

Solicitation No.:
5P300-22-0239/A

Amendment No.:
00

Contracting Authority:
Marie-Michelle Mazerolle-Losier

Client Reference No.:
N/A

Title:
Janitorial Services at the Saint-Fidèle Visitor Centre, the Pointe-Noire Interpretation and Observation Centre and the Wharf at St. Catherine Bay – Saguenay – St. Lawrence Field Unit

IMPORTANT NOTICE TO BIDDERS

BIDS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL

BIDS RECEIVED IN-PERSON OR BY COURIER WILL NOT BE ACCEPTED.

The only acceptable email address for responses to the bid solicitation is soumissionest-bidseast@pc.gc.ca. Bids submitted by email directly to the Contracting Authority or to any email address other than soumissionest-bidseast@pc.gc.ca will not be accepted.

The only acceptable facsimile for responses to bid solicitations is **1-877-558-2349**.

The maximum email file size that Parks Canada is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

Security Requirements

There are security requirements associated with this requirement. For further instructions, consult Part 1 – General Information and Part 6 – Resulting Contract Clauses.

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s); an electronic transfer of funds deposited directly into a bank account. In order to receive payment, new vendors that are awarded a contract will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

Additional information on this Government of Canada initiative is available at:
<http://www.directdeposit.gc.ca>

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PART 1 – INFORMATION AND INSTRUCTIONS

1.1. Security Requirements

New personnel security clearance requests require the fingerprinting of individuals to conduct a criminal record check. The validity of an existing personnel security clearance issued by the Government of Canada is not affected by this requirement of the criminal record check process. Contractors who require personnel security clearances to perform a contract for the Government of Canada are responsible for all costs associated with obtaining the security clearances.

1.1.1. Before award of a contract, the following conditions must be met:

- (a) The Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 – Resulting Contract Clauses;
- (b) The Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

1.1.2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

1.2. Statement of Work

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

1.3. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **the Wharf at St. Catherine's Bay, 151 highway 138 on Thursday, January 12, 2023. The site visit will begin at 10:00 am EST in the main building.** Please note that there will be no access to drinking water or toilets during the visit.

Bidders are requested to communicate with the Contracting Authority (marie-michelle.mazerolle-losier@pc.gc.ca) no later than **2:00 pm on January 11, 2023 EST** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

1.4. Debriefings

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

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PART 2 – BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

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

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

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

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

Subsection 2. entitled Canada Post Corporation's Connect service of section 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety.

2.2. Submission of Bids

Bids must be submitted only to the Parks Canada Agency (PCA) Bid Receiving Unit by the date and time indicated on page 1 of the bid solicitation.

Bids submitted in-person or by courier will not be accepted.

The only acceptable facsimile for responses to bid solicitations is **1-877-558-2349**.

The only acceptable email address for responses to bid solicitations is soumissionest-bidseast@pc.gc.ca.

The maximum email file size that Parks Canada is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

2.3. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority (marie-michelle.mazerolle-losier@pc.gc.ca) no later than **five (5)** working days before the bid closing date. Enquiries received after that time may not be answered.

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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 Québec.

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

2.5. Bid Challenge and Recourse Mechanisms

2.5.1. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

2.5.2. 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)

2.5.3. 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.

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PART 3 – BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

Canada requests that the bid be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

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

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 at Annex **B**.

Section III: Certifications

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

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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

Technical bids will be evaluated against the mandatory technical evaluation criteria specified at **Annex E to Part 4 of the Bid Solicitation**.

4.1.1.2. Point Rated Technical Criteria

Technical bids will be evaluated against the point rated technical evaluation criteria specified at **Annex E to Part 4 of the Bid Solicitation**.

4.1.2. Financial Evaluation

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

4.1.3. Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required **minimum of 51 points** overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of **80 points**.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 30 % for the technical merit and 70 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 30 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 70 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equal 80 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (30%) and Price (70%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		70/80	60/80	55/80
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$70/80 \times 30 = 26.25$	$60/80 \times 30 = 22.50$	$55/80 \times 30 = 20.63$
	Pricing Score	$45/55 \times 70 = 57.27$	$45/50 \times 70 = 63.00$	$45/45 \times 70 = 70.00$
Combined Rating		83.52	85.50	90.63
Overall Rating		3rd	2nd	1st

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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1. Certifications Required with the Bid

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

5.1.1. Integrity Provisions – Declaration of Convicted Offences

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

5.2. Certifications Precedent to Contract Award and Additional Information

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

5.2.1. Integrity Provisions – Required Documentation

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

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), must provide the information requested at **Annex F to Part 5 of the Bid Solicitation** prior to contract award.

