



**REQUEST FOR PROPOSALS
DEMANDE DE PROPOSITIONS**

**RETURN BIDS TO :
RETOURNER LES
SOUMISSIONS A:**

National Research Council Canada (NRC)
Finance and Procurement Services
1200 Montreal Road, Building M-58
Ottawa, Ontario
K1A 0R6

Title/Sujet Cleaning Services	
Solicitation No./N. de l'invitation 22-58049	Date August 29, 2022
Solicitation Closes/L'invitation prend fin at/à 14 :00 on/le October 17, 2022	Time Zone/Fuseau Horaire EDT
Address Enquiries To/Adresser demandes de renseignements à : Tania Backes Telephone No./N. de téléphone : 613-410-3834 Email / Courriel : Tania.Backes@nrc-cnrc.gc.ca	

Instructions: See Herein

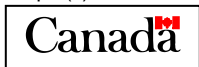
Instructions: Voir aux présentes

Proposal To:

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

Proposition aux:

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



Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No./N. de telephone Facsimile No./N. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisé à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

CLEANING SERVICES

1.0 PRESENTATION OF PROPOSALS

1.1 You are invited to submit **one** electronic Technical Proposal and **one** electronic Financial Proposal in two separate attachments to fulfil the following requirement forming part of this Request for Proposals. One attachment **must** be clearly marked 'Technical Proposal' and the other attachment **must** be marked 'Financial Proposal'. All financial information **must** be fully contained in the Financial Proposal, and only in the Financial Proposal. Vendors who provide financial information in the technical proposal will be disqualified. **All proposals should include the front page of this RFP duly completed.**

1.2 Proposals must be sent electronically to the contracting authority by email only.

1.3 Please submit your proposal to Tania.Backes@nrc-cnrc.gc.ca no later than 2pm EDT on October 17, 2022. Proposals received after this time will not be considered valid.

2.0 SCOPE OF WORK

2.1 To provide Cleaning Services in accordance with the detailed Statement of Work attached as Appendix "A".

3.0 PERIOD OF CONTRACT

3.1 NRC anticipates that the work will begin on **December 1, 2022** and be completed by **November 31, 2027**.

3.2 There is an option to renew at NRC's discretion for five subsequent one-year periods, subject to satisfactory performance and agreement upon a satisfactory fee structure for that period(s).

4.0 ENQUIRIES

4.1 If you require clarification regarding any aspect of this RFP, address all queries to the Contracting Authority, identified below, at least 5 working days before the closing date. All queries must be in writing and queries received less than 5 working days prior to the closing date cannot be guaranteed a response. Information received verbally will not be binding upon the NRC.

Tania Backes
Contracting Authority, Procurement Services
National Research Council Canada
1200 Montreal Road, Bldg. M-58
Ottawa, Ontario K1A 0R6 Telephone: 613-410-3834
Email: Tania.Backes@nrc-cnrc.gc.ca

4.2 To ensure the equality of information among Bidders, responses to general enquiries will be made available to all bidders unless such publications would reveal proprietary information. The bidder who initiates the question will not be

identified. Technical questions that are considered proprietary by the bidder must be clearly identified. NRC will respond individually to the bidder if it considers the questions proprietary. If NRC does not consider the question proprietary, the bidder submitting it will be allowed to withdraw the question, or have the question and answer made available through the Open Bidding System (OBS) to all bidders.

- 4.3 Vendors who attempt to obtain information regarding any aspect of this RFP during the solicitation period through any NRC contacts other than the Contracting Authority identified herein, may be disqualified (for that reason alone).
- 4.4 It is the responsibility of the Bidder to obtain clarification of the requirement contained herein, if necessary, prior to submitting its proposal. The Bidder must have written confirmation from the Contracting Authority for any changes, alterations, etc., concerning this RFP.

5.0 **PROPOSAL CLOSING DATE AND BID SUBMISSION INSTRUCTIONS**

- 5.1 Proposals must be delivered not later than 2:00 PM EST, Monday, **17 October, 2022**, to the following **Contracting Authority**:

Tania Backes
Tania.Backes@nrc-cnrc.gc.ca

Proposals must not be sent directly to the Project Authority

- 5.2 Due to the nature of this solicitation, NRC will not accept any proposal documents by facsimile.
- 5.3 Proposals received after the closing date will not be considered and will be returned to the sender. The sender has the sole responsibility for the timely dispatch and delivery of a proposal and cannot transfer such responsibility to the NRC. No supplementary information will be accepted after the closing deadline unless NRC requests a clarification.
- 5.4 All submitted proposals become the property NRC and will not be returned to the originator.

6.0 **MANDATORY CRITERIA**

COMPLIANCE MATRIX

Contractor **MUST** indicate if they MEET or AGREE (YES) or DO NOT MEET or AGREE (NO) with each item in the Compliance Matrix (**Complete Appendix "F"**) and provide details and documentation as part of their bid submission, if required. If a contractor indicates "NO" their submission will be considered non-compliant.

For example: 1.3 states that "Must provide a current "Letter of Good Standing" from the workers compensation board of MB." The yes/no box must have YES entered and a letter of good standing must be supplied as part of the bid submission, if a letter of good standing is not supplied, or if NO is entered in the box, the bid submission will be

considered non-compliant and the contactors submission will be removed from further consideration.

Number	Mandatory Criteria	YES / NO
1.1	Attend the bidders meeting, Project Authority will have an attendance form which MUST be signed by the bidder's representative.	
1.2	Contractor must have technical and financial proposal separated when they are submitted.	
1.3	Must provide a current Letter of Good Standing from the Workers Compensation Board of Manitoba.	
1.4	Subcontracting is not permitted. Bidders must clearly demonstrate that sub-contractors will not be used to deliver these services.	
1.5	Must provide and maintain, during the term of the contract, Comprehensive General Liability insurance in an amount of \$2,000,000.00 CAD. Copy of the policy provided.	
1.6	Provide at least 2 references for projects of a similar scope to the NRC Brookside site within the last 5 years, or the 2 largest projects undertaken in the last 5 years. The current contractor may use the NRC Brookside as 1 of the projects.	
1.7	The contractor must provide previous inspection reports for 2 contracts similar to the NRC Brookside site, or the 2 largest projects undertaken in the last 5 years	
1.8	Submit a list of supplies with at least 80% eco-friendly as described in Appendix "A" Section 1 - General Requirements, page 3, item 6 – Environmental	
1.9	All cleaning and disinfecting products shall be used based on the manufacturer's recommendations.	
1.10	The contractor shall supply all detergents, cleaning materials, sealers, waxes etc.	
1.11	The Contractor will supply all tissue and paper towels, dish soap, hand soap, urinal deodorant cakes, waste receptacle bags, as well as sanitizing products.	
1.12	Provide a list of disinfection or sanitization training documents for all employees working at site.	
1.13	If a pandemic, viral outbreak or other event occurs where there is an overall reduction in staff on site for an extended period of time, (one week or longer) the contractor will defer their typical daily duties related to office cleaning etc, and will shift to other cleaning and disinfecting as needed. The contractor's deferred hours will be used towards disinfecting or other cleaning. If the disinfection or other cleaning hours exceed the deferred hours, the contractor will be paid hourly if any extra time is spent.	
1.14	Provide a list of current WHMIS training documents for all employees and contractor shall ensure WHMIS training is up to date for all workers on site for the duration of the contract. (Every 3 years)	
1.15	The contractor will respond to emails and voicemails within 24 hours and will respond to urgent emails and voicemails within 12 hours.	

1.16	If a cleaner will be working alone on site, the contractor must provide a working alone program with their tender submission. IE: Lone workers call into office upon arrival to site, they call in every 2 hours while on site and when leaving site.	
1.17	The contractor will perform regular inspections, frequency to be determined (based on performance) by NRC's representative, but at a minimum once per month and record the results on their inspection form. Completed forms shall be submitted to the NRC's representative at the end of each month with the contractor's invoice.	
1.18	The contractor must notify NRC's representative when each major operation listed in the approved Schedule of Operations has been completed. NRC will perform periodic checks and inspections with the contractor once per month, not to exceed 1 hour.	
1.19	If a checklist is required for cleaning or disinfecting operations in washrooms, kitchens, etc. The contractor shall initial on each completed task after the operation has been performed.	
1.20	For areas that are listed in Appendix "A" on a "Cleaning on Request" basis or areas indicated as Not Included in Contract (NIC), these areas will be paid on a time and material basis and are not part of the base price in the contract.	
1.21	The contractor and all their workers shall adhere to all SAFE Work Manitoba, and Occupational Health and Safety Regulations.	
1.22	All accidents or injuries occurring on site must be reported to the Site operations supervisor.	
1.23	All employees on site & company contacts for the site must understand and speak fluent English	

*** All mandatory documentation should be submitted in Accordance with article 1.0 – Presentation of Proposals.

7.0 **MANDATORY SITE VISIT:**

It is mandatory that the bidder attends the site visit at the designated date and time. At least one representative from proponents that intend to bid must attend.

The site visit will be held on September 15, 2022 at 9:00am (CT). Meet Jose Varas at 2690 Red Fife Road, Rosser, Manitoba. Bidders who, for any reason, cannot attend at the specified date and time will not be given an alternative appointment to view the site and their tenders, therefore, will be considered as non-responsive. **NO EXCEPTIONS WILL BE MADE.**

At the site visit, to limit contact and risks:

- The proponents will sanitize their hands at the hand sanitizing station.
- The proponents will be asked to sign the Attendance Form. It is the responsibility of all proponents to verify information on the Attendance Form.
- The site visit will proceed with a maximum of four (4) proponents at a time. Each group will have approximately 20 minutes to review the site. The site visit will continue with the next group of four (4) proponents until each one has had a chance to review the site.

- The site visits could take longer than usual, therefore anticipate a longer meeting duration.
- Physical distancing: keeping a distance of at least 2 arms-length (approximately 2 metres) from others may not be possible at all times, therefore the use of NRC issued disposable face coverings to reduce the risk of transmission of COVID-19 is mandatory.
- The proponents shall not impede safe access to and from the facility.

Proposals submitted by bidders who have not attended the site visit or failed to submit their identification and contact information at the site visit will be deemed non-responsive.

8.0 **COST PROPOSAL**

- 8.1 The cost proposal must be a **fixed price quotation, FOB Destination, excluding GST/HST**. The fixed price must include all the materials and services required to fulfil all aspects of the Statement of Work. Bidders should identify the currency on which the cost proposal is based.
- 8.2 The cost proposal must have sufficient structure to show how the total proposed cost was calculated. It should contain the following elements:
- a) The number, classification and per diem and/or hourly rate for all assigned personnel. For each classification, the number of workdays should be defined.
 - b) The amount and explanation for other miscellaneous expenses that could be incurred.
- 8.3 **GOODS AND SERVICES TAX (GST) and HARMONIZED SALES TAX (HST):** The GST and HST, whichever is applicable, shall be considered an applicable tax for the purposes of this RFP and extra to the price herein. The amount of GST or HST shall be disclosed and shown as a separate item.
- 8.4 Bids will be evaluated in Canadian currency, therefore, for evaluation purposes, the exchange rate quoted by the Bank of Canada as being in effect on date of bid closing, shall be applied as the conversion factor for foreign currency. Prices quoted shall not be subject to, or conditional upon, fluctuations in commercial or other interest rates during either the evaluation or contract period.

9.0 **CONDITIONS OF SUBMISSION**

- 9.1 There shall be no payment by the National Research Council for costs incurred in the preparation and submission of proposals in response to this request. No payment shall be made for costs incurred for clarification(s) and/or demonstration(s) that may be required by NRC. The National Research Council reserves the right to reject any or all proposals submitted, or to accept any proposal in whole or in part without negotiation. A contract will not necessarily be issued as a result of this competition. NRC reserves the right to amend, cancel or reissue this requirement at any time.
- 9.2 The method of selection will be the valid proposal with the lowest financial proposal.

9.3 Proposals submitted must be valid for not less than sixty (60) calendar days from the closing date of the RFP.

9.4 Your proposal should contain the following statement:

"We hereby certify that the price quote is not in excess of the lowest price charged anyone else, including our most favoured customer, for like services".

9.5 Any contract resulting from this invitation will be subject to the General Conditions - Services 2010C (copy attached as Appendix "E") and any other special conditions that may apply.

10.0 **CONFIDENTIALITY**

10.1 This document is UNCLASSIFIED, however; the contractor shall treat as confidential, during as well as after the services contracted for, any information of the affairs of NRC of a confidential nature to which its servants or agents become privy.

11.0 **CRIMINAL CODE OF CANADA**

11.1 Canada may reject an offer where the Bidder, or any employee or subcontractor included as part of the offer, has been convicted under section 121 ("Frauds on the government" & Contractor subscribing to election fund"), 124 ("Selling or purchasing office"), or 418 ("Selling defective stores to Her Majesty") of the Criminal Code.

12.0 **COMMERCIAL GENERAL LIABILITY**

12.1 Commercial General Liability insurance shall be effected by the Contractor and maintained in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but, in any case, for a limit of liability NOT LESS THAN \$2,000,000 per accident or occurrence.

13.0 **DEBRIEFINGS**

13.1 After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

14.0 **SECURITY LEVEL**

14.1 Prior to the performance of the obligations under this contract, all personnel that will be involved with the project must be cleared to the security level of RELIABILITY as defined in the security policy of Canada.

