



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

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement  
Fisheries and Oceans Canada | Pêches et Océans Canada  
200 Kent Street | 200 rue Kent  
Ottawa, ON, K1A 0E6

**Email / Courriel :** [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca)  
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**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans 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 services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : Pêches et Océans Canada

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

<b>Title / Titre</b> Janitorial Services at MCTS Center, Placentia		<b>Date</b> 12-21-2022
<b>Solicitation No. / N° de l'invitation</b> 30003452		
<b>Client Reference No. / No. de référence du client(e)</b> 30003452		
<b>Solicitation Closes / L'invitation prend fin</b> <b>At / à :</b> 14 :00 EST (Eastern Standard Time / HNE (Heure Normale de l'Est) <b>On / le :</b> January 23, 2023		
<b>F.O.B. / F.A.B.</b> Destination	<b>Taxes</b> See herein — Voir ci-inclus	<b>Duty / Droits</b> See herein — Voir ci-inclus
<b>Destination of Goods and Services / Destinations des biens et services</b> See herein — Voir ci-inclus		
<b>Instructions</b> See herein — Voir ci-inclus		
<b>Address Inquiries to : / Adresser toute demande de renseignements à :</b> Martin Larocque, Contracting Officer <b>Email / Courriel:</b> <a href="mailto:martin.larocque@dfo-mpo.gc.ca">martin.larocque@dfo-mpo.gc.ca</a> & <a href="mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca">DFOtenders-soumissionsMPO@dfo-mpo.gc.ca</a>		
<b>Delivery Required / Livraison exigée</b> See herein — Voir en ceci	<b>Delivery Offered / Livraison proposée</b>	
<b>Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur</b>		
<b>Telephone No. / No. de téléphone</b>	<b>Facsimile No. / No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	



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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 must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
  - (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses.
  - (b) the Bidder's security capabilities must be met as indicated in Part 6 - Resulting Contract Clauses;
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 Annex "A" 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 or by telephone.

### 1.4 Trade Agreements

The requirement is subject to the Canada-Chile Free Trade Agreement (CCFTA), Canada-Colombia Free Trade Agreement, Canada-Peru Free Trade Agreement (CPFTA), Canada-Panama Free Trade Agreement, Canada-Korea Free Trade Agreement (CKFTA), Canada-Honduras Free Trade Agreement, and the Canadian Free Trade Agreement (CFTA).



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

**As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.**

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 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions ([2003](#)) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names"

### 2.2 Submission of Bids

Bids must be submitted 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 facsimile to DFO will not be accepted.

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### 2.4 Applicable Laws

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

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.



## 2.5 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 submit **all** its **email** bid in separately saved sections as follows and **prior to the bid closing date, time and location:**

- Section I: Technical Bid** (one soft copy in PDF format)  
**Section II: Financial Bid** (one soft copy in PDF format)  
**Section III: Certifications** (one soft copy in PDF format)

#### **Important Note:**

The maximum size per email (including attachments) is limited to **10MB**. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP. Emails with links to bid documents will not be accepted.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B"

#### **3.1.3 SACC Manual Clauses**

#### **Section III: Certifications**

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



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the 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 Annex "D".

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection – Mandatory Technical Criteria**

**4.2.1** SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria



## **PART 5 - CERTIFICATIONS**

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions – Declaration of Convicted Offences**

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

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

#### **5.2.2 Security Requirements – Required Documentation**

In accordance with the [requirements of 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>), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder





fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

**5.2.3 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.

**5.2.4 Additional Certifications Precedent to Contract Award**

**5.2.4.1 Status and Availability of Resources**

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

**5.2.4.2 Education and Experience**

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

**5.2.4.3 Personnel Identification Form (PIF)**

Bidders must complete the Personnel Identification Form found in Attachment 1 to Part 5.

**5.2.4.4 List of Names for Integrity Verification Form**

Bidders must complete the List of Names for Integrity Verification form found in Attachment 2 to Part 5.

**5.2.4.5 Contractor's Representative**

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**5.2.4.6 Supplementary Contractor Information**

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

\_\_\_\_\_



b) The status of the contractor (individual, unincorporated business, corporation or partnership):

\_\_\_\_\_

c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

\_\_\_\_\_

d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

\_\_\_\_\_

**5.2.5 Former Public Servant**

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

**Definitions**

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

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

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

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

**Former Public Servant in Receipt of a Pension**

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



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

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

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

**Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

**The following certification signed by the contractor or an authorized officer:**

"I certify that I have examined the information provided above and that it is correct and complete"

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name of Signatory



### ATTACHMENT 1 TO PART 5 PERSONNEL IDENTIFICATION FORM

**Contract / file number:** 30003452

**PROJECT TITLE:** Janitorial Services at MCTS Center, Placentia

Company Name:	
Address:	
Telephone number:	
Fax number:	
<b>PWGSC file or Certificate #:</b>	

**Professional Services** (Add second page if more space needed, please print clearly)

Resource Person working on this project	Date of birth YYY/MM/DD	PWGSC file or certificate #	Security Level	Meet	Does not Meet	Comments

**Contractor's Authorized Signatory :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(For Official Use)**

Company Clearance	Required	Security Level	Meet / Does not Meet / Comments (Official Use Only)
Designated Organization Screening			
Facility Security Clearance			
Document Safeguarding Capability			

**For Use at Fisheries and Oceans Canada  
Authorization of Contracting Security Authority**

- I approve
- I do not approve based on:

\_\_\_\_\_

**Contracting Security Authority:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## ATTACHMENT 2 TO PART 5 LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

### Requirements

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

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

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

List of names for [integrity verification form](#)



## 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 (SRCL and related clauses provided by Contract Security Program) apply and form part of the Contract.

- 1) The Contractor must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC);
- 2) The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid **Reliability Status**, granted or approved by CISD/PWGSC;
- 3) Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC;
- 4) The Contractor must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex C.
  - b) Industrial Security Manual (Latest Edition)

### 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

**As this contract is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.**

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

6.3.1.1 2010C (2022-12-01), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.3.1.2 Subsection 10 of 2010C (2022-12-01), General Conditions - Services (Medium Complexity) – Invoice submission, is amended as follows:

Delete: 2010C 10 (2013-03-21), Invoice submission

Insert: **Invoice submission**

1. Invoices must be submitted in the Contractor's name to [DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca](mailto:DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca), and CC to Project Authority (*to be inserted at Contract award*). The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.



2. Invoices must show:
  - a. Contractor's Name and remittance physical address;
  - b. Contractor's CRA Business Number or Procurement Business Number (PBN);
  - c. Invoice Date;
  - d. Invoice Number;
  - e. Invoice Amount (broken down into item and tax amounts);
  - f. Invoice Currency (if not in Canadian dollars);
  - g. DFO Reference Number (PO Number or other valid reference number);
  - h. DFO Contact Name (DFO employee who initiated the order or to whom the goods were sent. **Note:** Invoice will be return to the Contractor if that information is not provided);
  - i. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - j. deduction for holdback, if applicable;
  - k. the extension of the totals, if applicable; and
  - l. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

### 6.3.2 Supplemental General Conditions

SACC Manual clause **4013** (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules

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 the Award date to December 31, 2026 inclusive.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Martin Larocque  
Title: Contract Officer (Consultant)  
Department: Fisheries and Oceans Canada  
Directorate: Materiel and Procurement Services



Telephone: 819 454-2077  
 E-mail address: [martin.larocque@dfo-mpo.gc.ca](mailto:martin.larocque@dfo-mpo.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 Project Authority (to be inserted at Contract award)**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

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

**6.5.3 Contractor's Representative (to be inserted at Contract award)**

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

**6.6 Proactive Disclosure of Contracts with Former Public Servants (if applicable)**

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: 2012-2](#) of the Treasury Board Secretariat of Canada.

**6.7 Payment**

**6.7.1 Basis of Payment**

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex "B", to a limitation of expenditure of \$\_\_\_\_\_ (to be inserted at Contract award). Customs duties are included and Applicable Taxes are extra.





## 6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ (to be inserted at Contract award). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.7.2.1 Cost Submission – Limitation of Expenditure or Ceiling Price

SACC Manual clause [C0305C](#) (2014-06-26), Cost Submission – Limitation of Expenditure or Ceiling Price applies to and forms part of the Contract.

