

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 :

September 1, 2022, at 10:00 AM (Charlottetown, PE, Local Time)

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: Charlottetown Research and Development Centre	
Solicitation Number 01B46-22-052	Date of solicitation: 2022-08-18
Solicitation Closes: At: 2:00pm On: 2022-09-22	Time Zone: EDT
Address Enquiries to: aafc.escprocurement-cseapprovisionnement.aac@agr.gc.ca Name: Jean-Francois Lemay Email: jean-francois.lemay@agr.gc.ca	
Telephone Number: 343-571-9706	FAX Number:
Destination of Goods, Services and Construction: Charlottetown Research and Development Centre 440 University Avenue Charlottetown, Prince Edward Island	
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 and the Security Requirements Checklist.

1.2 Summary

Provide Facility Cleaning Services for Agriculture and Agri-Food Canada (AAFC) at the Charlottetown Research and Development Centre and Harrington Research Centre located in Charlottetown, Prince Edward Island (PEI). The Contractor must supply all supervision, labour, consumable materials and cleaning equipment as outlined in the SoW.

1.2.1 Security requirements

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-) (<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 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 Prince Edward Island.

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 Charlottetown Research and Development Centre, 440 University Ave, Charlottetown, PE on **September 1, 2022**. The site visit will begin **at 10am (Local Time)**.

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 Bid Challenge and Recourse Mechanisms

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

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 Annex B (Basis of Payment).

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)

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:	
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:	
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 two (2) 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 two (2) 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:	
Performance period of the contract. (indicate month and year)	
Description of Contract:	
Responsibilities of the individual:	

Name of On-site Supervisor	Years of Experience

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 Health and Safety Plan (Max. 10 points)

Does the Proponent have a comprehensive Health and Safety policy and if so, what related information does it contain? Is adequate staff training planned and is it a corporate priority?

Describe how workers are notified of job-specific hazards?

PR3 Communications Plan (Max. 10 points)

How will the Contractor report progress, coordinate deliverables, resolve problems and issues and communicate in general with AAFC?

PR4 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 = 40%
 Financial Proposal = 60%
 Overall Proposal = 100%

Formula:

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

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](#) 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 Additional Certifications Precedent to Contract Award

5.2.2.1 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.

5.2.2.2 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 (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

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;
6. The contractor/offeror must comply with the provisions of the Security Requirements Check List

7.4 Term of Contract

The period of the Contract is from December 1, 2022 to November 28, 2023.

7.4.3 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 1-year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 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:

Name: Jean-François Lemay
Title: Procurement Officer
Agriculture and Agri-Food Canada
Address: 2001 Robert-Bourassa, Montréal, Québec, H3A 3N2
Telephone: 343-571-9706
E-mail address : jean-francois.lemay@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:
(will be provided at contract award)

Name:
Title:
Organization:
Address:
Telephone:
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 (will be inserted at contract award)

Name:

Title:
Organization:
Address:
Telephone:
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.

7.10 Applicable Laws

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

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) the Contractor's bid dated _____. (will be inserted at contract award)

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 Charlottetown Research and Development Centre and Harrington Research Centre located in Charlottetown, Prince Edward Island (PEI). 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.

The goal of these quality standards is to ensure that Centre employees and visitors have clean and hygienic installations at all times.

Any building not stipulated in this specification shall be excluded from the contract.

The following is the list of nine (9) buildings to be maintained with an estimated total combined area of 5,882 m². Contractor is responsible for final measurements of the buildings maintained areas.

Charlottetown Research and Development Centre (CRDC)

440 University Avenue and various locations on Lily Pond Drive (located on same property as 440 University Avenue) – Charlottetown, PEI.

Building Number	Building Name	Building Address	Approximate Area (m ²)
1, 2 and 51	Bldg. 1 - Main Complex A and C Bldg. 2 - Lab Header House (LHH) Bldg. 51 – Main Complex B	440 University Ave, Charlottetown, PE	Labs 2305 m ² Common 2311 m ²
33	Carpenter Shop	33 Lily Pond Drive, Charlottetown, PE	Common 12 m ²
38	Cereal Header House	38 Lily Pond Drive Charlottetown, PE	Washrooms only 6m ²
64	Potato Storage Building	64 Lily Pond Drive, Charlottetown, PE	Common 59 m ²

Total area to be cleaned at the CRDC: **4,693 m²**

Harrington Research Farm

1200 Brackley Road – Harrington, PEI

Building Number	Building Name	Area (m ²)
71	Bldg. 71	Labs 219 m ² Common 565 m ²
80	Bldg. 80	Common 195 m ²
84	Greenhouse	Common 210 m ²

Total area to be cleaned at Harrington: **1,189 m²****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 Annex B** must be used to calculate the new contract amount.

2.0 AREAS EXCLUDED FROM CLEANING OPERATIONS

Maintenance of the grounds, parking areas, roads, cold rooms/coolers, mechanical rooms or greenhouse compartments is not included by this contract. The main computer rooms (LAN rooms) are not accessible to outside Contractor's, cleaning of these secure areas will be scheduled by the Project Authority.

2.1 Items excluded from cleaning

2.1.1 Laboratory Equipment and Associated Attached Equipment in laboratories

2.1.2 Computers and Associated Attached Equipment in laboratories, greenhouses and offices

Laboratories

Under no circumstances should the following items be touched, unless requested or approved by the Project Authority or Integrated Services Manager (ISM): Sinks, counters, benches, workstations, desks, whiteboards, chalkboards, incubators and cabinets, waste containers, refrigerators and tools.

Offices

Under no circumstances should the following items be touched, unless requested or approved by the Project Authority or Integrated Services Manager (ISM): Any type of garbage/waste or recycle containers.

Greenhouse Compartments

Under no circumstances should the following items be touched, unless requested or approved by the Project Authority or Integrated Services Manager (ISM): The greenhouse compartments, greenhouse compartment glass (interior and exterior), corridors and basement.

3.0 SCHEDULE

Unless specified otherwise, cleaning work must be performed during the shifts listed below. Additional Cleaning schedule will be organized by the Project Authority and the cleaning contractor.

CRDC Main Complex buildings 1, 2, and 51

Monday to Friday
Evening shift: from 3pm to 11pm (Plus time for break)
Minimum requirement of 80 hours a week

CRDC Buildings 33, 38 and 64

Monday to Friday
Evening shift: from 4:30pm to 11:30pm (Plus time for break)
Minimum requirement of 35 hours a week for buildings 33, 38, 64, 71, 80, 84

Harrington Research Farm Buildings 71, 80 and 84

Monday to Friday
Evening shift: from 4:30pm to 11:30pm (including time for break)
Minimum requirement of 35 hours a week for buildings 33, 38, 64, 71, 80, 84

It shall be the responsibility of the Contractor and its employees to ensure the gates located at the entrance of the Harrington Farm remain closed and locked between the start and end of their scheduled hours of work.

Work may be performed on weekends and/or Public Holidays, as needed and upon approval of the Project Authority.

<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 a sample annual cleaning schedule, as described in the Statement of Work, within one month of the start date of the contract.

Upon signing the contract, the Contractor shall submit a complete, detailed schedule of the work to be performed on a daily basis, 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.

The Contractor's employees shall take special care not to disturb the Centre 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.

For health and safety reasons, all Cleaning Personnel are required to have a fluent command of English (oral and written).

The Contractor is responsible for administering first aid to its personnel, and must have sufficient personnel with first aid training and/or certification to do so.

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 Contractor is to provide the Project Authority a copy of the WHMIS certificate for each individual working at the CRDC and Harrington Research Centre.

4.1.1 Staffing

The Work must be carried out in accordance with Part C – Cleaning tasks and Part D - Guidelines on quality standards. Frequency of cleaning may be increased or decreased in specific areas as requested by the Project Authority.

Cleaning personnel must sign in upon arrival, and must sign out at actual time of departure. Cleaning personnel must not sign in or out for anyone other than themselves.

Should the Contractor fail to staff the building to the numbers indicated the invoice will be reduced proportionally. Employees absent from the worksite must be replaced with another worker of equivalent security clearance within two (2) hours of the start of the shift and work a full shift. In cases where absent employees are not replaced, the monthly invoice will be reduced proportionally.

4.1.2 Resources Required

The Contractor must retain employee time sheets and make them available to the Project Authority upon request for verification of actual hours worked.

The minimum number of personnel required to clean Buildings 1 and 2 at the CRDC is 2 custodians from 3pm to 11:00pm Monday to Friday.

The minimum number of personnel required to clean Buildings 33, 51 and 64 at the CRDC is 1 custodian from 3:00pm to 11:00pm Monday to Friday.

The minimum number of personnel required to cleaning Buildings 71, 80 and 84 in Harrington is 1 custodian from 4:30pm to 11:30pm Monday to Friday.

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 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.

Cleaner

The cleaner

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

4.1.3 Uniforms

All cleaning personnel must wear a clean uniform that bears and clearly displays the Contractor's company name, logo, or crest, at all times.

All cleaning personnel must wear the provided AAFC Photo Identification Card in a visible manner at all times.

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, ground water, sewers, storm drains, and 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 Flammable Materials

The Contractor may not keep within the work areas any flammable waste or materials. Moreover, it may not keep them in the storage areas, where applicable, nor even transport them without the Centre's express written permission. The use of gasoline, fuels or other highly inflammable materials and solvents is prohibited within the Centre.

The Contractor must keep all used, inflammable rapid burning materials in self-sealing metal containers.

The Contractor must store all polishing, waxing and other inflammable cleaning materials in a well-sealed space separate from rags and other cleaning materials and equipment.

4.5 Lost and found objects

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

4.6 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, skills and certificates 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.

4.7 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 shall be held liable for damages caused to buildings or to their contents during regular cleaning, when such damage can be attributed to the use of a detergent of any type by its employees or by itself, or any other type of damage caused by its employees. The products and equipment damaged shall be replaced by new products, as necessary, corresponding to the existing substances and equipment, in terms of type, quality and work.

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.
- The Contractor must reduce energy consumption by ensuring all lights are turned off at the end of the shift.
- In the event of a power failure (breakers, etc.) while a cleaning task is being performed, the Project Authority or Security Services must be notified immediately.
- When lights are burned out, they must be reported to and logged by the cleaning supervisor and passed onto the project authority
- 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.

The Contractor will ensure that their employees will only enter buildings assigned to them for servicing. If required to enter a non-assigned work area, the Contractor employee must be accompanied by federal government employee.

There shall be no food consumed or stored in the janitorial room. 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 effective communication to ensure a productive working relationship between all the people involved in the contract. The Supervisor must provide a telephone number where he or she can be reached at all times. The Cleaners will communicate any problems or concerns that require the attention of the Project Authority.

8.0 MEETINGS

The Contractor and Project Authority must attend, in person, scheduled meetings when required to discuss the Cleaning Operations or other activities required as follows:

- The meetings will be scheduled by the Project Authority.
- Minutes of the meeting will be accurately kept by the Project Authority and distributed to each person in attendance.
- The focus of the meetings will be on prevention and problem-solving.

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.** Water
- 1.1.2.** Power
- 1.1.3.** Garbage Bins

2.0 EQUIPMENT PROVIDED BY THE CONTRACTOR

The Contractor shall provide all the tools, equipment and products needed to accomplish the required tasks, including:

- Replacement plastic bags for recycle centres
- Paper towels (Natural white to fit existing dispensers. Meets Green Seal Standard GS-1 or a comparable product)
- Bathroom tissue (2 ply) to fit existing dispensers. Meets Green Seal Standard GS-1 or a comparable product.
- Foaming hand wash to fit existing dispensers.
- Urinal Deodorizer pads and urinal screens with blocks
- Entrance mats for all buildings listed on contract.

