

RETURN BIDS TO:

Agriculture and Agri-Food Canada

Address:

Attention: Natalie O'Neill, Senior Contracting Officer

Email: aafc.wscprocurement-csoapprovisionnement.aac@agr.gc

REQUEST FOR PROPOSAL

Proposal To: Agriculture and Agri-Food Canada

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

Comments:

*Bidders are advised to also send their Bids and Enquiries to natalie.oneill@agr.gc.ca in addition to aafc.wscprocurement-csoapprovisionnement.aac@agr.gc .

Vendor/Firm Name and Address:

Issuing Office

Agriculture and Agri-Food Canada

Western Service Centre
300 - 2010 12th Avenue
Regina, SK S4P 0M3

Title: Janitorial Services - SASKATOON Research and Development Centre	
Solicitation Number 01R11-23-C052	Date of solicitation: October 6, 2022
Solicitation Closes: At: 2:00 PM (CST) On: Wednesday, November 16, 2022	Time Zone: Central Standard Time (CST)
Address Enquiries to: Natalie O'Neill, Senior Contracting Officer	
Name: Natalie O'Neill Email: aafc.wscprocurement-csoapprovisionnement.aac@agr.gc	
Telephone Number: 306-807-8740	FAX Number:
Destination of Goods, Services and Construction: AAFC Saskatoon Research and Development Centre 107 Science Place, Saskatoon, Saskatchewan	
Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.	
Delivery required: January 1, 2023	Delivery offered:
Vendor/Firm Name and Address:	
Name and title of person authorized to sign on behalf of vendor/firm (type or print)	
Signature	
Date	

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

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

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

In the complete text content (except Subsection 1.0, Subsection 3.0, and Subsection 20): Delete "Public Works and Government Services Canada" and Insert "Agriculture and Agri-Food Canada". Delete "PWGSC" and Insert "AAFC".

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

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

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

2.2 Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted by Epost Connect Service or facsimile to AAFC will not be accepted.

2.3 Former Public Servant

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

Definitions

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

- a. name of former public servant;

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 12:00 pm CST, November 2, 2022. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid by Email with separately named pdf attachments as follows:

- Section I: Technical Bid (1 pdf attachment)
- Section II: Financial Bid (1 pdf attachment)
- Section III: Certifications (1 pdf attachment)

Due to the nature of the bid solicitation, bids transmitted by Epost Connect Services or facsimile will not be accepted. The maximum email file size that AAFC is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size. Emails with links to bid documents will not be accepted.

Section I: Technical Bid

For their Technical Bid, Bidders must demonstrate their compliance with the Mandatory Requirements and include the necessary documentation with their submission.

Section II: Financial Bid

For their Financial Bid, Bidders shall provide firm all-inclusive prices to provide the services requested in accordance with the Statement of Work Annex "A".

The requirements of the Financial Bid are detailed in Part 4, Evaluation Procedures and Basis of Selection.

Prices shall not appear in any area of the bid except in the Financial Bid.

Section III: Certifications

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

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Appendix 1 to Part 4 which will be evaluated on a compliant / non-compliant basis.

4.1.2 Financial Evaluation

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

Refer to Annex "H" Bid Document which will form the financial bid.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

Refer to Annex “G”.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex “E” .

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

- (a) The Contractor’s personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS, granted or approved by Agriculture and Agri-Food Canada.
- (b) The contractor and/or its employees MUST NOT have access to PROTECTED and/or CLASSIFIED information or assets;
- (c) The contractor and/or its employees MUST NOT remove any PROTECTED and/or CLASSIFIED information or assets from the identified work site(s);
- (d) The contractor and/or its employees MUST NOT use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data;
- (e) Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the AAFC; and
- (f) The contractor/offeror must comply with the provisions of the: Security Requirements Check List.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010C (2022-01-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.3.2 Supplemental General Conditions

SACC Manual Clause 4013 (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules, apply to and form part of the Contract.

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from January 1, 2023 to December 31, 2023 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Natalie O'Neill
Senior Contracting Officer
Agriculture and Agri-Food Canada
Western Service Centre
300 – 2010 – 12th Avenue
Regina, SK S4P 0M3
Telephone: (306) 807-8740
Facsimile: (306) 523-6561
E-mail address: natalie.oneill@agr.gc.ca

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

6.5.2 Technical Authority

To be Inserted at Contract Award

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

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

6.5.3 Contractor's Representative

To be Inserted at Contract Award

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be paid for the Work performed in accordance with the Basis of at annex "C", to a ceiling price of \$ _____ (*amount to be inserted at contract award*). Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

6.7.3 Method of Payment

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payment

6.7.4 SACC Manual Clauses

[A9117C](#) (2007-11-30) T1204 - Direct Request by Customer Department

6.7.5 Electronic Payment of Invoices – Contract

(to be updated at contract award)

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

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

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the Technical Authority for certification and payment.
 - b. One copy must be sent to aaafc.accounts.payablesrc-crs.comptes.fournisseurs.aac@agr.gc.ca
 - c. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.9.2 Insurance – Specific Requirements

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

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

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) Supplemental General Conditions - 4013 (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules;
- (c) General Conditions - Services (Medium Complexity) 2010C (2022-01-28);
- (d) Annex A, Statement of Work;
- (e) Annex D, Security Requirements Check List;
- (f) the Contractor's bid dated _____ (*insert date of bid at contract award*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____”*).

6.12 Dispute Resolution

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

ANNEX "A"

STATEMENT OF WORK

Cleaning is to be performed during the following 'Scheduled Work Hours':

- Weekdays between 5:30 pm and 12:00 am (or later as required)
- Weekdays Daytime Service *before* 1:00 pm
- Weekends between 5:30 pm Friday and 11:00 pm Sunday (for scheduled Bi-Annual or Annual work only)
- Statutory Holidays Excluded

This is a non-smoking, scent free facility

SASKATOON RESEARCH CENTRE - 107 Science Place

21,182 square meters

Scientific Support Wing - Basement, Floors 1, 2 & 3 Lab
Wing – Sub-Basement, Basement, Floors 1, 2 & 3 Plant
Gene Resources of Canada (PGRC)
Greenhouse / Header House Complex - Basement, Floors 1 & 2

SASKATOON RESEARCH FARM - 410 Lowe Road

1,514.32 square meters

Crop Services Building Maintenance
Shop

SASKATOON RESEARCH CENTRE - 107 Science Place

(NO FLOOR PLAN AVAILABLE)

BOARDROOMS (5) / COMMON AREAS (3) / ELEVATORS (3) / LABS (84) / LIBRARY (1)
/ LUNCH ROOM (1) / KITCHENETTE (1) / OFFICES (94) / STAIRWELLS (6) / VESTIBULES
(8) / WASHROOMS (21) & SHOWERS (6)

1. DAILY (WEEKDAYS - Statutory Holidays Excluded)

1. Breakdown all cardboard cartons in recycling carts or hallways and deposit in bulk recycling units located by #1 loading dock
2. Check and refill as required all auto hand sanitizer dispensers, as well as hand pump and spray bottles located in hallways, printer areas, at elevators and entrances/exits
3. Damp mop concrete floors in Shipping Receiving Area
4. Clean and disinfect all shared countertops and cupboards in Boardrooms, Library (including offices), copy rooms and copier stations
5. Clean and disinfect all chair arms in boardrooms
6. Clean and disinfect light switches in conference rooms and board rooms.
7. Damp wipe all metal work, metal entrance doors and push bars for all Entrance Exteriors
8. Empty all garbage cans and replace bags when used or soiled
- Garbage and refuse to be picked up and discarded into the bulk garbage disposal units.
9. Empty all under-desk single stream recycling blue bins (including clean plastics and all acceptable recycling materials) in labs and offices in Main Lab Wing, Greenhouse/Headerhouse/PGRC and Scientific Support Wing and take to bulk single stream recycling bins at loading dock
10. Empty single stream recycling (including clean plastics and all acceptable recycling materials) in hallway and common area blue bins in Scientific Support Wing, Main Lab Wing and Greenhouse/Headerhouse/PGRC and take to bulk single stream recycling bins at loading dock
11. Waste storage areas inside the lab complex and waste receptacles (used in lab complex bins) are to be cleaned during each cleaning shift
12. ELEVATORS
 - a) Clean and disinfect touch buttons on each floor and in cabin
 - b) Clean and disinfect all handrails
 - c) Clean and disinfect all doors and frames
13. ENTRANCES / EXITS
 - a) Clean and polish all glass on all exterior entrance doors
 - b) Damp wipe doors including frames (clear spiderwebs if present)
 - c) Clean and disinfect all door touchpoints including handles, knobs and push bars
 - d) Damp mop floors
14. HALLWAYS
 - a) Clean and disinfect all water fountains including push plates
 - b) Clean and disinfect all door touchpoints including handles, knobs and push bars
 - c) Damp wipe all doors including frames, glass, hardware and name plates
15. LABORATORIES (including PGRC tank room)
 - a) Clean and disinfect paper towel dispenser housing, handles and push bars.
 - b) Damp wipe all doors including frames, glass and hardware
 - c) Clean and disinfect all touchpoints including handles, knobs and push bars
 - d) Refill paper towel dispensers – both rectangular and roll types.
16. LIBRARY (including offices)
 - a) Clean and disinfect receiving countertop in main area
 - b) Damp wipe all doors, door hardware and door frames
 - c) Clean and disinfect all door touchpoints including handles, knobs and push bars
 - d) Damp wipe all cleared office furniture, file cabinets and shelves
 - e) Clean and disinfect all shared desktops and touch points
17. LOBBY / VESTIBULES