## 6.7.3 Methods of Payment

### 6.7.3.1 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

### 6.7.4 Electronic Payment of Invoices – Contract

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

- i. Acquisition Card;
- ii. Direct Deposit (Domestic and International)

## 6.8 Invoicing Instructions

- 6.8.1 The Contractor must submit invoices in accordance with subsection 6.3.1.2 entitled "Invoice Submission" above. Invoices cannot be submitted until all work identified in the invoice is completed.



**6.8.2** Payments will be made provided that the invoice(s) are emailed to DFO Accounts Payable at

- [DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca](mailto:DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca)
- with a cc to: *To be insert at the contract award.*  
and provides the required information as stated in subsection 6.8.1 above.

## **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 SACC Manual Clauses**

SACC Manual clause [A3015C](#) (2014-06-26), Certification - Contract

### **6.10 Applicable Laws**

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

### **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), Compliance with on-site measures, standing orders, policies, and rules;
- (c) the general conditions [2010C](#), (2022-12-01) General Conditions - Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Evaluation Criteria;
- (h) Annex E, Insurance Conditions;
- (i) the Contractor's bid dated \_\_\_\_\_ *insert date of bid [If the bid was clarified or amended, insert at the time of contract award]:* ", as clarified on \_\_\_\_\_ *or*, as amended on \_\_\_\_\_ *and insert date(s) of clarification(s) or amendment(s) including its Inuit Benefits Plan. (if applicable).*

### **6.12 Foreign Nationals (Canadian Contractor) **OR** (Foreign Contractor)**

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

**OR**

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)



### 6.13 Insurance - Specific Requirements

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

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

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

### 6.14 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](#)".

### 6.15 SACC Manual Clauses

SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations

SACC Manual clause [A7017C](#) (2008-05-12), Replacement of Specific Individuals

### 6.16 Environmental Considerations

As part of Canada's policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired, Contractors should:

- a) Paper consumption:
  - Provide and transmit draft reports, final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
  - Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
  - Recycle unneeded printed documents (in accordance with Security requirements).
- b) Travel requirements:



- The Contractor is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, Contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for Contractors.
- Use public transportation or another method of green transportation as much as possible.



## ANNEX "A" STATEMENT OF WORK

### **Title**

Janitorial Services at the Fisheries and Oceans, Canadian Coast Guard Marine Communications Traffic Services (MCTS) Centre at 49-57 Placentia Pike Road, Placentia, Newfoundland Labrador.

### **Buildings at the Facility Include**

- Main Building
- C & P Building

### **Areas of Work – Main Building**

- 1) Entrance & Main Lobby
- 2) Offices
- 3) Electronics Workshop
- 4) Board Room
- 5) Shower Room
- 6) Main Operations Room
- 7) Janitors Closets
- 8) Tech Shop
- 9) Building Entrances
- 10) All Washrooms on site
- 11) All Lunchrooms on site
- 12) All Hallways & Common Areas
- 13) Elevator

### **Buildings**

#### **Main Building: Main Floor:**

- Main Building = 785 sq. m.
- Includes all area except Room 107, 108, 103, 112, 113, 120 & 204

#### **C&P Building**

Building is located on same site (see C1- Site plan drawing)

Cleaning is required one day per week, since there is one employee located onsite

The facility is 307.02 square meters, but this includes a large garage/warehouse (Room 113) that will not require cleaning. I didn't have the dimensions of the garage see A5 Drawing for building room plan

Cleaning is required in the following areas:

Lobby and corridor – Room 100, 101, 104, 106

Kitchen – Room 105

Washroom – Room 107

Shower room - 108

Janitor Room – Room 111



Cleaning is not required in the following areas:

- Lan Room - Room 102
- Shared equipment Room – Room 103
- Secure Storage – Room 109
- Workshop Area – Room 110
- Mechanical Electrical Room – Room 112
- Warehouse – Room 113
- Recycling Room – Room 114

## **PART 1 – General Requirements**

- 1.0 Codes and Legislated Requirements**
- 2.0 Environmental**
- 3.0 Materials and Equipment**
- 4.0 Safety**
- 5.0 Conversion of Floor Covering**
- 6.0 Space Assigned (Janitors Room)**
- 7.0 Personnel**
- 8.0 Security Clearance**
- 9.0 Access to Buildings**
- 10.0 Security**
- 11.0 Log**
- 12.0 Disciplinary Procedures for Safety Violations**
- 13.0 Product Approvals**
- 14.0 Area of Work**
- 15.0 Time of Work**
- 16.0 Areas not Included**
- 17.0 Mandatory Site Visit**

## **PART 2 – Operations and Frequencies**

- 1.0 Exterior**
- 2.0 Interior – General**
- 3.0 Floors – General**
- 4.0 Floors – Resilient**
- 5.0 Walk-Away Mats**
- 6.0 Miscellaneous**
- 7.0 Entrances and Lobbies**
- 8.0 Floors – Terrazo Marble and Quarry Tile (excluding entrances, Lobbies, Washrooms and Stairways)**
- 9.0 Floors – Concrete**
- 10.0 Carpeting and Rugs**
- 11.0 Stairs and Landings**
- 12.0 Washroom – Public and Private**
- 13.0 Counters**
- 14.0 Interior Glass**
- 15.0 Furniture and Fixtures**
- 16.0 Waste Receptacles**
- 17.0 Cigarette Urns**



- 18.0 Doors, Door frames, etc.
- 19.0 Emergency Fire Equipment
- 20.0 Walls, Partitions and Baseboards
- 21.0 Mechanical and Electrical Rooms (excluding Transformer rooms)
- 22.0 Janitor Room
- 23.0 Refuse
- 24.0 Building Operations
- 25.0 Kitchen Areas
- 26.0 Indirect Lighting Fixtures
- 27.0 Locker Rooms
- 28.0 Showers
- 29.0 Elevators, Passenger
- 30.0 Window Cleaning
- 31.0 Operations Centre (2nd Floor Room 214)
- 32.0 Dumpster

**PART 3 – Definition of Cleaning Requirements**

**PART 4 – Quality Standards**

**PART 5 – Drawings MCTS Main Building Floor Plan - See drawings PDF attachments 1-2**

**PART 1 – General Requirements**

**1.0 Codes and Legislated Requirements**

The following codes and standards in effect at the time of award are subject to change/revision. The latest editions of each shall be enforced during the term of the contract:

- .1 Canada Labour Code, Part II.
- .2 National Building Code of Canada.
- .3 National Plumbing Code.
- .4 Canada Occupational Safety and Health Section of Part II of the Canada Labour Code.
- .5 National Fire Code.
- .6 Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities.
- .7 Canadian Electrical Code, Part 1, CSA C22.1.
- .8 Canadian Environmental Protection Act.
- .9 Safety Code for Window Cleaning Operations, CAN/CSA-Z91.
- .10 Fall - Arresting Devices and Vertical Lifelines CAN/CSA Z259.2.1.
- .11 Safety Belts and Lanyards CAN/CSA Z259.1.



- .12 Newfoundland & Labrador Health & Safety Act.
- .13 The Contractor is responsible to be familiar with the relevant Codes and Standards and to ensure that all work undertaken on behalf of the Department of Public Works and Government Services is completed in a safe manner.
- .14 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations.
- .15 The Contractor can obtain addresses for codes and standards from PSPC upon request.
- .16 In the event of a conflict between any of the above Codes or standards the most stringent shall apply.

These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.

## **2.0 Environmental**

The Contractor will comply with all federal, provincial and municipal laws/regulations regarding Waste Watch initiatives. This will include supply of any special bags, e.g., non-vented biodegradable bags used to line composting containers, or any other requirements. Green, low or scent-free products are only to be used.

