

**RETURN BIDS TO:**

Agriculture and Agri-Food Canada

**Address:**

**Attention:** Desta Kissack, AAFC, Winnipeg

**Email:** aafc.wscprocurementmanitoba-csoapprovisionnementmanitoba.aac@agr.gc.ca

**REQUEST FOR PROPOSAL**

**Proposal To: Agriculture and Agri-Food Canada**

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

**Comments:**

**Vendor/Firm Name and Address:**

**Issuing Office**

Agriculture and Agri-Food Canada  
Western Service Centre  
4-303 Main Street  
Winnipeg, MB R3C 3G7

Title: Janitorial Services - AAFC Research and Development Centre, Morden, Manitoba	
Solicitation Number 01R11-23-C028	Date of solicitation: 2022-10-18
Solicitation Closes: At: 2:00 PM On: 2022-11-22	Time Zone: Central Standard Time (CST)
Address Enquiries to:  Desta Kissack, Senior Contracting Officer  Name: Desta Kissack Email: aafc.wscprocurementmanitoba-csoapprovisionnementmanitoba.aac@agr.gc.ca	
Telephone Number: 204-583-8127	FAX Number:
Destination of Goods, Services and Construction:  Morden Research and Development Centre 101 Route 100 Morden MB R6M 1Y5	
<b>Instructions:</b> Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.	
Delivery required:	Delivery offered:
Vendor/Firm Name and Address:	
Name and title of person authorized to sign on behalf of vendor/firm (type or print)	
Signature	
Date	

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## **PART 1 - GENERAL INFORMATION**

### **1.1 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.

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### **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 8, 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 Manitoba.

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.

#### Section I: Technical Bid

For their Technical Bid, Bidders must demonstrate their compliance with the Mandatory Technical Criteria (refer to Appendix 1 to Part 4) 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 "E" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "E" 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 "G" Bid Document which will form the financial bid

### **4.2 Basis of Selection**

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 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 “F” - Integrity Verification Form

### 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 “D” .

## 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**

[4013](#) (2022-06-20), 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:

Desta Kissack  
Senior Contracting Officer  
Agriculture and Agri-Food Canada  
Western Service Centre  
4-303 Main Street  
Winnipeg MB R3C 3G7  
Telephone: (204) 583-8127  
E-mail address: [desta.kissack@agr.gc.ca](mailto:desta.kissack@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 Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

*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 "B", 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. One (1) copy must be forwarded to the Technical Authority for certification and payment.
  - b. One (1) copy must be sent by email to the Contracting Authority.

### **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 "D" . 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 Manitoba.

#### **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4013 (2022-06-20);
- (c) the general conditions - Services (Medium Complexity) 2010C (2022-01-28);
- (e) Annex A, Statement of Work;
- (f) Annex C, Security Requirements Check List;
- (g) the Contractor's bid dated \_\_\_\_\_ (*inserted at contract award*).

#### **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**

Agriculture and Agri-Food Canada's (AAFC) Morden Research and Development Centre located in MORDEN, Manitoba requires janitorial services to provide Enhanced Cleaning, in addition to Regular Cleaning services.

If at any time during the Contract (including option years) the Enhanced Cleaning is no longer required, an amendment will be issued, providing the contractor with a minimum of 30 days' notice to cease the Enhanced Cleaning services and continue with the Regular Cleaning schedule only

**Health Canada guidance is that standard cleaning and disinfectant products can be used.**

#### **Cleaning**

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

#### **Disinfection**

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

This is a non-smoking, scent free Facility

### **ENHANCED CLEANING SERVICES**

The Enhanced Cleaning Services are to be completed weekdays before noon *AND* during the Regular Cleaning Services schedule:

#### **Kitchen/Lunchroom – bldg. 64, 72, 73**

Clean and disinfect all counter & table tops; touch points on faucet taps, cabinet doors, microwaves, kettles, coffee makers, fridges, vending machines and drink machines

#### **Entrances - bldg. 64, 72, 73, 82**

Clean and disinfect touch points of entrance doors, knobs and handles.

#### **Drinking fountains – bldg. 72, 82**

Clean and disinfect drinking fountains

#### **Washrooms - bldg. 64, 72, 73, 82**

Clean and disinfect taps, plunger handle, flush handles, toilet seats, partition and door touch points, all paper and soap dispensers, accessibility rails, waste receptacle lids and light switches.

#### **Conference rooms and meeting rooms – bldg. 72**

Clean and disinfect tabletops, chair touch points, light switches and door handles

- 
- After cleaning/disinfecting each area the contractor will sign an AAFC supplied check sheet confirming all work has been completed and will provide to AAFC upon request.

**REGULAR CLEANING SERVICES**

Will be performed during the following 'Scheduled Work Hours' :

- Weekdays between 4:30 p.m. and 7:00 am
- Weekends between 4:30 p.m. Friday and 7:00 am Monday

Buildings and associated estimated square metres that will be maintained under the contract:

Building Number & Name	Square Metres to be maintained
Bldg. 7 - Horticultural Building	113
Bldg. 50 - Outdoor Public Washrooms (May 1 to Oct 31 only)	42
Bldg. 64 - Seed Lab	45
Bldg. 72 - Main Office Building	5000
Bldg. 73 - Workshop	62
Bldg. 82 - Crop Pathology Greenhouse	150

## **7 - HORTICULTURE BUILDING**

### **1. DAILY (WEEKDAYS - STAT Holidays excluded)**

1. Damp mop all floors
2. Empty all garbage cans and replace bags when used or soiled

### **2. MONTHLY**

1. Clean and polish all interior door glass
2. Damp wipe interior doors, door frames, handles, knobs and hardware

### **3. BI-ANNUAL (May / October)**

1. Clean and polish all interior windows
2. Wash all exterior windows



## **50 – OUTDOOR PUBLIC WASHROOMS**

### **SEASONAL - May 1 to September 30**

#### **WASHROOMS (2)**

##### **1. DAILY (WEEKDAYS - STAT Holidays excluded)**

1. Clean and disinfect all countertops, dispensers, sinks, taps, toilets and urinal
2. Clean and disinfect all locking mechanisms on stall doors
3. Clean and polish all mirrors
4. Clear any blockages from sink drains and toilets  
- If unable to fix, report to the Facility Manager immediately
5. Empty all garbage cans and replace bags when used or soiled
6. Remove and replace all used bags in sanitary napkin disposal receptacles
7. Replace / replenish all consumables as required
8. Spot Clean all doors and walls, including stalls
9. Sweep all concrete floors

##### **2. WEEKLY**

1. Add one (1) litre of clean water to all floor drains
2. Clean and disinfect all garbage cans and sanitary napkin disposal receptacles
3. Clean and disinfect all door knobs and push bars, light switches and toilet paper holders
4. Damp mop all concrete floors
5. Descale all sinks, toilets and urinal as required
6. Wash all doors, door frames and stalls
7. Wash all exposed plumbing under sinks

##### **3. ANNUAL (May)**

1. Clean and polish all interior windows
2. Wash all exterior windows
3. Wash all ceilings and walls

## **64 - SEED LAB**

### SEED LAB / LUNCHROOM (1) / WASHROOMS (2)

#### **1. DAILY (WEEKDAYS - STAT Holidays excluded)**

##### **1. LUNCHROOM (1)**

- a) Damp wipe all countertops in Lunchroom
- b) Empty all garbage and paper from Garbage / Recycle Baskets and replace bags when used or soiled
- c) Sweep concrete floor in Lunchroom