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- a) Clean and disinfect all handrails
 - b) Clean and disinfect all door handles, knobs and push bars
 - c) Clean and disinfect reception desk and clear plastic face shield
18. LUNCH ROOM
- a) Damp mop floor
 - b) Clean and disinfect all countertops, tabletops, chair arms and light switches
 - c) Clean and disinfect coffee pot handles and coffee machine including switches
 - d) Clean and disinfect garbage can lids
19. KITCHENETTE
- a) Damp mop floor
 - b) Clean and disinfect all fridge exteriors and drink cooler doors, including all handles and high touch areas
 - c) Damp wipe interior of all microwaves
 - d) Clean and disinfect exterior of all microwaves including push bars, touchpads, and all high touch areas
 - e) Clean and disinfect all countertops, kitchen cabinet handles, sinks, taps, and light switches
 - f) Clean and disinfect garbage can lids and paper towel dispenser handles and push bars
 - g) Refill paper towel dispensers
20. OFFICES AND OFFICE AREAS
- a) Damp wipe all countertops and cupboards
 - b) Damp wipe all doors, door hardware, door frames and glass
 - c) Clean and disinfect all door touchpoints including handles, knobs and push bars
 - d) Dust all cleared file cabinets, tables and ledges
21. STAIRWELLS
- a) Clean, disinfect and polish handrails
 - b) Spot clean all walls
22. WASHROOMS & SHOWERS
- a) Clean and disinfect all countertops, paper towel dispensers, toilet paper dispensers, sanitary napkin dispensers, shelves, storage cabinet handles and garbage can lids
 - b) Clean and disinfect faucets, sinks, taps, soap dispensers, handheld shower heads, flush handles, toilets, urinals, touchpoints on all stall and locker doors, and light switches
 - c) Clear any blockage from shower and sink drains, toilets and urinals
- If unable to fix, report to Facilities Manager immediately
 - d) Damp mop all floors
 - e) Empty all garbage cans and replace bags when used or soiled
 - f) Remove and replace all used bags in sanitary napkin disposal receptacles
 - g) Replace / replenish all consumables as required
 - h) Spot clean all doors and walls, including stalls
- 2. BI-WEEKLY (twice per week)**
- 1. Clean and polish all mirrors in Washrooms & Showers.
 - 2. Clean and disinfect all cabinet handles, and videoconference control panels in all boardrooms.
 - 3. Damp mop all floors in Laboratories (including PGRC tank room) and Lobby/Vestibules
 - 4. Damp mop headerhouse basement floor.
 - 5. Machine scrub all floors in hallways including headerhouse main hallway.
 - 6. Sweep all stairs in Stairwells
 - 7. Vacuum all floor mats at all Entrances/Exits
- 3. WEEKLY**
- 1. Damp mop all vinyl floors in offices and common areas.
 - 2. Spot clean walls and shelving at hand sanitizer stations.
 - 3. Clean and polish all interior glass in lobby and vestibules.
 - 4. Clean and polish interior glass doors leading to greenhouse compartments in headerhouse hallway.

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5. Empty exterior garbage cans at each entrance, replace bags when used or soiled and clean lids (3 East Lab Wing Entrances, 1 N. East Admin. Entrance)
 - Garbage and refuse to be discarded into the bulk garbage disposal units.
 6. Spot clean all door and window glass in Library (including offices)
 7. Vacuum and spot clean all carpets, floor mats and rugs
 8. ELEVATORS
 - a) Clean and vacuum door tracks, recesses and metal strip faces
 - b) Damp mop all vinyl floors
 9. LOBBY / VESTIBULE
 - a) Damp wipe all countertops
 - b) Damp wipe ledge sill on switchboard desk
 - c) Remove all cob webs from vestibule doors, lights and walls
 - d) Spot clean all walls
 10. LUNCH ROOM
 - a) Damp wipe all ledges
 - b) Clean and disinfect all garbage cans
 11. SHIPPING RECEIVING AREA
 - a) Damp wipe all doors
 12. WASHROOMS & SHOWERS
 - a) Clean and disinfect all showers, including curtains and rods
- 4. MONTHLY**
1. Spot clean all interior walls and partitions in Offices, Office Areas and Library (including offices)
 2. Vacuum Freight Elevator Floor
 3. Wash all stairs in stairwells
 4. Wash all wall panels in Elevators
 5. BOARDROOMS
 - a) Damp wipe all window sills
 - b) Spot clean all furniture in Boardrooms
 - c) Vacuum all cloth chairs
 6. WASHROOMS & SHOWERS
 - a) Clean and disinfect all garbage cans
 - b) Damp wipe surface of all lockers
 - c) Descale all showers, toilets and urinals
 - d) Wash all doors and walls including stalls
- 5. QUARTERLY (March / June / September / December)**
1. Damp wipe tops of all bulletin boards, display cases, pictures and wall hangings
 2. Damp wipe all First Aid Kits
 3. Spot clean all walls in Boardrooms
 4. Clean and polish display case glass and damp wipe frames in Lobby/Vestibule
 5. Clean all chrome in Boardrooms
- 6. ANNUAL (October)**
1. Strip and refinish all vinyl floors in Elevators
 2. Strip and refinish all vinyl and terrazzo floors in Hallways
 3. Strip and refinish all vinyl floors in Labs
 4. Strip and refinish vinyl floor in Lunch Room
 5. Strip and refinish all vinyl floors in Offices and Office Areas
 6. Wash around ceiling exhaust and supply air vents, diffusers and grilles, including plastic light covers in washrooms.
- 7. ANNUAL (September)**
1. Clean all foot grilles, including frame and catch pan at all entrances and exits
 2. Damp wipe all accessible radiators in stairwells
 3. Vacuum and spot clean all cloth partitions

4. Wash all surfaces of all hallway lockers

SASKATOON RESEARCH FARM – 410 Lowe Road

CROP SERVICES BUILDING

1. **DAILY (WEEKDAYS - Statutory Holidays Excluded)**
 1. Clean and disinfect all metal work, metal entrance doors and push bars for all Entrance Exteriors
 2. Clean and disinfect all light switches
 3. Check and refill as required all auto hand sanitizer dispensers, as well as hand pump and spray bottles located in hallways, printer areas, and entrances/exits.
 4. Empty all garbage cans and replace bags when used or soiled
 - Garbage and refuse is to be picked up and discarded into the bulk garbage disposal units
 5. Single stream recycling, (including clean plastics and all acceptable recycling materials), in blue bins to be picked up from the laboratories, offices and open or common areas and put in the single stream bulk recycling bin at the back of Maintenance Shop Building #4.
 6. **ENTRANCES / EXITS / VESTIBULES – INTERIOR**
 - a) Clean and disinfect interior touchpoints of all Entrance doors including handles, knobs and push bars
 - b) Damp wipe interior side of all Entrance doors including door frames, glass and hardware
 - c) Damp mop floors
 - d) Vacuum all floor mats
 7. **HALLWAYS**
 - a) Clean and disinfect all water fountains, including push plates
 - b) Clean and disinfect all door touchpoints including handles, knobs and push bars
 - c) Damp wipe all doors including frames, glass, hardware and name plates
 - d) Machine scrub all floors
 8. **LABORATORIES**
 - a) Damp mop all floors
 - b) Clean and disinfect all chair arms
 - c) Clean and disinfect paper towel dispensers, handles and push bars
 - d) Refill paper towel dispensers, including rectangular and roll types.
 9. **LUNCH ROOM**
 - a) Damp mop floor
 - b) Clean and disinfect all fridge exteriors and vending machines, including all handles and high touch areas
 - c) Damp wipe interior of all microwaves
 - d) Clean and disinfect exterior of microwaves including pushbars, touchpads and all high contact surfaces
 - e) Clean and disinfect all countertops, table tops, chair arms, kitchen cabinet handles, sinks, taps and light switches
 - f) Clean and disinfect kettle, coffee pot handles and coffee machine including switches
 - g) Clean and disinfect garbage can lids and paper towel dispenser handles and pushbars
 - h) Refill paper towel dispensers including rectangular and roll types.
 10. **OFFICES AND OFFICE AREAS**
 - a) Clean and disinfect all countertops, storage cupboard door handles and filing cabinet handles
 - b) Damp wipe all doors, door hardware and door frames
 - c) Clean and disinfect all door touchpoints including handles, knobs and push bars
 - d) Clean and disinfect all chair arms for offices

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11. **WASHROOMS & SHOWERS**
 - a) Clean and disinfect all countertops, paper towel dispensers, toilet paper dispensers, sanitary napkin dispensers, shelves, storage cabinet handles and garbage can lids
 - b) Clean and disinfect faucets, sinks, taps, soap dispensers, handheld showerheads, flush handles, toilets, urinals, touchpoints on all stall doors and locker doors, and light switches
 - c) Clear any blockages from showers and sink drains, toilets and urinals
- If unable to fix, report to the Facilities Manager immediately
 - d) Damp mop all floors
 - e) Empty all garbage cans and replace bags when used or soiled
 - f) Empty all used bags in sanitary napkin disposal receptacles and replace bag
 - g) Replace / replenish all consumables as required
 - h) Spot clean all doors and walls, including stalls

 2. **BI-WEEKLY (twice per week)**
 1. Clean and polish all mirrors in Washroom & Showers

 3. **WEEKLY**
 1. Clean and disinfect all garbage cans in Lunch Room
 2. Clean and polish all glass on all interior and entrance doors
 3. Damp mop all vinyl floors in Offices and Office areas
 4. Damp wipe all ledges in Lunch Room
 5. Dust all cleared file cabinets, tables and ledges in Offices and Office Areas
 6. Spot clean all walls in Lunch Room

 4. **MONTHLY**
 1. Damp wipe all window sills
 2. Spot Clean all interior partitions and walls in Offices and Office Areas.
 3. **WASHROOMS & SHOWERS**
 - a) Clean and disinfect all garbage cans
 - b) Clean and disinfect all sanitary napkin disposal receptacles
 - c) Clean and disinfect all showers, including curtains and rods
 - d) Damp wipe surface of all lockers
 - e) Descale all showers, toilets and urinals
 - f) Wash all doors and walls including stalls

 5. **QUARTERLY (March / June / September / December)**
 1. Damp wipe tops of all bulletin boards, display cases, pictures and wall hangings
 2. Damp wipe all surfaces on all First Aid Kits

 6. **ANNUAL (October)**
 1. Strip and refinish all vinyl floors in Entrances
 2. Strip and refinish all vinyl floors in Hallways
 3. Strip and refinish all vinyl floors in Labs
 4. Strip and refinish vinyl floor in Lunch Room
 5. Strip and refinish all vinyl floors in Offices and Office Areas
 6. Wash around ceiling exhaust and supply air vents/grilles/diffusers including plastic light covers in washrooms.