## **3.0 Materials and Equipment**

- .1 All materials used in the work shall conform to Canadian General Standards Board standards.
- .2 The Contractor shall, on request, furnish a complete written statement of the origin, composition and/or manufacturer of any or all materials supplied by him/her for use in the work and he/she may be required to provide samples of materials from his/her stock for testing purposes.
- .3 Equipment and materials to be CSA certified and manufactured to standard quoted. Vacuum cleaners to be new or in new condition, be equipped with a power nozzle and have a filtration system capable of trapping 99% of the dust (i.e. Hepa or Microtex filter). A wet/dry vacuum cleaner is to be kept on site in each building for cleaning mats and accidental spills. These vacuum cleaners shall have an air flow of not less than 100 cfm and a noise level of less than 70 db.
- .4 Where there is no alternative to supplying equipment which is not CSA certified, obtain special written approval from an independent testing agency recognized by the Provincial Department of Labour. Pay cost for obtaining approval.
- .5 Use products of one manufacturer or same type as existing, including classification, unless otherwise specified.
- .6 Use only materials, equipment and products that have been approved by DFO for work under this Contract.
- .7 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials





and installation methods.

- .8 Deliver, store and maintain materials with manufacturer's seals and labels intact.
- .9 Store materials in accordance with manufacturer's and supplier's instructions.
- .10 Do not store materials on-site without DFO's approval.
- .11 The Department of DFO accepts no responsibility for materials or equipment stored on-site.
- .12 Cleaning equipment must be of appropriate capacity to carry out the work; e.g. Industrial quality vacuum cleaners, polishers, mops, etc.

#### **4.0 Safety**

- .1 The Contractor shall adhere to all safety measures respecting personnel and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having Jurisdiction concerning the equipment, work habits and procedures.
- .2 In particular, the Contractor shall comply with the WHMIS legislation which requires the employer to provide detailed worker education about potential health effects of hazardous Materials in their work environment and how they can be handled and disposed of safely.
- .3 The Contractor shall ensure that all equipment used to perform the work is in a state of good repair. DFO reserves the right to have equipment judged to be unsafe, not suitable or defective taken out of service. The Contractor shall be responsible to supply suitable replacement equipment.
- .4 The Contractor shall provide proof that employees are WHMIS trained. Employees shall be retrained in accordance with Provincial and Federal standards as required.
- .5 The Contractor shall provide proof that employees have received training in fall protection if the employees are required to work off of an unprotected work surface higher than 2.1 meters.
- .6 The Contractor shall wear suitable footwear while completing janitorial services on the site.

#### **5.0 Conversion of Floor Covering**

There will be no adjustment to the Contract amount where the existing floor covering is converted to another type during the term of the Contract.

#### **6.0 Space Assigned**

- .1 Two (2) janitor rooms identified on the attached drawings have been designated for storage of equipment and supplies for the duration of the Contract. These janitors' rooms are located on the Main Floor (Room 106) and Second Floor (Room 210). These rooms are at the disposal of the Contractor and must be maintained in a tidy manner at all times, as approved by FM. No refuse is to be stored in these areas. All two janitors' rooms are to be cleaned thoroughly and will be inspected by the FM during the Contract period.
- .2 All equipment and supplies required for the discharge of janitorial services as set forth in this Scope of Work shall be supplied by the Contractor. The Contractor must supply all materials such as



detergents, soaps, cleansers, waxes and polishes necessary to clean and preserve the finished surfaces. Any costs incurred for the procurement and operation of all such equipment and supplies shall be considered to be included in the bid price.

.3 The Contractor shall provide materials of a disposable nature necessary for the maintenance of a hygienic and neat workplace. The Contractor shall provide sufficient quantities to satisfactorily carry out the Work:

.4 Toilet tissue shall be of the roll type as follows:

a) T-Pull 2 ply Grade A (or equivalent ) to fit Bobrick B-2892 Stainless Steel Twin 10" (255mm) Jumbo Roll Toilet Tissue Dispenser

.5 Paper hand towel shall be of the roll type as follows:

a) to fit Bobrick 43TDD Roll Paper Towel Dispenser

.6 Liquid Tender Care Hand Soap

.7 Waste paper basket liners shall be as follows:

b) Garbage Bags – size 20"x 22" (Minimum 1.25mil.)

c) Garbage Bags – size 30"x 38" (Minimum 2mil.)

d) Garbage Bags – size 35"x 50" (Minimum 2mil.)

.8 Refuse container liners

**NOTE: All products to fit existing dispensers on site. All other materials are also supplied by the Contractor and are considered to be included in the bid price. If Contractor does removes current dispensers and replace them, they are also responsible for painting, plastering and repairing the wall from which the dispenser was removed. Dispensers not be removed or replaced without prior approval of the FM.**

.9 The Contractor shall ensure that sufficient materials are in his/her possession to satisfactorily carry out the Work.

.10 Only first quality materials are to be used and it is the contractor's sole responsibility to ensure that all such products are completely suitable for and/or compatible with the service for which they are intended.

.11 All materials used in the work shall conform to Canadian General Standards Board standards.

.12 The Contractor shall, on request, furnish a complete written statement of the origin, composition and/or manufacturer of any or all materials supplied by him/her for use in the work and he/she may be required to provide samples of materials from his/her stock for testing purposes.

.13 Equipment and materials to be CSA certified and manufactured to standard quoted. Vacuum cleaners to be new or in new condition, be equipped with a power nozzle and have a filtration system capable of trapping 99% of the dust (i.e. Hepa or Microtex filter). A wet/dry vacuum cleaner is to be kept on site in each building for cleaning mats and accidental spills. These vacuum cleaners shall have an air flow of not less than 100 cfm and a noise level of less than 70 db.



- .14 Two (2) janitor rooms identified on the attached drawings have been designated for storage of equipment and supplies for the duration of the Contract. These janitors' rooms are located on the Main Floor (Room 106) and Second Floor (Room 210). These rooms are at the disposal of the Contractor and must be maintained in a tidy manner at all times, as approved by FM. No refuse is to be stored in these areas. All two janitors' rooms are to be cleaned thoroughly and will be inspected by the FM during the Contract period.

## 7.0 Personnel

- .1 The Contractor will advise DFO of the telephone number at which he/she or his/her representative may be contacted at any time.
- .2 The Contractor will provide DFO with a list of all people working on the premises, complete with a copy of their licenses, where applicable, and will update the list immediately when personnel changes.
- .3 The Contractor and his/her personnel must adhere to the Federal Government "NO SMOKING" policy while in Federal facilities.

## 8.0 Access to Buildings

- .1 Only those employees whose names appear on the Contractor's approved employee list will be allowed access to the site of work. No other persons accompanying employees will be allowed on-site.
- .2 All cleaning staff employed by the Contractor, regardless of hours of work **must sign IN and OUT**; and enter the times of arrival and departure in registers or on sheets provided at the Main Administrative desk located at the front entrance. In the event of a dispute and the absence of other evidence, the register will be regarded as evidence of hours of work. **Failure to sign "out" will render the entry invalid.**
- .3 The Contractor and their employee's will be required to carry valid picture/company identification when visiting or working on departmental property. This identification shall be visible at all times. Failure to comply shall mean refusal to enter the premises. An access card will be given to identified employees.

## 9.0 Security – Keys

- .1 All keys entrusted to the Contractor for the fulfillment of his/her Contract must be fully protected at all times. Keys are to be returned to the Main Administrative desk at the end of each shift.
- .2 **Duplication of keys is strictly prohibited.**

## 10.0 Log

- .1 A log will be maintained in the building by the Contractor in which he/she shall record on a daily basis, all of the work performed other than the normal day-to-day cleaning. The log shall be made available for inspection by DFO as required.
- .2 The Contractor will log weekly any activities they were unable to complete or perform as a result of refused access.

## 11.0 Product Approvals

- .1 The Contractor shall ensure that all controlled products used in the performance of the work are



classified and labelled according to the Workplace Hazardous Materials Information System (WHMIS).

.2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.

.3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).

.4 Current Material Safety Data Sheets (MSDS) to remain on- site at all times.

.5 The contractor is to:

.1 supply a copy of MSDS sheets for Building WHMIS station.

.2 mark these MSDS sheets with their company name.

.3 maintain and update these MSDS as required.

.4 use scent free products.

.5 use green products whenever possible.

## 12.0 Area of Work

.1 The Contractor must perform all necessary janitorial services to maintain the interior of the CCG MCTS building (estimated at approximately 785 m2 of surfaces) in a clean and sanitary condition. The following outlines the areas, time frame, and other conditions necessary for the satisfactory execution of the Work.

.2 The following list represents those areas where janitorial services are required; and are outlined on the attached drawings.

.1 All areas of tiled, vinyl flooring, ceramic tile and concrete floors throughout the buildings, as identified on attached drawings.