##### **2. SEED LAB (CUBICAL AREA)**

- a) Empty cubicle garbage & recycling, replacing bags as needed
- b) Sweep floor
- c) Vacuum floor mat/mats

##### **3. WASHROOMS (2)**

- a) Clean and disinfect all countertops, dispensers, sinks, taps and toilets
- b) Clean and polish all mirrors
- c) Clear any blockages from sink drains and toilets  
- If unable to fix, report to the Facility Manager immediately
- d) Damp mop all floors
- e) Empty all garbage cans and replace bags when used or soiled
- f) Replace / replenish all consumables as required
- g) Spot Clean all doors, door frames and walls

#### **2. WEEKLY**

##### **1. LUNCHROOM (1)**

- a) Damp mop concrete floor in Lunchroom

##### **2. SEED LAB**

- a) Clean & disinfect garbage cans
- b) Damp mop floor

##### **3. WASHROOMS (2)**

- a) Add one (1) litre of clean water to all floor drains
- b) Clean and disinfect all garbage cans
- c) Clean and disinfect all door knobs, light switches and toilet paper holders
- d) Descale all sinks and toilets as required
- e) Wash all doors and door frames
- f) Wash all exposed plumbing under sinks

#### **3. MONTHLY**

##### **1. LUNCHROOM (1)**

- a) Clean and disinfect all sinks
- b) Clean and polish all interior door glass
- c) Damp wipe all interior doors, door frames, knobs and hardware
- d) Damp wipe all window ledges
- e) Wash fronts and tops of all cupboards including handles
- f) Wash top and front of fridge

##### **2. SEED LAB**

- a) Clean & polish interior door glass
- b) Damp wipe interior doors, door fixtures, knobs & hardware
- c) Damp wipe window ledges

- 4. BI-ANNUAL (May / October)**
  1. Clean and polish all interior windows
  2. Wash all exterior windows
  
- 5. ANNUAL (May)**
  1. WASHROOMS (2)
    - a) Wash all ceilings and walls

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## 72 - MAIN OFFICE BUILDING

AUTOCLAVE ROOM / CONFERENCE ROOM / COPIER ROOM / CUBICLE AREA / ENTRANCES (3) / FILE ROOM / FLOW HOOD ROOM / LABS (23) / LUNCHROOM / MAILROOM / MEETING ROOM / OFFICES (34) / SUPPLY ROOM / ULTRA LOW INCUBATOR ROOM / WASHROOMS (6)/SHOWERS (2)

### 1. DAILY (WEEKDAYS - STAT Holidays excluded)

1. Clean and disinfect all drinking fountains
2. Damp mop all hallways
3. Empty all garbage and paper from Garbage / Recycle Baskets and replace bags when used or soiled
4. Spot clean all walls in all hallways and stairwells
5. Sweep all floors
6. Sweep platform and flight of stairs at Loading Dock
7. **ENTRANCES (3) (Interior / Exterior)**
  - a) Pick up and dispose of debris within a five (5) meter radius outside all doors
  - b) Vacuum all door mats
8. **LUNCHROOM**
  - a) Damp wipe all counters and tables
  - b) Damp mop floor
  - c) Empty all garbage and Recycling from the Waste Recycle Centre and replace bags when used or soiled
  - d) Replenish towel dispenser when required
  - e) Unload dish washer and put dishes away
9. **WASHROOMS (6) / SHOWERS (2)**
  - a) Clean and disinfect all countertops, dispensers, shelves, sinks, taps, toilets and urinals
  - b) Clean and polish all mirrors
  - c) Clean and disinfect all Shower curtains, curtain rods, floors and taps
  - c) Clear any blockages from shower and sink drains, toilets  
- If unable to fix, report to the Facility 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 (Tuesday or Wednesday and Friday)

1. Spray Buff floors in all hallways
2. Vacuum all carpets
3. Wash all desks, tables, TVs and TV stands in Meeting and Conference Rooms
4. **LUNCHROOM**
  - a) Spray Buff all floors

**3. WEEKLY**

1. Clean and polish all cubicle glass & damp wipe all cubicle ledges
2. Clean and polish all interior glass
3. Damp mop lab floors
4. **ENTRANCES (3) (Interior and Exterior)**
  - a) Clean and polish all door glass
  - b) Damp wipe all doors, door frames and hardware, including handles and push bars
  - c) Damp wipe all window ledges
  - d) Remove all spider webs
5. **WASHROOMS (6) / SHOWERS (2)**
  - a) Add one (1) litre of clean water to all floor drains
  - b) Clean and disinfect all garbage cans and sanitary napkin disposal receptacles
  - c) Clean and disinfect all door handles, grab bars and stall locks
  - d) Clean and disinfect all light switches and toilet paper holders
  - e) Descale all showers, sinks, toilets and urinals as required
  - f) Wash all doors, door frames and walls, including stalls
  - g) Wash all exposed plumbing under sink

**WEEKLY SEASONAL (April 1 to October 31)**

1. Sweep Main Entrance sidewalk under canopy area

**4. MONTHLY**

1. Clean and disinfect all Garbage / Recycle Baskets
2. Clean and polish all interior door glass
3. Damp wipe interior doors, door frames, grills, handles, knobs, push bars and hardware
4. Damp wipe all counters and shelving in Labs (Without interference of lab material / equipment)
5. Damp wipe all partition tops in Reception Area
6. Damp wipe all venetian blinds in Cubicle Area
7. Damp wipe all window ledges
8. Descale all drinking fountains

**9. LUNCHROOM**

- a) Clean and disinfect all sinks
- b) Clean and disinfect Waste Recycle Centre
- c) Damp wipe all heat registers
- d) Damp wipe all window ledges and venetian blinds
- e) Vacuum top vent on all heat registers
- f) Wash fronts and tops of all cupboards including handles
- g) Wash front and top of fridge

**5. QUARTERLY (February / May / August / November)**

1. Hot Water Extraction clean all carpets in Main Entrance and Reception
2. Hot Water Extraction clean all door mats
3. Spray Buff all Lab floors

**6. BI-ANNUAL (May / November)**

1. Hot Water Extraction clean all office carpets

**7. BI-ANNUAL (May / October)**

1. Clean and polish all interior windows at main floor level
2. Wash all exterior windows at main floor level

**8. ANNUAL (May)**

1. Wash all fresh air ducts and return vents
2. Wash all light fixtures
3. Wash all structural beams

**9. ANNUAL (October)**

1. Wash all walls
2. **WASHROOMS (6) / SHOWERS (2)**
  - a) Wash all ceilings and walls

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## 73 - WORKSHOP

### LUNCHROOM (1) / OFFICES (3) / WASHROOM (2)/ SHOWER (1)

#### 1. DAILY (WEEKDAYS - STAT Holidays excluded)

1. Damp wipe all countertops in Lunchroom
2. Empty all garbage and paper from Garbage / Recycle Baskets and replace bags when used or soiled
3. Spot clean all doors and walls
4. Sweep all sheet and tile flooring
5. Vacuum floor mats at all entrances
6. **WASHROOMS (2) / SHOWER (1)**
  - a) Clean and disinfect all countertops, dispensers, shelves, sinks, taps, toilets and urinal
  - b) Clean and disinfect Shower door and floor
  - c) Clean and polish all mirrors
  - d) Clear any blockages from shower and sink drains, toilets  
- If unable to fix, report to the Facility Manager immediately
  - e) Damp mop all floors
  - f) Empty all garbage cans and replace bags when used or soiled
  - g) Remove and replace all used bags in sanitary napkin disposal receptacles
  - h) Replace / replenish all consumables as required
  - i) Spot Clean all doors and walls, including stalls