14.2 Any Contract resulting from this invitation will be subject to the Security Requirements Check List (SRCL), form TBS/SCT 350-103, attached at Appendix "G".

14.3 Such clearances will be pre-condition to the authorization of any work under any Contract established as a result of this invitation. If the lack of appropriate clearance jeopardizes the contractor's ability to undertake the work required in a timely manner, an alternate contractor will be selected.

15.0 **SAFETY REGULATIONS AND LABOUR CODES**

- 15.1 The Contractor must adhere to all safety rules, regulations and labour codes in force in all jurisdictions where the work is to be performed.

16.0 **WORKERS' COMPENSATION**

- 16.1 It is mandatory that all persons performing the work be covered under the applicable workers' compensation legislation provided for the benefit of injured employees, or fall under a WCB exemption as an owner operator.

17.0 **T4-A SUPPLEMENTARY SLIPS**

- 17.1 Pursuant to paragraph 221(1)(d) of the Income Tax Act, payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4A Supplementary slip. To enable client departments and agencies to comply with this requirement, contractors are required to provide information as to their legal name and status, business number, and/or Social Insurance Number or other identifying supplier information as applicable, along with a certification as to the completeness and accuracy of the information.

18.0 **GOVERNMENT SMOKING POLICY**

- 18.1 Where the performance of the work requires the presence of the Contractor's personnel on government premises, the Contractor shall ensure that its personnel shall comply with the policy of the Government of Canada, which prohibits smoking on any government premises.

19.0 **ACCESS TO GOVERNMENT FACILITIES / EQUIPMENT**

- 19.1 Access to the facilities and equipment necessary to the performance of the work shall be provided through arrangements to be made by the Project Authority named herein. There will be however; no day-to-day supervision of the Contractor's activities nor control of the Contractor's hours of work by the Project Authority.
- 19.2 The Contractor undertakes and agrees to comply with all Standing Orders and Regulations in force on the site where the work is to be performed, relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fires.

20.0 **METHOD OF PAYMENT**

- 20.1 Payment will be made in accordance with the "Basis of Payment" after submission of the following:

Invoice(s);

- 20.2 The Contractor must submit invoices in accordance with the information required in the General Conditions attached.

20.3 Invoices must be sent to:

nrc.invoice-facture.cnrc@nrc-cnrc.gc.ca

21.0 **ADDITIONAL WORK**

21.1 The successful bidder can at NRC's option, be asked to provide additional work related to this requirement. Payment will be limited to the firm per diems quoted in the Contractor's proposal.

22.0 **NON-PERMANENT RESIDENT (FOREIGN COMPANY)**

22.1 The Contractor shall ensure that non-permanent residents intending to work in Canada on a temporary basis in fulfilment of the Contract, who are neither Canadian citizens nor United States nationals, receive all appropriate documents and instructions relating to Canadian immigration requirements and secure all required employment authorizations prior to their arrival at the Canadian port of entry. The Contractor shall ensure that United States nationals having such intentions receive all appropriate documents and instructions in that regard prior to their arrival at the Canadian port of entry. Such documents may be obtained at the appropriate Canadian Embassy/Consulate in the Contractor's country. The Contractor shall be responsible for all costs incurred as a result of non-compliance with immigration requirements.

23.0 **NON-PERMANENT RESIDENT (CANADIAN COMPANY)**

23.1 The Contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfilment of the Contract. In some instances, the employment authorization necessary to enter Canada cannot be issued without prior approval of Human Resources Centre Canada (HRCC). HRCC should always be contacted as soon as the decision to bring in a non-permanent resident is made. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigration requirements.

24.0 **LUMP SUM PAYMENT - WORK FORCE REDUCTION PROGRAMS**

24.1 It is a term of the contract that:

- a. the Contractor has declared to the Departmental Representative whether the Contractor has received a lump sum payment made pursuant to any work force reduction program, including but not limited to the Work Force Adjustment Directive, the Early Departure Incentive Program, the Early Retirement Incentive Program or the Executive Employment Transition Program, which has been implemented to reduce the public service;
- b. the Contractor has informed the Departmental Representative of the terms and conditions of that work force reduction program, pursuant to which the Contractor was made a lump sum payment, including the termination date, the amount of the lump sum payment and the rate of pay on which the lump sum payment was based; and

- c. the Contractor had informed the Departmental Representative of any exemption in respect of the abatement of a contract fee received by the Contractor under the Early Departure Incentive Program Order or paragraph 4 of Policy Notice 1995-8, of July 28, 1995.

25.0 **INTEGRITY PROVISIONS**

- 25.1 By responding to this RFP, the Proponent is subject to the integrity provisions contained in the following documents:
- The Government of Canada's *Integrity Provision*
 - *Ineligibility and Suspension Policy* (the "Policy") in effect on the date the bid solicitation is issued
 - *all related Directives related to the above policy in effect on that date*
- 25.2 These documents are incorporated by reference and form a binding part of the bid solicitation. The Bidder must comply with the Policy and Directives at the following link:
- <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/21>
- 25.3 An Integrity Declaration Form, attached as Appendix "H" must be submitted only when:
- The supplier, one of its affiliates or a proposed first-tier subcontractor has, in the past three years, been charged with or convicted of a criminal offence in a country other than Canada that, to the best of the supplier's knowledge and belief, may be similar to one of the listed offences in the Ineligibility and Suspension Policy (the "Policy"); and/or
 - The supplier is unable to provide any of the certifications required by the Integrity uses.

26.0 **ATTACHMENTS**

Appendix "A" - Detailed Statement of Work
Appendix "B" – Site Map and Floor Plans
Appendix "C" – Flooring Type and Areas
Appendix "D" – Pricing Matrix
Appendix "E" - General Conditions 2010C
Appendix "F" – Compliance Matrix
Appendix "G" – Security Requirement Checklist
Appendix "H" – Integrity Declaration Form

National Research Council Canada
2690 Red Fife Rd.
Rosser, Manitoba
R0H 1E0

Specification

NRC Brookside
Interior and Exterior Cleaning Services

1 December 2022 – 30 November 2027

NRC · CNRC



		<u>Number of Pages</u>
Section 1	General Requirements	7
Section 2.	Operations & Frequencies	15
Section 3.	Special Requirements	3
Section 4	Tasks & Quality Standards	7
Appendix "B"	Floor Plans	3
Appendix "C"	Flooring Type & Areas	1
Appendix "D"	Pricing Matrix	1

Appendix "A"

Section 1 - General Requirements

1. NRC Representative

1.1. The National Research Council's (hereinafter referred to as NRC) representative in conjunction with this work is the Site Operations Supervisor for Real Property Planning and Management (RPPM) at NRC Brookside or their designate.

2. Schedule of Operations

2.1. Within three (3) weeks of award of contract, the Contractor shall submit to NRC's representative for approval a schedule of Operations which clearly indicates all special and periodic cleaning operations, i.e. those with a frequency of one month or more (i.e. monthly, quarterly, semi-annually, annually).

2.2. The Schedule of Operations shall also indicate the planned time of execution for each special and periodic cleaning operation. Such operations shall be spaced apart in equal time increments unless otherwise stipulated by the Specification. The schedule shall cover a full one year contract period.

2.3. Upon approval of the Schedule of Operations, subject to changes requested by NRC's representative to meet the NRC's operational requirements, the Contractor shall abide by this schedule, using it as a check list and entering the date when each periodic operation has been completed. A copy of the updated schedule shall be submitted to the NRC representative at the end of each month.

3. Staffing

3.1. **Note:** The NRC Brookside is not located on a bus route.

3.2. **Note:** The NRC observes the following Federal Government holidays: New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday (Terry Fox Day), Labour Day, National Day for Truth and Reconciliation, Thanksgiving, Remembrance Day, Christmas Day, Boxing Day.

3.3. **Note:** Louis Riel Day in February is not a federal government holiday. The Contractor must provide regular full level services on this day.

3.4. **Note:** The present level of the building occupancy is approximately 15 persons. The level of occupancy will increase yearly up to a maximum of 60 persons.

Appendix “A”

- 3.5. The contractor shall deploy a minimum of two (2) day time cleaning staff to perform designated duties during the hours of building operations on regular working days
 - 3.6. One of the Contractor’s full time cleaners at NRC Brookside shall have a supervisor function, with the ability to communicate effectively in the English language, both orally and in writing. Under normal conditions, NRC’s representative or his designate will communicate with the Contractor’s site supervisor with respect to the work requirements of this specification.
 - 3.7. The supervisor cleaner employed by the Contractor at NRC Brookside and completing daily cleaning activities must have the authority to receive and carry out contract relevant instructions given by NRC’s representative, whether or not this involves minor changes to the specification.
 - 3.8. In the event that the NRC representative or his designate is not satisfied with the performance under this contract, the Contractor shall dispatch upon request a representative with the appropriate authority to effect that the requirements of this specifications are met.
 - 3.9. The Contractor shall supply to NRC’s representative or his designate, fifteen (15) days before the first of each month (unless there is no change from one month to another), a list of all his employees at the building with an indication of their functions and hours of work.
 - 3.10. If an employee of the Contractor does not work his or her full shift for whatever reason; the Contractor shall provide immediately a suitable temporary replacement. The total number of routine cleaning hours per day, based on the stipulated minimum number of cleaners, shall be met daily, if necessary through extension of the normal working period of the affected shift. Deductions will be made from Contract payments for non-performed cleaning hours.
4. Inspections
- 4.1. Self-Performance Inspections - The contractor will supervise the performance of their staff in accordance with these specifications and standards. The contractor will perform regular inspections of their staff’s work, frequency to be determined (based on performance) by the Project Authority or his designate but initially a minimum once a month and record the results on their form. Inspections should cover different areas to ensure a consistent level of performance. Completed forms to be submitted to the Project Authority or his designate upon completion for comparison to periodic inspections completed by NRC. NRC will also complete routine and random inspections. Any deficiencies shall be corrected within 24 hours to 4 working days. Any deficiency deemed urgent by project Authority shall be corrected immediately.

Appendix "A"

- 4.2. The Contractor must notify NRC's representative when each major operation listed in the approved Schedule of Operations has been completed to allow NRC to inspect the project work.
- 4.3. If the work does not meet the requirements of this specification, the Contractor's supervisor on site will be informed by NRC's representative and the Contractor shall rectify any deficiencies immediately.
5. Materials & WHMIS
- 5.1. The Contractor shall, where applicable, use materials of the types Compliance listed on the C.G.S.B. Qualified Products Lists.
- 5.2. The Contractor shall, on request, provide a complete written statement of the origin, composition and/or manufacturer of any or all materials used in the work. The Contractor may be required to provide samples of materials from his stock for testing purposes.
- 5.3. The Contractor shall provide NRC's representative with Material Safety Data Sheets (MSDS) in compliance with WHMIS regulations for any material labelled as potentially hazardous which is brought into the building by the Contractor. NRC may refuse entry of such material without provision of appropriate MSDS sheets. MSDS sheets shall be prominently displayed in janitor rooms where the Contractor stores such material.
6. Environmental
- 6.1. The Contractor shall include their companies' environmental policy with their tender. This policy should include processes for cleaning material disposal, types of products, certifications and their Risk Management Plan etc. It is the intent of NRC that this be a "Green" environmentally sensitive and responsible contract, with supplies used being at least 80% Eco-Friendly.
7. Safety
- 7.1. The Contractor shall comply with all safety measures and regulations respecting personnel and hazards as stipulated by NRC, National and Provincial laws and codes, and prescribed by the Authorities having jurisdiction concerning the equipment, work habits and procedures, including safety training of Contractor's staff. Contractor must provide proof of staff WHMIS training in their tender submission.
- 7.2. The Contractor shall ensure that all equipment used to perform the work is in a state of good repair. NRC reserves the right to have equipment judged to be unsafe, not suitable

Appendix “A”

or defective, taken out of service. The Contractor is responsible to provide suitable replacement equipment on the same day.

- 7.3. The Contractor is hereby made aware that due to the nature of the research work performed at NRC, chemical, physical and biological hazards exist in the building. It is therefore of prime importance that the Contractor's staff is able to communicate fluently in English (written and spoken) with NRC and Security staff, so that related signage, instructions concerning daily operations and announcements in day-to-day and emergency situations will be immediately understood and appropriately responded to.
- 7.4. NRC will endeavour not to expose Contractor staff to direct personal harm; however, the Contractor's staff must exercise extra caution in areas with potential hazards and has to be cognizant of changing conditions. Certain high risk areas will be excluded from the scope of work (see attached floor plans), in other areas cleaning operations will be restricted and are subject to prior scheduling with the cleaning supervisor on site.
- 7.5. The Contractor is hereby instructed that the buildings' smoke detectors are extremely dust sensitive. Therefore, extra care shall be exercised by the Contractor's staff not to cause dust when working in such areas. Sweeping must be done carefully, preferably by antistatic mop, or must be substituted by vacuuming, so that no false alarms are caused.
- 7.6. In the event of ringing fire alarm bells or an appropriate announcement on the PA system, the Contractor's staff shall evacuate the building immediately via designated emergency exit routes. The Contractor's staff shall then proceed to the main parking lot west of the affected building's main entrance to be accounted for by NRC emergency personnel and to receive further instructions.
- 7.7. Absolutely NO SMOKING allowed in or within 10m of entryways and air intakes at NRC Brookside. Any Contractor staff found to contravene this policy will be permanently barred from the site and the contractor must replace this position immediately with an approved replacement.
- 7.8. Buddy System: Contractor is to determine and fill with the number of staff required to complete the work however a minimum of two staff are required on site at all times, the contractor shall arrange their staff's work such that they are able to check on each other throughout the work period and prior to leaving the site.
- 7.9. The Contractor must provide a working alone program with their tender submission. IE: Lone workers call in to office upon arrival to the site, they call in to office upon arrival to the site, they call in every 2 hours while at the site and when leaving the site, etc.