 7. **ANNUAL (September)**
 1. Clean all foot grilles, including frame and catch pan at all entrances and exits

MAINTENANCE SHOP

1. DAILY (WEEKDAYS - Statutory Holidays Excluded)

1. Damp wipe all metal work, metal entrance doors and push bar for the Entrance Exterior that is between the offices
2. Check and refill as required all auto hand sanitizer dispensers, as well as hand pump and spray bottles located in hallways, printer areas, at elevators and entrances/exits
3. Clean and disinfect all touchpoints, handles and push bars of Entrance Doors
4. Empty all garbage cans and replace bags when used or soiled
5. Garbage and refuse is to be picked up and discarded into the bulk garbage disposal units
6. Single stream recycling, (including clean plastics and all acceptable recycling materials), in blue bins to be picked up from offices and open or common areas and put in the single stream bulk recycling bin at the back of Maintenance Shop Building #4.
7. **HALLWAY**
 - a) Clean and disinfect water fountain, including push bar
 - b) Damp wipe all doors including frames, glass, hardware and name plates
 - c) Clean and disinfect all touchpoints on doors including handles, knobs and push bars
8. **OFFICE AND OFFICE AREAS**
 - a) Damp wipe all doors, door hardware and door frames
 - b) Clean and disinfect all door touchpoints including handles, knobs and push bars
9. **WASHROOMS & SHOWERS**
 - a) Clean and disinfect all countertops, paper towel dispensers, toilet paper dispensers, sanitary napkin dispensers, shelves, storage cabinet handles, and garbage can lids
 - b) Clean and disinfect faucets, sinks, taps, soap dispensers, handheld showerheads, flush handles, toilets, urinals, touchpoints on stall doors and locker doors, and light switches
 - c) Clear any blockages from showers and sink drains, toilets and urinals
- If unable to fix, report to the Facilities Manager immediately
 - d) Damp mop all floors
 - e) Empty all garbage cans and replace bags when used or soiled
 - f) Empty all used bags in sanitary napkin disposal receptacles and replace bag
 - g) Replace / replenish all consumables as required
 - h) Spot clean all doors and walls, including stalls

2. BI-WEEKLY (twice per week)

1. Clean and polish all mirrors in Washroom & Showers

3. WEEKLY

1. Damp mop all vinyl floors in Offices and Hallway
2. Dust all cleared file cabinets, tables and ledges in Office and Office Areas
3. Spot Clean all walls in Office and Office Areas

4. MONTHLY

1. **WASHROOMS & SHOWERS**
 - a) Clean and disinfect all garbage cans
 - b) Clean and disinfect all sanitary napkin disposal receptacles
 - c) Descale all toilets and urinals
 - d) Wash all doors and walls including stalls

5. ANNUAL (October)

1. Strip and refinish vinyl floor in Hallway
2. Strip and refinish all vinyl floors in Offices

DAYTIME SERVICES – All Buildings (performed before 1:00 PM)

DAILY (WEEKDAYS - Statutory Holidays Excluded)

1. KITCHEN / LUNCHROOM – 107 Science Pl. & 410 Lowe Rd. (all buildings)
 - a. Clean and disinfect all countertops, tables, light switches, chairs, taps, cabinet doors, microwaves, kettles, coffee maker, fridges and drink machine.
2. ELEVATORS – 107 Science Place only
 - a. Clean and disinfect touch buttons on each floor and in cabins, as well as all handrails, doors and frames.
3. ENTRANCES - 107 Science Place & 410 Lowe Road (all buildings)
 - a. Clean and disinfect touch points of entrance doors, light switches, knobs and handles.
4. DRINKING FOUNTAINS – 107 Science Place & 410 Lowe Rd. (all buildings)
 - a. Clean and disinfect drinking fountains
5. WASHROOMS - 107 Science Place & 410 Lowe Road (all buildings)
 - a. Clean and disinfect taps, plunger handle, flush handles, toilet seat, partition and door touch points, all paper and soap dispensers, accessibility Rails, waste receptacle lids, light switches.
6. CONFERENCE ROOMS & MEETING ROOMS – 107 Science Pl. & 410 Lowe Rd. (all buildings)
 - a. Clean and disinfect tabletops, chairs, light switch, door handles

After cleaning each area the contractor must sign an AAFC supplied check sheet, confirming all work has been completed. The check sheet will be held by the Contractor and be produced to AAFC within 48 hours of request.

CONTRACTOR RESPONSIBILITY

1. CONSUMABLES:

The Contractor is responsible to provide and maintain sufficient quantities of the following items in stock on the premises:

1. Cleaners & disinfectants for toilets and urinals
2. Carpet cleaner / spot remover
3. Deodorant cakes*
4. Floor strippers, finishes and waxes
5. Furniture cleaners & polishes
6. Garbage Bags, Plastic*
7. General cleaning products
8. Glass cleaners
9. Hand Soap*
10. Paper Bags for Sanitary napkin disposal receptacles*
11. Paper towels (rectangular and roll types)* for laboratories, lunchrooms and washrooms
12. Sanitizer for auto dispensers, hand pumps and spray bottles*
13. Toilet paper (2-ply)*

These commodities shall meet the standards referred to in Terms of Work (Materials & WHMIS Compliance) and be appropriate for use in their respective dispensers and / or locations.

*For these marked items the Contractor must ensure a sufficient quantity for a 24 hour period remains on site upon termination of the contract.

CLEANING PRODUCTS must be biodegradable, phosphate-free, odorless, low-odor, low volatile organic compounds (VOC) products for all general-purpose cleaning. All cleaning products used must meet the Environmental Choice Program Certification ("Eco-Logo") criteria or equivalent. These products must be supplied at no extra cost.

2. EQUIPMENT

The Contractor must provide and maintain the following equipment required to carry out the work including but not limited to:

1. Caution Signs
2. Ladders
3. Machine (Floor) polisher / scrubber
4. Mopping Tanks
5. Mops and brooms
6. Pail / buckets / etc.
7. Vacuum Cleaner
8. Wax applicator
9. Wiping rags / cloths / dusters / etc.

TERMS OF WORK

1 Post Award / Kick-off Meeting

The Contractor may be required to attend a Post contract award / kick-off meeting with the Facilities Manager to ensure all parties have a good understanding of the Minimum Cleaning Standards (Annex B), documentation and management, and responsibility with respect to any required corrective actions.

2 Site Orientation

A walk through orientation may be provided by the Facilities Manager prior to the commencement of any work. This walk through serves to facilitate the familiarization of the building layout and where specific safety devices such as emergency showers, eyewash stations, First Aid Kits, MSDS binders and fire extinguishers are located.

The walk through will include where all building exits are located and where the muster point is located in the event of an emergency situation.

The walk through will include providing the Contractor with all information required to perform the duties.

3 Security

- .1 Each of the proposed staff, who do not hold a valid clearance, will be required to complete a "Security Clearance Form" (TBS 330-23E) upon request from Canada. AAFC will submit the names of the people proposed to do the work, as required in the mandatory section, to Government of Canada's Security Office to undergo screening for Reliability security clearances. The security clearance procedure may include fingerprinting and credit checks.

No employees of the Contractor shall be allowed on site until clearances have been established. **This requirement must be updated when staff changes occur. Notice of staff changes must be made in writing in advance of the proposed changes.**

- .2 Only employees of the Contractor will be allowed into the buildings during 'Scheduled Hours of Work'.
- .3 The Contractor shall provide all employees with suitable name tags. Employees must wear their name tags whenever working on site.
- .4 Access to the site outside of the 'Scheduled hours of work' specified herein must be approved by the Facilities Manager.
- .5 The Contractor shall not allow any unauthorized people into the building under any circumstances.
- .6 Necessary keys / Access cards will be issued to the Contractor's Security Cleared Employees and must be fully protected at all times. If / when an employee's key / access card is misplaced or lost, the Contractor shall notify the Facilities Manager immediately and a replacement will be issued. The Contractor WILL NOT duplicate the key.

The Contractor must account for all keys issued and **return upon cessation of the Contract.**

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- .7 The Contractor shall be responsible for keeping all locked doors closed and locked during 'Scheduled hours of work' and ensure all doors are securely closed and locked upon completion of duties. Doors will not be propped open.
 - .8 Any employee that breaches any of the Security Clauses in this Contract will result in immediate cancellation of the Resource's key card and the Contractor will be required to replace that resource.

4 Publicity

- .1 The Contractor is not permitted to display any public ceremony; erect or permit the erection of any sign or advertising in connection with the work required under this contract.
- .2 The Contractor may post notices to indicate the equipment is out of service or for repairs. Such notices shall not indicate the Contractor's name or contain advertising.

5 Safety

- .1 The Facilities Manager reserves the right to have equipment judged unsafe. The Contractor shall take such equipment out of service and repair or replace such items.
- .2 Machinery and equipment must not block a passageway, or present a trip hazard.
- .3 Caution signs must be placed adjacent to the affected area on all approaches.
- .4 No propane powered equipment shall be used OR brought on site.