#### 2. WEEKLY

1. Damp wipe all desks
2. Damp mop all sheet and tile floors
3. **WASHROOMS (2) / SHOWER (1)**
  - a) Add one (1) litre of clean water to all floor drains
  - b) Clean and disinfect all garbage cans and sanitary napkin disposal receptacles
  - c) Clean and disinfect all door knobs, light switches and toilet paper holders
  - d) Descale all shower sinks and toilets as required
  - e) Wash all doors, door frames
  - f) Wash all exposed plumbing under sink

#### 3. MONTHLY

1. Clean and polish all interior door glass
2. Damp wipe interior doors, door frames, grills, handles, knobs and hardware
3. **LUNCHROOM**
  - a) Clean and disinfect all sinks
  - b) Damp wipe all window ledges and venetian blinds
  - c) Wash fronts and tops of all cupboards including handles
  - d) Wash front and top of fridge

#### 4. BI-ANNUAL (May / October)

1. Clean and polish all interior windows
2. Wash all exterior windows

#### 5. ANNUAL (May)

1. Wash all doors, walls and ceiling in Lunchroom
2. **WASHROOMS (2) / SHOWER (1)**
  - a) Wash all ceilings and walls

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## 82 - CROP PATHOLOGY GREENHOUSE

### LABS (6) / SHOWERS (2) / WASHROOMS (2)

#### 1. DAILY (WEEKDAYS - STAT HOLIDAYS excluded)

1. Sweep all concrete and vinyl / linoleum floors
2. Empty all garbage and paper from Garbage / Recycle Baskets and replace bags when used or soiled
3. Remove debris within 5 meters of Entrances
4. Vacuum floor mats at all Entrances
5. **WASHROOMS (2)**
  - a) Clean and disinfect all countertops, dispensers, shelves, sinks, taps, toilets and urinals
  - b) Clean and disinfect all Shower curtains, curtain rods, floors and taps
  - c) Clean and polish all mirrors
  - d) Clear any blockages from shower and sink drains, toilets  
- If unable to fix, report to the Facility Manager immediately
  - e) Damp mop all floors
  - f) Empty all garbage cans and replace bags when used or soiled
  - g) Remove and replace all used bags in sanitary napkin disposal receptacles
  - h) Replace / replenish all consumables as required
  - i) Spot Clean all doors, stalls and walls

#### 2. WEEKLY

1. Spot clean all doors, light switches and walls
2. Damp mop all floors
3. **ENTRANCES (Interior and Exterior)**
  - a) Clean and polish all door glass
  - b) Damp wipe all door hardware and window ledges
  - c) Remove all spider webs
4. **WASHROOMS (2)**
  - a) Add one (1) litre of clean water to all floor drains
  - b) Clean and disinfect all garbage cans and sanitary napkin disposal receptacles
  - c) Clean and disinfect all door handles, light switches and toilet paper holders
  - d) Descale all showers, sinks, toilets and urinals as required
  - e) Wash all doors, door frames and stalls
  - f) Wash all exposed plumbing under sink

#### WEEKLY – SEASONAL (April 1 to October 31)

1. Sweep entrance sidewalk to parking lot

#### 3. MONTHLY

1. Clean and polish all interior door glass
2. Damp wipe interior doors, door frames, grills, handles, knobs, push bars and hardware
3. Clean all venetian blinds
4. Damp wipe all fire extinguishers
5. Wash and disinfect all Garbage / Recycle Baskets

#### 4. QUARTERLY (February / May / August / November)

1. Spray Buff all sheet floors



**5. BI-ANNUAL (May / October)**

1. Clean and polish all Interior windows
2. Wash all exterior Windows

**6. ANNUAL (May)**

1. Wash all fresh air ducts and return vents
2. Wash all light fixtures
3. **WASHROOMS (2)**
  - a) Wash all ceilings and walls

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## **CONTRACTOR RESPONSIBILITY**

### **1. CONSUMABLES**

The Contractor must provide and maintain sufficient quantities of the following items on the premises:

1. Carpet cleaner / spot remover
2. Floor strippers, finishes and waxes
3. Furniture cleaners & polishes
4. General cleaning products
5. Glass Cleaner
6. Vacuum Cleaner Bags
7. Cleaners & disinfectants for toilets and urinals

These commodities shall meet the standards referred to in Appendix A - Additional Terms & Conditions #12 (Materials and WHMIS Compliance) and be appropriate for use in their respective dispensers and / or locations.

**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.

**PAPER PRODUCTS** - All hygienic paper products must contain a minimum of 10% post-consumer recycled fibres or equivalent. All 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. Machine (Floor) polisher / scrubber
3. Mopping Tanks
4. Mops and brooms
5. Pails / buckets / etc.
6. Scrapers
7. Vacuum Cleaner
8. Wax Applicators
9. Wiping rags / cloths / dusters

### **3. Personal protective equipment (PPE)**

The Contractor shall provide their employees with appropriate PPE (as required).

## **AAFC RESPONSIBILITY**

### **1. CONSUMABLES**

AAFC will be responsible to provide and maintain sufficient quantities of the following items in stock in the various Janitors Rooms

1. Deodorant cakes
2. Garbage Bags, Plastic
3. Hand sanitizer
4. Hand soap
5. Light Bulbs, Emergency Lights and Exits only
6. Paper Bags for Sanitary napkin disposal receptacles
7. Paper towels (Washrooms)
8. Toilet paper, 2 ply

### **2. EQUIPMENT**

AAFC will provide and maintain the following equipment required to carry out the work including but not limited to

1. Ladders

## **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 Facility Manager to ensure all parties have a good understanding of Minimum cleaning standards, documentation and management and responsibility with respect to any required corrective actions.

### **2. Site Orientation**

A walk through orientation may be provided by the Facility 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. No employees of the Contractor shall be allowed on site until clearances have been established

2. Only resources 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 Facility Manager.
5. The Contractor shall not allow any unauthorized people into the building under any circumstances
6. Necessary fobs and keys will be issued to the Contractor's Security cleared employees and must be fully protected at all times. If / when any employees key is misplaced or lost, the Contractor shall notify the Facility 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.
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 employee's key card and the Contractor will be required to replace that employee.

#### **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 Facility 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. 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 Facility Manager
- .4 The Contractor's employees can park their vehicles in the main employee parking lot only.

## **7. Quality**

- .1 All work under the contract shall be carried out to the satisfaction of / and inspected by the Facility Manager, who will be the judge of the adequacy and completeness of the work. Inspections will be based on the Statement of Work 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.

## **8. Contractor's Staff**

- .1 The absolute obligation to supply staff consists of providing a team of competent employees able to perform the ongoing services required by this Statement of Work. The Contractor is responsible for selecting team members, instructing them, training them, assigning them their duties and monitoring their performance.
- .2 The Project Authority may ask the Contractor to replace any of its employees who do not meet the contract requirements owing to incompetence, unacceptable behavior or safety risks
- .3 The Contractor must ensure that at least one (1) person who can communicate effectively in English is on site whenever cleaning staff are on site.
- .4 The Contractor must assign a Supervisor to ensure the cleaners are following the tasks listed in the Statement of Work. The supervisor acts as a liaison between the Contractor and AAFC; prepares the cleaners work schedules, inspects the work of the cleaning staff and meets with the AAFC Project Authority upon request to discuss problems or work to be done according to the Statement of Work.
- .5 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.
- .6 The Department will not be responsible for damage to the Contractor's supplies, materials, or equipment in the building nor the Contractor's Employees personal belongings brought into the building.