5.2.2. Former Public Servant

Contracts awarded to former public servants in receipt of a pension or 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 Former Public Servants, the Bidder must provide the information requested at **Annex G to Part 5 of the Bid Solicitation** prior to contract award.

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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.

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PART 6 – RESULTING CONTRACT CLAUSES

6.1. Security Requirements

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

The Contractor/vendor's personnel as well as their subcontractors that require unescorted access to work site(s) as well as access to sensitive assets or information must EACH hold and maintain a valid RELIABILITY STATUS, granted or approved by Parks Canada Agency Security Directorate (PCASD).

**Sensitive assets may include: cash, artefacts, firearms, explosives, keys, vehicles, historic sites and bldgs., electronic equipment, IT networks, critical installations and systems, etc.*

The Contractor/vendor's personnel as well as their subcontractors **MUST NOT** remove any PCA information or assets from the identified work site(s) without consent from a PCA employee, and they must ensure that their personnel are made aware of and comply with this restriction.

Please note (do not include with security clauses):

6.2. Statement of Work

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

6.2.1. Work Authorization Process

- (a) The Project Authority will provide the Contractor with a description of the work.
- (b) The Work Authorization (WA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables.
- (c) The Contractor must provide the Project Authority, the proposed total estimated cost for performing the work and a breakdown of that cost, established in accordance with the Basis of Payment at Annex B specified in the Contract.
- (d) The Contractor must not commence work until a WA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a WA has been received will be done at the Contractor's own risk.

6.2.2. Canada's Obligation - Portion of the Work - Work Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through Was is limited to the total amount of the actual work performed by the Contractor.

6.3. Standard Clauses and Conditions

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

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6.3.1. General Conditions

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

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.3.2. Supplemental General Conditions

6.3.2.1. 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 Work is to be performed during the period of May 1st, 2023 to April 30, 2024. (Service period is from May 1st to November 30th).

6.4.2. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Marie-Michelle Mazerolle-Losier
A/Senior Advisor – Goods & Services (Eastern Canada)
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
Telephone: 782-377-1839
E-mail address: marie-michelle.mazerolle-losier@pc.gc.ca

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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

The Project Authority for the Contract is:

*** to be provided at contract award ***

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

The Contractor's Representative for the Contract is: [\(please include with your bid\)](#)

Representative's Name:		
Representative's Title:		
Legal Vendor/ Firm Name:		
Operating Vendor/ Firm Name (if different than above):		
Physical Address:		
City:	Province/ Territory:	Postal Code:
Telephone:		Facsimile:
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

6.6. Proactive Disclosure of Contracts with Former Public Servants

*** SACC Manual clause A3025C to be inserted at contract award, if applicable ***

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6.7. Payment

6.7.1. Basis of Payment – Firm Unit Prices – Firm Portion of the Work

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B for a cost of \$ _____ (to be inserted at contract award). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2. Basis of Payment – Firm Unit Price(s)– Work Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Work Authorization (WA), the Contractor will be paid the firm unit prices _____ \$ (to be inserted at contract award) in accordance with the basis of payment, in Annex B as specified in the authorized WA. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.3. Limitation of Expenditure – Cumulative Total of all Work Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized (WA), inclusive of any revisions, must not exceed the sum of \$ _____ (to be inserted at contract award). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. 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.

6.7.4. 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
-

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Marie-Michelle Mazerolle-Losier

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N/A

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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.

6.7.4. 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.

6.8. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the email address shown on page 1 of the Contract for certification and payment.

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.

6.10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in ***** to be inserted at contract award *****.

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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 general conditions [2010C](#) (2022-12-01), General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (g) The Contractor's bid dated *** to be inserted at contract award ***.