6 The Contractor shall ensure that all applicable **personal protective equipment (PPE) is used.**

7 Space Assigned

- .1 The Contractor will be provided the required amount of space for the storage of equipment and supplies and will be responsible to keep the assigned space clean.
- .2 Supply shelves are to be maintained in a clean and orderly state.
- .3 Wash area will be maintained in a clean fashion
 - i. Sinks must be kept clean and free of any dirt or debris
 - ii. Faucets and taps must be clean and polished
 - iii. Persistent leakage will be reported to Facilities Manager

8 Quality

- .1 All work under the contract shall be carried out to the satisfaction of / and inspected by the Facilities Manager, who will be the judge of the adequacy and completeness of the work. Inspections will be based on the Statement of Work and Minimum Cleaning Standards herein.
- .2 Work will be reviewed on an ongoing basis and deficiencies will be reviewed with the Contractor or his representative as required. Any deficiencies noted must be rectified within 10 days.
- .3 In case of ongoing deficiencies, a letter of complaint, detailing these deficiencies, will be forwarded to the Contractor by the Contracting Authority. If these deficiencies are not remedied to Canada's satisfaction within a reasonable period time, as AAFC may specify in its letter of complaint, Canada may terminate the Contract for just cause, and AAFC may deliver a further letter to the Contractor from AAFC's legal department detailing any additional legal action that may or will be taken.

9 Contractor's Employees

- .1 The Contractor must ensure at least one (1) person who can communicate effectively in English is on site whenever cleaning staff are on site.
- .2 Under no circumstances will the Contractor regulate work on other projects from the work site or utilize assigned space as a general office. No business other than that which relates directly to the work site will be permitted.
- .3 The Department will not be responsible for damage to the Contractor's supplies, materials, or equipment in the building nor the Contractor's Resources personal belongings brought into the building.

10 Damages

- .1 The Contractor shall be fully responsible for any damage to the structure, furniture, equipment, plants and counters/tops.

11 Miscellaneous

- .1 The Contractor and / or its resources shall report any maintenance work required to buildings, floor finishes, heating systems, plumbing, electrical and landscaping to the Facilities Manager.
- .2 The Contractor will report any visible signs of mice.
- .3 The Contractor will not use insecticides or insect spray of any kind unless written authorization is received from the Facilities Manager.
- .4 The Contractor will not unplug computers, printers, or any other equipment in labs and offices without prior permission from the Facilities Manager.
- .6 Any refuse bags that are labeled as containing hazardous waste shall be disposed of by department staff.
- .7 Any changes required to the 'scheduled hours of work' must be pre-approved by the Facilities Manager.
- .8 The Contractor shall ensure all lights are turned 'off' upon completion of duties.

12 Materials & WHMIS Compliance

Upon request, Proof of up-to-date WHMIS training for all employees working on site must be supplied to the Facilities Manager.

- .1 The Contractor shall use as many low toxicity / environmentally friendly products as practical (use products displaying the Environmental Choice Program Certification Eco-logo). Samples of Controlled Products may be required for WHMIS Compliance testing to ensure that all materials used meet the Canadian General Standards Board Qualified Products criteria.
- .2 The Contractor shall ensure that, where substances classified as controlled products under the Control Products Regulations are to be used in Crown-owned facilities and their resources receive appropriate training as per Provincial / Federal Regulations and the WHMIS. Proof of up to date WHMIS training, for all resources working on site, must be supplied to the Contracting Authority.
- .3 The Contractor shall ensure that all controlled products are identified to the Facilities Manager. Where controlled products are to be used at Federal occupied facilities the Facilities Manager will

have the authority to review all work to be performed, and where applicable, stop contract work related to the use of controlled products until safety and health concerns are resolved.

- .4 The Contractor must advise the Facilities Manager when controlled products are to be brought into Crown-owned or occupied facilities. Material Safety Data Sheets (MSDS), for all controlled products stored or used on site, are to be in a conspicuous WHMIS binder in the assigned Janitors Room.
- .5 All containers brought into Crown-owned facilities containing controlled products must be labeled in accordance with WHMIS regulations. The Contractor shall ensure that no down the drain disposal for controlled waste liquids will occur. MSDS instructions for product disposal must be followed at all times.
- .6 All Cleaning products must be biodegradable, phosphate-free, odorless / low odor, low volatile organic compounds products for all general purpose cleaning. All cleaning products used must meet the Environmental Choice Program Certification ("Eco-Logo") criteria or equivalent. These products must be supplied at no extra cost.
- .7 All paper products must contain a minimum of 10% post-consumer recycled fibers or equivalent. All products used must meet Environmental Choice Program Certification ("Eco-Logo") criteria or equivalent. These products must be supplied at no extra cost.

ANNEX "B"

MIMINUM CLEANING STANDARDS

DEFINITIONS :

Flight of Stairs	includes steps, risers and landing(s).
Chair mats	plastic / used under chair at desk
Floor mats	small carpets / used inside of exits and entrances
Floor runners	very long pieces of carpet used in hallways / in front of or behind longer counters.

Chairs, garbage cans, etc., shall not be placed on desks or tables during any of the following process.

QUALITY STANDARDS :

The Supplier must meet the following standards :

1. *Clean - General*

- a. IF REQUIRED, Chairs, floor mats and protectors, plants, tables, etc. must be moved by cleaners prior to general cleaning.
- b. No abrasive cleaners shall be used.
- c. Caution signs must be placed adjacent to the affected area on all approaches.
- d. All surfaces and objects specified in the contract must present an overall polished appearance and be free of dust, stains, spills, debris and soil immediately after 'clean' process is complete.
- e. All items moved prior to the 'General Cleaning' process must be relocated to their original location.

2. *Clean and Disinfect*

- a. The Janitorial Staff must apply all performance standards as specified under 'Damp Wipe'.
- b. Client-approved, commercial disinfectant cleaner must be used.
- c. Manufacturer's instructions must be followed for best results.
- d. All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.
- e. All surfaces must present an overall polished appearance and be free of dust, finger prints, smears / smudges, stains, streaks and water spotting once the 'Clean and Disinfect' process is complete.

3. *Clean and Polish - Glass and Mirrors*

- a. All glass must be clean on both sides and free of film, finger marks and streaks.
- b. All mirrors must be free of film, finger marks and streaks.
- c. Adjacent areas including frames, casing and ledges must be free of water spots, splash marks and streaks once the 'Clean and Polish' process is complete.

4. Damp Mop

- a. The Janitorial Staff must apply all performance standards as specified under 'Sweep'.
- b. This process is started using clean water mixed with cleaning solution. The water should be changed as required.
- c. Mops must clean, free of odor and rinsed frequently during damp mopping.
- d. Walls, baseboards and other surfaces must be free of splash marks.
- e. All Floors including open areas and flooring around furniture legs and into corners must be clean and free of dust and dirt, loose mop strands, scuffs, spills, stains, streaks and water spots once the 'Damp Mop' process is complete.

5. Damp Wipe

- a. This process is started using clean water mixed with cleaning solution. The water should be changed as required.
- b. Cloths and rags must be clean and free of stains and odors and rinsed frequently during damp wiping
- c. All surfaces must present an overall polished appearance and be free of dust, finger prints, smears / smudges, streaks, surface stains and water spots once the 'Damp Wipe' process is complete.

6. High Dusting

- a. 'High dusting' must be achieved by using a clean, stain and odor free damp cloth or by vacuuming.
- b. Feather dusters are not acceptable.
- c. Dust must be contained and prevented from floating freely in the air during the 'High Dusting' Process.
- d. All surfaces must be free from dust once the 'High Dusting' process is complete.

7. Hot Water Extraction

- a. The Janitorial Staff must apply all performance standards as specified under 'Vacuum'.
- b. Areas must be cleaned to walls and corners.
- c. Spot treat stains
- d. All carpets and floor mats must be clean and free of accumulated dust and dirt and stains once the 'Hot Water Extraction' process is complete.
- e. All items moved prior to the 'Hot Water Extraction' process must be relocated to their original location.

8. Machine Scrub

- a. Chairs, floor mats and protectors, plants, tables, etc. must be moved by cleaners prior to Machine Scrubbing.
- b. Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.
- c. Cleaning Solutions must not be allowed to seep under baseboards, furniture, file cabinets, partitions, etc.
- d. All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations once the 'Machine Scrub' process is complete.
- e. All items moved prior to the 'Machine Scrub' process must be relocated to their original location.

9. Scrub and Refinish

- a. The Janitorial Staff must apply all performance standards as specified under 'Machine Scrub'.
- b. In addition, supplier must apply one coat of finish compatible with existing finish.

-
- c. All areas must present an overall appearance of cleanliness and be free from scuffs and stains; have a bright shine and be free of debris and dust once the 'Scrub and Refinish' process is complete.
 - d. All items moved prior to the 'Scrub and Refinish' process must be relocated to their original location.

10. Shampoo

- a. The Janitorial Staff must apply all performance standards as specified under 'Vacuum'.
- b. Chairs, floor mats, plants, tables, etc. must be moved by janitorial staff prior to 'Shampoo'.
- c. Spot treat stains.
- d. Janitorial staff must use cleaning solutions recommended by the Shampooer manufacturer.
- e. Ensure all cleaning solution is removed from the carpet.
- f. The shampooer used must be able to remove enough water to ensure the carpet is dry within 12 hours.
- g. If necessary, turn on fans / dehumidifier to dry carpet faster.
- h. Carpet must be completely dry prior to relocating all items back to their original location.
- i. The carpet must have an overall appearance of cleanliness and must be free of all odors, spots and stains once the 'Shampoo' process is complete.
- j. All items moved prior to the 'Shampoo' process must be relocated to their original location.

11. Spot Clean

- a. All affected areas must be clear of stains, streaks and soil.
- b. All over-spray from spray applicators must be wiped clean from all surfaces.

12. Spray Buff

- a. The Janitorial Staff must apply all performance standards as specified under 'Damp mop'.
- b. Attach a red buffing pad to the rotary floor machine.
- c. Using a spray bottle, apply a fine mist of SPRAYBUFF on a small section of the floor.
- d. Buff the sprayed area using overlapping strokes.
- e. Continue buffing until the desired gloss is achieved and entire area has been spray buffed
- f. Sweep floor to remove any loose debris.
- g. All areas must present an overall appearance of cleanliness, have a bright shine through out and be free of scuffs, debris and dust once the 'Spray Buffing' process is complete

13. Stain Removal

- a. Where stain removal involves wetting of a hard surface floor, caution signs must be in place around affected work area.
- b. All carpets and floor mats must have no visible stains or discoloration once the 'Stain Removal' process is complete.