One (1) month of supplies are to be delivered on site two (2) days prior to contract start date.

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 Authority, it should be noted that all vacuum cleaners must be equipped with high efficiency particulate removal filters (HEPA).

The Contractor shall make available and have posted at all the janitor's room entrances, updated Material Safety Data Sheets (MSDS) for all products stored on site.

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.

The Centre may, at any time, take samples of the materials used and test them to ensure that they are up to standard.

PART C – CLEANING TASKS

CHARLOTTETOWN RESEARCH AND DEVELOPMENT CENTRE

1.0 GENERAL

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

Floor scrubbing, sealing, stripping, waxing, buffing and steam cleaning of carpets must be scheduled 5 business days in advance of the work and in collaboration with the Project Authority. Any changes or modifications to the schedule must be pre-approved by the Project Authority. This type of work must take place after 5pm, holidays or the weekends. The vacuuming of carpets must be carried out after 5pm unless it is an emergency or authorized by the Project Authority.

Notice must be given to the Project Authority 5 business days prior to cleaning operations planned to be performed on holidays and weekends.

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 and labs.
- Clean all uncarpeted floors, including stairwells and photocopier rooms, offices, main lobby, administration area, kitchen area, corridors and laboratories.
- Damp mop corridors, main lobby, administration area, kitchen area, stairwells, entrances and washrooms.
- Vacuum the areas surrounding photocopiers, shredders and other paper handling areas.

All research rooms are considered laboratories. Due to the magnitude of laboratories floors to wash, a 5 day schedule is recommended to spread the work over the period of a week in order to avoid overlooking a laboratory floor. All work to be approved by the Project Authority.

Weekly

- Mop laboratories, offices, stairwells, photocopying rooms and meeting rooms.
- Sweep and mop concrete floors.

Weekly November 1 to April 30

- Entrance mats are only in place seasonally, from November to April. During this time the entrance mats are to be lifted and the floor underneath cleaned.

Annual

- All uncarpeted floors, annual stripping and waxing to be completed in April of each year, to be scheduled with the Project Authority. All furniture will be removed by and replaced by the AAFC staff.
- Clean, Buff and Polish all uncarpeted floors in October.

Quarterly

Main Computer Room 252C

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

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 deducted from the Contractor's monthly payment.

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 Carpeted

Daily

- Clip loose threads during vacuuming operation
- Remove all spots daily and report to the Project Authority spots on carpeting or entrance mats that cannot be removed by normal means and any damage to or lifting of carpeting.
- Pick up debris
- Vacuum the areas surrounding photocopiers, shredders and other paper handling areas.

Weekly

- Vacuum all carpeted areas

Annual

- Steam clean or shampoo all carpets using water extractor type machine. All labour, equipment and materials for this work is to be supplied by the contractor. To be scheduled with the Project Authority. All furniture will be removed by and replaced by the AAFC staff.

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 deducted from the Contractor's monthly payment.

2.3 Entrance mat (November 1 to April 30)

Daily

- Vacuum all entrance mats
- Lift and clean the floor underneath
- Cut any loose threads.
- Clean spills and stains (identify permanent stains).

All entrance mats are to be steam cleaned in May. 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 recycle bins and replace the bin liners.
- Empty garbage bins located in boardrooms and public areas. Do not remove garbage from bins located in laboratories, offices or workstations.
- 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 windows.

Weekly

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

Monthly

- Dust ceiling vents.
- Clean sidelights and their frames.
- Dust high surfaces.
- Clean interior side of all windows

3.2 Hallways and corridors

Daily

- Remove any litter.
- Empty garbage bins and replace bin liners.
- Empty recycling stations and replace bags.
- Spot clean doors, windows, walls, display cases, directory board glass and sidelights.
- Clean and disinfect the drinking fountains located in all listed buildings.
- Corrugated cardboard boxes to be picked up from hallways and taken to outside cardboard bins.

Weekly

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

Monthly

- Clean the outside of all fire cabinet windows.
- Dust high surfaces.
- Clean interior side of all windows

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/sweep elevator floor and finish by damp mopping.

3.4 Stairwells

Daily

- Remove any litter.
- Clean glass doors and 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
- Clean interior side of all windows

3.5 Offices and workstations

Daily

- Wipe chair armrests and put chairs back correctly.
- Spot clean, doors, windows and bookcase glass.
- Clean chairs.

Weekly

- Remove any marks/fingerprints on the outside of the filing cabinets.
- Clean the outside of the workstation filing cabinets.
- Dust.
- Dust empty shelves.

Monthly

- Dust high surfaces.
- Clean chair legs, doors, windows and garbage bins.
- Clean interior side of all windows

3.6 Conference Room

Daily

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

Weekly

- Clean the inside/outside of garbage bins, recycling bins and doors.
- Clean windows on each side and heaters below the windows.
- Polish metal surfaces.
- Dust high surfaces (see Part E: Glossary for details)
- Vacuum chairs.

Monthly

- Clean interior side of all windows

Semi-Annually

- Steam clean cloth chairs.

3.7 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 and sinks.
- Spot clean garbage bins, blue recycling bins, doors, windows, exterior surface of the 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.

Monthly

- Dust high surfaces.
- Clean interior side of all windows

3.8 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.
- 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 windows.

Weekly

- Clean partitions and doors.

Monthly

- Clean and disinfect receptacle interiors.
- Dust high surfaces.
- Dust visible pipes.
- Clean interior side of all windows

3.9 Laboratories

Daily

- Spot clean windows and glass doors.

Monthly

- Wash and disinfect garbage bins and replace liners, as requested.
- Clean windows and glass doors on both sides.
- Clean interior side of all windows

3.10 Miscellaneous

Bi-Annual

Vertical and horizontal window blinds, dust and vacuum in all areas with blinds.

3.11 Recycling

Daily

- Ensure that all waste and recyclable materials that are collected for disposal will be separated in accordance with Island Waste Management Corporation (IWMC) Bylaw. Any fines resulting in waste materials that are not separated properly will be the contractor's responsibility.
- Co-ordinate, collect, sort, and ensure that the recycled products are recycled in the proper manner.
- Empty the recycled containers for paper, glass and cans.

4.0 BUILDING EXTERIOR 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.

HARRINGTON RESEARCH FARM

1.0 GENERAL

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

Floor scrubbing, sealing, stripping, waxing, buffing and steam cleaning of carpets must be scheduled 5 business days advance of the work and in collaboration with the Project Authority. Any changes or modifications to the schedule must be pre-approved by the Project Authority. This type of work must take place after 5pm, holidays or the weekends. The vacuuming of carpets must be carried out after 5pm unless it is an emergency or authorized by the Project Authority.

Notice must be given to the Project Authority 5 business days prior to cleaning operations planned to be performed on holidays and weekends.

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 and labs.
- Clean all uncarpeted floors, including stairwells and photocopier rooms, offices, main lobby, administration area, kitchen area, corridors and laboratories.
- Damp mop corridors, main lobby, administration area, kitchen area, stairwells, entrances and washrooms.

Weekly

- Mop laboratories, offices, stairwells, photocopying rooms and meeting rooms.
- Sweep and mop concrete floors.
- Lift entrance mat and clean the floor underneath.

Annual

- All uncarpeted floors, annual stripping and waxing to be completed in April of each year, to be scheduled with the Project Authority. All furniture will be removed by and replaced by the AAFC staff.
- Clean, Buff and Polish all uncarpeted floors in October.

Quarterly

Main Computer Room 252C

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

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 deducted from the Contractor's monthly payment.

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.**

2.1 **Entrance mat (November 1 to April 30)**

Daily

- Vacuum all entrance mats
- Lift and clean the floor underneath
- Cut any loose threads.
- Clean spills and stains (identify permanent stains).

All entrance mats are to be steam cleaned in May. The exact dates must be planned and approved by the Project Authority.

3.0 BUILDING INTERIOR

3.1 Hallways and corridors

Daily

- Remove any litter.
- Empty garbage bins and replace bin liners.
- Empty recycling stations and replace bags.
- Spot clean doors, windows, walls, display cases, directory board glass and sidelights.
- Clean and disinfect the drinking fountains located in all listed buildings.
- Corrugated cardboard boxes to be picked up from hallways and taken to outside cardboard bins.

Monthly

- Clean interior side of all windows

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.
- 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 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

- Wipe chair armrests and put chairs back correctly.
- Spot clean, doors, windows and bookcase glass.
- Clean chairs.

Weekly

- Remove any marks/fingerprints on the outside of the filing cabinets.
- Clean the outside of the workstation filing cabinets.
- Dust.
- Dust empty shelves.

Monthly

- Dust high surfaces.
- Clean chair legs, doors, sash windows and garbage bins.
- Clean interior side of all windows

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, 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.
- Clean interior side of all windows

CHARLOTTETOWN RESEARCH AND DEVELOPMENT CENTRE & HARRINGTON RESEARCH FARM

1.0 RECYCLING

1.1 Paper and cardboard

The contractor will ensure that all waste and recyclable materials collected for disposal will be separated in accordance with Island Waste Management Corporation (IWMC) Bylaw. Waste materials not separated properly will be the contractor's responsibility.

All paper and cardboard, unless marked otherwise, must be recycled and should not be thrown in the waste or compost bins by the Contractor. Cardboard containers should be flattened and placed in designated recycling bins. Paper is to be put in recyclable bags and placed in the recycling containers.

All paper and cardboard must be collected in containers provided by AAFC. Large recycle containers are stored in the facility corridors, kitchens and header house area. Empty containers must be immediately taken back to their original location. Small recycle collection bins located throughout the facility in public areas and meeting rooms must be emptied into the large recycle contains for pickup.

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

1.2 Plastic and Glass

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

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

2.0 REPLACEMENT OF LIGHTS

2.1 Replacement of Facility lamps is completed by AAFC facility management team, and is not part of this Contract.

2.2 The Cleaning staff will report all burned out lights to the Project Authority for action.

3.0 WASHROOM CLEANING AND MAINTENANCE

All washrooms in Charlottetown and Harrington

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 Authority.

All Lunchrooms

Kitchens, kitchenettes, lunchrooms and drinking fountains

See Map of Site and Floor plan of the CRDC and Harrington Research Farm at the end of this Appendix B

4.0 INTERIOR AND EXTERIOR WINDOW WASHING

As part of the Contract all exterior and interior windows will be washed on Buildings 1, 2, 51, 33 and 64 at the CRDC and Buildings, 80, 71 and 84 header house section in Harrington 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 Buildings 1, 2, 51, 33 and 64 at the CRDC and Buildings, 80, 71 and 84 header house section in Harrington. Interior window glass and door glass will be washed on Buildings 1, 2, 51, 33 and 64 at the CRDC and Buildings, 80, 71 and 84 header house section in Harrington.

SEMI-ANNUALLY – Buildings 1, 2, 51, 33, 64, 80, 71, 84 header house section, schedule exterior window washing in May and October per 12 month period.

The semi annual exterior window cleaning must be performed by using an Arial lift (Zoom Boom lift for an example) for all work above eight (8) feet from the ground surface. This work must fall within the Workers Compensation Boards safety standards and regulations. All equipment and PPE used in this task must be CSA approved.

5.0 LAMP ACRYLIC LENSE CLEANING

As part of the Contract the cleaning will wash lamp lenses on the outside of the fixture.

ANNUALLY – one time per 12 month period, scheduled by AAFC Project Authority.

6.0 “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 they authorize it in advance.

PART D – GUIDELINES ON QUALITY STANDARDS

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.

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.

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.

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.

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.
- ✓ Building occupants are now transporting their waste, compost and recyclables to centralized 4-bin receptacles and sorting appropriately; washrooms, boardrooms and kitchen areas will require individual wastebasket pickups.