6.12. Government Property

Government Property must be used only for the purpose of performing the Contract.

6.13. Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

6.14. Access to Facilities and Equipment

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

6.15. Insurance Requirements – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex C. 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.

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6.16. Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

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ANNEX A

STATEMENT OF WORK

Parks Canada

Saguenay–St. Lawrence Field Unit

Janitorial Services at the Saint-Fidèle Visitor Centre, the Pointe-Noire Interpretation and Observation Centre and the Wharf at St. Catherine's Bay

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1. OBJECTIVES

This statement of work is for the execution of janitorial services at the Saint-Fidèle Visitor Centre, the Pointe-Noire Interpretation and Observation Centre and at the Wharf at St. Catherine's Bay.

2. NATURE OF THE WORK TO BE CARRIED OUT

The Contractor must ensure the janitorial services at the Saint-Fidèle Visitor Centre, the Pointe-Noire Interpretation and Observation Centre and at the Wharf at St. Catherine's Bay.

2.1. Visitor and Staff Safety

In the event of any breakage or incident observed on the premises (e.g., damaged staircase, broken window broken picnic tables, etc.) that could endanger the well-being or life of visitors or staff, the Contractor must immediately notify the Project Authority of the prevailing situation by phone, or in person (if possible) and must also fill out the *General Incident Report* form attached in Appendix I.

The Contractor must ensure that its employees are familiar with the handling of fire extinguishers and with fire safety and prevention rules.

2.2. Changes to the Interior Layout of the Premises

Parks Canada will have the sole responsibility for all changes and improvements that it intends to make to the interior layout of the used and Occupied Premises, including the exhibition and interpretive items that it owns. All suggestions for changes and improvements that will result in repairs to the structures of the Used and Occupied Premises will require the prior approval of The Project Authority and must be made in compliance with fire and safety standards.

2.3. Access to the Used and Occupied Premises

The Contractor must guarantee the Project Authority the right at any time to access the Used and Occupied Premises and to examine the state in which said Premises are maintained, repaired and kept in order. The Project Authority will have the right to send the Contractor a notice requiring that it perform this maintenance or make the repairs deemed necessary as a result of this examination in the event that Contractor has unusually altered the Premises.

2.4. Staff Health and Safety

The Contractor must at his own expense provide for the safety of his personnel who will be present on the Premises. The Contractor must promptly notify the Project Authority of any incidents that occur by phone, or in person (if possible) and must also fill out the General Incident Report form attached as Appendix I.

The Contractor must ensure that a risk assessment is conducted and that employees are informed of the risks.

2.5. Responsibilities

1. The Contractor must comply with all applicable Parks Canada regulations, including but not limited to fire safety, environmental protection, parking, etc.
 2. The Contractor must assume full responsibility for the allocation and coordination of the work of its workforce. Maintenance work shall not interfere with the operation of the buildings.
 3. The Contractor must not allow any person, other than authorized personnel, to enter the buildings outside the permitted hours of operation.
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4. The Contractor must keep the entrances or accesses to the buildings clear at all times.
5. The Contractor is responsible for the keys entrusted to them. These keys must be returned to the Parks Canada representative at the end of the contract and shall not be duplicated at any time.
6. At the end of each work day, the Contractor must ensure that all buildings are locked.

3. EXPECTED RESULTS

3.1. Janitorial Service

Once the contract is awarded, a meeting will be held with the Project Authority to plan the janitorial services required at the Saint-Fidèle Visitor Centre, the Pointe-Noire Interpretation and Observation Centre and the Wharf at St. Catherine's Bay.

The Contractor must provide janitorial services for the buildings and certain elements on the site, which includes:

3.1.1. Locations to be cleaned

a) Saint-Fidèle Visitor Centre

- The main building.

b) Pointe-Noire Interpretation and Observation Centre

- The guardhouse (main building);
- The gate house;
- The observation lookout;
- The parking lots.

c) Wharf at St. Catherine's Bay

- The main building;
- The parking lots;
- The wharf circulation area.