Appendix “A”

8. Security

- 8.1. All individuals working on this site must hold an NRC issued Gov't of Canada Security Clearance (Reliability Status). Such security will include the requirement for completion of a security consent form, finger printing and credit checks of contractor staff intended for work associated with this contract. NRC reserves the right to deny access to the building to Contractor staff that is deemed not acceptable as a security risk.
- 8.2. The Contractor must fully comply with security requirements which are in effect in the building. This includes the wearing of picture security ID cards at all times, the protection of keys and access cards issued to the cleaning staff, depositing such items with security staff when leaving the building. The contractor must inform the Project Authority of their intention to change those working on site and obtain security clearance for any new individuals prior to providing site access.
- 8.3. Certain areas of the two buildings are classified as special security areas with limited access even to NRC staff. The Contractor's staff must never grant access to any such area to any other person. Persons with legitimate access will have appropriate means to obtain access on their own. Permanently secured doors must never be propped open.
- 8.4. The Contractor and his staff must not reveal anything which they become privy to during the performance of their work to any other person in respect of internal NRC operations, unless such information is general public knowledge.
- 8.5. The Contractor shall, at the request of NRC, remove from the work site any employee who, in the opinion of NRC, is incompetent, a security risk, a safety risk or has displayed improper conduct on site. The Contractor shall replace such staff immediately with acceptable substitutes.
- 8.6. In order to comply with security and safety regulations all employees must be able to speak, read and understand the English language.

9. Drawings

- 9.1. Drawings provided at the end of this specification are for reference only. Contractor is responsible to confirm all areas and coverings.

10. Conversion of Floor Covering

- 10.1. There will be no adjustments made to the contract amount where the existing floor covering is converted to another type during the term of the contract.

11. Assigned Space

Appendix "A"

11.1. NRC will provide the Contractor with such space as is considered necessary by NRC for the performance of the Contractor's duties without undue inconvenience, typically at least one Janitor Room or Closet per floor.

11.2. The Contractor must not list, publicize or use in any fashion, for business purposes, the address of a building owned by the National Research Council Canada.

11.3. NRC will not be responsible for damage to the Contractors' supplies, materials or equipment stored in the buildings, nor for the Contractor's employees' personal belongings brought into the buildings.

12. Use of Elevator

12.1. The Contractor will be permitted the use of the elevator and shall be responsible for the safe operation. Contractor's equipment and collected waste must not be left unattended in the elevator.

13. Light, Heat, Power and Water

13.1. NRC will supply all heat, light, power, hot water and cold water reasonably required for the work.

14. Access to Building

14.1. Only those employees, whose names appear on the Contractor's payroll and have been security cleared, will be allowed access to the site of the work (no sub-contracting permitted).

14.2. All cleaning staff employed by the Contractor must sign IN and OUT, entering the times of arrival and departure on log sheets located at the control desk.

15. Security Keys

15.1. All keys entrusted to the Contractor for the fulfillment of his contract must be fully protected at all times and must not be taken off the premises at any time. Keys have to be deposited with the Security staff at the end of each work shift and receipt and return will be confirmed by signature in a log.

16. Work Log

16.1. A log must be maintained by the Contractor in which he shall record on a daily basis, all of the work performed. The log shall be made available for inspection by NRC on request.

Appendix “A”

- 16.2. This Log shall be used to register all requests, complaints, tasks and comments. The contractor must check this log daily (5 days a week) for notice of any deficiency or special request. The contractor must indicate the date work is complete.

17. Quality Standards

- 17.1. The Quality Standards (see Section 4) where applicable, shall be strictly adhered to. Inspections made by the NRC will be based on these standards.

18. Discrepancies

- 18.1. In the event of any discrepancies between different parts of this specification with respect to the amount of work and the standards to which it is to be performed, the more stringent interpretation shall govern.

19. Change in Occupancy & Payment Adjustment

- 19.1. From time to time vacant areas of the building may be occupied or occupied areas may become vacant. NRC will notify the Contractor ten (10) days in advance of any major changes and as soon as feasible of any minor changes. Changes which do not cross the specified occupancy levels are not eligible for contract adjustment.

- 19.2. Adjustments of monthly payments will be made in accordance to areas occupied and based on the terms of the Contract. No adjustments will be made for changes within an area category. Unoccupied rooms shall be cleaned at least once semi-annually in accordance with the requirements of this specification without any adjustment of the Contract price. Adjustments will only be made for areas being added or deleted to or from the routine daily and weekly cleaning operations.

20. Pre-Tender Site Visit

- 20.1. A pre-tender site review visit will be held on location at 2690 Red Fife Road, Rosser, MB. Time and date will be indicated on “Invitation to tender”. Attendance at the pre-tender meeting is mandatory. Tenders of bidders not attending the pre-tender site meeting will be rejected.

Appendix "A"

Section 2 - Operations and Frequencies

1. Exterior

1.1. Daily

- 1.1.1. Clean outside door hardware, ornamental metal work, and metal entrance door hardware and push bars.
- 1.1.2. Clean glass and sashes on both sides of entrance doors, exit doors and sidelights and all vestibule glazing.
- 1.1.3. Sweep and keep clear of debris all entrances and exits, including loading dock, garbage room.
- 1.1.4. Pick up litter and debris on grounds, sweep up broken glass.
- 1.1.5. Clear snow, slush and ice from all entry and exit doors, emergency exit pathways and area wells, spread de-icing pellets over slippery walking areas.

1.2. Monthly

- 1.2.1. Remove dust, debris and cobwebs from area wells, vent openings and service passages.
- 1.2.2. Clean light bollards and metal doors and frames except during the winter season.

1.3. Semi-Annually

- 1.3.1. All exterior free standing signs shall be cleaned by washing with a mild detergent, rinsed and wiped dry. No abrasive cleaners are to be used.

2. Interior - General

- 2.1. The operations specified in this section are more particularly defined in Section 4, titled Tasks and Quality Standards.

3. Floors – General

3.1. Preliminary Instructions

- 3.1.1. Chairs, wastepaper baskets, etc., must not be placed on desks, tables or work benches during cleaning operations.
- 3.1.2. Care must be taken not to allow cleaning solutions to seep under furniture legs, filing cabinets, partitions or equipment.

4. Floors – Resilient

4.1. Office Areas

- 4.1.1. Sweep all floors daily with antistatic mop.
- 4.1.2. Damp mop all floors to remove spillage, etc., daily.
- 4.1.3. Wash and buff all floors weekly

Appendix "A"

5. Floors – Tile, Stoneware, Concrete (Sealed, painted, or epoxy coated)
 - 5.1. Main entrance areas, Lunchroom, Hallways, Offices, Washrooms and Locker Rooms
 - 5.1.1. Sweep all floors daily.
 - 5.1.2. Remove gum and other foreign residue daily.
 - 5.1.3. Machine wash/damp mop all floors to remove spillage, etc., daily as required; during winter time machine wash several times daily in the vicinity of the main reception counter to mop up water from melting snow and to remove sand and de-icing compound. Machine wash/damp mop complete washroom floors daily.
 - 5.1.4. Machine wash and buff all floors weekly. Damp mop where machine wash is not possible.
 - 5.2. Loading dock, Garbage and Recycling Room
 - 5.2.1. Remove spilled garbage and debris daily.
 - 5.2.2. Sweep up sand, gravel, etc. and machine wash weekly.
 - 5.3. Miscellaneous Storage Areas
 - 5.3.1. Designated floor storage areas and miscellaneous small non-electrical/mechanical rooms swept and damp mopped twice annually.
6. Carpeting and Rugs
 - 6.1. General
 - 6.1.1. Report to NRC's representative spots on carpeting and rugs that cannot be removed by normal means and any damage to or lifting of carpeting.
 - 6.1.2. Clip loose threads during vacuuming operation.
 - 6.1.3. Dust bases of free standing screens.
 - 6.1.4. Pick up debris daily.
 - 6.2. Office
 - 6.2.1. Vacuum every second day traffic lanes and desk wells in general working areas and private offices.
 - 6.2.2. Vacuum once weekly all carpeting and rugs on a full floor basis.
 - 6.2.3. Where T mats (carpet protectors) are used, remove, vacuum carpet, clean T mat and replace.
 - 6.3. Corridors, Lobbies, Reception Areas, Elevator
 - 6.3.1. Vacuum daily on a full floor basis.
 - 6.4. Vestibules and Lobbies - Mats
 - 6.4.1. Clean by hot water or steam extraction method monthly.

Appendix "A"

7. Walk-Off Mats

7.1. General

- 7.1.1. The Contractor must use an industrial type, wet and dry vacuum cleaner equipped with the proper floor tool and of sufficient suction to remove wet or dry sand, water, etc., from the mats.
- 7.1.2. Vacuum mats daily. During inclement weather, vacuum mats more often if necessary.

8. Miscellaneous

8.1. Daily

- 8.1.1. Spot clean fixtures, planters and columns.
- 8.1.2. Dust display cases and spot clean glass.

8.2. Weekly

- 8.2.1. Damp wipe window sills and draft deflectors.
- 8.2.2. Dust open radiators, remove debris from behind and underneath.
- 8.2.3. Damp wipe baseboard radiator enclosures.
- 8.2.4. Spot clean and polish all stainless steel.

8.3. Every Two Weeks

- 8.3.1. Clean exterior sash of notice boards and wash glass.
- 8.3.2. Wash display cases.
- 8.3.3. Damp wipe window sills and draft deflectors.
- 8.3.4. Damp wipe baseboard radiator enclosures.

8.4. Quarterly

- 8.4.1. Dust or vacuum ledges, tops of partitions, pipes and other high areas including tops of hanging and wall mounted light fixtures and conduit above floor level.
- 8.4.2. Clean all air intake grills, air diffusers and metal surrounds using a detergent solution or solvent.
- 8.4.3. Clean exposed radiator and convector covers.

8.5. Semi-Annually

- 8.5.1. Wash exterior surfaces of exposed air ducts.

9. Entrances and Lobbies

9.1. General

- 9.1.1. Keep free of debris.
- 9.1.2. Clean furniture as stipulated for office furniture.
- 9.1.3. Mats are to be removed or rolled up to complete floor cleaning operations.

Appendix "A"

9.2. Daily

- 9.2.1. Clean both sides of door glass, including trim.
- 9.2.2. Remove gum and other foreign residue.
- 9.2.3. Sweep and wash floors. Provide additional damp mopping of floors during inclement weather.
- 9.2.4. Damp clean counters, pedestals and ledges.

9.3. Weekly

- 9.3.1. Sweep, spray buff and re-sweep floors.
- 9.3.2. Clean both sides of all glass windows and metal surrounds.

9.4. Monthly

- 9.4.1. Clean glass.

10. Stairs and Landings

10.1. Daily (from main floor to 2nd floor)

- 10.1.1. Sweep stairs and landings.
- 10.1.2. Damp mop stairs and landings.
- 10.1.3. Spot clean glass in staircase.

10.2. Weekly (from basement to 2nd floor)

- 10.2.1. Sweep stairs and landings.
- 10.2.2. Remove gum and other foreign residue.
- 10.2.3. Wash stairs and landing.
- 10.2.4. Wash hand rails, baseboards, stringers and ledges.

11. Passenger Elevators & Freight Elevators

11.1. Daily

- 11.1.1. Dust interior of cab and remove finger marks, smudges and stains on doors, door frames, glazing and walls including control panel.
- 11.1.2. Scrape and vacuum clean door sill/track grooves in both the cab and on each landing.
- 11.1.3. Sweep and damp mop floors when mats not in use.
- 11.1.4. Vacuum carpet and mats when in use.
- 11.1.5. Remove gum and other foreign residue from floors.
- 11.1.6. Spot clean glass and mirror surrounds.

11.2. Weekly

- 11.2.1. Clean glass and mirror surfaces in entirety.
- 11.2.2. Clean and polish stainless steel doors and trim.

Appendix "A"

12. Washrooms & Locker Rooms

12.1. General

- 12.1.1. Washrooms shall be patrol cleaned and empty dispensers replenished at 0730 and after lunch time.
- 12.1.2. Blocked toilets, sinks, urinals and drains to be cleared immediately by use of a plunger. If plumbing work is necessary, notify NRC representative.