Countertops and backsplashes

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

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.

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.

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.

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.
- ✓ The Contractor shall provide 5 business days notice to the Project Authority prior to performing floor maintenance including waxing, buffing, stripping and steam clean carpets.

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.

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.

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 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.

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.

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.

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.

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.

- **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.
- **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 (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.
- **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.
- **Cleaning expected after a special project:** Extra cleaning requested by the Project Authority.
- **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.
- **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.
- **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.
- **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 (Lab, Laboratory):** All research facilities are considered part of the laboratories and must be cleaned as laboratories.
- **Litter:** Paperclips, pieces of paper, mop strings, pins, staples, gum and other items discarded on floors, carpets, furniture and other horizontal surfaces. Synonym: waste.
- **Material/Equipment:** Refers to the tools necessary for the performance of work.
- **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
- **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.
- **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.
- **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.
- **Regular dusting:** Remove dust on horizontal and vertical surfaces that are less than 1.5 metres high with a damp cloth or antistatic duster.
- **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.

- **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.
- **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.
- **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.
- **Stairwells:** Vertical structure which includes stairs, risers, railings, ramps, landings, baseboards, walls, doors and glass partitions.
- **Standard cleaning:** Cleaning work covered by the contract on a monthly, weekly, biweekly or daily basis, as outlined in this Statement of Work.
- **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.
- **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. Vacuum equipment must be industrial/commercial grade and equipped with motorised power head, HEPA filter, and crevice tool and must not exceed 65 decibels. Vacuums must be two (2) motor design (1 for suction, 1 for power head).
- **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.
- **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.

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.

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 the minimum 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-19 as 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.

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 dispensers 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 and push buttons)

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
- Light switch
- Door handle from inside and outside

Kitchens, 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

CRDC and Harrington Research Farm Site Plans and Floor Plans

Charlottetown Research and Development Centre Site Plan

440 University Avenue and Lily Pond Drive

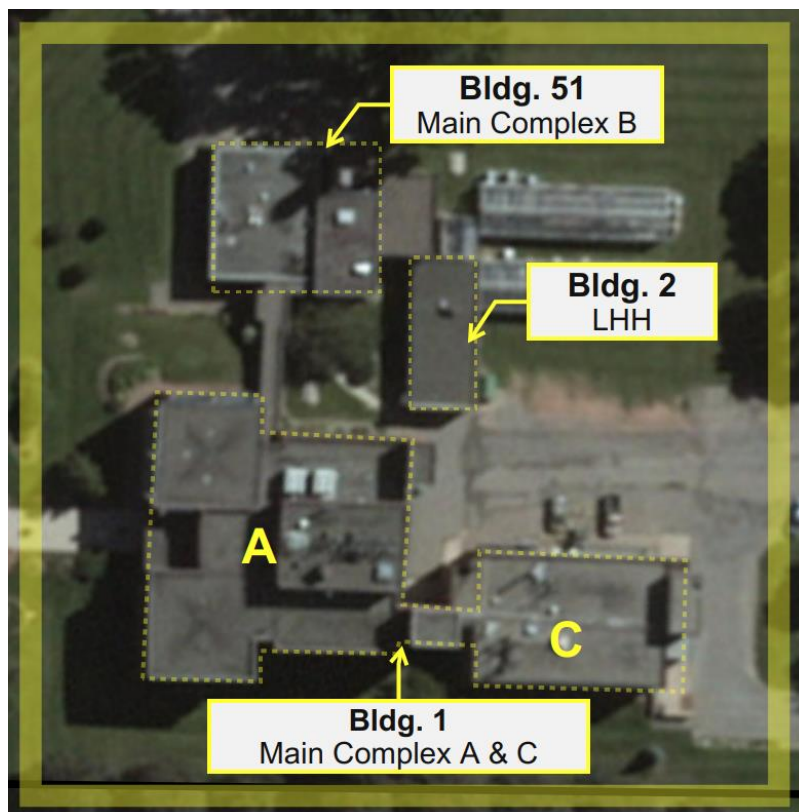
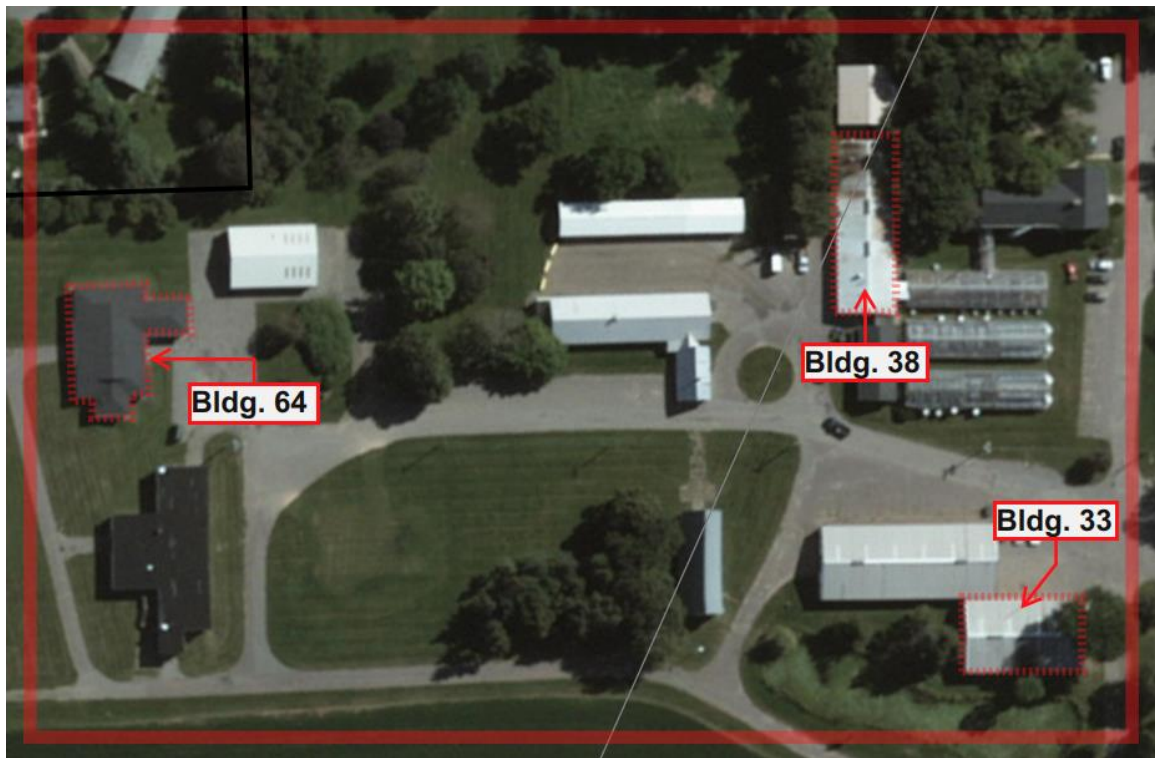