## **9. Miscellaneous**

- .1 The Contractor and / or its resources, if observed, 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 Facility Manager.
- .4 Any changes required to the 'scheduled Work hours' must be pre-approved by the Facility Manager.
- .5 The Contractor shall ensure all lights are turned 'off' upon completion of duties.

## **10. Materials & Workplace Hazardous Materials Information System (WHMIS) Compliance**

- .1 Upon request, Proof of up-to-date WHMIS training for all employees working on site must be supplied to the Facilities Manager.
- .2 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.
- .3 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 Facility Manager.
- .4 The Contractor shall ensure that all controlled products are identified to the Facility Manager. Where controlled products are to be used at Federal occupied facilities the Facility 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.
- .5 The Contractor must advise the Facility 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.
- .6 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.

- .7 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
- .8 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.

## **WORK ON AN ‘AS AND WHEN REQUIRED’ BASIS**

Including but not limited to:

Clean and disinfect all garbage cans  
Clean and polish glass doors on all bookcases, both sides

Damp wipe bookcases, tops and empty shelves  
Damp wipe tops and frames of Bulletin Boards  
Damp wipe fire alarm covers  
Damp wipe file cabinets  
Damp wipe partition tops  
Damp wipe shelving  
Damp wipe tables, any open area  
Damp wipe all vinyl chairs

Shake out / Vacuum / Wash Rubber door mats

Strip and refinish floors

Wash Blinds (vinyl)  
Wash Ceiling vents  
Wash chair legs  
Wash chairs (leather, vinyl and leatherette) in all offices  
Wash chairs (plastic) in all Boardrooms  
Wash chairs in Cafeteria  
Wash Coat Racks  
Wash Garbage / Recycle Baskets  
Wash Identification Plates  
Wash stairwells walls  
Wash Table legs in Cafeteria  
Wash walls  
Wash Vinyl chairs

Vacuum Blinds (cloth)  
Vacuum all cloth chairs

## MINIMUM CLEANING STANDARDS

### DEFINITIONS :

- Flight of Stairs* - includes steps and risers situated between two floor levels including 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 long counters

### 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.  
Chairs, wastebaskets shall not be placed on desks or tables during cleaning operations
- 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.

**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 spray buff 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 throughout 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)'.

**ANNEX "B"****BASIS OF PAYMENT****PRICING FOR INITIAL CONTRACT PERIOD****January 1, 2023 to December 31, 2023****7 - HORTICULTURE BUILDING**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2	Daily / Monthly	Month	
3.1	Bi-Annual (May/October) Windows, Interior	Each	
3.2	Bi-Annual (May/October) Windows, Exterior	Each	

**50 - OUTDOOR PUBLIC WASHROOM (May 1 - October 31)**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2	Daily / Weekly	Month	
	Annual (May) Windows, Interior	Each	
3.2	Annual (May) Windows, Exterior	Each	
3.3	Annual (May) Ceilings and Walls	Each	

**64 - SEED LAB**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2 / 3	Daily / Weekly / Monthly	Month	
4.1	Bi-Annual (May/October) Windows, Interior	Each	
4.2	Bi-Annual (May/October) Windows, Interior	Each	
5.1	Annual (May) Washroom Ceilings and Walls	Each	

**72 - MAIN OFFICE BUILDING**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2 / 3 / 4	Daily / Bi-Weekly / Weekly		
	Weekly Seasonal / Monthly	Month	
5.1	Quarterly (Feb/May/Aug/Nov)		
	Carpets, Main Entrance Reception	Each	
5.2	Quarterly (Feb/May/Aug/Nov) Door Mats	Each	
5.3	Quarterly (Feb/May/Aug/Nov) Lab Floors	Each	
6.1	Bi-annual (May / Nov) Carpets, Office	Each	
7.1	Bi-annual (May / Oct) Windows, Interior		
	Main Floor Level	Each	
7.2	Bi-annual (May / Oct) Windows, Exterior		
	Main Floor Level	Each	
8.1	Annual (May) Ducts and Vents	Each	
8.2	Annual (May) Light Fixtures	Each	
8.3	Annual (May) Beams	Each	
9.1	Annual (October) Walls	Each	
9.2	Annual (October) Washroom Ceilings and Walls	Each	

**73 - WORKSHOP**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2 / 3	Daily / Weekly / Monthly	Month	
4.1	Bi-Annual (May/Nov) Windows, Interior	Each	
4.2	Bi-Annual (May/Nov) Windows, Exterior	Each	
5.1	Annual (May) Lunchroom Doors, Walls, Ceilings	Each	
5.2a	Annual (May) Washroom Ceilings and Walls	Each	

**82 - CROP PATHOLOGY GREENHOUSE**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2 / 3	Daily / Weekly / Weekly Seasonal / Monthly	Month	
4.1	Quarterly (Feb/May/Aug/Nov) Sheet Floors	Each	
5.1	Bi-Annual (May/Oct) Windows, Interior	Each	
5.2	Bi-Annual (May/Oct) Windows, Exterior	Each	
6.1	Annual (May) Ducts and Vents	Each	
6.2	Annual (May) Light Fixtures	Each	
6.3a	Annual (May) Washroom Ceilings and Walls	Each	

<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE/UNIT</u>
<b>ENHANCED CLEANING</b>	Month	

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 \$\_\_\_\_\_ up to a maximum of 20 hours.

**A) PRICING FOR OPTION PERIOD ONE (1)  
January 1, 2024 to December 31, 2024**

**7 - HORTICULTURE BUILDING**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2	Daily / Monthly	Month	
3.1	Bi-Annual (May/October) Windows, Interior	Each	
3.2	Bi-Annual (May/October) Windows, Exterior	Each	

**50 - OUTDOOR PUBLIC WASHROOM (May 1 - October 31)**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2	Daily / Weekly	Month	
	Annual (May) Windows, Interior	Each	
3.2	Annual (May) Windows, Exterior	Each	
3.3	Annual (May) Ceilings and Walls	Each	

**64 - SEED LAB**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2 / 3	Daily / Weekly / Monthly	Month	
4.1	Bi-Annual (May/October) Windows, Interior	Each	
4.2	Bi-Annual (May/October) Windows, Interior	Each	
5.1	Annual (May) Washroom Ceilings and Walls	Each	

**72 - MAIN OFFICE BUILDING**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2 / 3 / 4	Daily / Bi-Weekly / Weekly		
	Weekly Seasonal / Monthly	Month	
5.1	Quarterly (Feb/May/Aug/Nov) Carpets, Main Entrance Reception	Each	
5.2	Quarterly (Feb/May/Aug/Nov) Door Mats	Each	
5.3	Quarterly (Feb/May/Aug/Nov) Lab Floors	Each	
6.1	Bi-annual (May / Nov) Carpets, Office	Each	
7.1	Bi-annual (May / Oct) Windows, Interior Main Floor Level	Each	
7.2	Bi-annual (May / Oct) Windows, Exterior Main Floor Level	Each	

8.1	Annual (May) Ducts and Vents	Each
8.2	Annual (May) Light Fixtures	Each
8.3	Annual (May) Beams	Each
9.1	Annual (October) Walls	Each
9.2	Annual (October) Washroom Ceilings and Walls	Each