12.2. Daily

- 12.2.1. Remove gum and other foreign residue.
- 12.2.2. Sweep all floors.
- 12.2.3. Damp mop with a germicidal solution.
- 12.2.4. Damp wipe counters.
- 12.2.5. Remove all trash from strainers in base of urinals.
- 12.2.6. Wash toilet seats (both sides), bowls, urinals, shower basins, washbasins and underside of washbasins using a germicidal detergent.
- 12.2.7. Clean and disinfect all water taps, dispensers, door plates, flush valves and the exterior of wastepaper and refuse receptacles.
- 12.2.8. Clean shelves, high ledges, mirrors, window stools and exposed piping.
- 12.2.9. Spot clean walls, partitions and doors to remove finger marks, graffiti and other marks.
- 12.2.10. Empty sani-cans, wash, disinfect and replace bags.
- 12.2.11. Empty all wastepaper receptacles.
- 12.2.12. Empty refuse receptacles and insert new plastic bags.
- 12.2.13. Replenish soap containers, toilet paper, linen and paper towel dispensers.

12.3. Weekly

- 12.3.1. Wash on both sides of partitions and partition doors; and the ceramic walls enclosed by the partitions using a germicidal detergent.
- 12.3.2. De-scale toilet bowls and urinals.
- 12.3.3. Urinals - for special instructions see Section 3 Special Requirements, Clause 1.2.

12.4. Monthly

- 12.4.1. Machine wash floors and rinse with a germicidal solution.
- 12.4.2. Wash and disinfect wastepaper and refuse receptacles including metal containers.
- 12.4.3. Wash all walls.
- 12.4.4. Place one 24 oz. deodorant block in wall holder where installed.
- 12.4.5. Pour a pail of clean water into floor drains.
- 12.4.6. Damp wipe locker doors.

Appendix “A”

12.5. Annually

12.5.1. Dust or vacuum ceilings, fixture grilles.

12.5.2. Clean vents and gratings.

13. Venetian Blinds

13.1. Quarterly

13.1.1. Dust venetian blinds.

14. Drapes

14.1. Quarterly

14.1.1. Vacuum drapes.

15. Counters, Conference and Meeting Room Table Tops

15.1. Daily

15.1.1. Damp wipe and polish as required.

15.2. Weekly

15.2.1. Clean counter facings, metal wickets, partitions and table legs.

16. Interior Glass and interior windows

16.1. Daily

16.1.1. Spot clean all glass, glass partitions and/or glass panels in partitions.

16.2. Weekly

16.2.1. Spot clean interior windows to a height of 2.4 m.

17. Furniture and Fixtures

17.1. Preliminary Instructions

17.1.1. Papers, files, equipment and any other items left on furniture shall not be disturbed by the cleaning staff.

17.2. Daily

17.2.1. Dust horizontal surfaces.

17.2.2. Dust and damp wipe as required telephone receivers.

17.2.3. Dust and remove finger marks and stains from vertical and horizontal surfaces of boardroom, conference room, meeting rooms and executive office furniture.

17.2.4. Spot clean finger marks and stains from glass topped furniture.

17.2.5. Spot clean outside surfaces of lockers, storage and filing cabinets.

Appendix “A”

- 17.2.6. Spot clean bookcase glass doors.
- 17.2.7. Dust empty stacks and shelves.
- 17.2.8. Dust pictures and wall hangings excluding paintings and art objects.
- 17.2.9. Spot clean and tidy lobby and waiting area seating and tables.

17.3. Weekly

- 17.3.1. Dust and remove stains from vertical surfaces.
- 17.3.2. Clean and polish boardroom, conference room, meeting room and executive furniture.
- 17.3.3. Dust tops of lockers and storage cabinets.
- 17.3.4. Clean interior of clothes closets.
- 17.3.5. Wash boot trays and/or boot shelves during inclement weather.

17.4. Monthly

- 17.4.1. Vacuum upholstered furniture.

17.5. Furniture and Fixtures

- 17.5.1. Remove and clean both sides of all glass or plastic plates covering furniture and dust tops of furniture before replacing plates.

17.6. Semi-Annually

- 17.6.1. Clean and polish both sides of bookcase glass doors.
- 17.6.2. Damp wipe and disinfect telephone receivers.

17.7. Semi-Annually

- 17.7.1. Clean using an approved product all leather, vinyl and leatherette upholstered furniture in executive offices, boardrooms, lobby and waiting areas.
- 17.7.2. Vacuum upholstered free standing screens.
- 17.7.3. Dust ledges inside desk wells.

18. Waste/Recycling Receptacles

18.1. General (all common areas)

- 18.1.1. Supply and replace, when dirty or torn, biodegradable plastic bags of correct size in garbage cans and waste receptacles.
- 18.1.2. Empty all waste and/or multi-recycling receptacles.

18.2. Every Second Day

- 18.2.1. Empty garbage cans and waste receptacles.

Appendix "A"

18.2.2. As required, empty recycling bins for glass, aluminium cans into designated holding bags.

18.3. Weekly

18.3.1. Wash and disinfect garbage cans, waste receptacles and can and glass container bins including liners, metal and glass recycling bins.

18.3.2. Empty office paper-recycling bins, where required, into designated holding containers, remove bags from large paper recycling bins when full, store in designated area and replace special plastic bag (provided by NRC).

18.4. Semi-Annually

18.4.1. Wash and disinfect wastepaper baskets and recycling bins.

19. Outdoor Ashtrays

19.1. General

19.1.1. Remove debris during early morning and mid-afternoon from designated smoking areas.

19.2. Daily

19.2.1. Remove debris from ashtrays, damp wipe interior, clean and polish chrome parts. If required pick up cigarette butts and waste around main entrance, and rear entrances.

20. Doors, Door Frames, etc.

20.1. Weekly

20.1.1. Clean finger marks from doors and door frames.

20.1.2. Clean glass inserts.

20.2. Monthly

20.2.1. Clean non-metallic kick and hand plates using a detergent solution.

20.2.2. Clean metal push bars, kick and hand plates using the appropriate cleaner.

20.2.3. Dust door grills.

20.3. Semi-Annually

20.3.1. Wash door grills.

20.3.2. Damp wipe doors and frames.

21. Emergency Fire Equipment

Appendix “A”

21.1. Semi-Annually

- 21.1.1. Clean interior of hose cabinet
- 21.1.2. Clean and/or polish fire extinguishers.
- 21.1.3. Clean both sides of cabinet door glass.
- 21.1.4. Dust wall hung equipment.

22. Water Fountains

22.1. Daily

- 22.1.1. Wash and disinfect. (Odour of disinfectant must not be objectionable.)
- 22.1.2. Polish chrome and stainless steel parts.

23. Walls, Partitions and Baseboards

23.1. Daily

- 23.1.1. Remove finger marks, smudges and stains from painted walls and partitions.
- 23.1.2. Spot clean vinyl and plastic laminate covered walls, doors and partitions.

23.2. Weekly

- 23.2.1. Dust granite walls, columns and frames.
- 23.2.2. Spot clean columns, screens and partitions.
- 23.2.3. Dust baseboards, ledges and moulding.

23.3. Semi-Annually

- 23.3.1. Vacuum fabric covered partitions, and columns.
- 23.3.2. Wash granite clad wall in main entrance vestibule.

23.4. Annually

- 23.4.1. Wash all vinyl and plastic laminate covered and painted walls, partitions and columns.

24. Janitor Rooms & Closets

24.1. General

- 24.1.1. To be kept free of debris.
- 24.1.2. Mops to be washed clean before storing. All other equipment to be kept clean and materials neatly stored.

24.2. Daily

- 24.2.1. Sweep and wash floors.
- 24.2.2. Wash and disinfect sinks.

Appendix "A"

- 24.3. Annually
24.3.1. Wash walls, shelves, etc.

25. Freight Receiving Areas, Loading Dock

- 25.1. Daily
25.1.1. Remove debris abandoned in areas and place in garbage containers.
25.1.2. Sweep floors.

- 25.2. Weekly
25.2.1. Wash floors.

- 25.3. Semi-Annually
25.3.1. Machine wash Loading Dock area.

26. Garbage Room

- 26.1. General
26.1.1. Cardboard containers designated for disposal must be flattened before placing into bulk-lift units.
26.1.2. Contents of ashtrays must be stored in a separate metal container overnight before emptying into garbage.
26.1.3. Garbage stored in plastic bags or garbage cans must be placed at pick-up point prior to scheduled garbage collection.
26.1.4. The Contractor must not store equipment in the garbage room.
26.1.5. Close bulk-lift unit covers after depositing waste.

- 26.2. Daily
26.2.1. Empty all garbage and wastepaper designated for disposal into bulk-lift units, plastic bags or garbage cans, depending on system in use in garbage room.
26.2.2. Sweep floor after removal of garbage and pick-up any debris dropped between the garbage room and point of loading on truck.

- 26.3. Weekly
26.3.1. Wash and disinfect floor.

27. Building Operations

- 27.1. Report any and all maintenance repairs required to the building, heating system, plumbing, electrical or water systems to the NRC representative.

Appendix "A"

28. Rest Areas

28.1. General

28.1.1. Patrol clean twice daily and more often if necessary.

28.2. Daily

28.2.1. Wash all furniture, tables, chairs, sinks, etc.

28.2.2. Sweep and wash floors.

28.2.3. Vacuum carpets.

28.2.4. Replenish all soap, paper and/or linen towel in dispensers.

28.2.5. Empty, wash and disinfect garbage cans and paper receptacles, replace plastic bags.

28.2.6. Spot clean all walls, doors, partitions and exterior of cupboards.

28.3. Weekly

28.3.1. Spray buff floors.

28.4. Semi-Annually

28.4.1. Strip and refinish floors.

29. Lunch Room Area

29.1. General Instructions

29.1.1. This area includes the 2nd floor coffee area, vending machine space and residential type kitchen. Patrol and clean twice a day or more often, as needed.

29.2. Daily

29.2.1. Clean up spills (after lunch and coffee breaks).

29.2.2. Remove gum and other foreign residue from floor.

29.2.3. Sweep on a full floor basis, damp mop where required; remove tables, chairs and tray carts as necessary.

29.2.4. Damp wipe tables, counter tops, sinks, vending machine fronts and tops, and spot clean chairs, replenish dish soap container.

29.2.5. Damp wipe inside and outside of microwave ovens, refrigerators, and range.

29.3. Weekly

29.3.1. Wash on a full floor basis, including kitchen.

29.4. Monthly

29.4.1. Wet or dry wash on a full floor basis.

Appendix "A"

29.4.2. Remove all material from the refrigerators and clean the inside of refrigerators, replace materials after cleaning.

29.4.3. Damp wipe complete tables and chairs including frame and base, including kitchen counter and appliances.

29.5. Annually

29.5.1. Move refrigerators out and clean behind refrigerators.

29.5.2. Remove/replace cupboard contents and wash complete cupboard interiors.

30. First Aid Room

30.1. Daily

30.1.1. Dust off furniture and stools.

30.1.2. Empty and disinfect all receptacles.

30.1.3. Wash all glazed surfaces and counter.

30.1.4. Wash and disinfect all accessories including sinks, hand basins, mirrors, dispensers, etc.

30.1.5. Replenish soap containers, toilet paper, linen and/or paper towel dispensers.

30.1.6. Sweep total area.

30.2. Weekly

30.2.1. Wash floor with disinfectant solution.

30.3. Monthly

30.3.1. Dust all ledges.

30.3.2. Vacuum all drapes.

30.3.3. Spray buff floors.

30.4. Semi-Annually

30.4.1. Wash walls and baseboards.

31. Showers

31.1. Daily

31.1.1. Remove all pieces of soap and other foreign matter.

31.1.2. Wipe down walls using a cleaner disinfectant and rinse with clear water.

31.1.3. Wash floor using a cleaner disinfectant and rinse with clear water.

31.1.4. Report any stoppages or leaks.

31.2. Weekly

31.2.1. Wash down walls using soap less detergent containing "sequestering agents" to remove soap and scum and rinse with clear water.

Appendix “A”

31.2.2. Wash floor using a soap less detergent containing “sequestering agents” to remove soap scum and rinse with clear water.

31.2.3. Polish handles, showerheads and other fixtures.

32. Electrical Rooms and Telecommunication Closets

32.1. Supervised Cleaning as required

33. Mechanical Rooms

33.1. Supervised Cleaning as required

34. Basement Utility Corridor

34.1. Supervised Cleaning as required

35. Conference Rooms, Meeting Rooms

35.1. General

35.2. These rooms to be inspected by cleaning staff every morning. Any cleaning deficiencies are to be corrected by 8:00 a.m. These rooms are to be monitored daily and cleaned as required.

35.3. Empty and wipe down waste containers daily.

35.4. Vacuum all carpeting weekly.

36. Waste Management and Recycling Program

36.1. General

36.1.1. All employees are responsible for emptying their waste bin, their paper shredder and their blue recycling bin in one of the recycling stations located throughout the building.

36.1.2. The Contractor is responsible for the complete collection and transportation of all waste and recyclable items and for bringing them to the garbage/recycling rooms, and placed into the proper bulk-lift units.

36.1.3. For the individual recycling containers within each building the contractor is responsible to supply all clear plastic bags for the placement in the individual glass/cans/plastic/paper/waste containers.

36.1.4. Recycling containers must be washed weekly and disinfected and stacked when not in use within a designated storage area.

36.1.5. The contractor must ensure that contamination of the recycled material does not occur. All recycle material must be visually checked and any contaminants removed prior to disposal into the appropriate containers.