3.1.2. Deep cleaning prior to the sites' opening (spring cleaning)

Prior to the opening for the operational season, the Contractor must carry out a thorough spring cleaning of the facilities at the Saint-Fidèle Visitor Centre, the Pointe-Noire Interpretation and Observation Centre and the Wharf at St. Catherine's Bay. This spring cleaning includes regular cleaning tasks, as well as interior and exterior window washing where applicable (see details of required tasks at Appendix II).

This spring cleaning must be carried out before the opening of the sites, in mid-May for the Wharf of St. Catherine's Bay and in Mid-June for Saint-Fidèle Visitor Centre and the Pointe-Noire Interpretation and Observation Centre. The Contractor must submit his schedules to the Project Authority prior to the commencement of spring cleaning on each of the sites so that there is proper coordination of the use of the sites by both parties.

Please note that for the Wharf at St. Catherine's Bay, due to freezing weather, there may not be water supply service when the building opens. The Project Authority and the Contractor will agree on the cleaning that can be done during this period.

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3.1.3. Schedules for regular janitorial services

a) Saint-Fidèle Visitor Centre

Summer period:

Regular janitorial services are required three (3) times a week, on Wednesdays, Fridays and Sundays, beginning on the Saturday before Quebec's National Holiday (or if the holiday falls on a Monday, the Saturday before the Saturday of the long holiday weekend) to Labour day in September. The services must be completed before or after business hours, either before 9 a.m. or after 5 p.m.

- From June 17 to September 4, 2023, on Wednesdays, Fridays and Sundays;
- 1st optional year: from June 15 to September 2, 2024, on Wednesdays, Fridays and Sundays;
- 2nd optional year: from June 21 to September 1st, 2025, on Wednesdays, Fridays and Sundays.

Fall period:

Regular janitorial services are required twice (2) a week, on Tuesdays and Fridays, beginning on the Tuesday following Labor Day in September and ending on Thanksgiving Monday in October. On Tuesdays, the services can be completed at any time of the day (the site is not open). On Fridays, the services must be completed before or after business hours, either before 9 a.m. or after 5 p.m.

- From September 5 to October 9, 2023, on Tuesdays and Fridays, as well as on Thanksgiving Monday;
- 1st optional year: from September 3 to October 14, 2024, on Tuesdays and Fridays, as well as on Thanksgiving Monday;
- 2nd optional year: from September 2 to October 13, 2025, on Tuesdays and Fridays, as well as on Thanksgiving Monday.

b) Pointe-Noire Interpretation and Observation Centre

Summer period:

Regular maintenance will be done daily from the Saturday before Quebec's National Holiday (or if the holiday falls on a Monday, the Saturday before the Saturday of the long holiday weekend) to Labour Day.

- **From June 17 to September 4, 2023, every day;**
- 1st option year: from June 15 to September 2, 2024, every day;
- 2nd option year: from June 21 to September 1st, 2025, every day.
- During business hours: outdoor maintenance and the second floor of the guard's house;
- After business hours (before 10:00 a.m. or after 5:00 p.m.): all other regular janitorial services.

Fall period:

The day after Labor Day through Thanksgiving, regular janitorial services are required three (3) times a week, on Fridays, Saturdays and Sundays, including Thanksgiving Monday.

- From September 5 to October 9, 2023, on Fridays, Saturdays and Sundays, as well as on Thanksgiving Monday;
- 1st option year: from September 3 to October 14, 2024, on Fridays, Saturdays and Sundays, as well as on Thanksgiving Monday;

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- 2nd option year: from September 2 to October 13, 2025, on Fridays, Saturdays and Sundays, as well as on Thanksgiving Monday.
- During business hours: outdoor maintenance and the second floor of the guard's house;
- After business hours (before 10:00 a.m. or after 5:00 p.m.): all other regular janitorial services.

c) Wharf at St. Catherine's Bay

Regular janitorial services are required every day the dock is open from mid-May through the end of October. Work must be done outside of business hours, either before 8 a.m. or after 6 p.m.

- From May 13 to October 31, 2023, every day;
- 1st optional year: from May 11 to October 31, 2024, every day;
- 2nd optional year: from May 10 to October 31, 2025, every day.

3.1.4. Other tasks included in janitorial services

Wipes and dishcloths must be replaced as required (see Appendix III). It is the Contractor's responsibility to machine wash them (not available on site).