**73 - WORKSHOP**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2 / 3	Daily / Weekly / Monthly	Month	
4.1	Bi-Annual (May/Nov) Windows, Interior	Each	
4.2	Bi-Annual (May/Nov) Windows, Exterior	Each	
5.1	Annual (May) Lunchroom Doors, Walls, Ceilings	Each	
5.2a	Annual (May) Washroom Ceilings and Walls	Each	

**82 - CROP PATHOLOGY GREENHOUSE**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2 / 3	Daily / Weekly / Weekly Seasonal / Monthly	Month	
4.1	Quarterly (Feb/May/Aug/Nov) Sheet Floors	Each	
5.1	Bi-Annual (May/Oct) Windows, Interior	Each	
5.2	Bi-Annual (May/Oct) Windows, Exterior	Each	
6.1	Annual (May) Ducts and Vents	Each	
6.2	Annual (May) Light Fixtures	Each	
6.3a	Annual (May) Washroom Ceilings and Walls	Each	

<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE/UNIT</u>
<b>ENHANCED CLEANING</b>	Month	

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 \$\_\_\_\_\_ up to a maximum of 20 hours.

**B) PRICING FOR OPTION PERIOD TWO (2)  
January 1, 2025 to December 31, 2025**

**7 - HORTICULTURE BUILDING**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2	Daily / Monthly	Month	
3.1	Bi-Annual (May/October) Windows, Interior	Each	
3.2	Bi-Annual (May/October) Windows, Exterior	Each	

**50 - OUTDOOR PUBLIC WASHROOM (May 1 - October 31)**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2	Daily / Weekly	Month	
	Annual (May) Windows, Interior	Each	
3.2	Annual (May) Windows, Exterior	Each	
3.3	Annual (May) Ceilings and Walls	Each	

**64 - SEED LAB**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2 / 3	Daily / Weekly / Monthly	Month	
4.1	Bi-Annual (May/October) Windows, Interior	Each	
4.2	Bi-Annual (May/October) Windows, Interior	Each	
5.1	Annual (May) Washroom Ceilings and Walls	Each	

**72 - MAIN OFFICE BUILDING**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2 / 3 / 4	Daily / Bi-Weekly / Weekly		
	Weekly Seasonal / Monthly	Month	
5.1	Quarterly (Feb/May/Aug/Nov)		
	Carpets, Main Entrance Reception	Each	
5.2	Quarterly (Feb/May/Aug/Nov) Door Mats	Each	
5.3	Quarterly (Feb/May/Aug/Nov) Lab Floors	Each	
6.1	Bi-annual (May / Nov) Carpets, Office	Each	
7.1	Bi-annual (May / Oct) Windows, Interior		
	Main Floor Level	Each	
7.2	Bi-annual (May / Oct) Windows, Exterior		
	Main Floor Level	Each	
8.1	Annual (May) Ducts and Vents	Each	
8.2	Annual (May) Light Fixtures	Each	
8.3	Annual (May) Beams	Each	
9.1	Annual (October) Walls	Each	
9.2	Annual (October) Washroom Ceilings and Walls	Each	

**73 - WORKSHOP**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2 / 3	Daily / Weekly / Monthly	Month	
4.1	Bi-Annual (May/Nov) Windows, Interior	Each	
4.2	Bi-Annual (May/Nov) Windows, Exterior	Each	
5.1	Annual (May) Lunchroom Doors, Walls, Ceilings	Each	
5.2a	Annual (May) Washroom Ceilings and Walls	Each	

**82 - CROP PATHOLOGY GREENHOUSE**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2 / 3	Daily / Weekly / Weekly Seasonal / Monthly	Month	
4.1	Quarterly (Feb/May/Aug/Nov) Sheet Floors	Each	
5.1	Bi-Annual (May/Oct) Windows, Interior	Each	
5.2	Bi-Annual (May/Oct) Windows, Exterior	Each	
6.1	Annual (May) Ducts and Vents	Each	
6.2	Annual (May) Light Fixtures	Each	
6.3a	Annual (May) Washroom Ceilings and Walls	Each	

<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE/UNIT</u>
<b>ENHANCED CLEANING</b>	Month	

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 \$\_\_\_\_\_ up to a maximum of 20 hours.

**C) PRICING FOR OPTION PERIOD THREE (3)  
January 1, 2026 to December 31, 2026**

**7 - HORTICULTURE BUILDING**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2	Daily / Monthly	Month	
3.1	Bi-Annual (May/October) Windows, Interior	Each	
3.2	Bi-Annual (May/October) Windows, Exterior	Each	



**50 - OUTDOOR PUBLIC WASHROOM (May 1 - October 31)**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2	Daily / Weekly Annual (May) Windows, Interior	Month Each	
3.2	Annual (May) Windows, Exterior	Each	
3.3	Annual (May) Ceilings and Walls	Each	

**64 - SEED LAB**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2 / 3	Daily / Weekly / Monthly	Month	
4.1	Bi-Annual (May/October) Windows, Interior	Each	
4.2	Bi-Annual (May/October) Windows, Interior	Each	
5.1	Annual (May) Washroom Ceilings and Walls	Each	

**72 - MAIN OFFICE BUILDING**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2 / 3 / 4	Daily / Bi-Weekly / Weekly Weekly Seasonal / Monthly	Month	
5.1	Quarterly (Feb/May/Aug/Nov) Carpets, Main Entrance Reception	Each	
5.2	Quarterly (Feb/May/Aug/Nov) Door Mats	Each	
5.3	Quarterly (Feb/May/Aug/Nov) Lab Floors	Each	
6.1	Bi-annual (May / Nov) Carpets, Office	Each	
7.1	Bi-annual (May / Oct) Windows, Interior Main Floor Level	Each	
7.2	Bi-annual (May / Oct) Windows, Exterior Main Floor Level	Each	
8.1	Annual (May) Ducts and Vents	Each	
8.2	Annual (May) Light Fixtures	Each	
8.3	Annual (May) Beams	Each	
9.1	Annual (October) Walls	Each	
9.2	Annual (October) Washroom Ceilings and Walls	Each	

**73 - WORKSHOP**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2 / 3	Daily / Weekly / Monthly	Month	
4.1	Bi-Annual (May/Nov) Windows, Interior	Each	
4.2	Bi-Annual (May/Nov) Windows, Exterior	Each	
5.1	Annual (May) Lunchroom Doors, Walls, Ceilings	Each	
5.2a	Annual (May) Washroom Ceilings and Walls	Each	

**82 - CROP PATHOLOGY GREENHOUSE**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2 / 3	Daily / Weekly / Weekly Seasonal / Monthly	Month	
4.1	Quarterly (Feb/May/Aug/Nov) Sheet Floors	Each	
5.1	Bi-Annual (May/Oct) Windows, Interior	Each	
5.2	Bi-Annual (May/Oct) Windows, Exterior	Each	
6.1	Annual (May) Ducts and Vents	Each	
6.2	Annual (May) Light Fixtures	Each	
6.3a	Annual (May) Washroom Ceilings and Walls	Each	

<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE/UNIT</u>
<b>ENHANCED CLEANING</b>	Month	

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 \$\_\_\_\_\_ up to a maximum of 20 hours.

