le fournisseur devra protéger dans ses installations.

b) Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

Si la réponse est Oui, préciser, à l'aide du tableau récapitulatif, le niveau de sécurité des renseignements ou des biens COMSEC que le fournisseur devra protéger dans ses installations.

PRODUCTION

c) Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

Préciser, à l'aide du tableau récapitulatif, le niveau de sécurité du matériel que le fournisseur fabriquera, réparera et/ou modifiera et devra protéger dans ses installations.

TECHNOLOGIE DE L'INFORMATION (TI)

d) Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

Si la réponse est Oui, préciser le niveau de sécurité à l'aide du tableau récapitulatif. Cette case porte sur les renseignements qui seront traités ou produits électroniquement et stockés dans un système informatique. Le ministère/organisme client devra préciser les exigences en matière de sécurité de la TI relativement à cet achat dans un document technique distinct. Le fournisseur devra également consulter le document suivant : Secrétariat du Conseil du Trésor du Canada – Norme opérationnelle de sécurité : Gestion de la sécurité des technologies de l'information (GSTI).

e) Y aura-t-il un lien électronique entre les systèmes informatiques du fournisseur et celui du ministère ou de l'agence gouvernementale?

Si la réponse est Oui, le fournisseur doit faire approuver ses systèmes informatiques. Le ministère client doit aussi fournir les critères de connectivité qui décrivent en détail les conditions et le niveau de sécurité relativement au lien électronique (habituellement pas plus haut que le niveau PROTÉGÉ B).

TABLEAU RÉCAPITULATIF

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

PROTÉGÉ	CLASSIFIÉ	NATO	COMSEC
PROTÉGÉ A	CONFIDENTIEL	NATO DIFFUSION RESTREINTE	PROTÉGÉ A
PROTÉGÉ B	SECRET	NATO CONFIDENTIEL	PROTÉGÉ B
PROTÉGÉ C	TRÈS SECRET	NATO SECRET	PROTÉGÉ C
	TRÈS SECRET (SIGINT)	COSMIC TRÈS SECRET	CONFIDENTIEL
			SECRET
			TRÈS SECRET

12. a) La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

Si la réponse est Oui, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de

sécurité » au haut et au bas du formulaire.

b) La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

Si la réponse est Oui, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

PARTIE D - AUTORISATION

13. Chargé de projet de l'organisme

Cette case doit être remplie et signée par le chargé de projet pertinent (c.-à-d. la personne qui est responsable de ce projet ou qui connaît le besoin au ministère ou à l'organisme client. On peut, à l'occasion, communiquer avec cette personne pour clarifier des renseignements figurant sur le formulaire.

14. Responsable de la sécurité de l'organisme

Cette case doit être signée par l'agent de la sécurité du ministère (ASM) du ministère indiqué à la case 1 ou par son remplaçant ou par le responsable de la sécurité du fournisseur.

15. Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

Un Guide de sécurité ou un Guide de classification de sécurité sont utilisés de concert avec la LVERS pour faire part d'exigences supplémentaires en matière de sécurité qui n'apparaissent pas dans la LVERS et/ou pour éclaircir certaines parties de la LVERS.

16. Agent d'approvisionnement

Cette case doit être signée par l'agent des achats qui fait fonction de gestionnaire du contrat ou du contrat de sous-traitance.

17. Autorité contractante en matière de sécurité

Cette case doit être signée par l'agent de la sécurité du marché. Lorsque TPSGC est le responsable de la sécurité du marché, la Direction de la sécurité industrielle canadienne et internationale (DSIC) doit remplir cette case.



ANNEX D - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)