Charlottetown Research and Development Centre Building Location

440 University Avenue and Lily Pond Drive



Charlottetown Research and Development Centre Building Location con't



Harrington Research Farm Site Plan

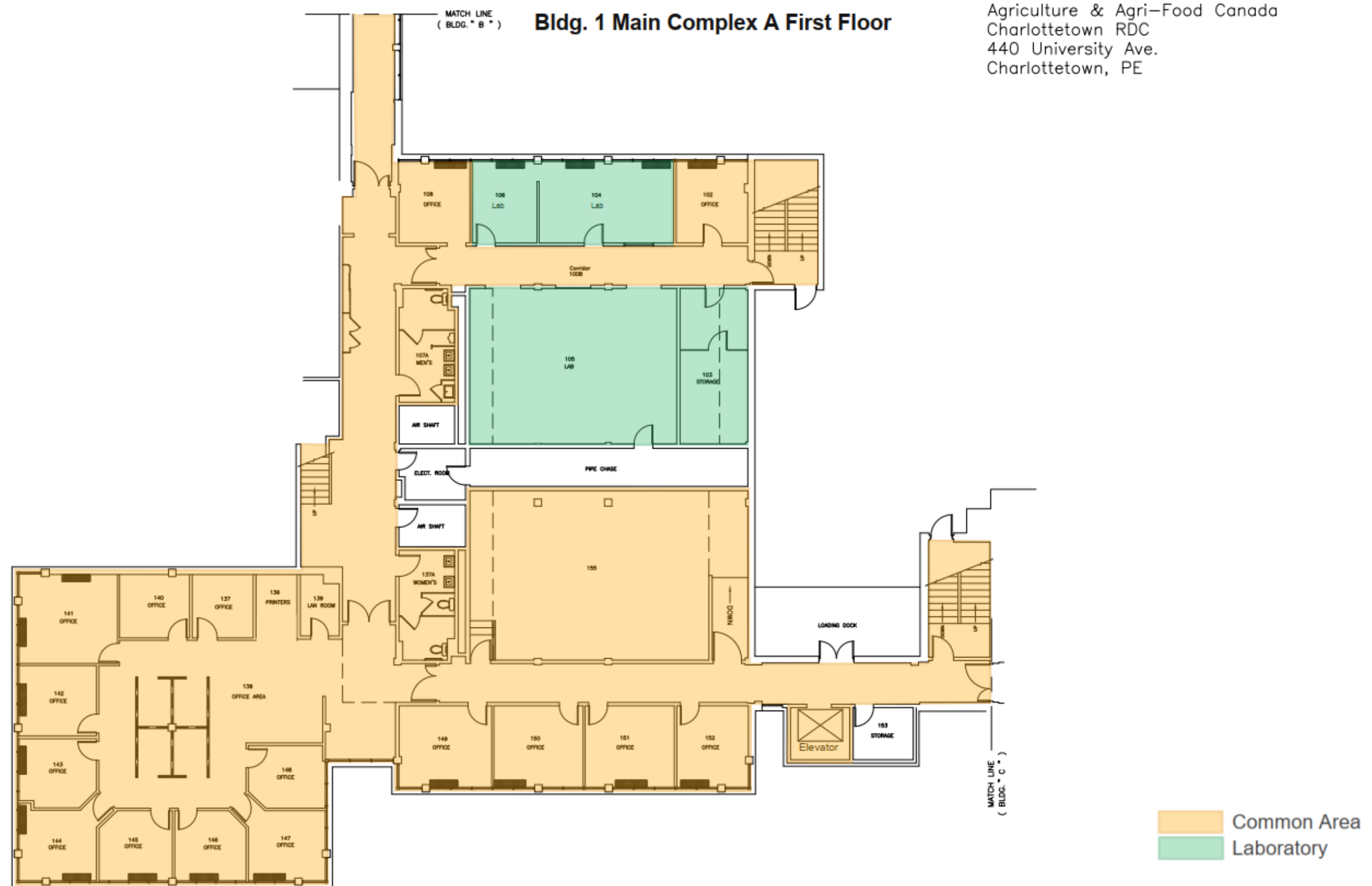
1200 Brackley Point Road



Harrington Research Farm Building Location

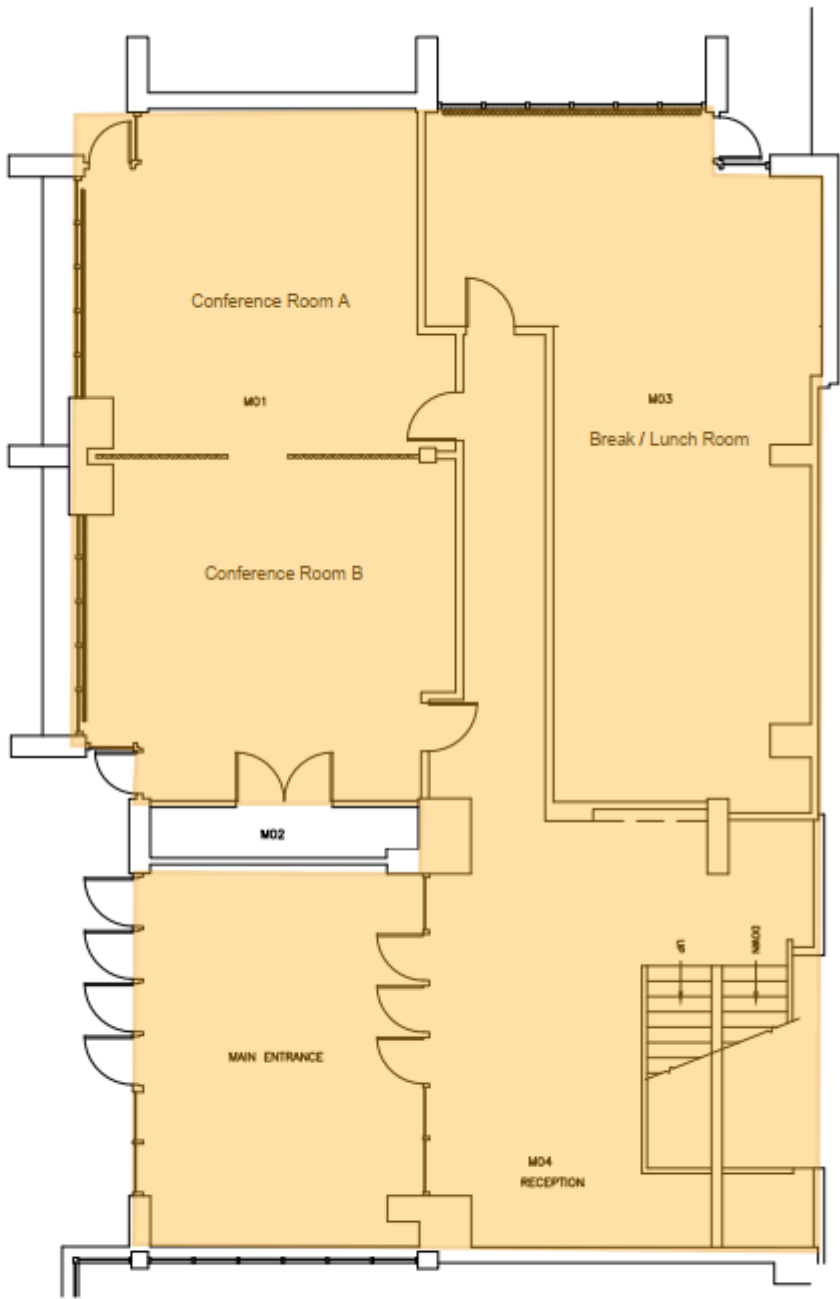
1200 Brackley Point Road





Bldg. 1 Main Complex A Mezzanine Floor

Agriculture & Agri-Food Canada
Charlottetown RDC
440 University Ave.
Charlottetown, PE



Common Area

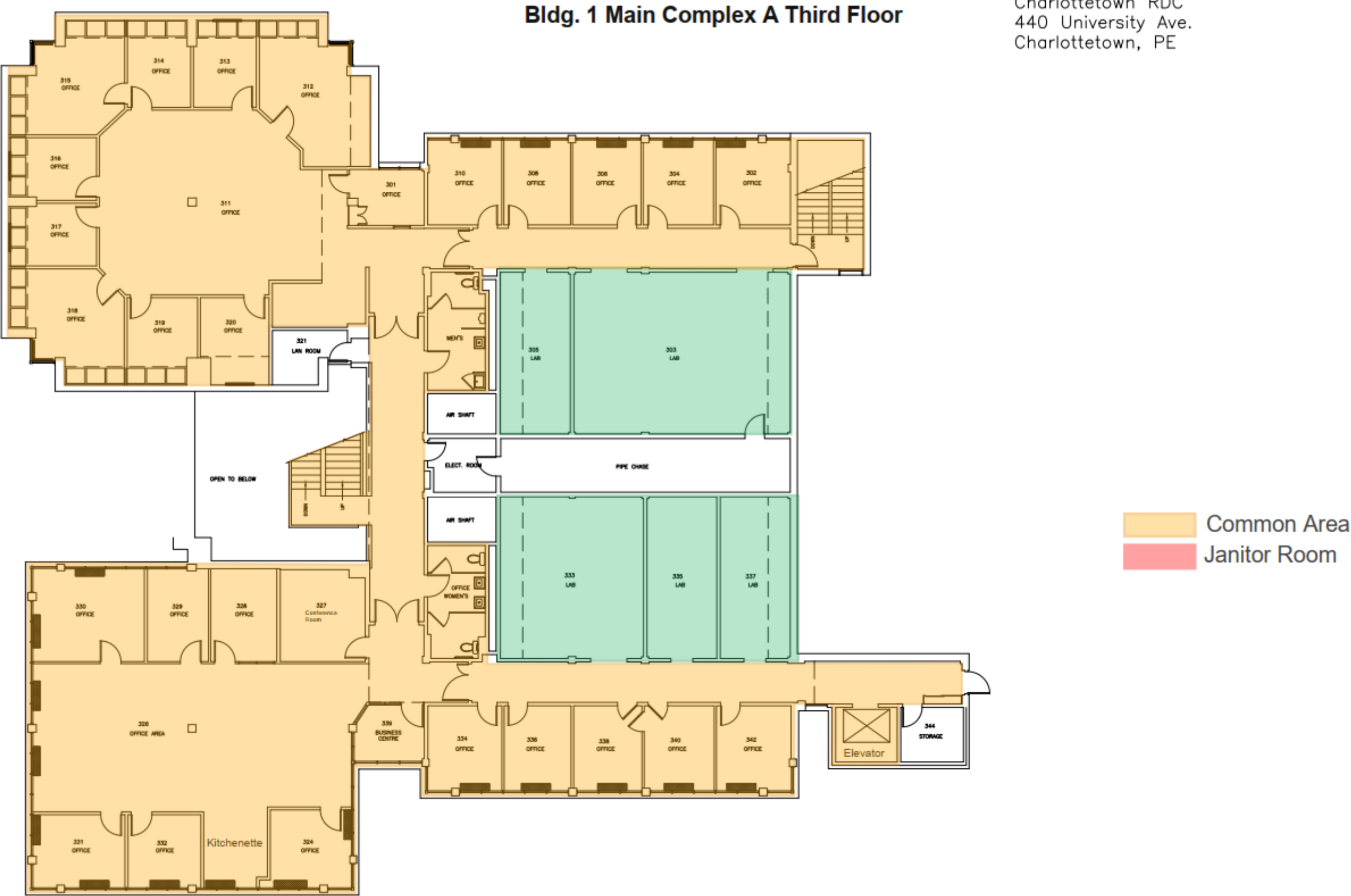
Agriculture & Agri-Food Canada
Charlottetown RDC
440 University Ave.
Charlottetown, PE

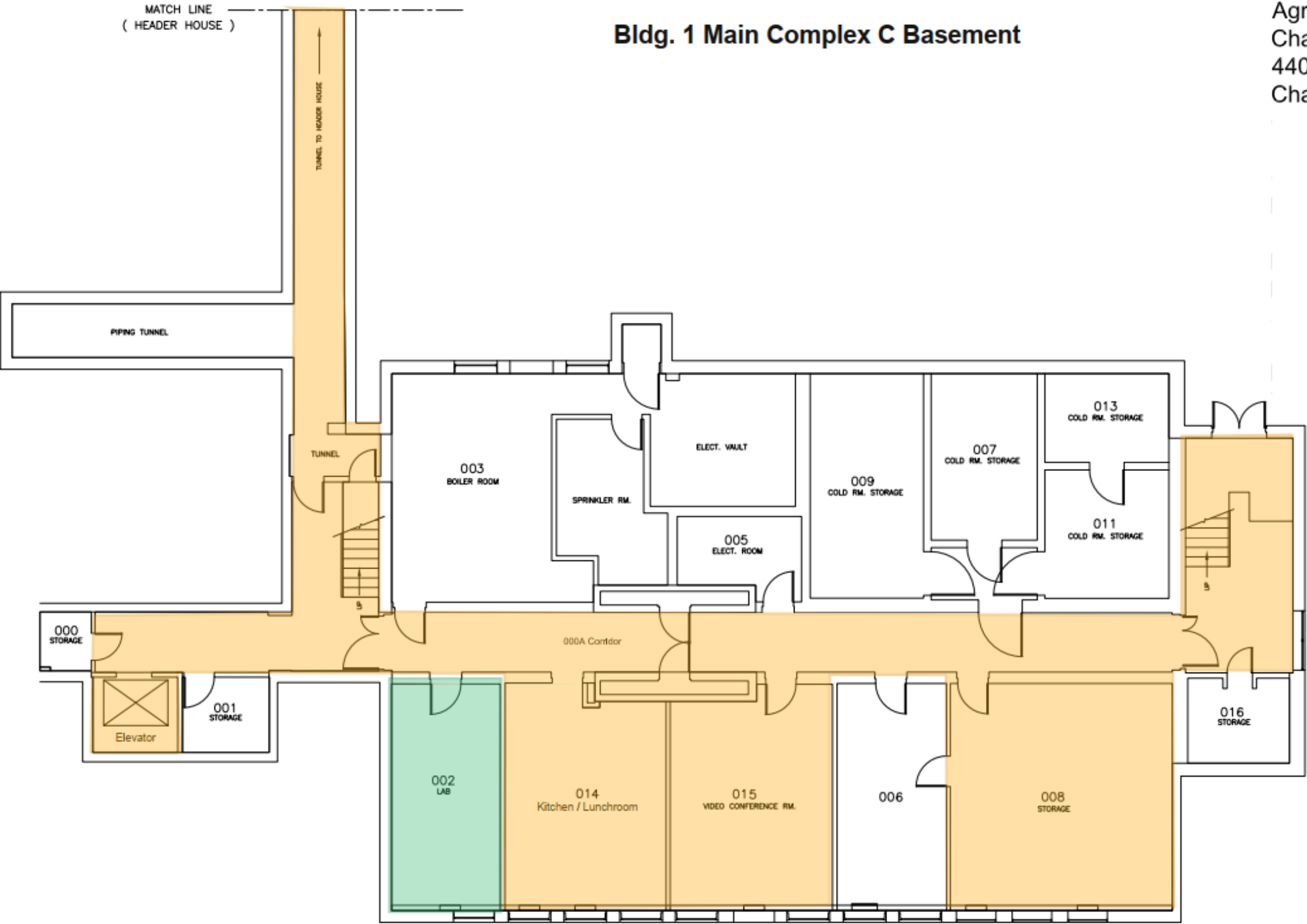
Bldg. 1 Main Complex A Second Floor



Common Area
Laboratory

Agriculture & Agri-Food Canada
Charlottetown RDC
440 University Ave.
Charlottetown, PE