The janitorial services include the collection of residual and recyclable materials in the buildings, on the outside grounds and in the parking lot. The Contractor shall dispose of these materials, in the appropriate bins, in accordance with the collection schedule established by the Municipality.

Soap, hand paper, toilet paper and cleaning products, etc. are the responsibility of the Contractor. The products used must be Ecologo certified or biodegradable, and previously approved by the Project Authority.

3.2. Staff

The Contractor must:

- a) Provide qualified personnel to perform the required tasks. Each staff member provided by the Contractor to perform this work will be required to obtain a Reliability Status from the Parks Canada Safety Department.
- b) Ensure staff wear an ID badge and a vest clearly indicating their status; these will be provided by Parks Canada. In addition, staff must adhere to the dress code which stipulates the wearing of closed shoes, neutral-colored sweaters or shirts with no designs or illustrations. Wearing of jeans, scarves and decorative items other than those proposed by Parks Canada is prohibited.
- c) Ensure contents of any communication is truthful and staff are courteous with visitors.
- d) Always have sufficient staff available to offer the proposed and authorized activities and services.

3.3. Meetings

Contractor shall participate in coordination meetings. These meetings will be held at the beginning and end of the season. The Project Authority and the Contractor will agree on the meeting dates. If necessary, additional meetings could take place at the request of one of the two parties.

The progress of activities, projects that the Contractor would like to implement and all matters relating to this contract will be discussed at these meetings.

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These meetings will be held in the administrative office or in any other location determined in advance by the Contractor and the Project Authority.

The Project Authority reserves the right to convene any other meeting for special or urgent reasons.

4. CHARGES ASSUMED BY THE CONTRACTOR

A deposit of twenty-five (\$25.00) dollars for each of the keys required for the operations of Saint-Fidèle Visitor Centre, Pointe-Noire Interpretation and Observation Centre and Wharf at St. Catherine's Bay will be required at the time the keys are provided to the Contractor. At the end of the operational season, the keys must be returned to the Project Authority by November 30th before Parks Canada refunds the deposit to the Contractor. In the event that the Contractor retains or loses a key or keys, the deposit for those keys will not be refunded by Parks Canada.

5. CONTRACTOR RESPONSIBILITIES

5.1. Laws and Regulations

Contractor must comply with all laws and regulations enacted by the federal, provincial and municipal governments and other administrative authorities and intended in any way whatsoever for the Used and Occupied Premises as well as the activities that will be conducted there.

5.2. Bilingualism

All documents, posters or notices that the organization distributes or exhibits in the premises occupied must be written in both official languages of Canada and must be authorized in advance by the Project Authority.

6. MISCELLANEOUS

6.1. Equipment Provided

In cases where equipment is available for use by the contractor (ex.: wheelbarrow in Pointe Noire to transport waste bags), it must be returned to Parks Canada in good condition upon expiration or termination of the contract.

6.2. Public Relations and Communications

The Contractor must keep The Project Authority informed of any communication with the media. In addition, all requests for information, interviews or publicity from the media (television, newspapers, magazines, radio, etc.) concerning a Parks Canada activity must be referred to the Project Authority. The Contractor must not provide access to Parks Canada sites without the prior authorization of the Project Authority for requests for interviews or publicity from the media (television, newspapers, magazines, radio, etc.).

7. LIST OF APPENDICES

Appendix 1: General Incident Report

Appendix 2: Task list for major cleaning required before sites' opening

Appendix 3: List of tasks for regular janitorial services

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APPENDICE I - General Incident Report

General Incident Report

Incident # _____

Date : _____

Time : _____

Site : _____

Incident type

- | | | | |
|--|--------------------------|-------------------------------------|--------------------------|
| Emergency Situation (death, serious injury, fire...) | <input type="checkbox"/> | Violation of the Sea activity Rules | <input type="checkbox"/> |
| First Aid | <input type="checkbox"/> | Animal in difficulty or death | <input type="checkbox"/> |
| Lost or missing person | <input type="checkbox"/> | Conflicting land wildlife | <input type="checkbox"/> |
| Diving accident | <input type="checkbox"/> | Pollution/spill | <input type="checkbox"/> |
| Fall in water | <input type="checkbox"/> | Broken, lost or missing equipment | <input type="checkbox"/> |
| Boat in distress | <input type="checkbox"/> | Other: _____ | |