14. Steam Clean

- a. The Janitorial Staff must apply all performance standards as specified under 'Vacuum'.
- b. Chairs, floor mats, plants, tables, etc. must be moved by janitorial staff prior to 'Steam Cleaning'.
- c. Spot treat stains.
- d. Janitorial staff must use cleaning solutions recommended by the Steam Cleaner manufacturer.
- e. Ensure all cleaning solution is removed from the carpet.
- f. The steam cleaner used must be able to remove enough water to ensure the carpet is dry within 12 hours.
- g. If necessary, turn on fans / dehumidifier to dry carpet faster.
- h. Carpet must be completely dry prior to relocating all items back to their original location.

-
- i. The carpet must have an overall appearance of cleanliness and must be free of all spots and stains once the 'Steam Clean' process is complete.

15. Strip and Refinish

- a. The Janitorial Staff must apply all performance standards as specified under 'Machine Scrub'.
- b. All old finish must be removed and all residual chemical must be cleaned away.
- c. New finish must be applied to all portions of the floors.
- d. Refinish must include two (2) coats of finishing material (wax, etc.).
- e. Finishing materials must not be allowed to seep under baseboards, furniture, file cabinets, partitions, etc.
- f. Finishing materials must not seep under, be left on or be visible on baseboards.
- g. All areas must be clean and clear of all stains, blemishes and dirt and have a consistent shine free of scrapes and marks once the 'Strip and Refinish' process is complete.
- h. All items moved prior to the 'Strip and Refinish' process must be relocated to their original location.

16. Sweep (Dry Mop)

- a. All stairs and floor areas including open areas and flooring around furniture legs and into corners must be free of dust, dirt, and debris.
- b. All surfaces must have an overall appearance of cleanliness and must be free of dust, dirt, debris once the 'Sweep' process is complete.

17. Vacuum

- a. All chair mats, floor mats and protectors, plants, tables, etc. must be moved by Janitorial staff prior to the 'Vacuum' process.
- b. All surfaces must have an overall appearance of cleanliness and must be free of dust, dirt, debris and grit once the 'Vacuum' process is complete.
- c. All items moved prior to the 'Vacuum' process must be relocated to their original location.

18. Wash

- a. This process is started using clean water mixed with cleaning solution. The water should be changed as required.
- b. Water mixture must not be allowed to seep under baseboards, furniture, file cabinets, partitions, etc.
- c. Cloths, Rags and Mops must be clean, free of stains and odor and rinsed frequently during the 'Wash process'.
- d. All surfaces must present an overall polished appearance and be free of cleaning solution, debris, dirt and dust, finger prints, scuff and splash marks, surface stains, smears, smudges, streaks and water accumulations and spots once the 'Wash' process is complete.
- e. FOR FLOORING
 - Chairs, chair mats, floor mats, floor runners, plants, tables, etc. must be moved by Janitorial staff prior to the 'Wash' process.
 - The Janitorial Staff must apply all performance standards as specified under 'Sweep (Dry Mop)'.
 - All items moved prior to the 'Wash' process must be relocated to their original location.

ANNEX "C"**BASIS OF PAYMENT****C1 Ceiling Price**

The price specified of \$ *(to be inserted at contract award)* (excluding applicable taxes) for the Work is a ceiling price and is subject to downward adjustment so as not to exceed the actual charges and costs reasonably incurred in the performance of the Work and computed in accordance with the basis of payment. The requirements of the Statement of Work shall be completed in accordance with the terms and conditions of the Contract and subject to the ceiling price. No additional funds shall be made available.

No increase in the total liability of Canada or in the price of the Work or Services resulting from any design changes, modifications or interpretations of the specifications, will be authorized or paid to the Contractor unless such design changes, modifications or interpretations shall have been approved by the Minister prior to incorporation into the Work or Services.

C2 Contract Payment

2.1 Subject to this Contract, Her Majesty will pay the Contractor the following amounts for the performance by the Contractor of the work as outlined in the Statement of Work *(all amounts to be inserted at contract award)*:

PRICING FOR INITIAL CONTRACT PERIOD

- January 1, 2023 to December 31, 2023

SASKATOON RESEARCH CENTRE – 107 SCIENCE PLACE

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2 / 3 / 4	Daily/Bi-Weekly/Weekly/Monthly	MONTH	\$ XX
5.1	Quarterly (Mar/June/Sept/Dec) – Bulletin Board etc.	EACH	\$ XX
5.2	Quarterly(Mar/June/Sept/Dec) – First Aid Kits	EACH	\$ XX
5.3	Quarterly(Mar/June/Sept/Dec) – Boardroom walls	EACH	\$ XX
5.4	Quarterly (Mar/June/Sept/Dec) – Display case/lobby	EACH	\$ XX
5.5	Quarterly (Mar/June/Sept/Dec) – Chrome in Boardroom...	EACH	\$ XX
6.1	Annual (October) – Floors, elevators	EACH	\$ XX
6.2	Annual (October) – Floors, hallways	EACH	\$ XX
6.3	Annual (October) – Floors, labs	EACH	\$ XX
6.4	Annual (October) – Floors, lunchroom	EACH	\$ XX
6.5	Annual (October) – Floors, office/office areas	EACH	\$ XX
6.6	Annual (October) – Ceiling exhaust, air vents etc...	EACH	\$ XX
7.1	Annual (September) – Foot grilles, entrance/exits	EACH	\$ XX
7.2	Annual (September) – Radiators in stairwells	EACH	\$ XX
7.3	Annual (September) – Vacuum/spot clean partitions	EACH	\$ XX
7.4	Annual (September) – Hallway lockers	EACH	\$ XX

SASKATOON RESEARCH FARM – 410 LOWE ROAD**Crop Services Building**

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2 / 3 / 4	Daily/Bi-Weekly/Weekly/Monthly	MONTH	\$ XX
5.1	Quarterly (Mar/June/Sept/Dec) - Bulletin Board etc.	EACH	\$ XX
5.2	Quarterly (Mar/June/Sept/Dec) – First Aid Kits	EACH	\$ XX
6.1	Annual (October) - Floors, entrances	EACH	\$ XX
6.2	Annual (October) - Floors, hallways	EACH	\$ XX
6.3	Annual (October) – Floors, labs	EACH	\$ XX
6.4	Annual (October) – Floors, lunchroom	EACH	\$ XX
6.5	Annual (October) – Floors, office/office areas	EACH	\$ XX
6.6	Annual (October) – Ceiling exhaust, air vents etc...	EACH	\$ XX
7.1	Annual (September) – Foot grilles, entrance/exits	EACH	\$ XX

Maintenance Shop

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2 / 3 / 4	Daily/Bi-Weekly/Weekly/Monthly	MONTH	\$ XX
5.1	Annual (October) – Floor, hallway	EACH	\$ XX
5.2	Annual (October) – Floor, offices	EACH	\$ XX

ALL BUILDINGS**Daily Daytime Services**

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Daily - Weekdays (before 1:00pm)	MONTH	\$ XX

As and When Required Services

For Work requested by the Project Authority that is on an **'as and when required'** basis and not identified in the SOW shall be at an hourly rate of \$ XX *up to a maximum of 20 hours.*

C3 Option to Extend

- 3.1 The Contractor grants to Canada the irrevocable option to extend the period of the Contract by four (4) additional one (1) year periods under same terms and conditions. Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days prior to the Contract expiry date, or any extension of the contract.

The Contractor agrees that during the extended period of the Contract, the rates and prices will be in accordance with the provisions of the Contract.

The option may only be exercised by the Contracting Authority, and will be evidenced for administration purposes only, through a formal contracting amendment.

3.2 If AAFC chooses to exercise the option periods, the following Unit Prices will apply:

PRICING FOR OPTION PERIOD ONE (1)

- January 1, 2024 to December 31, 2024

SASKATOON RESEARCH CENTRE – 107 SCIENCE PLACE

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2 / 3 / 4	Daily/Bi-Weekly/Weekly/Monthly	MONTH	\$ XX
5.1	Quarterly (Mar/June/Sept/Dec) – Bulletin Board etc.	EACH	\$ XX
5.2	Quarterly(Mar/June/Sept/Dec) – First Aid Kits	EACH	\$ XX
5.3	Quarterly(Mar/June/Sept/Dec) – Boardroom walls	EACH	\$ XX
5.4	Quarterly (Mar/June/Sept/Dec) – Display case/lobby	EACH	\$ XX
5.5	Quarterly (Mar/June/Sept/Dec) – Chrome in Boardroom...	EACH	\$ XX
6.1	Annual (October) – Floors, elevators	EACH	\$ XX
6.2	Annual (October) – Floors, hallways	EACH	\$ XX
6.3	Annual (October) – Floors, labs	EACH	\$ XX
6.4	Annual (October) – Floors, lunchroom	EACH	\$ XX
6.5	Annual (October) – Floors, office/office areas	EACH	\$ XX
6.6	Annual (October) – Ceiling exhaust, air vents etc...	EACH	\$ XX
7.1	Annual (September) – Foot grilles, entrance/exits	EACH	\$ XX
7.2	Annual (September) – Radiators in stairwells	EACH	\$ XX
7.3	Annual (September) – Vacuum/spot clean partitions	EACH	\$ XX
7.4	Annual (September) – Hallway lockers	EACH	\$ XX

SASKATOON RESEARCH FARM – 410 LOWE ROAD

Crop Services Building

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2 / 3 / 4	Daily/Bi-Weekly/Weekly/Monthly	MONTH	\$ XX
5.1	Quarterly (Mar/June/Sept/Dec) - Bulletin Board etc.	EACH	\$ XX
5.2	Quarterly (Mar/June/Sept/Dec) – First Aid Kits	EACH	\$ XX
6.1	Annual (October) - Floors, entrances	EACH	\$ XX
6.2	Annual (October) - Floors, hallways	EACH	\$ XX
6.3	Annual (October) – Floors, labs	EACH	\$ XX
6.4	Annual (October) – Floors, lunchroom	EACH	\$ XX
6.5	Annual (October) – Floors, office/office areas	EACH	\$ XX
6.6	Annual (October) – Ceiling exhaust, air vents etc...	EACH	\$ XX
7.1	Annual (September) – Foot grilles, entrance/exits	EACH	\$ XX

Maintenance Shop

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2 / 3 / 4	Daily/Bi-Weekly/Weekly/Monthly	MONTH	\$ XX
5.1	Annual (October) – Floor, hallway	EACH	\$ XX
5.2	Annual (October) – Floor, offices	EACH	\$ XX

ALL BUILDINGS**Daily Daytime Services**

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Daily - Weekdays (before 1:00pm)	MONTH	\$ XX

As and When Required Services

For Work requested by the Project Authority that is on an 'as and when required' basis and not identified in the SOW shall be at an hourly rate of \$ XX up to a maximum of 20 hours.