37. Light Fixtures (washing)

37.1 Wash building light fixtures once per year, except for excluded areas.

Appendix “A”

38. Snow Removal

- 38.1. Clear snow, slush, ice, accumulated sand or gravel from entrances, exits, steps, sidewalk and loading areas to ensure safe access of the public and building occupants.
- 38.2. Spread de-icing pellets or calcium chloride (supplied by NRC), mixed with sand (supplied by NRC) as required over icy and slippery surfaces.
- 38.3. Snow cleaning/removal is to be completed by 0730 hours daily at main entrance and east side entrance and at 0800 hours at all other entrances and exits on regular working days. Special attention is to be given to emergency exits including exit paths. If hazardous conditions exist after these deadlines, NRC reserves the right to have the snow cleared/removed by others and all costs incurred will be deducted from the Contractor’s monthly payment. Additional snow cleaning/removal is to be performed during the course of regular working hours as required.
- 38.4. The Contractor will supply all labour and tools needed to fulfill these conditions, and shall, if necessary, make appropriate arrangements for any emergencies.

Note: NRC is contracting out major snow removal operations after more than 5 cm of snowfall or build-up of large snow drifts to a snow removal contractor, however, manual snow clearing of immediate access areas and emergency exit paths shall proceed in accordance with clause 37.1 between major snow clearing operations or when major snow clearing has not commenced by 0730 hours on regular working days.

39. Grounds – General

- 39.1. Keep all areas, grounds, landscaped areas, parking, loading dock area, drains and ditches free of debris and litter.
- 39.2. Grounds cleaning is to be done daily during periods without snow cover and weekly during periods with snow cover, unless inclement weather conditions prevail.
- 39.3. Monitor all benches, picnic tables and outdoor waste receptacles, keep clean as needed.

Note: NRC is contracting out grounds (landscape) maintenance under a separate contract. Under that contract, grounds cleaning will be done by the landscape contractor weekly. However, this does not relieve the Contractor from grounds cleaning requirements stipulated above on days when this work is not performed by the landscape contractor.

40. Additional Cleaning During a Health Pandemic

- 40.1. In addition to the above routine cleaning, during a health pandemic response, the Contractor, using an industrial grade disinfectant, will perform twice daily the cleaning and disinfecting of high touch points such as door handles/knobs, elevator buttons, light switches, etc., in the following locations:
 - 40.1.1. Washrooms.

Appendix "A"

40.1.2. Office and common areas.

40.1.3. Conference rooms.

Appendix "A"

Section 3 - Special Requirements & Instructions

1. Supplies

- 1.1. The Contractor shall supply all material, tools, and equipment necessary to execute the work satisfactorily, including toilet tissue and paper towels (both of reasonable quality), hand soap compatible with existing soap dispensers (12 Sloan #8565-02-N6300GN and 5 Health Minder #SJS1750), dish soap, deodorant cakes, sanitary napkin bags and biodegradable plastic bags, sanitary napkins and tampons for the dispensers, etc.
- 1.2. The Contractor shall supply natural organic enzyme urinal tablet. To be used as directed by the manufacturer. (The product shall be non-acid and non-caustic).

2. Equipment

- 2.1. Cleaning equipment must be in good operating condition at all times. The appearance, cleanliness and suitability for the job, of all equipment shall be subject to approval by NRC's representative or his designate.
- 2.2. The Contractor shall supply only new or recently restored to good condition, vacuum cleaners equipped with power brush and standard accessories (various types of nozzles and brushes). Noise level shall not exceed 68 db @ 1.8m, all in sufficient number and suitable to perform the work. Special attention will be given to filter bags and filtering of exhaust to keep dust to an absolute minimum.
- 2.3. The Contractor shall supply all other required equipment in new or excellent condition, which is necessary to perform the work, such as floor scrubber, wet extraction vacuuming equipment, buffers, etc.

3. Building Security

- 3.1. Authorized access to building:
- 3.2. Contractor's staff to enter and exit buildings via main entrance only.
- 3.3. All cleaning staff employed by the Contractor, regardless of hours of work, must sign IN and OUT and, enter the times of arrival and departure in registers or on sheets so provided at the security desk.
- 3.4. The Contractor is responsible for the maintenance of security in the building to the extent of closing and locking interior doors which the Contractor is unlocking or opening with keys and access cards provided to him by NRC for the purpose of performing the work.
- 3.5. Each area shall be locked again immediately after cleaning operation has been completed. Normally secured doors shall be closed and locked immediately after entering or exiting.

CLEANING SERVICES

Appendix "A"

- 3.6. The Contractor and his staff must not provide access through normally secured doors to any other persons.
 - 3.7. The Contractor and his staff must never remove any keys or access cards from the building or make copies of keys.
 - 3.8. Fire doors and normally locked doors shall be kept closed at all times. (Do not prop doors open).
4. Uniforms
 - 4.1. All day cleaning personnel employed in this building shall be uniformed as follows:
 - 4.2. Heavy Duty Cleaners - Industrial type matching shirt and trousers or coveralls. The company name or crest to be affixed to the shirt or coveralls.
 - 4.3. Light Duty Cleaners - Duster coat (smock) with the company name or crest affixed.
 - 4.4. Uniforms shall be neat and clean at all times.
 - 4.5. Special picture security badges provided by NRC must be worn at all times in a visible manner.
5. Building Cleaning Operations
 - 5.1. Routine Cleaning Operations
 - 5.1.1. Deploy a minimum of two (2) day time cleaning staff to perform designated duties during the hours of building operations on regular working days (Mondays to Fridays) from 0630 hours to 1500 hours, including 1/2 hour lunch break:
6. Special & Periodic Tasks
 - 6.1. Scheduled Cleaning Operations
 - 6.1.1. Routine cleaning operations will be performed between 0630 and 1500 hours Monday through Friday (also see Section 3, Clause 5.1). Deviations from this are subject to approval of NRC's representative.
 - 6.1.2. All scheduled cleaning on request and periodic cleaning tasks shall be carried out by additional staffing hours.
7. Special Cleaning Conditions
 - 7.1. Main Entrance and Lobby
 - 7.1.1. Refer to Section 2, Clause 8.1.1-8.1.2, under Operations and Frequencies (vacuum mats at 0730 hours and again at 1400 hours). This frequency shall also apply to entrance area floors. Machine wash/damp mop floors at 0930 and again at 1430 hours.
8. Cleaning on Request
 - 8.1. Project cleaning, special events clean-up, periodic cleaning tasks, or areas indicated as NIC (not included in contract) may be done on a time and material basis, when requested by the NRC Project Authority and billed separately.

CLEANING SERVICES

Appendix "A"

8.2. Prior to commencement of requested work, the contractor must provide an estimate and supply to the NRC representative. A Purchase Order will then be issued from the NRC to the contractor.

9. Excluded Areas (NIC)

9.1. Main floor laboratories

9.2. Main floor Pilot Plant

9.3. 2nd floor catwalk area

9.4. Roof

9.5. Parking lots - except to the extent stipulated in this specification. Power sweeping and pressure washing in these areas will be performed under a separate contract by others.

10. Excluded Furniture, Equipment & Objects

10.1. Laboratory tables, cabinets and equipment, unless empty and then on special request.

10.2. Mechanical, electrical and electronic equipment.

10.3. Art objects.

10.4. Live Plants.

10.5. Souvenirs and paraphernalia.

11. Garbage Removal Exclusions

11.1. Construction material and debris (unless minor in quantity).

11.2. Furniture and equipment crates (unless very small or cardboard).

11.3. Obsolete furniture and equipment.

11.4. Chemical and hazardous substances and their containers.

12. Floor Finish

12.1. There shall be no floor finish (e.g. wax) applied on resilient flooring.

13. Stainless Steel Finish

13.1. No oil or paste shall be used to polish stainless steel, except to remove stubborn stains or markings. Under normal conditions, stainless steel is to be damp wiped with a mild detergent containing a polishing agent in order to achieve a uniform essentially non-oily surface finish. Any other agent shall have NRC's prior approval.

Appendix “A”

Section 4 – Tasks & Quality Standards

1. Furniture, Fixtures, etc.

- a) Cleaning of furniture, fixtures, equipment, structural components, etc. shall be performed as described under the heading “Tasks” numbered 1 to 8.

Preliminary Instructions

- b) Papers, files and equipment left on furniture and desks shall not be disturbed. Furniture and desk tops will be cleaned and polished on arrangement. Lab tables will only be cleaned on request.

<u>TASKS</u>	<u>AREAS – DETAILS</u> <u>(where applicable)</u>	<u>QUALITY STANDARDS</u>
.1 <u>Dust/Damp Wipe:</u> For dry dusting use treated dust cloth. For damp wiping use well wrung out cloth. Use mild detergent solution. Rinse cloth often.	Desks, cabinets, tables, shelves, counter-tops and facings, window sills, partitions, ledges, doors and frames, pedestals, tops of lockers, storage cabinets, coat racks, picture frames, baseboards, radiators, emergency fire equipment, railings, venetian blinds.	Surfaces shall be clean, free of dust, streaks, smudges and finger marks
.2 <u>High Dusting:</u> Treated dusting cloths are to be used in conjunction with an industrial type vacuum cleaner and appropriate accessory tools.	Ductwork, pipework, pipe hangers, conduits, grating and grillwork, ledges, beam deflectors, wall louvres, clocks, walls (above three meters).	Surfaces shall be clean and free from dirt, dust, insects, and cobwebs. Furniture and equipment below cleaning in progress are to be protected by drop-sheets. All workplace health and safety regulations must be strictly adhered to.
.3 <u>Wash/Clean:</u> Use detergent or mild degreaser solution; no abrasive cleaning agents shall be used.	Ashtrays, telephones, mirrors, furniture - glass tops, vinyl and leather upholstered furniture, glass doors, glass partitions, vestibule and entrance glass, filing cabinet and locker facings, chair framing and trim, wastepaper	All surfaces will be dry and polished; there shall be no visible streaks, smudges, spots and cloudiness.

CLEANING SERVICES

Appendix "A"

	baskets, boot-trays, recycling containers.	
.4 <u>Wash/Disinfect:</u> A quaternary germicidal solution shall be used. Approved spray disinfectants may also be utilized (not in vicinity of smoke detectors or return air grilles). Abrasive cleaners shall only be used with the approval of NRC.	Water fountains, sinks, taps, flush tanks and handles, toilet bowls, toilet seats (upper and underside), hinges, urinals (debris and cigarette butts to be removed), sanitary napkin receptacles (re-line with plastic disposal bags), refuse and garbage receptacles (replace with correct size plastic liner), ceramic walls and cubicle partitions in wash-rooms, handrails, soap dispensers (refill soap), toilet paper and towel dispensers (refill with appropriate good quality products).	Surfaces shall be dry, polished and free of streaks, water stains, spots, smudges, finger marks, residue and cloudiness. Fixtures shall have no visible evidence of soap or scale buildup. Odor of disinfectant must not be objectionable.
.5 <u>Clean/Polish Metalwork:</u> Only when metal surfaces are correctly identified shall appropriate cleaning agents be used.	Chrome, brass, stainless steel, aluminum and simulated metals (interior and exterior): panels, framing, piping, ashtrays, equipment valves, door knobs, kickplates, pushbars, hand plates fittings, handrails, dispensers, railings, facings, ornamental fixtures, mail receivers.	Surfaces shall be free of dust, dirt, stains and residue. Surfaces shall brightly polished, non-oily and in a condition similar to the original finish.
.6 <u>Vacuum:</u> Use correct accessory tools	Fabric upholstered furniture, partitions, drapes and whiteboard troughs.	Surfaces shall be free of dust and dirt. Report to NRC's Representative any fabric stained or damaged.
.7 <u>Spot Cleaning:</u> Use appropriate tools, cloth, cleaning agents, etc. to clean small areas.	Walls, partitions, glass, doors, door frames, and woodwork.	Surfaces shall be free of fingermarks, smudges, splash marks, spots and graffiti.

Appendix “A”

<p>.8 <u>Waste Removal:</u> A mobile waste removal or maid cart with appropriate liners shall be used, accompanied by a fireproof metal container.</p>	<p>Wastepaper baskets, washroom receptacles, recycling bins, garbage cans, ashtrays.</p>	<p>Waste material shall be taken to designated garbage room and placed into bin. Contents from ashtrays shall be emptied into a fireproof metal container. Contents from recycling bins shall be stored as directed.</p>
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2. Floor Maintenance, Hard Surfaces

- a) Cleaning of hard surfaced floors shall be performed as described under the heading “Tasks” numbered 1 to 7.

Preliminary Instructions

- b) Chairs, wastepaper baskets, coat racks, etc. must not be placed on desks, tables or workbenches during cleaning operations. Care must be taken not to allow cleaning solution to seep under furniture legs, file cabinets or partitions. Any furniture and equipment moved during cleaning operations shall be returned to the correct location. Special care shall be taken to avoid false fire alarms due to inadequate dust control.