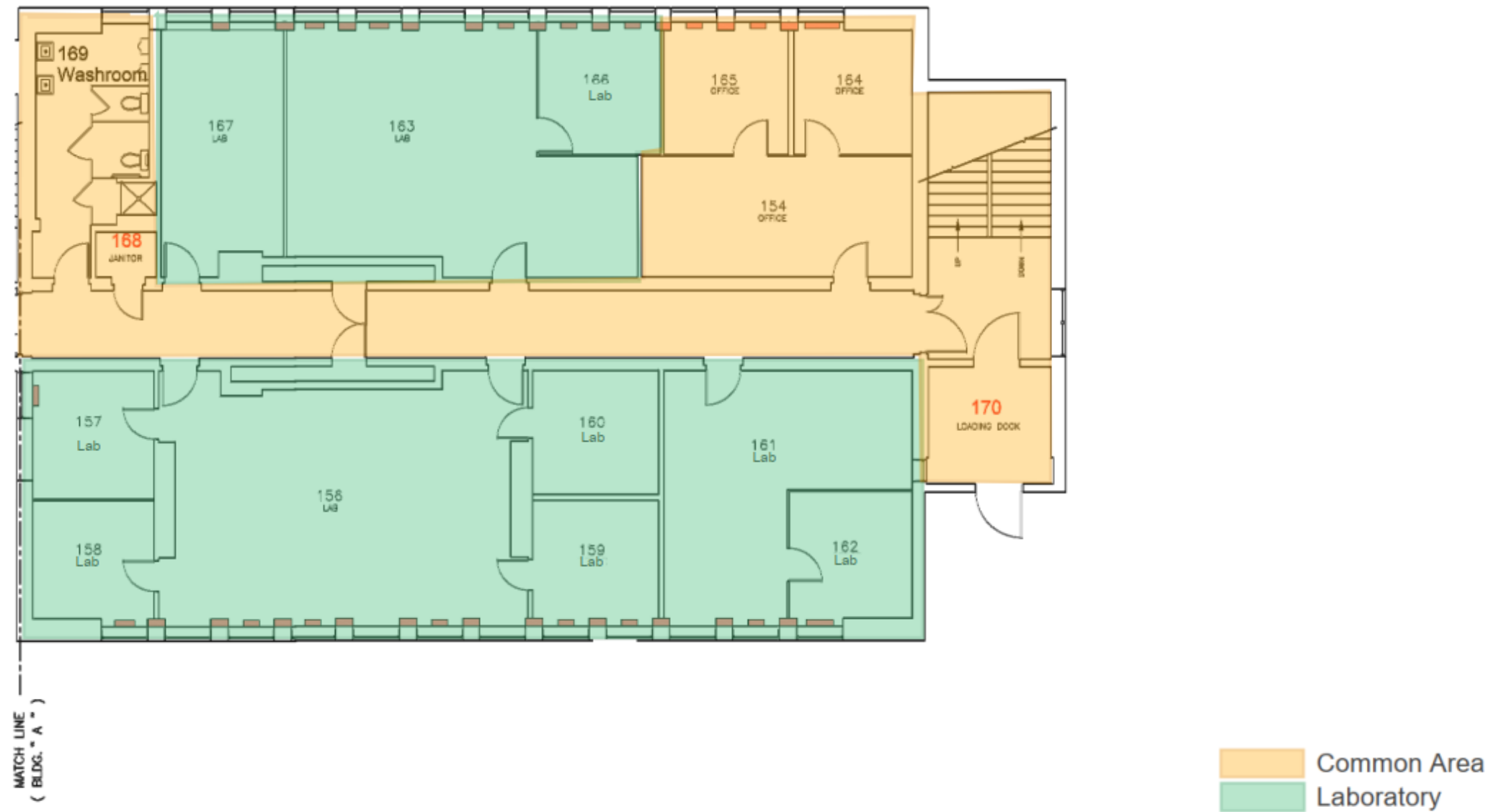


Agriculture & Agri-Food Canada
Charlottetown RDC
440 University Ave.
Charlottetown, PE

Common Area
Laboratory

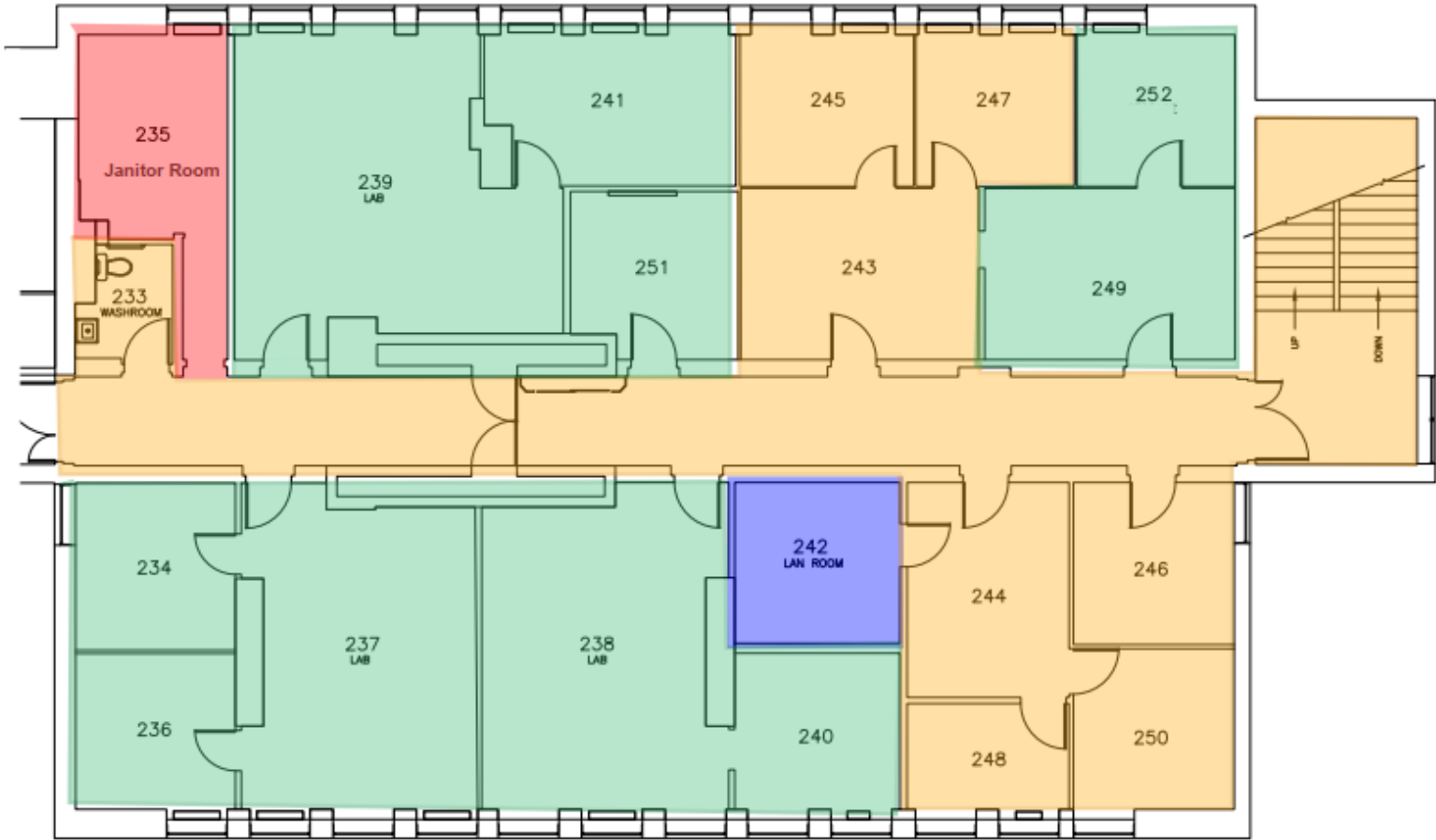
Bldg. 1 Main Complex C First Floor

Agriculture & Agri-Food Canada
Charlottetown RDC
440 University Ave.
Charlottetown, PE

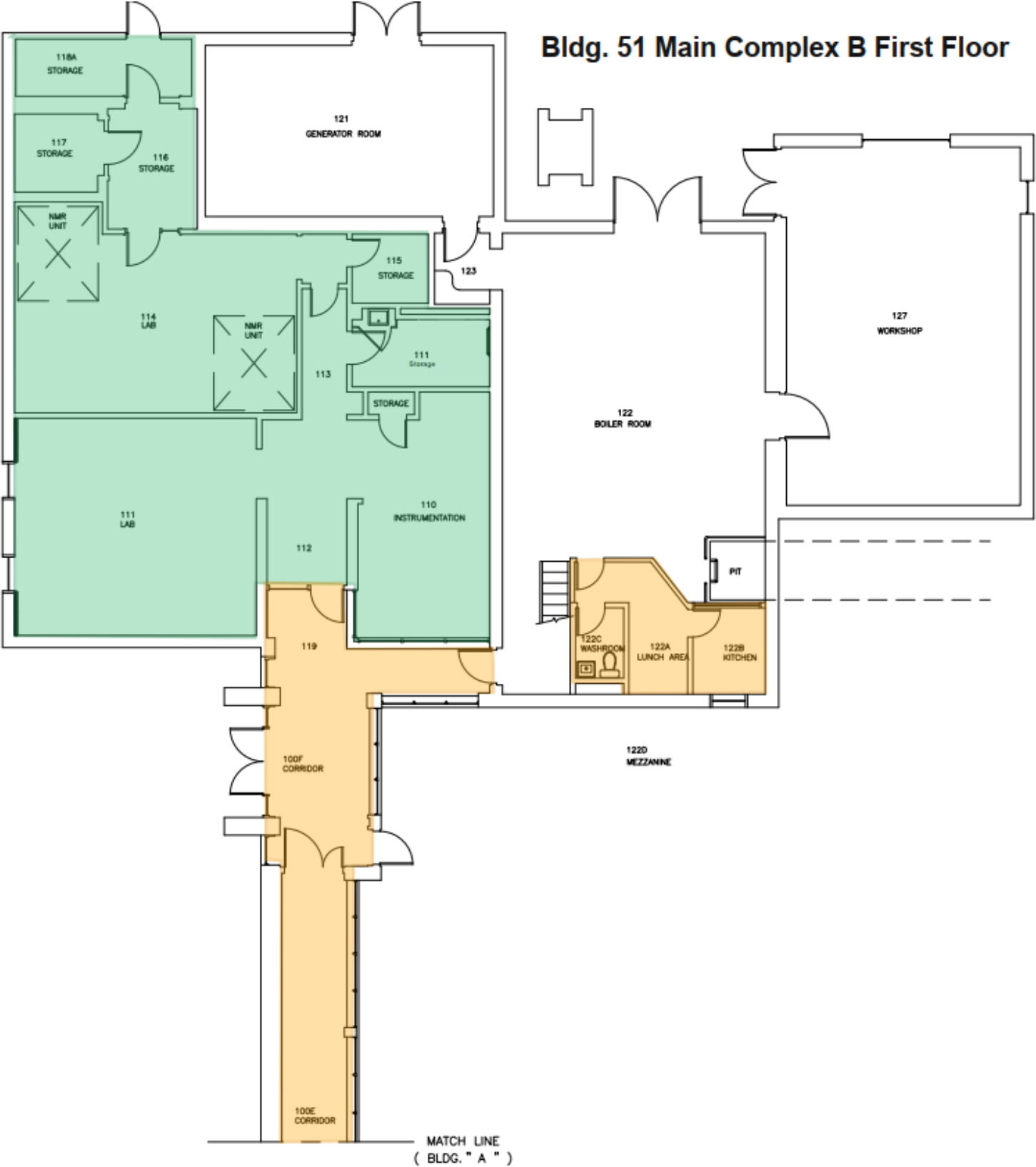


Bldg. 1 Main Complex C Second Floor

Agriculture & Agri-Food Canada
Charlottetown RDC
440 University Ave.
Charlottetown, PE