PRICING FOR OPTION PERIOD TWO (2)

- January 1, 2025 to December 31, 2025

SASKATOON RESEARCH CENTRE – 107 SCIENCE PLACE

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2 / 3 / 4	Daily/Bi-Weekly/Weekly/Monthly	MONTH	\$ XX
5.1	Quarterly (Mar/June/Sept/Dec) – Bulletin Board etc.	EACH	\$ XX
5.2	Quarterly(Mar/June/Sept/Dec) – First Aid Kits	EACH	\$ XX
5.3	Quarterly(Mar/June/Sept/Dec) – Boardroom walls	EACH	\$ XX
5.4	Quarterly (Mar/June/Sept/Dec) – Display case/lobby	EACH	\$ XX
5.5	Quarterly (Mar/June/Sept/Dec) – Chrome in Boardroom...	EACH	\$ XX
6.1	Annual (October) – Floors, elevators	EACH	\$ XX
6.2	Annual (October) – Floors, hallways	EACH	\$ XX
6.3	Annual (October) – Floors, labs	EACH	\$ XX
6.4	Annual (October) – Floors, lunchroom	EACH	\$ XX
6.5	Annual (October) – Floors, office/office areas	EACH	\$ XX
6.6	Annual (October) – Ceiling exhaust, air vents etc...	EACH	\$ XX
7.1	Annual (September) – Foot grilles, entrance/exits	EACH	\$ XX
7.2	Annual (September) – Radiators in stairwells	EACH	\$ XX
7.3	Annual (September) – Vacuum/spot clean partitions	EACH	\$ XX
7.4	Annual (September) – Hallway lockers	EACH	\$ XX

SASKATOON RESEARCH FARM – 410 LOWE ROAD

Crop Services Building

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2 / 3 / 4	Daily/Bi-Weekly/Weekly/Monthly	MONTH	\$ XX
5.1	Quarterly (Mar/June/Sept/Dec) - Bulletin Board etc.	EACH	\$ XX
5.2	Quarterly (Mar/June/Sept/Dec) – First Aid Kits	EACH	\$ XX
6.1	Annual (October) - Floors, entrances	EACH	\$ XX
6.2	Annual (October) - Floors, hallways	EACH	\$ XX
6.3	Annual (October) – Floors, labs	EACH	\$ XX
6.4	Annual (October) – Floors, lunchroom	EACH	\$ XX
6.5	Annual (October) – Floors, office/office areas	EACH	\$ XX
6.6	Annual (October) – Ceiling exhaust, air vents etc...	EACH	\$ XX
7.1	Annual (September) – Foot grilles, entrance/exits	EACH	\$ XX

Maintenance Shop

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2 / 3 / 4	Daily/Bi-Weekly/Weekly/Monthly	MONTH	\$ XX
5.1	Annual (October) – Floor, hallway	EACH	\$ XX
5.2	Annual (October) – Floor, offices	EACH	\$ XX

ALL BUILDINGS

Daily Daytime Services

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Daily - Weekdays (before 1:00pm)	MONTH	\$ XX

As and When Required Services

For Work requested by the Project Authority that is on an **'as and when required'** basis and not identified in the SOW shall be at an hourly rate of \$ XX *up to a maximum of 20 hours.*

PRICING FOR OPTION PERIOD THREE (3)

- January 1, 2026 to December 31, 2026

SASKATOON RESEARCH CENTRE – 107 SCIENCE PLACE

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2 / 3 / 4	Daily/Bi-Weekly/Weekly/Monthly	MONTH	\$ XX
5.1	Quarterly (Mar/June/Sept/Dec) – Bulletin Board etc.	EACH	\$ XX
5.2	Quarterly(Mar/June/Sept/Dec) – First Aid Kits	EACH	\$ XX
5.3	Quarterly(Mar/June/Sept/Dec) – Boardroom walls	EACH	\$ XX

5.4	Quarterly (Mar/June/Sept/Dec) – Display case/lobby	EACH	\$ XX
5.5	Quarterly (Mar/June/Sept/Dec) – Chrome in Boardroom...	EACH	\$ XX
6.1	Annual (October) – Floors, elevators	EACH	\$ XX
6.2	Annual (October) – Floors, hallways	EACH	\$ XX
6.3	Annual (October) – Floors, labs	EACH	\$ XX
6.4	Annual (October) – Floors, lunchroom	EACH	\$ XX
6.5	Annual (October) – Floors, office/office areas	EACH	\$ XX
6.6	Annual (October) – Ceiling exhaust, air vents etc...	EACH	\$ XX
7.1	Annual (September) – Foot grilles, entrance/exits	EACH	\$ XX
7.2	Annual (September) – Radiators in stairwells	EACH	\$ XX
7.3	Annual (September) – Vacuum/spot clean partitions	EACH	\$ XX
7.4	Annual (September) – Hallway lockers	EACH	\$ XX

SASKATOON RESEARCH FARM – 410 LOWE ROAD

Crop Services Building

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2 / 3 / 4	Daily/Bi-Weekly/Weekly/Monthly	MONTH	\$ XX
5.1	Quarterly (Mar/June/Sept/Dec) - Bulletin Board etc.	EACH	\$ XX
5.2	Quarterly (Mar/June/Sept/Dec) – First Aid Kits	EACH	\$ XX
6.1	Annual (October) - Floors, entrances	EACH	\$ XX
6.2	Annual (October) - Floors, hallways	EACH	\$ XX
6.3	Annual (October) – Floors, labs	EACH	\$ XX
6.4	Annual (October) – Floors, lunchroom	EACH	\$ XX
6.5	Annual (October) – Floors, office/office areas	EACH	\$ XX
6.6	Annual (October) – Ceiling exhaust, air vents etc...	EACH	\$ XX
7.1	Annual (September) – Foot grilles, entrance/exits	EACH	\$ XX

Maintenance Shop

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2 / 3 / 4	Daily/Bi-Weekly/Weekly/Monthly	MONTH	\$ XX
5.1	Annual (October) – Floor, hallway	EACH	\$ XX
5.2	Annual (October) – Floor, offices	EACH	\$ XX

ALL BUILDINGS

Daily Daytime Services

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Daily - Weekdays (before 1:00pm)	MONTH	\$ XX

As and When Required Services

For Work requested by the Project Authority that is on an 'as and when required' basis and not identified in the SOW shall be at an hourly rate of \$ XX up to a maximum of 20 hours.

PRICING FOR OPTION PERIOD FOUR (4)

- January 1, 2027 to December 31, 2027

SASKATOON RESEARCH CENTRE – 107 SCIENCE PLACE

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2 / 3 / 4	Daily/Bi-Weekly/Weekly/Monthly	MONTH	\$ XX
5.1	Quarterly (Mar/June/Sept/Dec) – Bulletin Board etc.	EACH	\$ XX
5.2	Quarterly(Mar/June/Sept/Dec) – First Aid Kits	EACH	\$ XX
5.3	Quarterly(Mar/June/Sept/Dec) – Boardroom walls	EACH	\$ XX
5.4	Quarterly (Mar/June/Sept/Dec) – Display case/lobby	EACH	\$ XX
5.5	Quarterly (Mar/June/Sept/Dec) – Chrome in Boardroom...	EACH	\$ XX
6.1	Annual (October) – Floors, elevators	EACH	\$ XX
6.2	Annual (October) – Floors, hallways	EACH	\$ XX
6.3	Annual (October) – Floors, labs	EACH	\$ XX
6.4	Annual (October) – Floors, lunchroom	EACH	\$ XX
6.5	Annual (October) – Floors, office/office areas	EACH	\$ XX
6.6	Annual (October) – Ceiling exhaust, air vents etc...	EACH	\$ XX
7.1	Annual (September) – Foot grilles, entrance/exits	EACH	\$ XX
7.2	Annual (September) – Radiators in stairwells	EACH	\$ XX
7.3	Annual (September) – Vacuum/spot clean partitions	EACH	\$ XX
7.4	Annual (September) – Hallway lockers	EACH	\$ XX

SASKATOON RESEARCH FARM – 410 LOWE ROAD**Crop Services Building**

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2 / 3 / 4	Daily/Bi-Weekly/Weekly/Monthly	MONTH	\$ XX
5.1	Quarterly (Mar/June/Sept/Dec) - Bulletin Board etc.	EACH	\$ XX
5.2	Quarterly (Mar/June/Sept/Dec) – First Aid Kits	EACH	\$ XX
6.1	Annual (October) - Floors, entrances	EACH	\$ XX
6.2	Annual (October) - Floors, hallways	EACH	\$ XX
6.3	Annual (October) – Floors, labs	EACH	\$ XX
6.4	Annual (October) – Floors, lunchroom	EACH	\$ XX
6.5	Annual (October) – Floors, office/office areas	EACH	\$ XX
6.6	Annual (October) – Ceiling exhaust, air vents etc...	EACH	\$ XX
7.1	Annual (September) – Foot grilles, entrance/exits	EACH	\$ XX