.2 All Washroom/locker rooms identified on attached drawings. (4 Washrooms in total Room 128, 129, 206, 207).

.3 All Kitchen/lunchroom facilities located in the following areas: First Floor Technicians Area (Room 105), Second Floor Operations Centre (Room 212), complete with refrigerators, ranges, microwaves, ovens and sinks.

.4 Passenger Elevator

.5 All Stairways including landings.

.6 Miscellaneous items.

.3 The following list represents areas where janitorial services are not required and are outlined on the attached drawings.

.1 MCTS Building Rooms: Electrical Room 103; Water Room 107; Lan Room 108; Storage Room 112; Workshop Room 113; E&I Electronics Room 114; Workshop Room 116; E&I Workshop; Mechanical Room 204.



## 14.0 Time of Work

.1 Janitorial services shall be provided to all specified areas, five (5) days per week, Monday through Friday inclusive, every week of the calendar year unless otherwise noted. No janitorial services are required in these areas on designated Federal Holidays.

**NOTE: Janitorial services that are required during weekdays, Monday through Friday shall have the following requirements:**

1) The contractor shall have one (1) person working 5 hours inclusive within 0800hrs to 1600hrs. Note: Areas to be cleaned from 0800hrs to 1600hrs are as follows and main corridors, stairways and lobby areas shall also be kept free of water and soil at all times:

- 1) Security Lobby, Main Door Administration Desk (Rooms 100, 101 & 102)
- 2) OIC Office (Room 104)
- 3) Level 1 Washrooms (Rooms 128 & 129)
- 4) Level 1 Kitchen (Room 105)
- 5) Main Entrance, Corridors and Stairways (Room 130, 131, 200, 201, 203, 208, 211 & 215).
- 6) Boardroom and Quiet room (Room 213 & 205)
- 7) All Hallways, and Bathrooms to be "spot Cleaned" as required

.2 Janitorial services shall be provided to the following areas listed seven (7) days per week, Monday through Sunday inclusive, every day of the calendar year. These areas operate on a 24 hour basis and services must be provided as per the above schedule at all times during the year. Janitorial services are also required in these areas on designated Federal Holidays.

- 1) Level 2 Kitchen - Operations floor (Room 212)
- 2) Level 2 Washrooms – Operations Floor (Rooms 206 & 207)
- 3) Level 2 - Operation Centre (Room 214)
- 4) Main Entrance, Corridors and Stairways (Room 100, 101, 130, 131, 200, 201, 203, 208, 211)

**NOTE: Janitorial services that are required in the areas above during Weekends (Saturday & Sunday) and on designated Federal Holidays, a minimum of five ( 5 ) hours per day shall be required also on weekends.**

.3 The contractor shall provide two (2) days advance notice to the FM prior to any quarterly work. Quarterly denotes at intervals of three (3) months within the periods; (April - June), (July - September), (October - December), and (January - March). The contractor shall select a time frame during the first quarter when the work shall be performed. The work shall then be repeated every third month following that time frame. The FM may revise the quarterly intervals based on contract award date.



## 15.0 Areas not Included

.1 The following list represents areas where janitorial services are not required and are outlined on the attached drawings.

- .1 MCTS Building Rooms: Electrical Room 103; Water Room 107; Lan Room 108; Storage Room 112; Workshop Room 113; E&I Electronics Room 114; Workshop Room 116; Mechanical Room 204.

## PART 2 – Operations and Frequencies

### 1.0 Exterior

#### .1 Daily

- .1 Clean glass and sashes on both sides in entrance doors and side lights.
- .2 Sweep and keep clear of debris all entrances and loading platforms.

#### .2 Weekly

- .1 Clean glass and sashes on both sides in entrance sidelights.

#### .3 Monthly

- .1 Remove dust, litter and cobwebs from light wells at front entrance.

### 2.0 Interior – General

- .1 The operations specified in this section are more particularly defined in Section 3 titled the Glossary of Terms.

### 3.0 Floors – General

#### .1 Preliminary Instructions

- .1 Chairs, wastepaper baskets, etc. must not be placed on desks, tables or work surfaces during cleaning operations.
- .2 Care must be taken not to allow cleaning solutions to seep under furniture legs, file cabinets or partitions.
- .3 Supply and visibly locate bilingual danger signs when performing all floor cleaning operations.
- .4 Electronic data processing equipment is not to be moved or relocated without prior authorization of the DFO representative.

### 4.0 Floors – Resilient

#### .1 General

- .1 Remove gum and other foreign residue daily.

#### .2 Office Areas

- .1 Sweep all floors daily.
- .2 Damp mop or wipe all floors to remove spillages, salt (sodium and calcium chloride), etc. daily.



- .3 Spray buff in front and behind counters in desk wells and traffic lanes.
- .4 Wet or dry scrub and refinish on a full floor basis three times per year.
- .5 Strip and refinish on a full floor basis once per year in the first month of the contract.

### **.3 Corridors and Elevator Lobbies**

- .1 Sweep all floors daily.
- .2 Damp mop or wipe all floors to remove spillages, salt (sodium and calcium chloride), etc., daily..
- .3 Damp mop and buff twice per week (Tuesday and Friday).
- .4 Wet or dry scrub and refinish on a full floor basis three times per year.
- .5 Strip and refinish on a full floor basis.

### **.4 Active Storage Space**

- .1 Maintain as per Office space.

### **5.0 Walk-Away Mats**

#### **.1 General**

- .1 The Contractor will use an industrial type, wet and dry vacuum cleaner equipped with the proper floor tools and of sufficient suction to remove wet or dry sand, water, etc. from the mat.
- .2 Vacuum mats at least once weekly. Vacuum mats more often if necessary as a result of inclement weather.

#### **.2 Daily**

- .1 Spot clean and remove salt stains from all mats.

### **6.0 Miscellaneous**

#### **.1 Daily**

- .1 Damp wipe window sills and draft deflectors.
- .2 Dust open radiators, remove litter from behind and underneath.
- .3 Dust display cases and spot clean glass.

#### **.2 Every Two Weeks**

- .1 Clean exterior sash of notice boards and wash glass.
- .2 Wash display case glass.

#### **.3 Monthly**

- .1 Clean and polish all decorative metal fittings.



**.4 Quarterly**

- .1 Dust or vacuum ledges, tops of partitions, pipes and other high areas including tops of hanging light fixtures and conduit 1.8 metres or more above floor level.
- .2 Clean all air intake grills, air diffusers and metal surrounds using a detergent solution or solvent.
- .3 Wash all open radiators.
- .4 Clean exposed radiator and convactor covers.

**.5 Semi-Annually**

- .1 Wash exterior surfaces of exposed air ducts.

**7.0 Entrances and Lobbies**

**.1 General**

- .1 Keep free of litter
- .2 Clean furniture as per office furniture
- .3 Mats are to be removed or rolled up to complete floor cleaning operation.

**.2 Daily**

- .1 Clean both sides of door glass, windows and metal surrounds.
- .2 Clean surface and between bars of foot grills.
- .3 Remove gum and other foreign residue
- .4 Sweep, wash and buff floors. Provide additional damp mopping of floors if necessary as the result of inclement weather.
- .5 Vacuum on a full floor basis.
- .6 Clean directory board and other wall hangings in lobby.

**.3 Weekly**

- .1 Sweep, spray buff and resweeps floors
- .2 Clean both sides of all glass windows and metal surrounds.

**.4 Monthly**

- .1 Remove foot grills and clean out recessed pan and drain
- .2 Scrub and refinish floors

**.5 Annually**

- .1 Strip and refinish floors

**8.0 Floors – Vinyl (excluding entrances, Lobbies, Washrooms and Stairways)**

**.1 General**

- .1 Sweep all floors daily.
- .2 Remove gum and other foreign residue.
- .3 Damp mop all floors to remove spillage, etc. daily.
- .4 Wash and buff all floors weekly.
- .5 Machine scrub all floors quarterly.
- .6 Strip and reseal all floors annually.





## **9.0 Floors – Concrete \*\*only concrete areas would be Workshop Rooms 116 & 113.**

### **.1 General**

- .1. Sweep and wash all floors monthly.
- .2 Remove gum and other foreign residue.
- .3 Damp mop all floors to remove spillage, etc.
- .4 Machine scrub and reseal unpainted floors annually.