- Common Area
- Laboratory
- LAN Room
- Janitor Room

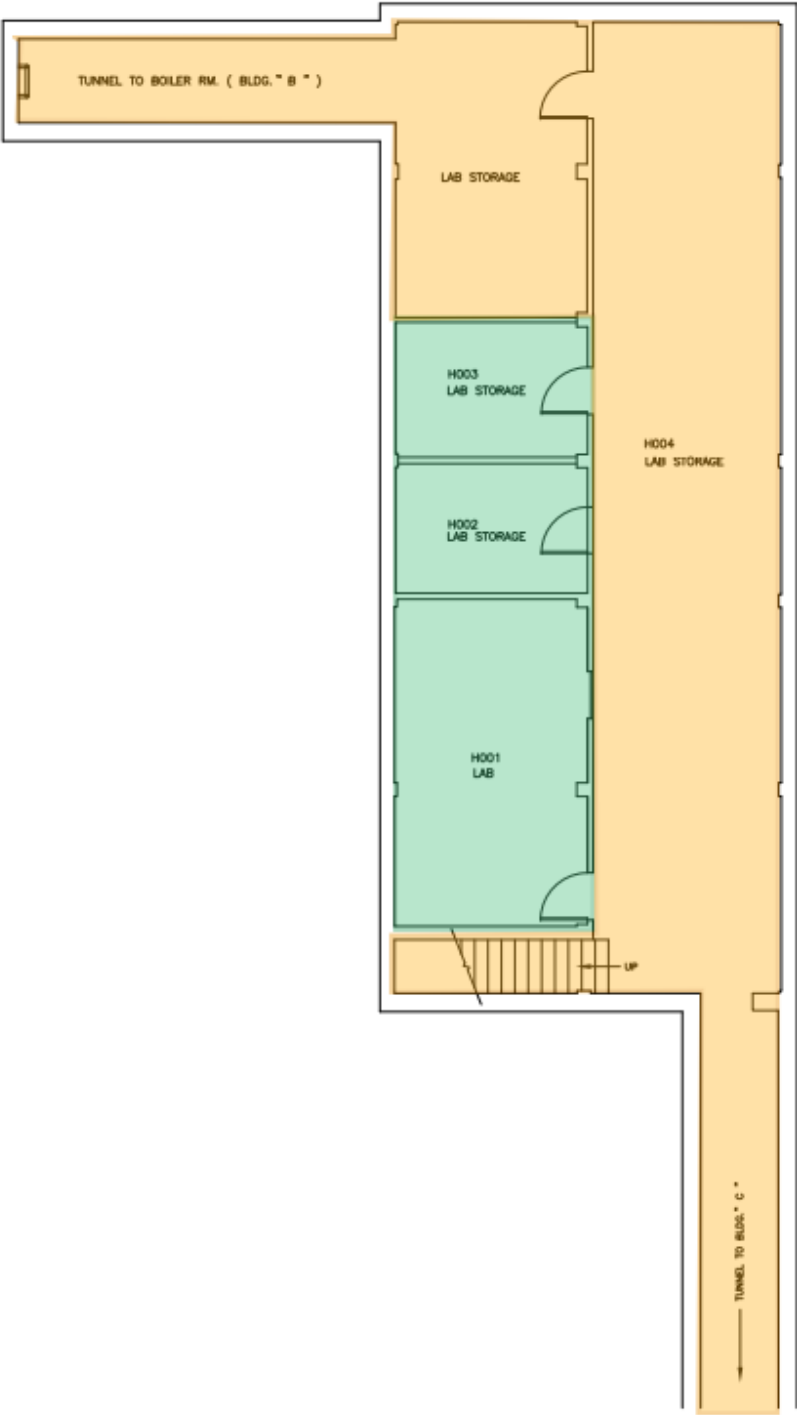


Agriculture & Agri-Food Canada
Charlottetown RDC
440 University Ave.
Charlottetown, PE

Common Area
Laboratory

Bldg. 2 Lab Header House (LHH) Basement

Agriculture & Agri-Food Canada
Charlottetown RDC
440 University Ave.
Charlottetown, PE



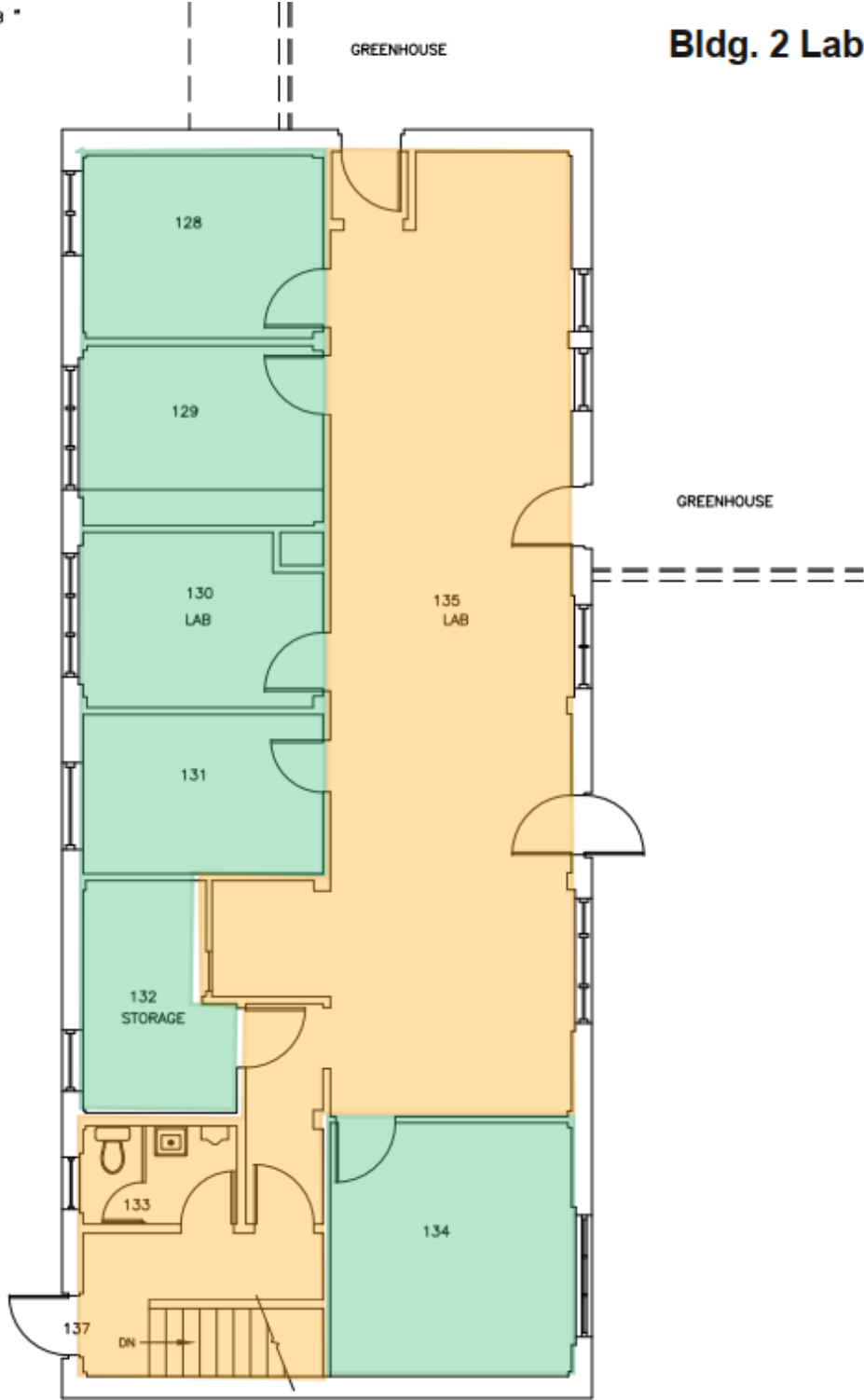
Common Area
Laboratory

BUILDING " B "

GREENHOUSE

Bldg. 2 Lab Header House (LLH) First Floor

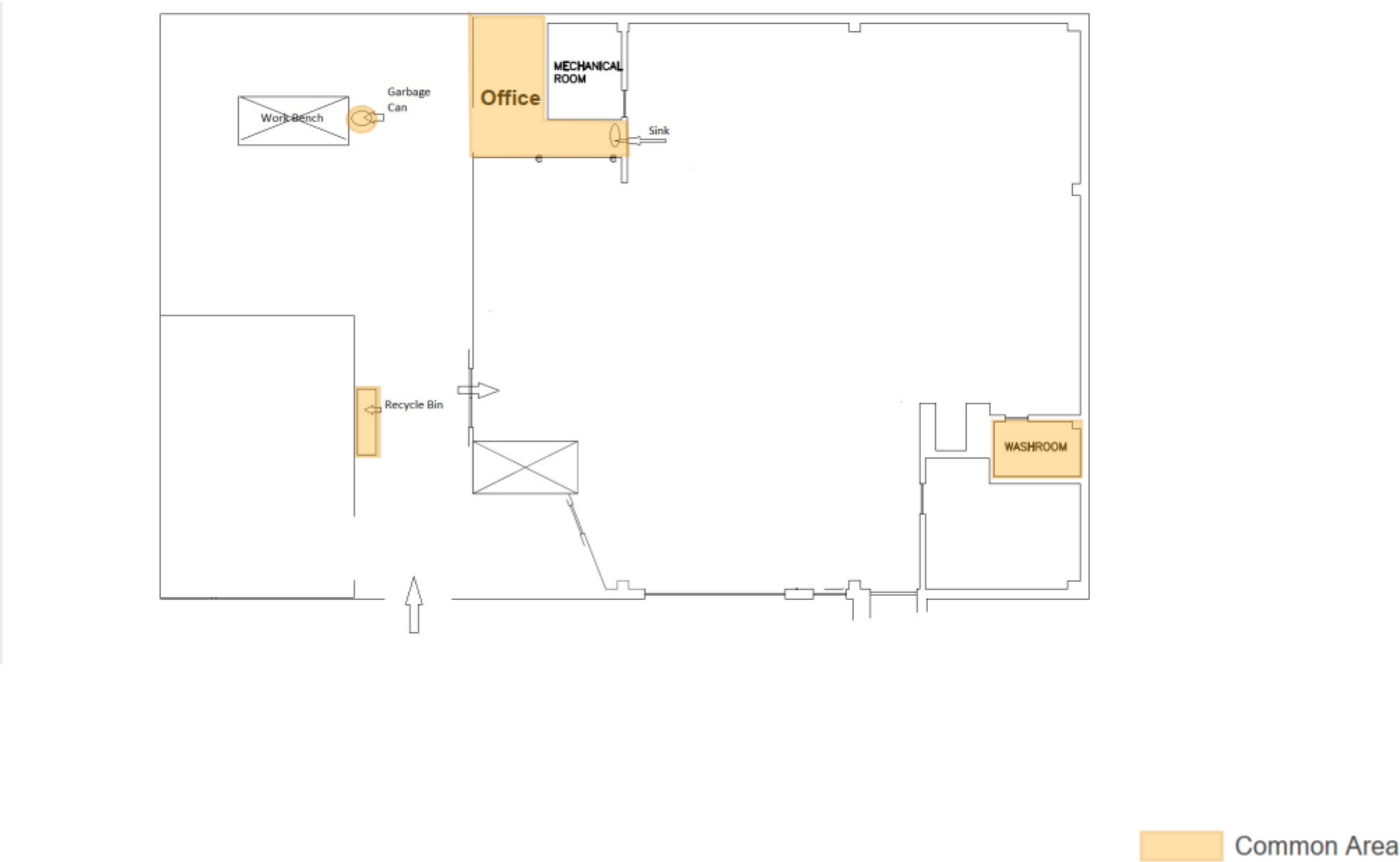
Agriculture & Agri-Food Canada
Charlottetown RDC
440 University Ave.
Charlottetown, PE