<u>TASKS</u>	<u>AREAS – DETAILS</u> (where applicable)	<u>QUALITY STANDARDS</u>
<p>.1 <u>Sweep/Dustmop:</u> A dust controlled method shall be used. Mop must be treated to be antistatic.</p>	<p><u>Floors</u> - Resilient, ceramic, epoxy coated.</p>	<p>Floors shall be free of dust, dirt, gum and debris.</p>
<p>.2 <u>Wash/Damp Mop:</u> A germicidal floor detergent solution shall be used.</p>	<p><u>Floors</u> - Resilient, quarry, epoxy coated, tiles, stairs and risers.</p>	<p>All surfaces shall be free of spots, stains, streaks, residues and mop strings. Care shall be taken not to leave splash marks on baseboards, walls, doors and furniture.</p>
<p>.3 <u>Spray Buffing:</u> Dustmop after completion and recoat with a layer of floor finish if required.</p>	<p><u>Floors</u> - Resilient.</p>	<p>Floors shall be free of dust and dirt, superficial marks and streaks, and no mud dying or rippling effect caused by over spraying.</p>

CLEANING SERVICES

Appendix "A"

<p>.4 <u>Machine Wet/Dry Scrub:</u></p>	<p><u>Floors</u> - Resilient, quarry, epoxy coated. (Existing resilient flooring requires no wax.)</p>	<p>Floor shall be clean with no dirt, stains or heel marks visible following the scrubbing operation.</p>
<p>.5 <u>Sweep:</u> Use appropriate hand tools for areas; use antistatic mop and resilient and finished concrete floors; use dust bane or similar product on heavily dusty floors, or vacuum.</p>	<p><u>Floors</u> - Concrete or paved (unpainted - unsealed) storage areas, loading docks, steps, stairs, vestibules, paved areas, sidewalks, corridors.</p>	<p>All areas shall be free from dust, dirt, sand, debris and litter.</p>
<p>.6 <u>Scrub:</u> Power Scrub (where applicable).</p>	<p><u>Floors</u> - Concrete</p>	<p>All areas shall be clean; no accumulation of water shall be left on floors.</p>
<p>.7 <u>Hose Down:</u> (Use loading dock and exterior water connections.)</p>	<p><u>Surfaces</u> - Concrete, paved or quarry tiled areas - sidewalks, driveway, and retention walls.</p>	<p>All areas shall be clean and not left in a flooded condition.</p>

3. Carpet Vacuuming and Maintenance

- a) Vacuuming of carpeted floors shall be performed as described in the following tasks numbered 1 to 2.

Preliminary Instructions

- b) Any spots that cannot be removed by normal means, as well as damaged or loose carpet, opening seams, etc., shall be reported to NRC's representative.

<u>TASKS</u>	<u>AREAS – DETAILS</u> (where applicable)	<u>QUALITY STANDARDS</u>
<p>.1 <u>Vacuum:</u> Clip loss threads during vacuuming.</p>	<p><u>Floors</u> - Carpets, rugs, walk-off mats.</p>	<p>Carpets, rugs and mats shall be clean, free from staples, dust, superficial or embedded dirt, gum and debris.</p>

CLEANING SERVICES

Appendix "A"

<p>.2 <u>Spot Cleaning:</u> Identify spots and use appropriate spot remover.</p>	<p><u>Floors</u> - Carpets, rugs, walk-off mats.</p>	<p>Any spots and stains that cannot be removed by normal means shall be reported to NRC's representative.</p>
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4. Special Cleaning

- a) Special cleaning of light fixtures walls, partitions, windows, carpets, structural components, etc., shall be performed as described under the heading "Tasks" numbered 1 to 7.

Preliminary Instructions

- b) Any structural, fixture, window, etc. damage observed during cleaning operations shall be reported to NRC's representative. All safety measures prescribed by National and Provincial laws and regulations must be strictly adhered to.

<u>TASKS</u>	<u>AREAS – DETAILS</u> (where applicable)	<u>QUALITY STANDARDS</u>
<p>.1 <u>Wash/Clean:</u> Use detergent or degreaser solution. Destaticize plastic shields and louvres with Methanol or Cirsol.</p>	<p><u>Light Fixtures:</u> Interior and Exterior.</p>	<p>Fixtures shall be free of dust, insects and greasy film. Shields shall be clear and free of cloudiness and streaks</p>
<p>.2 <u>Wash/Clean:</u> Use detergent or mild Trisodium Phosphate solution.</p>	<p><u>Walls Partitions, Columns:</u> Painted.</p>	<p>Surfaces shall be free of dust, dirt, smudges, finger-marks, streaks, run marks and signs of skipped areas. Surfaces shall present an overall appearance of cleanliness. No water or cleaning solution shall be dropped on floors or furniture. All furniture and equipment moved during cleaning operation shall be replaced in its original location (applicable to Clauses - 4.2, 4.3, 4.4).</p>

Appendix "A"

<p>.3 <u>Wash/Clean:</u> Use detergent/degreaser solution.</p>	<p><u>Walls Partitions, Columns:</u></p>	<p>As noted directly above</p>
<p>.4 <u>Wash/Clean:</u> Use detergent solution. Use only natural fibre or nylon brushes.</p>	<p><u>Wall Columns:</u> Concrete block, granite.</p>	<p>As noted directly above</p>
<p>.5 <u>Damp Wipe:</u> Use detergent solution to remove dust, dirt and stains. Use only well wrung out cloth. Let completely dry and retreat wood with appropriate oil. Apply with soft Dynel or sheepskin applicator.</p>	<p><u>Walls:</u> Wood, plastic laminate covered panelling.</p>	<p>Surfaces shall be free of dust, smudges and stains. After retreating wood there shall be no signs of skipped areas, blotches or streaks. Surfaces shall have a clean uniform appearance.</p>
<p>.6 <u>Wash/Clean:</u> Use appropriate cleaning agents (e.g. TSP, ammonia, vinegar, etc.) and tools. Windows faced with solar film or antiglare glazing shall be cleaned in accordance with the appropriate instructions.</p>	<p><u>Window / Mirror Cleaning:</u> Interior and exterior including vestibules, skylights, glass doors, partitions, transoms, frames, sashes and sills (where applicable). Any structural or fixture damage observed during cleaning operation shall be reported to the NRC representative.</p>	<p>Surfaces must be clean, free from dirt, haze, streaks, watermarks, and lint. Frames, sashes and sill must be clean, free from streaks and watermarks. Comply with all safety requirements of relevant codes, laws and regulations.</p>
<p>.7 <u>Carpet Cleaning:</u> A hot water extraction method. To effective results, the hot water extractor shall be equipped with the following features: Non-marking wheels and bumper guards. Solution and recovery</p>	<p><u>Carpets, Rugs:</u> Heavy traffic lanes and areas such a lobbies, hallways, cafeterias shall be pre-sprayed and rotary scrubbed preceding the hot water extraction application. Liquid carpet cleaner shall be near neutral in pH. For spots</p>	<p>Drying time of carpet shall not exceed 8 hours. Protective materials shall have been placed under all contact points of furniture and equipment and shall be removed after carpet is completely dry. Open seams, ripples and buckling caused</p>

CLEANING SERVICES

Appendix "A"

<p>tank shall have a minimum capacity of 8 gallon (36.4L). Water pressure shall not be less than 50 lb. psi. Unit shall also be equipped with electrical water heater and operate safely on 115 to 120 Volts / 60 cycles / 15 Amps. Equipment shall be C.S.A. approved.</p>	<p>and stains use appropriate stain remover. Carpeted stairs shall be cleaned with hydro brush or hand tool.</p>	<p>by the cleaning operation shall be repaired and corrected by the Contractor. Carpet shall be free of dust, dirt, spots and stains.</p>
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5. Seasonal Tasks

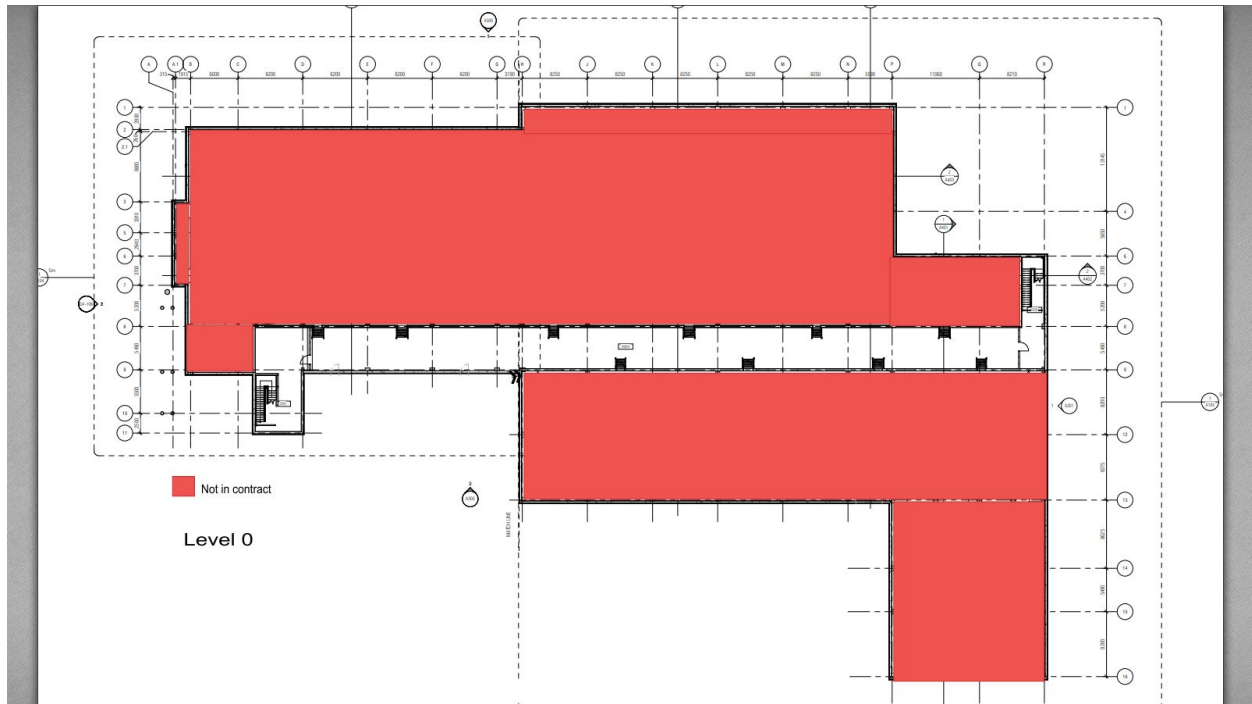
Snow removal, etc. shall be performed as described under the heading "Tasks" numbered 1.

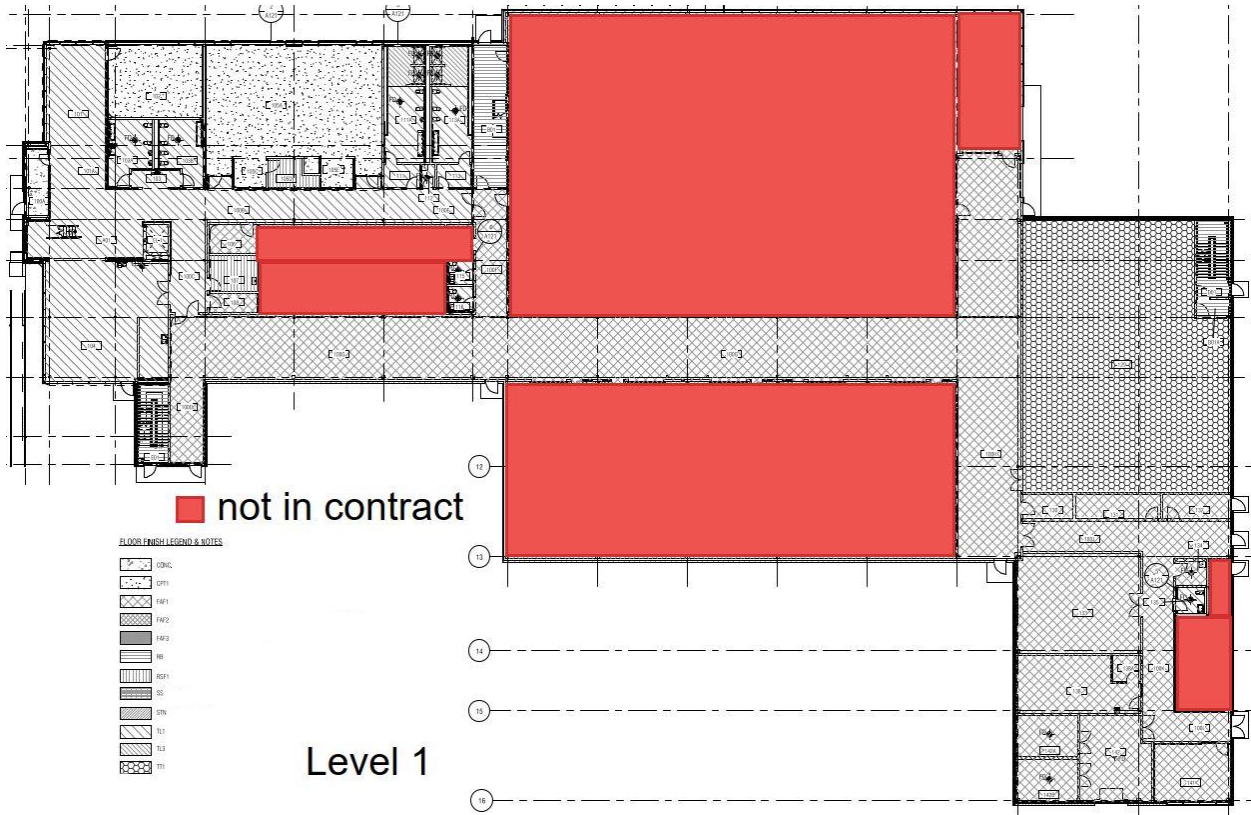
Preliminary Instructions

- a) Where snow clearing/removal and treatment of icy and slippery surfaces is not completed by 0800 hours and a hazardous condition exists, NRC reserves the right to have this work done by others at the expense of the Contractor.