## **10.0 Carpeting and Rugs**

### **.1 General**

- .1 Vacuuming must take place as per scheduled hours and areas.
- .2 Remove spots daily and report to DFO representative spots on carpeting or rugs that cannot be removed by normal means and any damage to or lifting of carpeting.
- .3 Clip loose threads during vacuuming operation.
- .4 Dust bases of free standing screens.
- .5 Pick up debris daily.
- .6 Vacuum daily the areas surrounding photocopiers, shredders, and other paper handling areas.

### **.2 Offices**

- .1 Vacuum daily traffic lanes and desk wells in general working areas and private offices. Remove litter from remainder of area and sweep exposed flooring around rugs.
- .2 Vacuum weekly all carpeting and rugs on a full floor basis.
- .3 Where T mats are in use, remove, vacuum carpet, clean T mat and replace.

## **11.0 Stairs and Landings**

### **.1 Weekly**

- .1 Sweep stairs and landings.
- .2 Remove gum and other foreign residue.
- .3 Damp mop.
- .4 Dust handrails, vertical grills, baseboards, stringers, ledges and window sills.
- .5 Vacuum carpeted stairs and landing

### **.2 Semi-Annually**

- .1 Strip and refinish terrazzo, marble or resilient surfaces.

## **12.0 Washrooms**

### **.1 General**

- .1 All washrooms shall be cleaned by 1000 hours daily. Washrooms shall be



patrol cleaned and empty dispensers replenished at midday.

- .2 Blocked toilets, sinks, urinals and drains to be cleared immediately by use of plunger. If plumbing work necessary, notify DFO representative.
- .3 The Contractor is responsible to supply and replenish all paper towels, hand towels and other disposable items as outlined in Part 1, section 6.3.

## **.2 Daily**

- .1 Remove gum and other foreign residue.
- .2 Sweep all floors.
- .3 Damp mop with a germicidal detergent.
- .4 Dust off tops of partitions.
- .5 Clean shower stalls daily.
- .6 Wash both sides of toilet seats, interior and exterior of bowls, urinals, washbasins and underside of washbasins using a germicidal detergent.
- .7 Clean and disinfect all water taps, dispensers, door plates, flush valves and the exterior of wastepaper and refuse receptacles.
- .8 Clean flush tanks, shelves, high ledges, mirrors, window sills and exposed piping.
- .9 Spot clean walls, partitions and doors to remove finger marks, graffiti and other marks.
- .10 Empty santi-cans, wash, disinfect, supply and replace bags.
- .11 Empty all wastepaper receptacles.
- .12 Empty refuse receptacles, supply and insert new plastic bags.
- .13 Supply and replenish soap in containers, toilet paper, linen and paper towel dispensers.

## **.3 Weekly**

- .1 Descale toilet bowls and urinals.

## **.4 Bi-Weekly**

- .1 Spray buff and re sweep on a full floor basis.

## **.5 Monthly**

- .1 Wash and disinfect wastepaper and refuse receptacles including metal containers.



.2 Wash all walls.

**.6 Semi-Annually**

.1 Strip and refinish floors.

**.7 Annually**

.1 Wash ceilings if required

**13.0 Counters**

**.1 Daily**

.1 Damp wipe and polish

**.2 Weekly**

.1 Clean counter facings, metal wickets, glass and wood.

**14.0 Interior Glass**

**.1 Daily**

.1 Spot clean all glass doors, glass in fire doors, glass partitions and/or glass panels in partitions.

.2 Remove all foreign substances such as tape, etc.

**.2 Weekly**

.1 Wash both sides of glass partitions and/or glass panels in partitions

.2 Dust all display cases.

**.3 Three Times per Year**

.1 Wash both sides of glass partitions and/or glass panels in partitions.

**Note: Do not use harsh chemicals on plexy glass, use appropriate cleaner to not damage glass.**

**15.0 Furniture and Fixtures**

**.1 Preliminary Instructions**

.1 Papers and files left on furniture shall not be disturbed by the cleaning staff.



**.2 Daily**

- .1 Dust horizontal surfaces
- .2 Dust telephones and intercom instruments
- .3 Dust and remove finger marks and stains from vertical and horizontal surfaces of boardroom and executive office furniture, including boardroom table, chairs, desks, shelves, etc.
- .4 Spot clean finger marks and stains from glass topped furniture.
- .5 Spot clean outside of lockers, storage and filing cabinets.
- .6 Spot clean bookcase glass doors.
- .7 Dust empty stacks and shelves.
- .8 Dust pictures and wall hangings. (Excluding paintings and art objects.)

**.3 Weekly**

- .1 Dust and remove stains from vertical surfaces.
- .2 Clean and polish boardroom and executive furniture.
- .3 Dust tops of lockers and storage cabinets.
- .4 Dust bases of free standing screens.
- .5 Clean any large recycling bins that are located in hallways and work areas.

**.4 Monthly**

- .1 Vacuum upholstered furniture.
- .2 Remove and clean on both sides, all glass and plastic plates covering furniture and dust tops of furniture before replacing plates.

**.5 Quarterly**

- .1 Clean and polish both sides of bookcase glass doors.

**.6 Semi-Annually**

- .1 Clean using an approved product all leather, vinyl and leatherette upholstered furniture in executive offices, boardrooms and waiting areas.
- .2 Vacuum upholstered free standing screens.
- .3 Dust ledges inside workstations.



## 16.0 Waste Receptacles

### .1 General

- .1 Supply and install plastic bags of correct size in wastepaper baskets, garbage cans, and recyclable receptacles. Replace plastic bags with correct size when dirty or torn.

### .2 Daily

- .1 Empty and damp wipe exterior of wastepaper baskets.
- .2 Empty garbage cans and waste receptacles.

### .3 Weekly

- .1 Wash and disinfect garbage cans and waste receptacles including metal liner.

### .4 Semi-Annually

- .1 Wash and disinfect wastepaper baskets.

## 17.0 Cigarette Urns

### .1 Daily

- .1 Remove debris from urn, damp wipe exterior, clean and polish chrome parts.

## 18.0 Doors, Door Frames, etc.

### .1 Daily

- .1 Clean finger marks from doors and door frames
- .2 Dust door grills

### .2 Monthly

- .1 Clean non-metallic kick and hand plates using a detergent solution.
- .2 Clean metal push bars, kick and hand plates using the appropriate cleaner.
- .3 Dust doors and door frames.

### .3 Semi-Annually

- .1 Wash door grills

## 19.0 Emergency Fire Equipment

### .1 Every two months

- .1 Clean interior of hose cabinet.
- .2 Clean and/or polish fire extinguishers.
- .3 Clean both sides of cabinet door glass.
- .4 Dust wall hung equipment.

## 20.0 Walls, Partitions and Baseboards

### .1 Daily



- .1 Remove finger marks, smudges and stains from painted walls and partitions.
- .2 Dust baseboards, ledges and mouldings.
- .3 Spot clean vinyl covered walls, doors and partitions.

**.2 Weekly**

- .1 Dust walls, columns and frames.

**.3 Quarterly**

- .1 Wash walls, columns, frames and baseboards.

**.4 Semi-Annually**

- .1 Vacuum fabric and carpeted walls, columns and partitions.

**21.0 Mechanical and Electrical Rooms (excluding Transformer Rooms)**

**.1 Every Two Months**

- .1 Sweep all floors

**22.0 Janitors Rooms**

**.1 General**

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

**.2 Daily**

- .1 Sweep and wash floors
- .2 Wash and disinfect sinks.

**.3 Quarterly**

- .1 Wash walls, shelves, etc.

**23.0 Refuse**

**.1 General**

- .1 Cardboard containers designated for disposal must be flattened before placing into container.
- .2 Contents of cigarette urn must be stored in a separate metal container overnight before emptying into garbage.
- .3 Garbage is not to be stored in any area(s) of the building, but is to be placed directly in appropriate disposal container at the designated location.

**.2 Daily**

- .1 Remove from building garbage, wastepaper and recyclable materials and place in appropriate disposal container.
- .2 After removal of garbage, wastepaper, and recyclable material, pick up any debris dropped between building and disposal containers.