Common Area
Laboratory

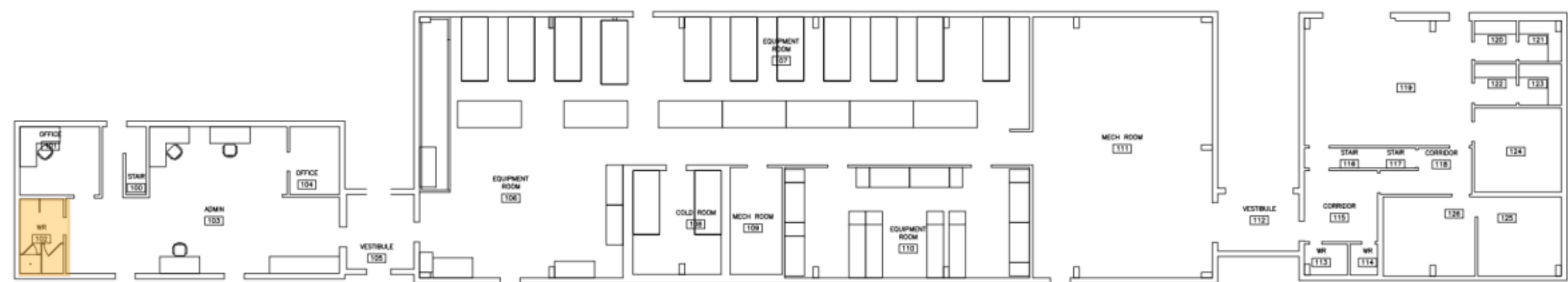
Bldg. 33 Carpentry Shop

Agriculture & Agri-Food Canada
Charlottetown RDC
33 Lily Pond Drive
Charlottetown, PE



Bldg. 38 Cereal Header House

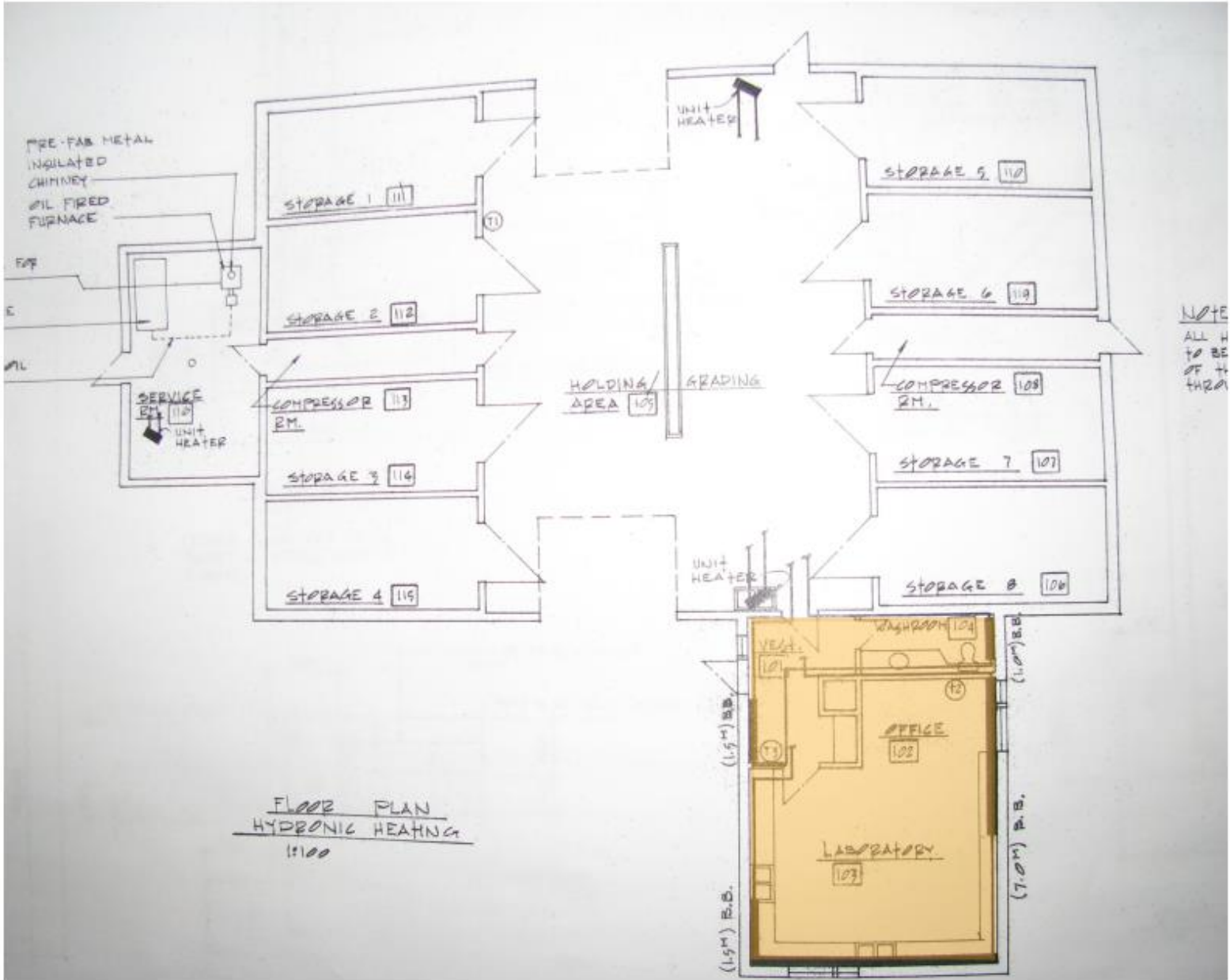
Agriculture & Agri-Food Canada
Charlottetown RDC
38 Lily Pond Drive
Charlottetown, PE



Common Area

Bldg. 64 Potato Storage

Agriculture & Agri-Food
Canada
Charlottetown RDC
64 Lily Pond Drive



Common Area

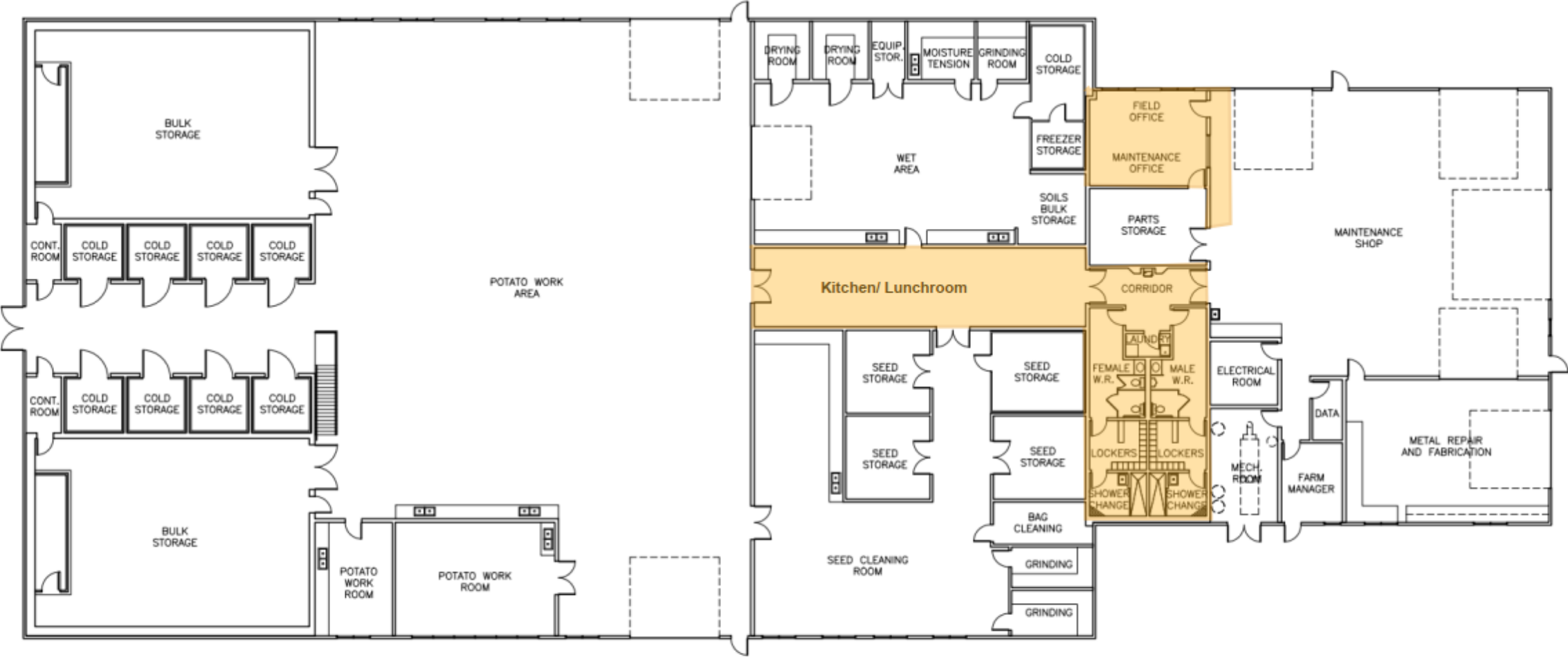
Bldg. 71

Agriculture & Agri-Food Canada
Harrington Research Farm
1200 Brackley Point Road
Harrington, PE



Bldg. 80

Agriculture & Agri-Food Canada
Harrington Research Farm
1200 Brackley Point Road
Harrington, PE



Common Area

Bldg. 84 Greenhouse

Agriculture & Agri-Food Canada
Harrington Research Farm
1200 Brackley Point Road
Harrington, PE



ANNEX B - BASIS OF PAYMENT

*Prices must exclude Taxes

Initial contract period: From December 1, 2022 to November 28, 2023

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

Charlottetown Research and Development Centre (CRDC)

440 University Avenue and various locations on Lily Pond Drive (located on same property as 440 University Avenue) – Charlottetown, PE.

Bldg.	Approx. Area Included	Brief Description of Area	A Firm Monthly Cost	B Number of Months/Year	C Yearly Cost (C = A x B)
1, 2 & 51	Labs : 2305 m2 Common : 2311 m2	Bldg. 1 - Main Complex A and C Bldg. 2 - Lab Header House (LHH) Bldg. 51 – Main Complex B	\$ _____	12	\$ _____
33	Common : 12 m2	Carpenter Shop	\$ _____	12	\$ _____
38	Washrooms only : 6m2	Cereal Header House	\$ _____	12	\$ _____
64	Common : 59 m2	Potato Storage Building	\$ _____	12	\$ _____
TOTAL	4693 m²				\$ _____

1.2 For **Regular Work** under the contract described in Annex A - Statement of Work.

Harrington Research Farm

1200 Brackley Road – Harrington, PE

Bldg.	Approx. Area Included	Brief Description of Area	A Firm Monthly Cost	B Number of Months/Year	C Yearly Cost (C = A x B)
71	Labs : 219 m2 Common : 565 m2	Building 71	\$ _____	12	\$ _____

80	Common : 195 m2	Building 80	\$ _____	12	\$ _____
84	Common : 210 m2	Greenhouse	\$ _____	12	\$ _____
TOTAL	1189 m²				\$ _____

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

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

1.4 **Total cost** for Initial contract period: From December 1, 2022 to November 28, 2023

1.1 TOTAL for regular work – Charlottetown Research & Development Centre	\$
1.2 TOTAL for for regular work – Harrington Research Farm	\$
1.3 TOTAL for COVID19 Protocol	\$
TOTAL for Initial contract period	\$

1.5 For additional workload described in Annex A Statement of Work, Part C, Article 6.0 “**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	\$ _____/hr

1.6 Contract Adjustment - Cost per square meter

$$\begin{array}{ccccccc} \$ \underline{\hspace{2cm}} & \div & \underline{\mathbf{5,882\ m^2}} & = & \underline{\hspace{2cm}} & \$ \div 12 & = & \$ \underline{\hspace{2cm}} / \text{m}^2 \\ \text{(Bid price, as per combined} & & \text{(Total area to maintain)} & & & & & \text{(Cost per square meter per month)} \\ \text{Total of 1.1, 1.2 and 1.3)} & & & & & & & \end{array}$$

Option Year 1: From December 1, 2023 to November 28, 2024

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

Charlottetown Research and Development Centre (CRDC)

440 University Avenue and various locations on Lily Pond Drive (located on same property as 440 University Avenue) –
Charlottetown, PE.