**D) PRICING FOR OPTION PERIOD FOUR (4)  
January 1, 2027 to December 31, 2027**

**7 - HORTICULTURE BUILDING**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2	Daily / Monthly	Month	
3.1	Bi-Annual (May/October) Windows, Interior	Each	
3.2	Bi-Annual (May/October) Windows, Exterior	Each	

**50 - OUTDOOR PUBLIC WASHROOM (May 1 - October 31)**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2	Daily / Weekly	Month	
	Annual (May) Windows, Interior	Each	
3.2	Annual (May) Windows, Exterior	Each	
3.3	Annual (May) Ceilings and Walls	Each	

**64 - SEED LAB**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2 / 3	Daily / Weekly / Monthly	Month	
4.1	Bi-Annual (May/October) Windows, Interior	Each	
4.2	Bi-Annual (May/October) Windows, Interior	Each	
5.1	Annual (May) Washroom Ceilings and Walls	Each	

**72 - MAIN OFFICE BUILDING**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2 / 3 / 4	Daily / Bi-Weekly / Weekly		
	Weekly Seasonal / Monthly	Month	
5.1	Quarterly (Feb/May/Aug/Nov) Carpets, Main Entrance Reception	Each	
5.2	Quarterly (Feb/May/Aug/Nov) Door Mats	Each	
5.3	Quarterly (Feb/May/Aug/Nov) Lab Floors	Each	
6.1	Bi-annual (May / Nov) Carpets, Office	Each	
7.1	Bi-annual (May / Oct) Windows, Interior Main Floor Level	Each	
7.2	Bi-annual (May / Oct) Windows, Exterior Main Floor Level	Each	
8.1	Annual (May) Ducts and Vents	Each	
8.2	Annual (May) Light Fixtures	Each	
8.3	Annual (May) Beams	Each	
9.1	Annual (October) Walls	Each	
9.2	Annual (October) Washroom Ceilings and Walls	Each	

**73 - WORKSHOP**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2 / 3	Daily / Weekly / Monthly	Month	
4.1	Bi-Annual (May/Nov) Windows, Interior	Each	
4.2	Bi-Annual (May/Nov) Windows, Exterior	Each	
5.1	Annual (May) Lunchroom Doors, Walls, Ceilings	Each	
5.2a	Annual (May) Washroom Ceilings and Walls	Each	

**82 - CROP PATHOLOGY GREENHOUSE**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE / UNIT</u>
1 / 2 / 3	Daily / Weekly / Weekly Seasonal / Monthly	Month	
4.1	Quarterly (Feb/May/Aug/Nov) Sheet Floors	Each	
5.1	Bi-Annual (May/Oct) Windows, Interior	Each	
5.2	Bi-Annual (May/Oct) Windows, Exterior	Each	
6.1	Annual (May) Ducts and Vents	Each	
6.2	Annual (May) Light Fixtures	Each	
6.3a	Annual (May) Washroom Ceilings and Walls	Each	

<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE/UNIT</u>
<b>ENHANCED CLEANING</b>	Month	

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 \$ \_\_\_\_\_ up to a maximum of 20 hours.

**ANNEX "C"**

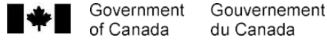
**SECURITY REQUIREMENTS CHECK LIST**



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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Agriculture & Agri-Food Canada		2. Branch or Directorate / Direction générale ou Direction Corporate Management - Integrated Services
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 Cleaning Services in all buildings at the Morden Research & Development Centre, located in Morden MB		
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		
<b>Canada</b> <input type="checkbox"/>	<b>NATO / OTAN</b> <input type="checkbox"/>	<b>Foreign / Étranger</b> <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"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité



Contract Number / Numéro du contrat 01R11-23-C028
Security Classification / Classification de sécurité

<b>PART A (continued) / PARTIE A (suite)</b>													
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? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
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?  Short Title(s) of material / Titre(s) abrégé(s) du matériel :  Document Number / Numéro du document :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>													
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	<table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ</td> <td><input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL</td> <td><input type="checkbox"/> SECRET SECRET</td> <td><input type="checkbox"/> TOP SECRET TRÈS SECRET</td> </tr> <tr> <td><input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT</td> <td><input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL</td> <td><input type="checkbox"/> NATO SECRET NATO SECRET</td> <td><input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET</td> </tr> <tr> <td colspan="4"><input type="checkbox"/></td> </tr> </table> <p>Special comments: Commentaires spéciaux : _____</p> <p>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</p>	<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"/>			
<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"/>													
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?  If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui  <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>													
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>													
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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
<b>PRODUCTION</b>													
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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>													
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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												

Security Classification / Classification de sécurité
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Government of Canada  
Gouvernement du 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 Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 PROTÉGÉ 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.**

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

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

Security Classification / Classification de sécurité
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## ANNEX "D"

### 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 “E” 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 “F”**

**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**

<b>Supplier's Legal Name:</b>		
<b>Organizational Structure:</b> <input type="checkbox"/> Corporate Entity <input type="checkbox"/> Privately Owned Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership		
<b>Supplier's Legal Address:</b>		
<b>City:</b>	<b>Province / Territory:</b>	<b>Postal Code:</b>
<b>Supplier's Procurement Business Number (optional):</b>		

**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 “G”**

**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.

**Enhanced Cleaning - Initial Contract Year and All Option Years;**

As stated in the Statement of Work (SOW) some Enhanced Cleaning services listed are already included in the Regular Cleaning Schedule. When providing a price for the Enhanced Cleaning, pricing must only include the Enhanced Cleaning services that are over and above what is already provided for under the Regular Cleaning portion of the contract

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**

**7 - HORTICULTURE BUILDING**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Monthly	Month	12		
3.1	Bi-Annual (May / October) Windows, Interior	Each	2		
3.2	Bi-Annual (May / October) Windows, Exterior	Each	2		
<b>TOTAL</b>					<b>T1</b>

**50 – OUTDOOR PUBLIC WASHROOMS (May 1 – September 30)**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Weekly	Month	5		
3.1	Annual (May) Windows, Interior	Each	1		
3.2	Annual (May) Windows, Exterior	Each	1		
3.3	Annual (May) Ceilings and Walls	Each	1		
<b>TOTAL</b>					<b>T2</b>

**64 - SEED LAB**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Bi-Annual (May / October) Windows, Interior	Each	2		
4.2	Bi-Annual (May / October) Windows, Exterior	Each	2		
5.1	Annual (May) Washroom Ceilings and walls	Each	1		
<b>TOTAL</b>					<b>T3</b>

**72 - MAIN OFFICE 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 / Weekly Seasonal / Monthly	Month	12		
5.1	Quarterly (February / May / August / November) Carpets - Main Entrance/Reception	Each	4		
5.2	Quarterly (February / May / August / November) - Door Mats	Each	4		
5.3	Quarterly (February / May / August / November) Lab Floors	Each	4		
6.1	Bi-Annual (May / November) Carpets - Office	Each	2		
7.1	Bi-Annual (May / October) Windows, Interior, Main Floor Level	Each	2		
7.2	Bi-Annual (May / October) Windows, Exterior, Main Floor Level	Each	2		
8.1	Annual (May) Ducts / Vents	Each	1		
8.2	Annual (May) Light Fixtures	Each	1		
8.3	Annual (May) Beams	Each	1		
9.1	Annual (October) Walls	Each	1		
9.2	Annual (October) Washroom Ceilings and Walls	Each	1		
<b>TOTAL</b>					<b>T4</b>

**73 - WORKSHOP**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Bi-Annual (May / October) Windows, Interior	Each	2		
4.2	Bi-Annual (May / November) Windows, Exterior	Each	2		
5.1	Annual (May) Lunchroom Doors, Walls, Ceiling	Each	1		
5.2a	Annual (May) Washroom Ceilings and Walls	Each	1		
<b>TOTAL</b>					<b>T5</b>