## 24.0 Building Operations

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

## 25.0 Kitchen Areas

### .1 Daily

- .1 Wipe chairs and clean spillages.
- .2 Sweep and damp mop on a full floor basis.
- .3 Empty garbage cans and recycling receptacles, replace plastic bags.
- .4 Spot clean all walls, floors, doors, partitions and exterior of cupboards.

### .2 Weekly

- .1 Spray buff and re-sweep on a full floor basis.

### .3 Monthly

- .1 Wet or dry scrub and refinish on a full floor basis.
- .2 Wipe table and chair bases.

### .4 Annually

- .1 Strip and refinish on a full floor basis.

## 26.0 Indirect Lighting Fixtures

### .1 Semi-Annually

- .1 Dust light fixtures
- .2 Clean work surfaces and vacuum floors as required as a result of dusting fixtures.

## 27.0 Locker Rooms

### .1 Daily

- .1 Empty waste or recycling receptacles.
- .2 Dust exposed surfaces of lockers, including tops.
- .3 Wash window stools and metal base of windows.
- .4 Sweep floors.
- .5 Remove gum and other foreign residue.

### .2 Semi-Annually

- .1 Wash the exterior of lockers.

### .3 Resilient Floors

- .1 Wash with a germicidal detergent weekly.
- .2 Wet or dry scrub and refinish five times annually.
- .3 Strip and refinish annually.



## **28.0 Showers**

### **.1 Daily**

- .1 Remove all pieces of soap and other foreign matter.
- .2 Wipe down walls using a cleaner disinfectant and rinse with clear water.
- .3 Scrub floor and baseboards using a cleaner disinfectant and rinse with clear water.
- .4 Report any stoppages or leaks.

### **.2 Weekly**

- .1 Wash walls and shower curtains using a soap free detergent containing "sequestering agents" to remove soap scum and rinse with clear water.
- .2 Polish handles, shower heads and other fixtures.
- .3 Scrub floors using a soapless detergent containing "sequestering agents" to remove soap scum and rinse with clear water.

## **29.0 Elevators, Passenger**

### **.1 Daily**

- .1 Clean interior bright metal work daily, more often if required.
- .2 Dust interior of cab and remove finger marks, smudges and stains on doors, door frames and walls, including control panel.
- .3 Scrape and vacuum clean door sill/track grooved in both the cab and on each landing.
- .4 Vacuum carpeted floors.
- .5 Remove gum and other foreign material.

## **30.0 Window Cleaning**

- .1 Spot clean as required.

## **31.0 Operations Centre (2nd Floor Room 214)**

### **.1 General**

- .1 Areas includes, computer room, printer room and attached washrooms.
- .2 Flooring- plastic laminate tiles. This flooring contains "anti-static" properties and is not to be sealed, waxed or have a floor finish applied to it.
- .3 The vacuum cleaner used in this area will be of the industrial canister type equipped with a three prong grounded plug and non-metallic floor tools. The filter is to be cleaned prior to each operation.
- .4 CAUTION! Malfunctioning equipment is to be immediately removed from the area and replaced so that the extremely sensitive nature of the computer equipment is not affected.
- .5 Damp Mopping - Use a mop, well wrung out in clear water so that there will be no seepage under the equipment or between the tiles. The water is to be changed





frequently during each operation and mops are to be washed and well rinsed on completion of the work.

## **.2 Weekly**

- .1 Vacuum entire floor area paying particular attention to the area around the base of equipment, baseboards and corners.
- .2 Damp mop the entire floor area.
- .3 Remove dust from furniture and shelving.
- .4 Wash and disinfect refuse and wastepaper containers.
- .5 Wash doors and door frames.
- .6 Clean room air diffusers every six months.

## **33.0 Dumpster**

- .1 Contractor is responsible for procuring a full size dumpster to be placed onsite.
- .2 Contractor must arrange to have dumpster emptied weekly by certified waste removal company.



**PART 3 – Definition of Cleaning Requirements**

CATEGORY & TYPE	OPERATION	DETAILED INFORMATION
<b>Flooring</b>		
ALL	Sweeping	Consists of removing loose, dry surface soil. Where surface is not subject to damage by solvents, use a solvent based, treated sweeping compound, dust cloth or dust mop. Where surface is subject to damage by solvents, use a wax based, treated sweeping compound, dust cloth or dust mop. Dust cloths and dust mops to be treated the day before they are to be used to ensure no streaks are left on the floor.
MOST	Wet or Dry Scrub (Semi- Stripping)	Consists of removing the top layer or layers of floor finish using either the wet (use minimum amount of water) or dry scrub method of the application of two (2) coats of a self-polishing, non-slip metal interlocked floor finish to the dry, clean floor. Complete operation by cleaning baseboards.
MOST	Wash	Consists of applying a neutral detergent solution to the floor, agitating it with a mop, removing the solution, rinsing the floor and picking up the rinse water.
		<p>Note:</p> <ol style="list-style-type: none"> <li>1. Floor sealer to be applied up to the baseboards.</li> <li>2. Floor finishes to be applied up to 30 centimetres from the baseboards except for the last coat which will be applied right up to the baseboards.</li> <li>3. Each coat of finish to be laid in the opposite direction from the previous coat.</li> <li>4. Baseboards to be cleaned after each scheduled</li> </ol>



		<p>operation to remove streaks and splashes.</p> <p>5. When using either the Wet scrub or Wet strip method, use a minimum amount of solution.</p> <p>6. When using a Dry scrub or Dry strip method, damp mop the floor before applying sealer or finish.</p> <p>7. When using the Wet scrub or Wet strip method, rinse the floor twice before applying sealer or finish.</p>
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CATEGORY & TYPE	OPERATION	DETAILED INFORMATION
<b>Resilient</b>		
- Offices - Washrooms	Strip & Refinish	Consists of moving furniture, sweeping floor, stripping by using either the Wet or Dry method to remove all layers of finish. Apply a minimum of one (1) coat of a water base sealer and three coats of a self-polishing, non-slip, metal interlocked floor finish. Complete operation by cleaning baseboards.
-Corridors -Entrances -Lobbies	Strip & Refinish	Same as for Offices EXCEPT that three coats of self- polishing, non-slip metal interlocked floor finish will be applied.
ALL	Polish or Buff	Consists of covering the full floor area with a machine or brush or pad to restore the surface shine.
ALL	Damp Mop	Consists of applying a clean mop, well wrung out in clean water to remove surface dirt and spillage.

CATEGORY & TYPE	OPERATION	DETAILED INFORMATION
Terrazzo, Vitreous, Quarry Tile, Marble, Unpainted Concrete		
ENTRANCES AND LOBBIES	Strip and Refinish	Same as for resilient floors.



WASHROOMS	Machine Scrub	As above except rinse with a germicidal solution.
WASHROOMS	Wash	Consists of applying a neutral detergent solution to the floor, agitating it with a mop, removing the solution, rinsing with a germicidal solution and picking up the rinse solution.
WASHROOMS	Strip and Refinish	Consists of sweeping floor, stripping using either the Wet or Dry strip method to remove all layers of finish. Applying a minimum of one coat of a water base sealer and two coats of a self- polishing, non-slip, metal interlocked floor finish.
WASHROOMS	Patrol Cleaning	Consists of picking up litter, wiping hand basins including wall surrounds and shelves above, polishing mirrors, wiping up spillage and replenishing empty dispensers. This work is in addition to the regular nightly servicing.

CATEGORY & TYPE	OPERATION	DETAILED INFORMATION
Unpainted Concrete		
MOST	Strip & Reseal	Consists of sweeping, stripping and applying one coat of an approved sealer.
RUGS & CARPETING	Vacuum	Consists of removing dust, dirt and litter using an upright or canister type vacuum cleaner, capable of having a crevice tool attached to clean in corners and along baseboards.
	Stain Remover	Consists of identifying the type of stain by look, feel or odor and the removal using the appropriate remover in accordance with instructions in commercially available spot remover kits.
WALK-AWAY MATS	Vacuum	Consists of removing sand, slush or water using a wet



		and dry industrial type vacuum cleaner equipped with the appropriate floor tools.
	Salt Stain Remover	Consists of vacuuming, flooding salt stain with water and allowing to stand for ten minutes, vacuuming up water and repeating operation as often as necessary until stain is removed.
	Shampoo	Consists of vacuuming, stain removal and shampooing, using either a machine agitated dry foam or jet extractor method. Hose washing may be used only if specified by the manufacturer and in accordance with his instructions.
WALLS	Dust	Consists of removing loose dirt, dust and cobwebs using an untreated dust mop or vacuum cleaner with appropriate attachments.
	Spot Clean	Consists of removing fingerprints, smudges, stains and graffiti using a moistened cloth followed by a dry cloth.
CEILINGS (Soft acoustical tile)	Vacuum	Consists of removing loose dirt, dust and cobwebs using a vacuum cleaner equipped with the appropriate attachments.