<u>TASKS</u>	<u>AREAS – DETAILS</u> (where applicable)	<u>QUALITY STANDARDS</u>
<p>.1 <u>Snow Removal:</u> Clear all snow, slush, ice and accumulated sand. Spread sand, calcium chloride or de-icing pellets, or mixture thereof over slippery surfaces. Remove accumulated snow to temporary piling area on site approved by NRC's representative.</p>	<p>Sidewalks, entrances, exits and exit paths, steps, ramp, loading dock, garbage room and window well areas.</p>	<p>Areas shall be clear, unobstructed and safe to the public and building occupants, and ensure unhindered flow of pedestrian traffic.</p> <p>Where snow clearing/removal is not completed at 0800 hours daily and if a hazardous condition exists, NRC reserves the right to have the work performed by others at the expense of the Contractor. NRC will supply sand, calcium chloride and de-icing pellets.</p>

Appendix "B" – Floor Plans







Appendix “C” – Flooring Type and Areas

All areas are approximate.
Contractor is responsible to confirm measurements as required.

Zone	Type of Flooring	Total Area (m²)
Basement	Concrete	540
Main Floor	Epoxy	1252
	Carpet	364
	Stone Tile	325
	Resilient	45
	Concrete (Pedestrian coating system)	6
Second Floor	Carpet	616
	Stone tile	223
	Resilient	18
	Concrete (Pedestrian coating system)	2
Total		3391

Appendix “D” – Pricing Matrix

Pricing Matrix – December 1, 2022 – November 30, 2027

Year One Contract Price: \$ _____
December 1, 2022 to November 30, 2023

Year Two Contract Price: \$ _____
December 1, 2023 to November 30, 2024

Year Three Contract Price: \$ _____
December 1, 2024 to November 30, 2025

Year Four Contract Price: \$ _____
December 1, 2025 to November 30, 2026

Year Five Contract Price: \$ _____
December 1, 2026 to November 30, 2027

Total Five Years Contract Price Proposal \$ _____

MONTHLY INVOICES WILL BE CALCULATED BY DIVIDING THE ANNUAL COST BY 12.



ID	2010C
Title	General Conditions Services (Medium Complexity
Date	2010-08-16
Status	Active

- 01 Interpretation
- 02 Powers of Canada
- 03 Status of the Contractor
- 04 Conduct of the Work
- 05 Subcontracts
- 06 Time of the Essence
- 07 Excusable Delay
- 08 Inspection and Acceptance of the Work
- 09 Invoice Submission
- 10 Taxes
- 11 Payment Period
- 12 Interest on Overdue Accounts
- 13 Audit
- 14 Compliance with Applicable Laws
- 15 Liability
- 16 Government Property
- 17 Amendment
- 18 Assignment
- 19 Suspension of the Work
- 20 Default by the Contractor
- 21 Termination for Convenience
- 22 Right of Set-off
- 23 Conflict of Interest and Values and Ethics Codes for the Public Service
- 24 Contingency Fees
- 25 International Sanctions
- 26 Harassment in the Workplace
- 27 Entire Agreement



2010C 01 (2008-05-12) Interpretation

In the Contract, unless the context otherwise requires:

"Articles of Agreement" means the clauses and conditions set out in full text or incorporated by reference to form the body of the Contract; it does not include these general conditions, any supplemental general conditions, annexes, the Contractor's bid or any other document

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the National Research Council Canada and any other person duly authorized to act on behalf of the National Research Council Canada.

"Contract" means the Articles of Agreement, these general conditions, any supplemental general conditions, annexes and any other document specified or referred to as forming part of the Contract, all as amended by agreement of the Parties from time to time;

"Contracting Authority" means the person designated by that title in the Contract, or by notice to the Contractor, to act as Canada's representative to manage the Contract;

"Contractor" means the person, entity or entities named in the Contract to supply goods, services or both to Canada;

"Contract Price" means the amount stated in the Contract to be payable to the Contractor for the Work, exclusive of Goods and Services Tax and Harmonized Sales Tax;

"Government Property" means anything supplied to the Contractor by or on behalf of Canada for the purposes of performing the Contract and anything acquired by the Contractor in any manner in connection with the Work, the cost of which is paid by Canada under the Contract;

"Party" means Canada, the Contractor, or any other signatory to the Contract and "Parties" means all of them;

"Work" means all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the Contract.

2010C 02 (2008-05-12) Powers of Canada

All rights, remedies, powers and discretions granted or acquired by Canada under the Contract or by law are cumulative, not exclusive.

2010C 03 (2008-05-12) Status of the Contractor

The Contractor is an independent contractor engaged by Canada to perform the Work. Nothing in the Contract is intended to create a partnership, a joint venture or an agency between Canada and the other Party or Parties. The Contractor must not represent itself as an agent or representative of Canada to anyone. Neither the Contractor nor any of its personnel is engaged as an employee or agent of Canada. The Contractor is responsible for all deductions and remittances required by law in relation to its employees.



2010C 04 (2008-05-12) Conduct of the Work

1. The Contractor represents and warrants that:
 - (a) it is competent to perform the Work;
 - (b) it has everything necessary to perform the Work, including the resources, facilities, labour, technology, equipment, and materials; and
 - (c) it has the necessary qualifications, including knowledge, skill, know-how and experience, and the ability to use them effectively to perform the Work.
2. The Contractor must:
 - (a) perform the Work diligently and efficiently;
 - (b) except for Government Property, supply everything necessary to perform the Work;
 - (c) use, as a minimum, quality assurance procedures, inspections and controls generally used and recognized by the industry to ensure the degree of quality required by the Contract;
 - (d) select and employ a sufficient number of qualified people;
 - (e) perform the Work in accordance with standards of quality acceptable to Canada and in full conformity with the specifications and all the requirements of the Contract;
 - (f) provide effective and efficient supervision to ensure that the quality of workmanship meets the requirements of the Contract.
3. The Contractor consents in the case of a contract that has a value in excess of \$10,000.00 to the public disclosure of information – other than information described in any of paragraphs 20(1)a) to (d) of the Access to Information Act – relating to the contract.

2010C 05 (2008-05-12) Subcontracts

The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor. In any subcontract, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the Contract, unless the Contracting Authority agrees otherwise.

2010C 06 (2008-05-12) Time of the Essence

It is essential that the Work be performed within or at the time stated in the Contract.

2010C 07 (2008-05-12) Excusable Delay

1. A delay in the performance by the Contractor of any obligation under the Contract that is caused by an event that:
 - (a) is beyond the reasonable control of the Contractor;



- (b) could not reasonably have been foreseen;
- (c) could not reasonably have been prevented by means reasonably available to the Contractor; and
- (d) occurred without the fault or neglect of the Contractor,

will be considered an "Excusable Delay" if the Contractor advises the Contracting Authority of the occurrence of the delay or of the likelihood of the delay as soon as the Contractor becomes aware of it. The Contractor must also advise the Contracting Authority, within fifteen (15) working days, of all the circumstances relating to the delay and provide to the Contracting Authority for approval a clear work around plan explaining in detail the steps that the Contractor proposes to take in order to minimize the impact of the event causing the delay.

2. Any delivery date or other date that is directly affected by an Excusable Delay will be postponed for a reasonable time that will not exceed the duration of the Excusable Delay.
3. However, if an Excusable Delay has continued for thirty (30) days or more, the Contracting Authority may, by giving notice in writing to the Contractor, terminate the Contract. In such a case, the Parties agree that neither will make any claim against the other for damages, costs, expected profits or any other loss arising out of the termination or the event that contributed to the Excusable Delay. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.
4. Unless Canada has caused the delay by failing to meet an obligation under the Contract, Canada will not be responsible for any costs incurred by the Contractor or any of its subcontractors or agents as a result of an Excusable Delay.

2010C 08 (2008-05-12) Inspection and Acceptance of the Work

All the Work is subject to inspection and acceptance by Canada. Inspection and acceptance of the Work by Canada do not relieve the Contractor of its responsibility for defects or other failures to meet the requirements of the Contract. Canada will have the right to reject any work that is not in accordance with the requirements of the Contract and require its correction or replacement at the Contractor's expense.

2010C 09 (2008-05-12) Invoice Submission

1. Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
 - (a) the date, the name and address of the client, item or reference numbers, deliverable and/or description of the Work, contract number, Procurement Business Number (PBN) or GST/HST #;
 - (b) details of expenditures in accordance with the Basis of Payment, exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable);
 - (c) deduction for holdback, if applicable;



- (d) the extension of the totals, if applicable; and
 - (e) if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. If applicable, the GST or HST must be specified on all invoices as a separate item. All items that are zero-rated, exempt or to which the GST or HST does not apply, must be identified as such on all invoices.
 4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

2010C 10 (2010-08-16) Taxes

1. Municipal Taxes
Municipal Taxes do not apply.
2. Provincial Taxes
 - (a) Excluding legislated exceptions, federal government departments and agencies are not required to pay any sales tax payable to the province in which the taxable goods or services are delivered. This exemption has been provided to federal government departments and agencies under the authority of one of the following:
 - (i) Provincial Sales Tax (PST) Exemption Licence Numbers, for the provinces of:

Prince Edward Island OP-10000-250
Manitoba 390-516-0
 - (ii) for Quebec, Saskatchewan, the Yukon Territory, the Northwest Territories and Nunavut, an Exemption Certification, which certifies that the goods or services purchased are not subject to the provincial/territorial sales and consumption taxes because they are purchased by the federal government with Canada funds for the use of the federal government.
 - (b) Currently, in Alberta, the Yukon Territory, the Northwest Territories and Nunavut, there is no general PST. However, if a PST is introduced in Alberta, the Yukon Territory, the Northwest Territories or Nunavut, the sales tax exemption certificate would be required on the purchasing document.
 - (c) Federal departments must pay the HST in the participating provinces of Newfoundland and Labrador, Nova Scotia, New Brunswick, Ontario and British Columbia.
 - (d) The Contractor is not exempt from paying PST under the above Exemption Licence Numbers or Exemption Certification. The Contractor must pay the PST on taxable goods or services used or consumed in the performance of the Contract (in accordance with applicable provincial legislation), including material incorporated into real property.
3. Changes to Taxes and Duties

If there is any change to any tax or duty payable to any level of government in Canada after the bid submission date that affects the costs of the Work to the Contractor, the Contract Price will be adjusted to reflect the increase or decrease in the cost to the Contractor. However, there will be



no adjustment for any change that increases the cost of the Work to the Contractor if public notice of the change was given before bid submission date in sufficient detail to have permitted the Contractor to calculate the effect of the change on its cost. There will be no adjustment if the change takes effect after the date required by the Contract for delivery of the Work.

4. GST or HST

The estimated GST or HST, if applicable, is included in the total estimated cost on page 1 of the Contract. The GST or HST is not included in the Contract Price but will be paid by Canada as provided in the Invoice Submission section above. The Contractor agrees to remit to Canada Revenue Agency any amounts of GST and HST paid or due.

5. Tax Withholding of 15 Percent

Pursuant to the *Income Tax Act*, 1985, c. 1 (5th Supp.) and the *Income Tax Regulations*, Canada must withhold 15 percent of the amount to be paid to the Contractor in respect of services provided in Canada if the Contractor is a non-resident unless the Contractor obtains a valid waiver. The amount withheld will be held on account for the Contractor in respect to any tax liability which may be owed to Canada.

2010C 11 (2008-05-12) Payment Period

1. Canada's standard payment period is thirty (30) days. The payment period is measured from the date an invoice in acceptable form and content is received in accordance with the Contract or the date the Work is delivered in acceptable condition as required in the Contract, whichever is later. A payment is considered overdue on the 31st day following that date and interest will be paid automatically in accordance with the section 12.
2. If the content of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within fifteen (15) days of receipt. The 30-day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within fifteen (15) days will only result in the date specified in subsection 1 to apply for the sole purpose of calculating interest on overdue accounts.

2010C 12 (2008-12-12) Interest on Overdue Accounts

1. For the purpose of this section:

"Average Rate" means the simple arithmetic mean of the Bank Rates in effect at 4:00 p.m. Eastern Time each day during the calendar month immediately before the calendar month in which payment is made;

"Bank Rate" means the rate of interest established from time to time by the Bank of Canada as the minimum rate at which the Bank of Canada makes short term advances to members of the Canadian Payments Association;

"date of payment" means the date of the negotiable instrument drawn by the Receiver General for Canada to pay any amount under the Contract;

an amount becomes "overdue" when it is unpaid on the first day following the day on which it is due and payable according to the Contract.



2. Canada will pay to the Contractor simple interest at the Average Rate plus 3 percent per year on any amount that is overdue, from the date that amount becomes overdue until the day before the date of payment, inclusive. The Contractor is not required to provide notice to Canada for interest to be payable.
3. Canada will pay interest in accordance with this section only if Canada is responsible for the delay in paying the Contractor. Canada will not pay interest on overdue advance payments.