**82 - CROP PATHOLOGY GREENHOUSE**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Weekly Seasonal / Monthly	Month	12		
4.1	Quarterly (February / May / August / November) Spray Buff Sheet Floors	Each	4		
5.1	Bi-Annual (May / October) Windows, Interior	Each	2		
5.2	Bi-Annual (May / October) Windows, Exterior	Each	2		
6.1	Annual (May) Ducts / Vents	Each	1		
6.2	Annual (May) Light Fixtures	Each	1		
6.3a	Annual (May) Washroom Ceilings and Walls	Each	1		
<b>TOTAL</b>					<b>T6</b>

**ALL BUILDINGS**

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		T7

**ENHANCED CLEANING SERVICES**

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Enhanced Cleaning	Month	12		T8

TOTAL COST FOR INITIAL CONTRACT PERIOD (T1...T8) = \_\_\_\_\_

**PRICING FOR OPTION PERIOD ONE (1)**

**7 - HORTICULTURE BUILDING**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Monthly	Month	12		
3.1	Bi-Annual (May / October) Windows, Interior	Each	2		
3.2	Bi-Annual (May / October) Windows, Exterior	Each	2		
<b>TOTAL</b>					<b>T9</b>

**50 – OUTDOOR PUBLIC WASHROOMS (May 1 – September 30)**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Weekly	Month	5		
3.1	Annual (May) Windows, Interior	Each	1		
3.2	Annual (May) Windows, Exterior	Each	1		
3.3	Annual (May) Ceilings and Walls	Each	1		
<b>TOTAL</b>					<b>T10</b>

**64 - SEED LAB**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Bi-Annual (May / October) Windows, Interior	Each	2		
4.2	Bi-Annual (May / October) Windows, Exterior	Each	2		
5.1	Annual (May) Washroom Ceilings and walls	Each	1		
<b>TOTAL</b>					<b>T11</b>

**72 - MAIN OFFICE 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 / Weekly Seasonal / Monthly	Month	12		
5.1	Quarterly (February / May / August / November) Carpets - Main Entrance/Reception	Each	4		
5.2	Quarterly (February / May / August / November) - Door Mats	Each	4		

5.3	Quarterly (February / May / August / November) Lab Floors	Each	4		
6.1	Bi-Annual (May / November) Carpets - Office	Each	2		
7.1	Bi-Annual (May / October) Windows, Interior, Main Floor Level	Each	2		
7.2	Bi-Annual (May / October) Windows, Exterior, Main Floor Level	Each	2		
8.1	Annual (May) Ducts / Vents	Each	1		
8.2	Annual (May) Light Fixtures	Each	1		
8.3	Annual (May) Beams	Each	1		
9.1	Annual (October) Walls	Each	1		
9.2	Annual (October) Washroom Ceilings and Walls	Each	1		
					T12

**73 - WORKSHOP**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Bi-Annual (May / October) Windows, Interior	Each	2		
4.2	Bi-Annual (May / November) Windows, Exterior	Each	2		
5.1	Annual (May) Lunchroom Doors, Walls, Ceiling	Each	1		
5.2a	Annual (May) Washroom Ceilings and Walls	Each	1		
TOTAL					T13

**82 - CROP PATHOLOGY GREENHOUSE**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Weekly Seasonal / Monthly	Month	12		
4.1	Quarterly (February / May / August / November) Spray Buff Sheet Floors	Each	4		
5.1	Bi-Annual (May / October) Windows, Interior	Each	2		
5.2	Bi-Annual (May / October) Windows, Exterior	Each	2		
6.1	Annual (May) Ducts / Vents	Each	1		
6.2	Annual (May) Light Fixtures	Each	1		
6.3a	Annual (May) Washroom Ceilings and Walls	Each	1		
TOTAL					T14

**ALL BUILDINGS**

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		T15

**ENHANCED CLEANING SERVICES**

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Enhanced Cleaning	Month	12		T16

TOTAL COST FOR OPTION PERIOD ONE (T9...T16) = \_\_\_\_\_

**PRICING FOR OPTION PERIOD TWO (2)**

**7 - HORTICULTURE BUILDING**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Monthly	Month	12		
3.1	Bi-Annual (May / October) Windows, Interior	Each	2		
3.2	Bi-Annual (May / October) Windows, Exterior	Each	2		
				<b>TOTAL</b>	<b>T17</b>

**50 – OUTDOOR PUBLIC WASHROOMS (May 1 – September 30)**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Weekly	Month	5		
3.1	Annual (May) Windows, Interior	Each	1		
3.2	Annual (May) Windows, Exterior	Each	1		
3.3	Annual (May) Ceilings and Walls	Each	1		
				<b>TOTAL</b>	<b>T18</b>

**64 - SEED LAB**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Bi-Annual (May / October) Windows, Interior	Each	2		



4.2	Bi-Annual (May / October) Windows, Exterior	Each	2		
5.1	Annual (May) Washroom Ceilings and walls	Each	1		
<b>TOTAL</b>					<b>T19</b>

**72 - MAIN OFFICE 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 / Weekly Seasonal / Monthly	Month	12		
5.1	Quarterly (February / May / August / November) Carpets - Main Entrance/Reception	Each	4		
5.2	Quarterly (February / May / August / November) - Door Mats	Each	4		
5.3	Quarterly (February / May / August / November) Lab Floors	Each	4		
6.1	Bi-Annual (May / November) Carpets - Office	Each	2		
7.1	Bi-Annual (May / October) Windows, Interior, Main Floor Level	Each	2		
7.2	Bi-Annual (May / October) Windows, Exterior, Main Floor Level	Each	2		
8.1	Annual (May) Ducts / Vents	Each	1		
8.2	Annual (May) Light Fixtures	Each	1		
8.3	Annual (May) Beams	Each	1		
9.1	Annual (October) Walls	Each	1		
9.2	Annual (October) Washroom Ceilings and Walls	Each	1		
<b>TOTAL</b>					<b>T20</b>

**73 - WORKSHOP**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Bi-Annual (May / October) Windows, Interior	Each	2		
4.2	Bi-Annual (May / November) Windows, Exterior	Each	2		
5.1	Annual (May) Lunchroom Doors, Walls, Ceiling	Each	1		
5.2a	Annual (May) Washroom Ceilings and Walls	Each	1		
<b>TOTAL</b>					<b>T21</b>

**82 - CROP PATHOLOGY GREENHOUSE**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Weekly Seasonal / Monthly	Month	12		
4.1	Quarterly (February / May / August / November) Spray Buff Sheet Floors	Each	4		
5.1	Bi-Annual (May / October) Windows, Interior	Each	2		
5.2	Bi-Annual (May / October) Windows, Exterior	Each	2		
6.1	Annual (May) Ducts / Vents	Each	1		
6.2	Annual (May) Light Fixtures	Each	1		
6.3a	Annual (May) Washroom Ceilings and Walls	Each	1		
<b>TOTAL</b>					<b>T22</b>

**ALL BUILDINGS**

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		T23

**ENHANCED CLEANING SERVICES**

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Enhanced Cleaning	Month	12		T24