Bldg.	Approx. Area Included	Brief Description of Area	A Firm Monthly Cost	B Number of Months/Year	C Yearly Cost (C = A x B)
1, 2 & 51	Labs : 2305 m2 Common : 2311 m2	Bldg. 1 - Main Complex A and C Bldg. 2 - Lab Header House (LHH) Bldg. 51 – Main Complex B	\$ _____	12	\$ _____
33	Common : 12 m2	Carpenter Shop	\$ _____	12	\$ _____
38	Washrooms only : 6m2	Cereal Header House	\$ _____	12	\$ _____
64	Common : 59 m2	Potato Storage Building	\$ _____	12	\$ _____
TOTAL	4693 m²				\$ _____

1.2 For Regular Work under the contract described in Annex A - Statement of Work.

Harrington Research Farm

1200 Brackley Road – Harrington, PE

Bldg.	Approx. Area Included	Brief Description of Area	A Firm Monthly Cost	B Number of Months/Year	C Yearly Cost (C = A x B)
71	Labs : 219 m2 Common : 565 m2	Building 71	\$ _____	12	\$ _____

80	Common : 195 m2	Building 80	\$ _____	12	\$ _____
84	Common : 210 m2	Greenhouse	\$ _____	12	\$ _____
TOTAL	1189 m²				\$ _____

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

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

1.4 **Total cost** for Option year 1: From December 1, 2023 to November 28, 2024

1.1 TOTAL for regular work – Charlottetown Research & Development Centre	\$
1.2 TOTAL for regular work – Harrington Research Farm	\$
1.3 TOTAL for COVID19 Protocol	\$
TOTAL for Option Year 1	\$

1.5 For additional workload described in Annex A Statement of Work, Part C, Article 6.0 “**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	\$ _____/hr

1.6 Contract Adjustment - Cost per square meter

$$\begin{array}{ccccccc} \$ \underline{\hspace{2cm}} & \div & \underline{\mathbf{5,882\ m^2}} & = & \underline{\hspace{2cm}} & \$ \div 12 & = & \$ \underline{\hspace{2cm}} / \text{m}^2 \\ \text{(Bid price, as per combined} & & \text{(Total area to maintain)} & & & & & \text{(Cost per square meter per month)} \\ \text{Total of 1.1, 1.2 and 1.3)} & & & & & & & \end{array}$$

Option Year 2: From December 1, 2024 to November 28, 2025

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

Charlottetown Research and Development Centre (CRDC)

440 University Avenue and various locations on Lily Pond Drive (located on same property as 440 University Avenue) – Charlottetown, PE.

Bldg.	Approx. Area Included	Brief Description of Area	A Firm Monthly Cost	B Number of Months/Year	C Yearly Cost (C = A x B)
1, 2 & 51	Labs : 2305 m2 Common : 2311 m2	Bldg. 1 - Main Complex A and C Bldg. 2 - Lab Header House (LHH) Bldg. 51 – Main Complex B	\$ _____	12	\$ _____
33	Common : 12 m2	Carpenter Shop	\$ _____	12	\$ _____
38	Washrooms only : 6m2	Cereal Header House	\$ _____	12	\$ _____
64	Common : 59 m2	Potato Storage Building	\$ _____	12	\$ _____
TOTAL	4693 m²				\$ _____

1.2 For Regular Work under the contract described in Annex A - Statement of Work.

Harrington Research Farm

1200 Brackley Road – Harrington, PE

Bldg.	Approx. Area Included	Brief Description of Area	A Firm Monthly Cost	B Number of Months/Year	C Yearly Cost (C = A x B)
71	Labs : 219 m2 Common : 565 m2	Building 71	\$ _____	12	\$ _____
80	Common : 195 m2	Building 80	\$ _____	12	\$ _____

84	Common : 210 m2	Greenhouse	\$ _____	12	\$ _____
TOTAL	1189 m²				\$ _____

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

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

1.4 **Total cost** for Option year 2 : From December 1, 2024 to November 28, 2025

1.1 TOTAL for regular work – Charlottetown Research & Development Centre	\$
1.2 TOTAL for for regular work – Harrington Research Farm	\$
1.3 TOTAL for COVID19 Protocol	\$
TOTAL for Option Year 2	\$

1.5 For additional workload described in Annex A Statement of Work, Part C, Article 6.0 “**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	\$ _____ /hr

1.6 Contract Adjustment - Cost per square meter

$$\begin{array}{ccccccc} \$ \underline{\hspace{2cm}} & \div & \underline{\mathbf{5,882\ m^2}} & = & \underline{\hspace{2cm}} & \$ \div 12 & = & \$ \underline{\hspace{2cm}} / \text{m}^2 \\ \text{(Bid price, as per combined} & & \text{(Total area to maintain)} & & & & & \text{(Cost per square meter per month)} \\ \text{Total of 1.1, 1.2 and 1.3)} & & & & & & & \end{array}$$

Option Year 3: From December 1, 2025 to November 28, 2026

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

Charlottetown Research and Development Centre (CRDC)

440 University Avenue and various locations on Lily Pond Drive (located on same property as 440 University Avenue) – Charlottetown, PE.

Bldg.	Approx. Area Included	Brief Description of Area	A Firm Monthly Cost	B Number of Months/Year	C Yearly Cost (C = A x B)
1, 2 & 51	Labs : 2305 m2 Common : 2311 m2	Bldg. 1 - Main Complex A and C Bldg. 2 - Lab Header House (LHH) Bldg. 51 – Main Complex B	\$ _____	12	\$ _____
33	Common : 12 m2	Carpenter Shop	\$ _____	12	\$ _____
38	Washrooms only : 6m2	Cereal Header House	\$ _____	12	\$ _____
64	Common : 59 m2	Potato Storage Building	\$ _____	12	\$ _____
TOTAL	4693 m²				\$ _____

1.2 For Regular Work under the contract described in Annex A - Statement of Work.

Harrington Research Farm

1200 Brackley Road – Harrington, PE

Bldg.	Approx. Area Included	Brief Description of Area	A Firm Monthly Cost	B Number of Months/Year	C Yearly Cost (C = A x B)
71	Labs : 219 m2 Common : 565 m2	Building 71	\$ _____	12	\$ _____
80	Common : 195 m2	Building 80	\$ _____	12	\$ _____

84	Common : 210 m2	Greenhouse	\$ _____	12	\$ _____
TOTAL	1189 m²				\$ _____

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

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

1.4 **Total cost** for Option year 3 : From December 1, 2025 to November 28, 2026

1.1 TOTAL for regular work – Charlottetown Research & Development Centre	\$
1.2 TOTAL for regular work – Harrington Research Farm	\$
1.3 TOTAL for COVID19 Protocol	\$
TOTAL for Option Year 3	\$

1.5 For additional workload described in Annex A Statement of Work, Part C, Article 6.0 “**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	\$ _____ /hr

1.6 Contract Adjustment - Cost per square meter

$$\begin{array}{ccccccc} \$ \underline{\hspace{2cm}} & \div & \underline{\mathbf{5,882\ m^2}} & = & \underline{\hspace{2cm}} & \$ \div 12 & = & \$ \underline{\hspace{2cm}} / \text{m}^2 \\ \text{(Bid price, as per combined} & & \text{(Total area to maintain)} & & & & & \text{(Cost per square meter per month)} \\ \text{Total of 1.1, 1.2 and 1.3)} & & & & & & & \end{array}$$

Option Year 4: From December 1, 2026 to November 28, 2027

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

Charlottetown Research and Development Centre (CRDC)

440 University Avenue and various locations on Lily Pond Drive (located on same property as 440 University Avenue) –
Charlottetown, PE.

Bldg.	Approx. Area Included	Brief Description of Area	A Firm Monthly Cost	B Number of Months/Year	C Yearly Cost (C = A x B)
1, 2 & 51	Labs : 2305 m2 Common : 2311 m2	Bldg. 1 - Main Complex A and C Bldg. 2 - Lab Header House (LHH) Bldg. 51 – Main Complex B	\$ _____	12	\$ _____
33	Common : 12 m2	Carpenter Shop	\$ _____	12	\$ _____
38	Washrooms only : 6m2	Cereal Header House	\$ _____	12	\$ _____
64	Common : 59 m2	Potato Storage Building	\$ _____	12	\$ _____
TOTAL	4693 m²				\$ _____

1.2 For Regular Work under the contract described in Annex A - Statement of Work.

Harrington Research Farm

1200 Brackley Road – Harrington, PE

Bldg.	Approx. Area Included	Brief Description of Area	A Firm Monthly Cost	B Number of Months/Year	C Yearly Cost (C = A x B)
71	Labs : 219 m2 Common : 565 m2	Building 71	\$ _____	12	\$ _____
80	Common : 195 m2	Building 80	\$ _____	12	\$ _____

84	Common : 210 m2	Greenhouse	\$ _____	12	\$ _____
TOTAL	1189 m²				\$ _____

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

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

1.4 **Total cost** for Option year 4 : From December 1, 2026 to November 28, 2027

1.1 TOTAL for regular work – Charlottetown Research & Development Centre	\$
1.2 TOTAL for regular work – Harrington Research Farm	\$
1.3 TOTAL for COVID19 Protocol	\$
TOTAL for Option Year 4	\$

1.5 For additional workload described in Annex A Statement of Work, Part C, Article 6.0 “**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	\$ _____ /hr

1.6 Contract Adjustment - Cost per square meter

$$\begin{array}{ccccccc} \$ \underline{\hspace{2cm}} & \div & \underline{\mathbf{5,882\ m^2}} & = & \underline{\hspace{2cm}} & \$ \div 12 & = \$ \underline{\hspace{2cm}} / \text{m}^2 \\ \text{(Bid price, as per combined} & & \text{(Total area to maintain)} & & & & \text{(Cost per square meter per month)} \\ \text{Total of 1.1, 1.2 and 1.3)} & & & & & & \end{array}$$

5 YEARS GRAND TOTAL

For the performance of **regular work** 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)

SIGNATURE

Signed at: _____ this _____ day of _____ 2022.
(City and Province)

Name and address of vendor/Company: (including Postal Code)

Name of bidder: _____

Bidder's Position: _____

Bidder's Signature: _____



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 and Agri-Food Canada		2. Branch or Directorate / Direction générale ou Direction Science and Technology	
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 Janitorial services for the main complex and home farm in Charlottetown and the Harrington Research 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"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à : <input type="checkbox"/>		Restricted to: / Limité à : <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays :		Specify country(ies): / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <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 SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET – SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX 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 ☐ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

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



PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Kenneth MacInnis		Facilities Manager	MacInnis, Kenny <small>Digitally signed by MacInnis, Kenny Date: 2022.05.31 13:01:21 -03'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
902-218-0512	902-370-1444	kenneth.macinnis@agr.gc.ca	

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Lise Levesque Masson		SRCL Coordinator	Verge, Haley <small>Digitally signed by Verge, Haley Date: 2022.06.01 09:38:34 -04'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-773-1464	613-773-1468	lise.levesque-masson@canada.ca	

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 checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
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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