2010C 13 (2008-05-12) Audit

The amount claimed under the Contract is subject to government audit both before and after payment is made. The Contractor must keep proper accounts and records of the cost of performing the Work and keep all documents relating to such cost for six (6) years after it receives the final payment under the Contract.

2010C 14 (2008-05-12) Compliance with Applicable Laws

1. The Contractor must comply with all laws applicable to the performance of the Contract. The Contractor must provide evidence of compliance with such laws to Canada at such times as Canada may reasonably request.
2. The Contractor must obtain and maintain at its own cost all permits, licenses, regulatory approvals and certificates required to perform the Work. If requested by the Contracting Authority, the Contractor must provide a copy of any required permit, license, regulatory approvals or certificate to Canada.

2010C 15 (2008-05-12) Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

2010C 16 (2008-05-12) Government Property

The Contractor must take reasonable and proper care of all Government Property while it is in its possession or subject to its control. The Contractor is responsible for any loss or damage resulting from its failure to do so other than loss or damage caused by ordinary wear and tear.

2010C 17 (2008-05-12) Amendment

To be effective, any amendment to the Contract must be done in writing by the Contracting Authority and the authorized representative of the Contractor.

2010C 18 (2008-05-12) Assignment

1. The Contractor must not assign the Contract without first obtaining the written consent of the Contracting Authority. Any assignment made without that consent is void and will have no effect. The assignment will be effective upon execution of an assignment agreement signed by the Parties and the assignee.



2. Assignment of the Contract does not relieve the Contractor from any obligation under the Contract and it does not impose any liability upon Canada.

2010C 19 (2008-05-12) Suspension of the Work

The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so.

2010C 20 (2008-05-12) Default by the Contractor

1. If the Contractor is in default in carrying out any of its obligations under the Contract, the Contracting Authority may, by giving written notice to the Contractor, terminate for default the Contract or part of the Contract. The termination will take effect immediately or at the expiration of a cure period specified in the notice, if the Contractor has not cured the default to the satisfaction of the Contracting Authority within that cure period.
2. If the Contractor becomes bankrupt or insolvent, makes an assignment for the benefit of creditors, or takes the benefit of any statute relating to bankrupt or insolvent debtors, or if a receiver is appointed under a debt instrument or a receiving order is made against the Contractor, or an order is made or a resolution passed for the dissolution, liquidation or winding up of the Contractor, the Contracting Authority may, to the extent permitted by the laws of Canada, by giving written notice to the Contractor, immediately terminate for default the Contract or part of the Contract.
3. If Canada gives notice under subsection 1 or 2, the Contractor will have no claim for further payment except as provided in this section. The Contractor will be liable to Canada for all losses and damages suffered by Canada because of the default or occurrence upon which the notice was based, including any increase in the cost incurred by Canada in procuring the Work from another source. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

2010C 21 (2008-05-12) Termination for Convenience

1. At any time before the completion of the Work, the Contracting Authority may, by giving notice in writing to the Contractor, terminate for convenience the Contract or part of the Contract. Once such a notice of termination for convenience is given, the Contractor must comply with the requirements of the termination notice. If the Contract is terminated in part only, the Contractor must proceed to complete any part of the Work that is not affected by the termination notice. The termination will take effect immediately or, as the case may be, at the time specified in the termination notice.
2. If a termination notice is given pursuant to subsection 1, the Contractor will be entitled to be paid, for costs that have been reasonably and properly incurred to perform the Contract to the extent that the Contractor has not already been paid or reimbursed by Canada. The Contractor will be paid:
 - (a) on the basis of the Contract Price, for all completed work that is inspected and accepted in accordance with the Contract, whether completed before, or after the termination in accordance with the instructions contained in the termination notice;



- (b) the Cost to the Contractor plus a fair and reasonable profit for all work terminated by the termination notice before completion; and
 - (c) all costs incidental to the termination of the Work incurred by the Contractor but not including the cost of severance payments or damages to employees whose services are no longer required, except wages that the Contractor is obligated by statute to pay.
3. Canada may reduce the payment in respect of any part of the Work, if upon inspection, it does not meet the requirements of the Contract.
4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

2010C 22 (2008-05-12) Right of Set-off

Without restricting any right of set-off given by law, Canada may set-off against any amount payable to the Contractor under the Contract, any amount payable to Canada by the Contractor under the Contract or under any other current contract. Canada may, when making a payment pursuant to the Contract, deduct from the amount payable to the Contractor any such amount payable to Canada by the Contractor which, by virtue of the right of set-off, may be retained by Canada.

2010C 23 (2008-05-12) Conflict of Interest and Values and Ethics Codes for the Public Service

The Contractor acknowledges that individuals who are subject to the provisions of the *Conflict of Interest Act*, 2006, c. 9, s. 2, the Conflict of Interest Code for Members of the House of Commons, the Values and Ethics Code for the Public Service or all other codes of values and ethics applicable within specific organizations cannot derive any direct benefit resulting from the Contract.

2010C 24 (2008-12-12) Contingency Fees

The Contractor certifies that it has not, directly or indirectly, paid or agreed to pay and agrees that it will not, directly or indirectly, pay a contingency fee for the solicitation, negotiation or obtaining of the Contract to any person, other than an employee of the Contractor acting in the normal course of the employee's duties. In this section, "contingency fee" means any payment or other compensation that depends or is calculated based on a degree of success in soliciting, negotiating or obtaining the Contract and "person" includes any individual who is required to file a return with the registrar pursuant to section 5 of the *Lobbying Act*, 1985, c. 44 (4th Supplement).

2010C 25 (2010-08-16) International Sanctions

1. Persons in Canada, and Canadians outside of Canada, are bound by economic sanctions imposed by Canada. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to [economic sanctions](#).



2. The Contractor must not supply to the Government of Canada any goods or services which are subject to economic sanctions.
3. The Contractor must comply with changes to the regulations imposed during the period of the Contract. The Contractor must immediately advise Canada if it is unable to perform the Work as a result of the imposition of economic sanctions against a country or person or the addition of a good or service to the list of sanctioned goods or services. If the Parties cannot agree on a work around plan, the Contract will be terminated for the convenience of Canada in accordance with section 21.

2010C 26 (2010-08-16) Harassment in the Workplace

1. The Contractor acknowledges the responsibility of Canada to ensure, for its employees, a healthy work environment, free of harassment. A copy of the [Policy on the Prevention and Resolution of Harassment in the Workplace](#), which is also applicable to the Contractor, is available on the Treasury Board Web site.
2. The Contractor must not, either as an individual, or as a corporate or unincorporated entity, through its employees or subcontractors, harass, abuse, threaten, discriminate against or intimidate any employee, contractor or other individual employed by, or under contract with Canada. The Contractor will be advised in writing of any complaint and will have the right to respond in writing. Upon receipt of the Contractor's response, the Contracting Authority will, at its entire discretion, determine if the complaint is founded and decide on any action to be taken.

2010C 27 (2008-05-12) Entire Agreement

The Contract constitutes the entire and only agreement between the Parties and supersedes all previous negotiations, communications and other agreements, whether written or oral, unless they are incorporated by reference in the Contract. There are no terms, covenants, representations, statements or conditions binding on the Parties other than those contained in the Contract.

Appendix “F” – Evaluation Grid

Mandatory Requirements

COMPLIANCE MATRIX

Contractor **MUST** indicate if they **MEET or AGREE (YES)** or **DO NOT MEET or AGREE (NO)** with each item in the Compliance Matrix and provide details and documentation as part of their bid submission, if required. If a contractor indicates “NO” their submission will be considered non-compliant.

For example: 1.3 states that “Must provide a current “Letter of Good Standing” from the workers compensation board of MB.” The yes/no box must have YES entered and a letter of good standing must be supplied as part of the bid submission, if a letter of good standing is not supplied, or if NO is entered in the box, the bid submission will be considered non-compliant and the contractors submission will be removed from further consideration.

Number	Mandatory Criteria	YES/ NO
1.1	Attend the bidders meeting, Project Authority will have an attendance form which MUST be signed by the bidder’s representative.	
1.2	Contractor must have technical and financial proposal separated when they are submitted.	
1.3	Must provide a current Letter of Good Standing from the Workers Compensation Board of Manitoba.	
1.4	Subcontracting is not permitted. Bidders must clearly demonstrate that sub-contractors will not be used to deliver these services.	
1.5	Must provide and maintain, during the term of the contract, Comprehensive General Liability insurance in an amount of \$2,000,000.00 CAD. Copy of the policy provided.	
1.6	Provide at least 2 references for projects of a similar scope to the NRC Brookside site within the last 5 years, or the 2 largest projects undertaken in the last 5 years. The current contractor may use the NRC Brookside as 1 of the projects.	
1.7	The contractor must provide previous inspection reports for 2 contracts similar to the NRC Brookside site, or the 2 largest projects undertaken in the last 5 years	
1.8	Submit a list of supplies with at least 80% eco-friendly as described in Appendix “A” Section 1 - General Requirements, page 3, item 6 – Environmental.	
1.9	All cleaning and disinfecting products shall be used based on the manufacturer’s recommendations.	
1.10	The contractor shall supply all detergents, cleaning materials, sealers, waxes etc.	

Appendix “F” – Evaluation Grid

1.11	The Contractor will supply all tissue and paper towels, dish soap, hand soap, urinal deodorant cakes, waste receptacle bags, as well as sanitizing products.	
1.12	Provide a list of disinfection or sanitization training documents for all employees working at site.	
1.13	If a pandemic, viral outbreak or other event occurs where there is an overall reduction in staff on site for an extended period of time, (one week or longer) the contractor will defer their typical daily duties related to office cleaning etc, and will shift to other cleaning and disinfecting as needed. The contractor’s deferred hours will be used towards disinfecting or other cleaning. If the disinfection or other cleaning hours exceed the deferred hours, the contractor will be paid hourly if any extra time is spent.	
1.14	Provide a list of current WHMIS training documents for all employees and contractor shall ensure WHMIS training is up to date for all workers on site for the duration of the contract. (Every 3 years)	
1.15	The contractor will respond to emails and voicemails within 24 hours and will respond to urgent emails and voicemails within 12 hours.	
1.16	If a cleaner will be working alone on site, the contractor must provide a working alone program with their tender submission. IE: Lone workers call into office upon arrival to site, they call in every 2 hours while on site and when leaving site, or?	
1.17	The contractor will perform regular inspections, frequency to be determined (based on performance) by NRC’s representative, but at a minimum once per month and record the results on their inspection form. Completed forms shall be submitted to the NRC’s representative at the end of each month with the contractor’s invoice.	
1.18	The contractor must notify NRC’s representative when each major operation listed in the approved Schedule of Operations has been completed. NRC will perform periodic checks and inspections with the contractor once per month, not to exceed 1 hour.	
1.19	If a checklist is required for cleaning or disinfecting operations in washrooms, kitchens, etc. The contractor shall initial on each completed task after the operation has been performed.	
1.20	For areas that are listed in Appendix “A” on a “Cleaning on Request” basis or areas indicated as Not Included in Contract (NIC), these areas will be paid on a time and material basis and are not part of the base price in the contract.	
1.21	The contractor and all their workers shall adhere to all SAFE Work Manitoba, and Occupational Health and Safety Regulations.	
1.22	All accidents or injuries occurring on site must be reported to the Site operations supervisor.	

Appendix “F” – Evaluation Grid

1.23	All employees on site & company contacts for the site must understand and speak fluent English	
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Contract Number / Numéro du contrat PR# 906179
Security Classification / Classification de sécurité UNCLASSIFIED

**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 National Research Council	2. Branch or Directorate / Direction générale ou Direction RPPM
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
Cleaning tender ROSS 1

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :	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 A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

No / Non Yes / Oui

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

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

No / Non Yes / Oui

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



Contract Number / Numéro du contrat PR# 906179
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Jose Varas		Title - Titre Site Operations Supervisor	Signature varas, j <small>Digitally signed by varas, j DN: cn=varas, j, c=CA, o=GC, ou=NRC-CNRC, email=jose.varas@canada.ca Date: 2022.07.14 08:51:28 -05'00'</small>
Telephone No. - N° de téléphone 204-984-6557	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Jose.Varas@nrc-cnrc-gc.ca	Date July 14, 2022

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

Name (print) - Nom (en lettres moulées) Tori Pelletier		Title - Titre Analyst, Security in Contracting	Signature Pelletier, Tori <small>Digitally signed by Pelletier, Tori DN: cn=Pelletier, Tori, c=CA, o=GC, ou=NRC-CNRC, email=tori.pelletier@cnrc- nrc.gc.ca Date: 2022.07.14 10:50:56 -04'00'</small>
Telephone No. - N° de téléphone 613-998-7352	Facsimile No. - N° de télécopieur 613-990-0946	E-mail address - Adresse courriel Tori.Pelletier@nrc-cnrc.gc.ca	Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Tania Backes		Title - Titre Procurement Officer	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Tania.Backes@nrc-cnrc.gc.ca	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



List of names for integrity verification form

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Supplier information

Supplier's legal name:
Organizational structure: <input type="checkbox"/> Corporate entity <input type="checkbox"/> Privately owned corporation <input type="checkbox"/> Sole proprietor
Supplier's address:
Supplier's procurement business number (optional):
Solicitation or transaction number:



Date of bid, offer submission or closing date of Invitation to Offer (yyyy-mm-dd):

List of names

Name	Title

Declaration

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

Signature

Please include with your bid or offer.