TOTAL COST FOR OPTION PERIOD TWO (T17...T24) = \_\_\_\_\_

**PRICING FOR OPTION PERIOD THREE (3)**

**7 - HORTICULTURE BUILDING**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Monthly	Month	12		
3.1	Bi-Annual (May / October) Windows, Interior	Each	2		
3.2	Bi-Annual (May / October) Windows, Exterior	Each	2		
<b>TOTAL</b>					<b>T25</b>

**50 – OUTDOOR PUBLIC WASHROOMS (May 1 – September 30)**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Weekly	Month	5		
3.1	Annual (May) Windows, Interior	Each	1		
3.2	Annual (May) Windows, Exterior	Each	1		
3.3	Annual (May) Ceilings and Walls	Each	1		
<b>TOTAL</b>					<b>T26</b>

**64 - SEED LAB**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Bi-Annual (May / October) Windows, Interior	Each	2		
4.2	Bi-Annual (May / October) Windows, Exterior	Each	2		
5.1	Annual (May) Washroom Ceilings and walls	Each	1		
<b>TOTAL</b>					<b>T27</b>

**72 - MAIN OFFICE 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 / Weekly Seasonal / Monthly	Month	12		
5.1	Quarterly (February / May / August / November) Carpets - Main Entrance/Reception	Each	4		
5.2	Quarterly (February / May / August / November) - Door Mats	Each	4		
5.3	Quarterly (February / May / August / November) Lab Floors	Each	4		
6.1	Bi-Annual (May / November) Carpets - Office	Each	2		
7.1	Bi-Annual (May / October) Windows, Interior, Main Floor Level	Each	2		
7.2	Bi-Annual (May / October) Windows, Exterior, Main Floor Level	Each	2		
8.1	Annual (May) Ducts / Vents	Each	1		
8.2	Annual (May) Light Fixtures	Each	1		
8.3	Annual (May) Beams	Each	1		
9.1	Annual (October) Walls	Each	1		

9.2	Annual (October) Washroom Ceilings and Walls	Each	1		
					T28

**73 - WORKSHOP**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Bi-Annual (May / October) Windows, Interior	Each	2		
4.2	Bi-Annual (May / November) Windows, Exterior	Each	2		
5.1	Annual (May) Lunchroom Doors, Walls, Ceiling	Each	1		
5.2a	Annual (May) Washroom Ceilings and Walls	Each	1		
TOTAL					T29

**82 - CROP PATHOLOGY GREENHOUSE**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Weekly Seasonal / Monthly	Month	12		
4.1	Quarterly (February / May / August / November) Spray Buff Sheet Floors	Each	4		
5.1	Bi-Annual (May / October) Windows, Interior	Each	2		
5.2	Bi-Annual (May / October) Windows, Exterior	Each	2		
6.1	Annual (May) Ducts / Vents	Each	1		
6.2	Annual (May) Light Fixtures	Each	1		
6.3a	Annual (May) Washroom Ceilings and Walls	Each	1		
TOTAL					T30

**ALL BUILDINGS**

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		T31

**ENHANCED CLEANING SERVICES**

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Enhanced Cleaning	Month	12		T32

TOTAL COST FOR OPTION PERIOD THREE (T25...T32) = \_\_\_\_\_

**PRICING FOR OPTION PERIOD FOUR (4)**

**7 - HORTICULTURE BUILDING**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Monthly	Month	12		
3.1	Bi-Annual (May / October) Windows, Interior	Each	2		
3.2	Bi-Annual (May / October) Windows, Exterior	Each	2		
<b>TOTAL</b>					<b>T33</b>

**50 – OUTDOOR PUBLIC WASHROOMS (May 1 – September 30)**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2	Daily / Weekly	Month	5		
3.1	Annual (May) Windows, Interior	Each	1		
3.2	Annual (May) Windows, Exterior	Each	1		
3.3	Annual (May) Ceilings and Walls	Each	1		
<b>TOTAL</b>					<b>T34</b>

**64 - SEED LAB**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Bi-Annual (May / October) Windows, Interior	Each	2		
4.2	Bi-Annual (May / October) Windows, Exterior	Each	2		
5.1	Annual (May) Washroom Ceilings and walls	Each	1		
<b>TOTAL</b>					<b>T35</b>

**72 - MAIN OFFICE 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 / Weekly Seasonal / Monthly	Month	12		
5.1	Quarterly (February / May / August / November) Carpets - Main Entrance/Reception	Each	4		
5.2	Quarterly (February / May / August / November) - Door Mats	Each	4		

5.3	Quarterly (February / May / August / November) Lab Floors	Each	4		
6.1	Bi-Annual (May / November) Carpets - Office	Each	2		
7.1	Bi-Annual (May / October) Windows, Interior, Main Floor Level	Each	2		
7.2	Bi-Annual (May / October) Windows, Exterior, Main Floor Level	Each	2		
8.1	Annual (May) Ducts / Vents	Each	1		
8.2	Annual (May) Light Fixtures	Each	1		
8.3	Annual (May) Beams	Each	1		
9.1	Annual (October) Walls	Each	1		
9.2	Annual (October) Washroom Ceilings and Walls	Each	1		
					T36

**73 - WORKSHOP**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost = (A x B)
1 / 2 / 3	Daily / Weekly / Monthly	Month	12		
4.1	Bi-Annual (May / October) Windows, Interior	Each	2		
4.2	Bi-Annual (May / November) Windows, Exterior	Each	2		
5.1	Annual (May) Lunchroom Doors, Walls, Ceiling	Each	1		
5.2a	Annual (May) Washroom Ceilings and Walls	Each	1		
TOTAL					T37

**82 - CROP PATHOLOGY GREENHOUSE**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Daily / Weekly / Weekly Seasonal / Monthly	Month	12		
4.1	Quarterly (February / May / August / November) Spray Buff Sheet Floors	Each	4		
5.1	Bi-Annual (May / October) Windows, Interior	Each	2		
5.2	Bi-Annual (May / October) Windows, Exterior	Each	2		
6.1	Annual (May) Ducts / Vents	Each	1		
6.2	Annual (May) Light Fixtures	Each	1		
6.3a	Annual (May) Washroom Ceilings and Walls	Each	1		
TOTAL					T38

**ALL BUILDINGS**

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Work on an ' <i>as and when required</i> ' basis	Hour	20		T39

**ENHANCED CLEANING SERVICES**

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Enhanced Cleaning	Month	12		T40

TOTAL COST FOR OPTION PERIOD FOUR (T33...T40) = \_\_\_\_\_

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 = \_\_\_\_\_**

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## 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.

Floor plans for each building will be provided to bidders during the site visit.

***\*Note: 3 layer medical grade masks are required when/if physical distancing cannot be maintained during the site visit.***

Site Visit will be held **November 1, 2022 at 1:00 pm (local Morden time)**. To confirm your attendance, please contact: Michael Driedger, Facilities Manager at (204) 312-0314 or michael.driedger@agr.gc.ca

LOCATION: AAFC Research & Development Centre  
101 Route 100, Unit 100  
Morden, Manitoba

#### M2. 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).

#### M3. Resources

The submission must contain the names of at least five (5) cleaners who will be providing On-site cleaning services under the resulting contract. At least One (1) or more of the on-site cleaners must have the ability to communicate effectively in English and the bidder must identify these resources by circling their name(s).

PLEASE PRINT LEGIBLY :

- |          |          |          |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |
| 7. _____ | 8. _____ | 9. _____ |

AAFC will have the right to verify this information. IF the required number of individuals listed are not fluent in English (1) and / or on-site cleaners (5), AAFC will have the right to deem your proposal non-compliant and it WILL NOT be given further consideration.