Maintenance Shop

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2 / 3 / 4	Daily/Bi-Weekly/Weekly/Monthly	MONTH	\$ XX
5.1	Annual (October) – Floor, hallway	EACH	\$ XX
5.2	Annual (October) – Floor, offices	EACH	\$ XX

ALL BUILDINGS

Daily Daytime Services

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Daily - Weekdays (before 1:00pm)	MONTH	\$ XX

As and When Required Services

For Work requested by the Project Authority that is on an **'as and when required'** basis and not identified in the SOW shall be at an hourly rate of \$ XX *up to a maximum of 20 hours.*

ANNEX "D"

SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

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

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine AAFC	2. Branch or Directorate / Direction générale ou Direction Corporate Management	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Janitorial services at saskatoon research and development center main lab building 107 science place and saskatoon research farm 410 Lowe road.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	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"/>

Security Classification / Classification de sécurité
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Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada
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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	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).**

ANNEX "E"

COMMERCIAL GENERAL LIABILITY INSURANCE

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: *Her Majesty the Queen in the right of Canada as represented by the Minister.*
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice*

*234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

ANNEX “F” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX “G”

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 when participating in a procurement process. The required list differs depending on the Bidder's 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: () Corporate Entity () Privately Owned Corporation () Sole Proprietor () Partnership		
Supplier's Legal Address:		
City:	Province / Territory:	Postal Code:
Supplier's Procurement Business Number (optional):		

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: _____

Date: _____

ANNEX “H”

BID DOCUMENT

AAFC is will not accept separate prices or additional charges for truck, mileage, supplies and other charges. All related costs to provide janitorial services as described in Annex “A” – Statement of Work must be included.

Column B (Unit Price) must be completed with a dollar value, for all line items, or your Offer may be considered non-compliant.

Pricing for Initial Contract Period

SASKATOON RESEARCH CENTRE – 107 Science Place

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1/2/3/4	Daily /Bi-Weekly / Weekly / Monthly	Month	12		
5.1	Quarterly (Mar/Jun/Sep/Dec) – Bulletin Board	Each	4		
5.2	Quarterly (Mar/Jun/Sep/Dec) –First Aid Kits	Each	4		
5.3	Quarterly (Mar/Jun/Sep/Dec) – Boardroom walls	Each	4		
5.4	Quarterly (Mar/Jun/Sep/Dec) – Display case/lobby	Each	4		
6.1	Annual (October) – Floors, Elevators	Each	1		
6.2	Annual (October) – Floors, Hallways	Each	1		
6.3	Annual (October) – Floors, Labs	Each	1		
6.4	Annual (October) – Floors, Lunchroom	Each	1		
6.5	Annual (October) – Floors, Office/Office Areas	Each	1		
6.6	Annual (October) – Ceiling exhaust, air vents etc..	Each	1		
7.1	Annual (September) – Foot grilles, entrance/exits	Each	1		
7.2	Annual (September) – radiators in stairwell	Each	1		
7.3	Annual (September) – vacuum/spot clean partitions	Each	1		
7.4	Annual (September) – Hallway lockers	Each	1		
TOTAL					T1

SASKATOON RESEARCH FARM – 410 Lowe Road

CROP SERVICES BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1/2/3/4	Daily /Bi-Weekly / Weekly / Monthly	Month	12		
5.1	Quarterly (Mar/Jun/Sep/Dec) – Bulletin Board	Each	4		
5.2	Quarterly (Mar/Jun/Sep/Dec) –First Aid Kits	Each	4		
6.1	Annual (October) – Floors, Entrances	Each	1		
6.2	Annual (October) – Floors, Hallways	Each	1		
6.3	Annual (October) – Floors, Labs	Each	1		
6.4	Annual (October) – Floors, Lunchroom	Each	1		
6.5	Annual (October) – Floors, Office/Office Areas	Each	1		
6.6	Annual (October) – Ceiling exhaust, air vents etc..	Each	1		
7.1	Annual (September) – Foot grilles, entrance/exits	Each	1		
TOTAL					T2

MAINTENANCE SHOP

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1/2/3/4	Daily /Bi-Weekly / Weekly / Monthly	Month	12		
5.1	Annual (October) – Floors, Hallways	Each	1		
5.2	Annual (October) – Floors, Offices	Each	1		
TOTAL					T3

DAILY DAYTIME SERVICES - ALL BUILDINGS (107 Science Place and 410 Lowe Road)

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Daily - Weekdays (before 1:00pm)	Month	12		T4

ALL BUILDINGS (107 Science Place and 410 Lowe Road)

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Work on an 'as and when required' basis	Hour	20		T5

Total Cost for Initial Contract Period - (T1+T2+T3+T4+T5) = _____

Pricing for Option Period One (1)

SASKATOON RESEARCH CENTRE – 107 Science Place

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1/2/3/4	Daily /Bi-Weekly / Weekly / Monthly	Month	12		
5.1	Quarterly (Mar/Jun/Sep/Dec) – Bulletin Board	Each	4		
5.2	Quarterly (Mar/Jun/Sep/Dec) –First Aid Kits	Each	4		
5.3	Quarterly (Mar/Jun/Sep/Dec) – Boardroom walls	Each	4		
5.4	Quarterly (Mar/Jun/Sep/Dec) – Display case/lobby	Each	4		
6.1	Annual (October) – Floors, Elevators	Each	1		
6.2	Annual (October) – Floors, Hallways	Each	1		
6.3	Annual (October) – Floors, Labs	Each	1		
6.4	Annual (October) – Floors, Lunchroom	Each	1		
6.5	Annual (October) – Floors, Office/Office Areas	Each	1		
6.6	Annual (October) – Ceiling exhaust, air vents etc..	Each	1		
7.1	Annual (September) – Foot grilles, entrance/exits	Each	1		
7.2	Annual (September) – radiators in stairwell	Each	1		
7.3	Annual (September) – vacuum/spot clean partitions	Each	1		
7.4	Annual (September) – Hallway lockers	Each	1		
				TOTAL	T1

SASKATOON RESEARCH FARM – 410 Lowe Road

CROP SERVICES BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1/2/3/4	Daily /Bi-Weekly / Weekly / Monthly	Month	12		
5.1	Quarterly (Mar/Jun/Sep/Dec) – Bulletin Board	Each	4		
5.2	Quarterly (Mar/Jun/Sep/Dec) –First Aid Kits	Each	4		
6.1	Annual (October) – Floors, Entrances	Each	1		
6.2	Annual (October) – Floors, Hallways	Each	1		
6.3	Annual (October) – Floors, Labs	Each	1		
6.4	Annual (October) – Floors, Lunchroom	Each	1		
6.5	Annual (October) – Floors, Office/Office Areas	Each	1		
6.6	Annual (October) – Ceiling exhaust, air vents etc..	Each	1		
7.1	Annual (September) – Foot grilles, entrance/exits	Each	1		
TOTAL					T2

MAINTENANCE SHOP

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1/2/3/4	Daily /Bi-Weekly / Weekly / Monthly	Month	12		
5.1	Annual (October) – Floors, Hallways	Each	1		
5.2	Annual (October) – Floors, Offices	Each	1		
TOTAL					T3

DAILY DAYTIME SERVICES - ALL BUILDINGS (107 Science Place and 410 Lowe Road)

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Daily - Weekdays (before 1:00pm)	Month	12		T4

ALL BUILDINGS (107 Science Place and 410 Lowe Road)

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Work on an 'as and when required' basis	Hour	20		T5

Total Cost for Option Period One (1) - (T1+T2+T3+T4+T5) = _____

Pricing for Option Period Two (2)

SASKATOON RESEARCH CENTRE – 107 Science Place

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1/2/3/4	Daily /Bi-Weekly / Weekly / Monthly	Month	12		
5.1	Quarterly (Mar/Jun/Sep/Dec) – Bulletin Board	Each	4		
5.2	Quarterly (Mar/Jun/Sep/Dec) –First Aid Kits	Each	4		
5.3	Quarterly (Mar/Jun/Sep/Dec) – Boardroom walls	Each	4		
5.4	Quarterly (Mar/Jun/Sep/Dec) – Display case/lobby	Each	4		
6.1	Annual (October) – Floors, Elevators	Each	1		
6.2	Annual (October) – Floors, Hallways	Each	1		
6.3	Annual (October) – Floors, Labs	Each	1		
6.4	Annual (October) – Floors, Lunchroom	Each	1		
6.5	Annual (October) – Floors, Office/Office Areas	Each	1		
6.6	Annual (October) – Ceiling exhaust, air vents etc..	Each	1		
7.1	Annual (September) – Foot grilles, entrance/exits	Each	1		
7.2	Annual (September) – radiators in stairwell	Each	1		
7.3	Annual (September) – vacuum/spot clean partitions	Each	1		
7.4	Annual (September) – Hallway lockers	Each	1		
				TOTAL	T1

SASKATOON RESEARCH FARM – 410 Lowe Road

CROP SERVICES BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1/2/3/4	Daily /Bi-Weekly / Weekly / Monthly	Month	12		
5.1	Quarterly (Mar/Jun/Sep/Dec) – Bulletin Board	Each	4		
5.2	Quarterly (Mar/Jun/Sep/Dec) –First Aid Kits	Each	4		
6.1	Annual (October) – Floors, Entrances	Each	1		
6.2	Annual (October) – Floors, Hallways	Each	1		
6.3	Annual (October) – Floors, Labs	Each	1		
6.4	Annual (October) – Floors, Lunchroom	Each	1		
6.5	Annual (October) – Floors, Office/Office Areas	Each	1		
6.6	Annual (October) – Ceiling exhaust, air vents etc..	Each	1		
7.1	Annual (September) – Foot grilles, entrance/exits	Each	1		
TOTAL					T2