CATEGORY & TYPE	OPERATION	DETAILED INFORMATION
VINYL & LEATHERETTE UPHOLSTERY	Clean & Polish	Consists of removing soil marks and stains using an approved cleaner.

CATEGORY & TYPE	OPERATION	DETAILED INFORMATION
AIR GRILLS/ AIR DIFFUSERS	Vacuum	Consists of removing dust and dirt using a vacuum cleaner equipped with a wand and brush attachment or wipe with a damp sponge and dry with a clean cloth.



	Wash	Consists of applying a detergent solution with a cloth to remove dust and dirt and drying with a clean cloth.
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<b>CATEGORY &amp; TYPE</b>	<b>OPERATION</b>	<b>DETAILED INFORMATION</b>
LUNCH AND REST ROOM	Patrol Clean	Consists of cleaning up spillage, clearing off rubbish from furniture, tables, chairs, sinks, etc., damp wiping of sinks, counters and fixtures, picking up debris from floor, emptying garbage cans and waste receptacles.



## **PART FOUR – QUALITY STANDARDS**

### **INDEX**

#### **Item No.**

1. Exterior
2. Floor Maintenance
3. Carpets and Rugs
4. Lobby, Entrance and Corridor Cleaning
5. Room Cleaning
6. Washroom Cleaning and Servicing
7. Stairway Cleaning
8. Elevator Cleaning
9. High Cleaning
10. Window, Partition and Show Case Glass Cleaning
11. Contractor Space and Janitor Closets

#### **1. EXTERIOR**

##### **Area Policing (Litter Pickup)**

- .1 Sidewalks, driveways, lawn areas, loading docks, entrance and other areas should be free of paper and other debris after policing.

##### **Sweeping**

- .1 Sidewalks, loading docks, entrances and other designated areas should be clean after scheduled sweeping.

##### **Hosing Sidewalks**

- .1 Sidewalks and other designated areas should be clean after scheduled hosing.
- .2 There should be no excess of water on sidewalks and at entrances.
- .3 There should be no remaining water on handrails.

##### **Entrances**

- .1 After washing exterior marble and granite, should present a clean surface free from grime and soap or water streaks.

#### **2. FLOOR MAINTENANCE**

##### **Sweeping**

- .1 There should be no dirt, trash nor other matter left in corners, behind nor under free standing radiators, under furniture, behind nor under other moveable items, nor behind doors.
- .2 Floors should be free of dust film.



- .3 There should be no dirt left where sweepings were picked up.
- .4 Furniture and equipment should be relocated to where it was prior to the sweeping operation.

#### **Damp and Wet Mopping**

- .1 All mopped areas should be clean and free of surface stains, mop streaks and loose mop strands.
- .2 Walls, baseboards and other surfaces should be free of watermarks and splashings.
- .3 Water or other cleaning solution should not have been allowed to collect under furniture legs and cabinets.

#### **Scrubbing/Stripping**

- .1 There should be no surface dirt or stains visible following the scheduled scrubbing operation.
- .2 There should be no wax or finish buildup on the floor surface following the stripping operation.
- .3 The furniture (excluding file cabinets) should have been moved for complete floor coverage.
- .4 Walls, baseboards and other surfaces should be free of watermarks, splashings and scars from equipment.

#### **Finishing (Application of Wax or Floor Finish)**

- .1 The floor should be free of streaks, mop strands, marks, skipped areas and other evidence of improper application.
- .2 The floor should be clean and bright looking including in corners and under furniture.
- .3 There should be no residue on walls, baseboards, furniture and other surfaces.
- .4 Furniture and equipment should be relocated to where it was prior to the waxing operation.

#### **Miscellaneous**

- .1 Chairs, wastepaper baskets, etc. should not be placed on desks or tables during cleaning operations.

### **3. CARPETS AND RUGS**

#### **Vacuuming and/or Carpet Sweeping**





- .1 Carpets and rugs should be clean and free from dust, dirt and other debris. Nap on rugs should be laid in one direction.
- .2 T-mats should be clean and carpet or rug area around and under t-mats should be free of dust and dirt.
- .3 Floor area under immediate edge of rugs should be free of dirt and dust.
- .4 Base floors around rugs should be clean. No dirt should be left in corners, under furniture, behind doors or radiators.
- .5 All furniture and equipment moved during the cleaning operation should be returned to its original location.

#### **4. LOBBY, ENTRANCE AND CORRIDOR CLEANING**

**Sweeping** .1 See Part 4 section 2 Floor Maintenance

**Damp and Wet Mopping** .1 See Part 4 section 2 Floor Maintenance

**Scrubbing/Stripping** .1 See Part 4 section 2 Floor Maintenance

**Finishing** .1 See Part 4 section 2 Floor Maintenance

##### **Dusting**

- .1 Lobby furniture should be free of dust, fingerprints and stains.
- .2 Baseboards, radiators, grills, window stools and other fixtures should be free of dust.

##### **Walls**

- .1 Walls should be free of fingerprints, smudges and any other defacing marks.

##### **Glass doors and Side Lights**

- .1 There should be no streaks or smears on glass and the door frame should be clean.
- .2 There should be no water on the floor, sills or stools.

##### **Polishing**

- .1 Doorknobs, push bars, kick plates, railings, doors and other surfaces should be clean (where applicable) and polished.

##### **Miscellaneous**

- .1 Foot grills and recessed pans should be free of dirt and debris after scheduled cleaning.
- .2 Walkoff mats should be clean and dry.
- .3 Lobby and entrances should be free of debris.



- 
- .4 Notice boards and interior of fire-hose cabinets including glass should be clean.

## **5. ROOM CLEANING**

### **Trash Removal**

- .1 All wastepaper receptacles should be empty, clean and in place.

### **Sweeping**

- .1 See Part 4 section 2 Floor Maintenance

### **Dusting**

- .1 There should not be any dust or dust streaks on desks or other office furniture.
- .2 Glass tops on desks and tables should be clean and free of fingerprints and stains.
- .3 All pictures, plaques, etc. should be free of dust.
- .4 Corners and crevices should be free of dust.
- .5 Radiators, window stools, door ledges, frames, louvers, baseboards and partition ledges should be free of dust.

### **Spot Cleaning**

- .1 Walls, doors, door frames, door and partition glass should be free of fingerprints

### **Damp Wiping**

- .1 Mirror and other glass should be clean and free of dust, dirt streaks and spots.

### **Vacuuming and/or Carpet Sweeping**

- .1 See Part 4 section 3 Carpets and Rugs

## **6. WASHROOM CLEANING AND SERVICING**

### **Trash Removal**

- .1 All paper and garbage receptacles should have been emptied, plastic bags should have been replaced, if required, and the exterior surface wiped clean.

### **Supplies**

- .1 All dispensers of supplies should be refilled.

### **Sanitary receptacles**

- .1 All sanitary receptacles should be empty and a disposal bag replaced, if required.



- .2 All sanitary receptacles should be free of odour, spots, stains and fingerprints removed.

### **Fixtures**

- .1 All surfaces of wash basins and all exposed piping should be free of dust, dirt spots and stains.
- .2 All surfaces of flush tank, toilet seats, bowls and urinals should have been disinfected.
- .3 Plumbing fixtures should be free of stains, soap buildup, dust and mould.

### **Dispensers, Walls, Stall Partitions, Doors, Shelves, Mirrors, Ledges**

- .1 All dispensers, shelves, shelf brackets and ledges should be free of fingerprints, dust and stains.
- .2 All mirrors should be clean.
- .3 Walls, stall partitions and doors should be free of dust, hand marks, pencil marks, water streaks, mop marks and fittings should be free of mould.

### **Floors**

- .1 Floors, including corners should be free of dirt, dust, marks, paper and mop strings, water and mop marks. Baseboards and coves should be clean. Floors should have been disinfected.