MAINTENANCE SHOP

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1/2/3/4	Daily /Bi-Weekly / Weekly / Monthly	Month	12		
5.1	Annual (October) – Floors, Hallways	Each	1		
5.2	Annual (October) – Floors, Offices	Each	1		
TOTAL					T3

DAILY DAYTIME SERVICES - ALL BUILDINGS (107 Science Place and 410 Lowe Road)

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Daily - Weekdays (before 1:00pm)	Month	12		T4

ALL BUILDINGS (107 Science Place and 410 Lowe Road)

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Work on an 'as and when required' basis	Hour	20		T5

Total Cost for Option Period Two (2) - (T1+T2+T3+T4+T5) = _____

Pricing for Option Period Three (3)

SASKATOON RESEARCH CENTRE – 107 Science Place

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1/2/3/4	Daily /Bi-Weekly / Weekly / Monthly	Month	12		
5.1	Quarterly (Mar/Jun/Sep/Dec) – Bulletin Board	Each	4		
5.2	Quarterly (Mar/Jun/Sep/Dec) –First Aid Kits	Each	4		
5.3	Quarterly (Mar/Jun/Sep/Dec) – Boardroom walls	Each	4		
5.4	Quarterly (Mar/Jun/Sep/Dec) – Display case/lobby	Each	4		
6.1	Annual (October) – Floors, Elevators	Each	1		
6.2	Annual (October) – Floors, Hallways	Each	1		
6.3	Annual (October) – Floors, Labs	Each	1		
6.4	Annual (October) – Floors, Lunchroom	Each	1		
6.5	Annual (October) – Floors, Office/Office Areas	Each	1		
6.6	Annual (October) – Ceiling exhaust, air vents etc..	Each	1		
7.1	Annual (September) – Foot grilles, entrance/exits	Each	1		
7.2	Annual (September) – radiators in stairwell	Each	1		
7.3	Annual (September) – vacuum/spot clean partitions	Each	1		
7.4	Annual (September) – Hallway lockers	Each	1		
				TOTAL	T1

SASKATOON RESEARCH FARM – 410 Lowe Road

CROP SERVICES BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1/2/3/4	Daily /Bi-Weekly / Weekly / Monthly	Month	12		
5.1	Quarterly (Mar/Jun/Sep/Dec) – Bulletin Board	Each	4		
5.2	Quarterly (Mar/Jun/Sep/Dec) –First Aid Kits	Each	4		
6.1	Annual (October) – Floors, Entrances	Each	1		
6.2	Annual (October) – Floors, Hallways	Each	1		
6.3	Annual (October) – Floors, Labs	Each	1		
6.4	Annual (October) – Floors, Lunchroom	Each	1		
6.5	Annual (October) – Floors, Office/Office Areas	Each	1		
6.6	Annual (October) – Ceiling exhaust, air vents etc..	Each	1		
7.1	Annual (September) – Foot grilles, entrance/exits	Each	1		
TOTAL					T2

MAINTENANCE SHOP

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1/2/3/4	Daily /Bi-Weekly / Weekly / Monthly	Month	12		
5.1	Annual (October) – Floors, Hallways	Each	1		
5.2	Annual (October) – Floors, Offices	Each	1		
TOTAL					T3

DAILY DAYTIME SERVICES - ALL BUILDINGS (107 Science Place and 410 Lowe Road)

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Daily - Weekdays (before 1:00pm)	Month	12		T4

ALL BUILDINGS (107 Science Place and 410 Lowe Road)

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Work on an 'as and when required' basis	Hour	20		T5

Total Cost for Option Period Three (3) - (T1+T2+T3+T4+T5) = _____

Pricing for Option Period Four (4)

SASKATOON RESEARCH CENTRE – 107 Science Place

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1/2/3/4	Daily /Bi-Weekly / Weekly / Monthly	Month	12		
5.1	Quarterly (Mar/Jun/Sep/Dec) – Bulletin Board	Each	4		
5.2	Quarterly (Mar/Jun/Sep/Dec) –First Aid Kits	Each	4		
5.3	Quarterly (Mar/Jun/Sep/Dec) – Boardroom walls	Each	4		
5.4	Quarterly (Mar/Jun/Sep/Dec) – Display case/lobby	Each	4		
6.1	Annual (October) – Floors, Elevators	Each	1		
6.2	Annual (October) – Floors, Hallways	Each	1		
6.3	Annual (October) – Floors, Labs	Each	1		
6.4	Annual (October) – Floors, Lunchroom	Each	1		
6.5	Annual (October) – Floors, Office/Office Areas	Each	1		
6.6	Annual (October) – Ceiling exhaust, air vents etc..	Each	1		
7.1	Annual (September) – Foot grilles, entrance/exits	Each	1		
7.2	Annual (September) – radiators in stairwell	Each	1		
7.3	Annual (September) – vacuum/spot clean partitions	Each	1		
7.4	Annual (September) – Hallway lockers	Each	1		
				TOTAL	T1

SASKATOON RESEARCH FARM – 410 Lowe Road

CROP SERVICES BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1/2/3/4	Daily /Bi-Weekly / Weekly / Monthly	Month	12		
5.1	Quarterly (Mar/Jun/Sep/Dec) – Bulletin Board	Each	4		
5.2	Quarterly (Mar/Jun/Sep/Dec) –First Aid Kits	Each	4		
6.1	Annual (October) – Floors, Entrances	Each	1		
6.2	Annual (October) – Floors, Hallways	Each	1		
6.3	Annual (October) – Floors, Labs	Each	1		
6.4	Annual (October) – Floors, Lunchroom	Each	1		
6.5	Annual (October) – Floors, Office/Office Areas	Each	1		
6.6	Annual (October) – Ceiling exhaust, air vents etc..	Each	1		
7.1	Annual (September) – Foot grilles, entrance/exits	Each	1		
TOTAL					T2

MAINTENANCE SHOP

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1/2/3/4	Daily /Bi-Weekly / Weekly / Monthly	Month	12		
5.1	Annual (October) – Floors, Hallways	Each	1		
5.2	Annual (October) – Floors, Offices	Each	1		
TOTAL					T3

DAILY DAYTIME SERVICES - ALL BUILDINGS (107 Science Place and 410 Lowe Road)

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Daily - Weekdays (before 1:00pm)	Month	12		T4

ALL BUILDINGS (107 Science Place and 410 Lowe Road)

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Work on an 'as and when required' basis	Hour	20		T5

Total Cost for Option Period Four (4) - (T1+T2+T3+T4+T5) = _____

Total Cost for Initial Contract Period _____
Total Cost for Option Period One (1) + _____
Total Cost for Option Period Two (2) + _____
Total Cost for Option Period Three (3) + _____
Total Cost for Option Period Four (4) + _____

TOTAL COST for all periods = _____

Supplier to indicate:

Vendor / Company Name: _____

Signature : _____

Date:

APPENDIX 1 TO PART 4 OF THE BID SOLICITATION

MANDATORY REQUIREMENTS

All mandatory requirements identified below must be met and included with bid submission. Failure to comply with any of the mandatory requirements will render the submission non-compliant and will receive no further consideration. If documentation is required to demonstrate compliance the Bidder must include the necessary documentation with their bid.

M1 - Mandatory Site Visit

Bidders must attend a site visit where the services are to be rendered and make themselves familiar with the site and any conditions that may affect the nature or provision of the services required. Ignorance of the local conditions at no time will constitute a valid reason to justify additional cost or an inability to satisfactorily meet any one of the tasks stipulated.

Bidders will be required to sign an attendance sheet at the visit. By signing the attendance sheet, bidders are confirming they have attended the visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant.

Site Visit will be held **October 26, 2022 at 10:00 am CST**. To confirm your attendance, please contact: Steven Ambros, Facilities Manager at (306) 385-9458 or steven.ambros@agr.gc.ca

LOCATION: AAFC Research & Development Centre
107 Science Place
SASKATOON SK

*Note that 3 layer medical grade masks are required when/if physical distancing cannot be maintained.

M2 - Contractor's Experience and Past Performance

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

(Recent is defined as within the past five (5) years from the bid closing date)

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

PROJECT/CONTRACT REFERENCE # 2	
Name of client organization or Company	Name:
Name and title of client contact	Name: Title:
Telephone number and e-mail address of client contact	Phone No.: E-Mail :
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the contract:	

Value of the contract	\$
Performance period of the contract (indicate month and year)	
Description of Contract:	

M3 - On-site Supervisor(s) Expertise and Experience

- a) Provide the name and the number of years of experience of the On-Site Supervisor(s) for the Contractor who will be assigned to this Contract. It is Mandatory that the On-site Supervisor(s) have a **minimum of three (3) consecutive years experience**, in a supervisory role in the field of janitorial services.

Name of Non-working On-site Supervisor(s)	Years of Experience

- b) The Bidder must provide evidence of its experience and satisfactory performance of the On-site Supervisor(s) by referencing **one (1) recent contract for clients of a duration of a minimum of three (3) consecutive years**, in providing janitorial services in a range comparable in size, scope and complexity to those described in the Request for Proposal (RFP).
(Recent is defined as within the past five (5) years from the bid closing date)

NON- WORKING ON SITE SUPERVISOR REFERENCE	
Name of client organization or Company	Name:
Name and title of client contact	Name: Title:
Telephone number and e-mail address of client contact	Phone No.: E-mail.:
Approximate size in square meters of the cleanable area of the contract	_____ square meters
Location/site of the contract:	

Value of the contract	\$
Performance period of the contract. (indicate month and year)	
Description of contract:	
Responsibilities of the individual:	

M4 – WHMIS

The Bidder must provide a copy of a valid Workplace Hazardous Materials Information System (WHMIS) training certificate for the on-site supervisor.

M5 – Workman’s Compensation Board Certificate

The Bidder must provide a copy of their Workman’s Compensation Board (WCB) certificate which must be valid for the duration of the contract (provide clearance letter from WCB).

M6 - Resources

Bidders must provide the names of all proposed resources who will be providing on site cleaning services under the resulting contract (please print clearly). A minimum of 10 is required.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____