### **Sweeping**

- .1 See Part 4 section 2 Floor Maintenance

### **Damp and Wet Mopping**

- .1 See Part 4 section 2 Floor Maintenance

### **Scrubbing/Stripping**

- .1 See Part 4 section 2 Floor Maintenance

### **Finishing**

- .1 See Part 4 section 2 Floor Maintenance

## **7. STAIRWAY CLEANING**

### **Vacuuming/Dusting**

- .1 Stair landings, treads and corners of stair treads should be free of dirt, dust streaks and debris.
- .2 Stair railings, ledges, door moldings, radiators, window sills and grills should be free of dust.



### **Cleaning, Polishing and Wall Spotting**

- .1 Glass, wood and metal surfaces should be clean and free of all marks and dirt.
- .2 Handrails, doorknobs and other surfaces should be clean and polished where applicable.
- .3 Walls up to a standing height should be free of all marks.

### **Mopping and Stripping**

- .1 Stair landings, treads, risers, walls and baseboards should be clean and free of watermarks and splashings from cleaning and finishing solutions.

## **8. ELEVATOR CLEANING**

- .1 Floors, including corners, threshold plates and door tracks should be clean.
- .2 Floors should be polished and free of slippery areas.
- .3 Walk-off mats (when in place) should be clean and dry. The floor there under should be clean and dry.
- .4 Carpeted floors should be free of dust, dirt and debris.
- .5 Walls should be free of dust, finger or splash marks, streaking and watermarks.
- .6 Hand rails and baseboards should be clean and polished.
- .7 Doors and frames should be free of fingerprints, etc.
- .8 Elevator floor track to be kept free of dirt, water and dust.

## **9. HIGH CLEANING (on completion of Scheduled operation)**

### **Clocks**

- .1 Glass should be clean and free of streaks.
- .2 Edge should be wiped free of dust.

### **Light Fixtures**

- .1 Should be free of dust and insects. No dirt should be left on furniture or floor beneath fixture.
- .2 When washed, should be clean and free of streaks.
- .3 Diffuser should be securely in place.



- .4 No watermarks should appear on furniture or floor.

#### **Lockers**

- .1 Tops should be free of dust.

#### **Overhead Pipes**

- .1 Should be free of dust.

#### **Pictures and Plaques**

- .1 Glass should be clean and free of streaks.
- .2 Frames should be free of dust.

#### **Tops of partitions**

- .1 Should be free of dust.

#### **Venetian Blinds**

- .1 Both sides of slats should be clean and free of dust.
- .2 Window frame and adjoining area should be free of dust.

#### **Wall or Ceiling Ventilator**

- .1 Should be free of dust.
- .2 Framework around ventilator should have been wiped clean.

#### **Exhaust Fans**

- .1 Wall area around fan should be free of dust.

### **10. WINDOW, PARTITION AND SHOWCASE (on completion of Schedule Operation) Glass**

#### **Cleaning**

- .1 Glass should be clean and free of streaks.
- .2 Sash, Sill, stool should be clean and free of watermarks.
- .3 items moved during the cleaning operation should have been replaced to original location.

### **11. CONTRACTORS SPACE AND JANITORS CLOSET**

- .1 All floors should be clean.
- .2 All fixtures and walls should be free of dust and stains.
- .3 Mop pails/trucks should be empty and free of odours.
- .4 There should be no wastepaper, garbage or empty containers in the Janitors closets.



**ANNEX "B"  
BASIS of PAYMENT**

**Services and Associated Costs**

Please note that the daily rate is based on a 5 hours day, Monday through Sunday. Payment will be based on the information on the recorded sign/out sheet. If the contractor does not work a full day the daily rate will be pro-rated. The cleaning of carpets and windows, and floor waxing are priced separately and will be paid at the end of the Month completed.

For the provision of all services, including all associated costs necessary to carry out the required work.

The level of effort is provided for evaluation purposes only and does not constitute a guarantee of work.

**COST EVALUATION:**

For the provision of all services, including all associated costs necessary to carry out the required work  
***The level of effort by the contractor to clean this facility properly requires a 5 hour work day.***

**1. Initial Contract Period: Date of Contract to December 31, 2023**

(Cleaner required 7days a week Mon.-Sun. for 5 hours a day)

<b>Initial Contract Period: Date of Contract to December 31, 2023</b>			
<b>Description</b>	<b>Quantity (A)</b>	<b>All-inclusive Rate \$ (B)</b>	<b>Total (AxB) =</b>
<b>All inclusive cost:</b>			
<b>7 days a week Mon.-Sunday. for 5 hours</b>	Up to 1900 Hours	Hourly Rate: \$	\$
<b>HST/GST</b>			\$
<b>TOTAL</b>			\$

**2. Year Two January 1, 2024 to December 31, 2024**

(Cleaner required 7days a week Mon.-Sun. for 5 hours a day)

<b>January 1, 2024 to December 31, 2024</b>			
<b>Description</b>	<b>Quantity (A)</b>	<b>All-inclusive Rate \$ (B)</b>	<b>Total (AxB) =</b>
<b>All inclusive cost:</b>			
<b>7 days a week Mon.-Sunday. for 5 hours</b>	Up to 1900 Hours	Hourly Rate: \$	\$
<b>HST/GST</b>			\$
<b>TOTAL</b>			\$



**3. Year Three: January 1, 2025 to December 31, 2025**

(Cleaner required 7days a week Mon.-Sun. for 5 hours a day)

January 1, 2025 to December 31, 2025			
Description	Quantity (A)	All-inclusive Rate \$ (B)	Total (AxB) =
<b>All inclusive cost:</b>			
<b>7 days a week</b> Mon.-Sunday. for 5 hours	Up to 1900 Hours	Hourly Rate: \$	\$
<b>HST/GST</b>			\$
<b>TOTAL</b>			\$

**4. Year Four: January 1, 2026 to December 31, 2026**

(Cleaner required 7days a week Mon.-Sun. for 5 hours a day)

January 1, 2026 to December 31, 2026			
Description	Quantity (A)	All-inclusive Rate \$ (B)	Total (AxB) =
<b>All inclusive cost:</b>			
<b>7 days a week</b> Mon.-Sunday. for 5 hours	Up to 1900 Hours	Hourly Rate: \$	\$
<b>HST/GST</b>			\$
<b>TOTAL</b>			\$

**5. TOTAL EVALUATED PRICE**

Year 1	Year 2	Year 3	Year 4	TOTAL (taxes extra)
\$	\$	\$	\$	\$



**ANNEX "C"**  
**SECURITY REQUIREMENTS CHECK LIST**



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat F6879- 223024
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Fisheries and Oceans Canada	2. Branch or Directorate / Direction générale ou Direction RPSS
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 Contract CCG Placentia MCTS Building		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : <input type="checkbox"/>	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"/>





Contract Number / Numéro du contrat  
F6879-223024

Security Classification / Classification de sécurité

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : \_\_\_\_\_

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

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



Contract Number / Numéro du contrat <b>F6879-223024</b>
Security Classification / Classification de sécurité

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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



## ANNEX "D" EVALUATION CRITERIA

### MANDATORY REQUIREMENTS:

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

The proponent may include the following table in their proposal, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met.

The proposal must demonstrate that similar services to those described in the Statement of Work have been provided

No.	Mandatory Criteria	Meets Criteria ( )	Proposal Page No.
<b>M1</b>	Bidder <b>must</b> provide a valid WHSCRD Clearance Letter at the time of the closing of the call for tenders.		
<b>M2</b>	<p>Bidder <b>must</b> demonstrate using project examples at least 3 years' experience in the field of janitorial service.</p> <p>Each referenced project <b>MUST</b> have the following information:</p> <ol style="list-style-type: none"> <li>1. The name of the organization (to whom the services were provided);</li> <li>2. The name, title, telephone number and email address of the Contact Authority; (For validation Purposes)</li> <li>3. Description of the type and scope of services that meets the identified criteria; and</li> <li>4. Dates and duration of the project (Start date (MM/YY) to end date (MM/YY)).</li> </ol>		
<b>M3</b>	Bidder <b>must</b> provide copy of Business License at the time of bid closing.		



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## ANNEX "E" INSURANCE CONDITIONS

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