Person involved 1

- Name : _____ Refusal to answer
- Phone : _____ Refusal to answer
- Address : _____ Refusal to answer
- Visitor PC Employee Explos-Nature GREMM Other: _____
- Role in the incident:**
- Witness Person who reported the incident Person who caused the incident
- Injured Driver Complainant

Person involved 2

- Name : _____ Refusal to answer
- Phone : _____ Refusal to answer
- Address : _____ Refusal to answer
- Visitor PC Employee Explos-Nature GREMM Other: _____
- Role in the incident:**
- Witness Person who reported the incident Person who caused the incident
- Injured Driver Complainant

Vehicle/boat involved 1

- Driver/Captain Name: _____ Refusal to answer
- Driver/Captain Description (if applicable): _____
- Name of the owner (vehicle): _____ Refusal to answer
- Name of the company (boat, if applicable): _____
- Type: _____ Registration/NIC/name of the boat: _____
- Model: _____ Year: _____ Color: _____

Vehicle/boat involved 2

- Driver/Captain Name : _____ Refusal to answer
- Driver/Captain Description (if applicable) : _____
- Name of the owner (vehicle) : _____ Refusal to answer
- Name of the company (boat, if applicable) : _____
- Type: _____ Registration/NIC/name of the boat: _____
- Model: _____ Year: _____ Color: _____

***If additional persons, vehicles or boats involved
complete the additional incident report***

Weather Conditions

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**APPENDICE II - Task list for major cleaning required before sites' opening
Saint-Fidèle Visitor Centre
Spring Cleaning**

MAIN BUILDING

Main room (reception and exhibition)
Sweep the floor
Wash floor
Wash interior and exterior windows
Wash doors
Empty and clean trash cans
Empty and clean recycling bins
Clean the surfaces (e.g. door handles, bench tops and visitor shelves) and sections of walls where stains are visible
Office (with kitchenette)
Sweep floor
Wash floor
Clean window sills, heaters and doors
Wash interior and exterior windows
Empty and clean trash can
Empty and clean the recycling bins
Clean microwave (interior and exterior)
Clean fridge (interior and exterior)
Clean the surfaces (e.g. door handles, desk surfaces, chair, stair ramps) and sections of walls where stains are visible.
Bathrooms (men and women)
Sweep floor
Wash floor
Empty and clean trash cans and sanitary napkin containers (women's washroom)
Clean and polish stainless steel surfaces (bins and dryers) with a stainless steel cleaner or with a soft cloth impregnated with a few drops of household alcohol. Using a soft lint-free cloth (microfiber). <i>Other solutions are possible to clean and maintain the stainless steel without leaving a trace.</i>
Wash toilets/urinals
Wash mirrors
Wash sinks and sink surfaces
Wash and fill toilet paper dispensers
Wash and fill soap dispensers
Clean doors and walls
Clean changing tables
Clean surfaces (e.g. door handles, soap dispensers, hand dryers, garbage covers)
Concierge
Wash towels/dishcloths, mop head
Wash sink and shelves
Fill bottles with products
Maintain inventory of products
Keep workspaces clean, tidy and accessible at all times

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**Pointe-Noire Interpretation and Observation Centre
Spring Cleaning**

GATEHOUSE

Sweep floor
Wash floor
Clean all surfaces (e.g. desk, chair, counter, microwave, fridge, etc.)
Clean microwave and fridge (interior and exterior)
Wash interior and exterior windows
Empty and clean trash can
Empty and clean recycling bins

PARKING, PICNIC AREA, OUTDOOR AREAS

Ensure parking is clean, free of waste (cigarette butts, etc.), debris or dirt
Empty trash cans and recycling bins
Empty and clean ashtrays
Clean windows of the first glass tower

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GUARD HOUSE BUILDING

EXHIBIT (Ground floor)
Sweep floor
Wash floor
Clean beluga figurine, window sills, interpretive panels, door frames, thermostats, heaters, lectern, doors and other items present
Clean the two touch screens and projection screen selector with a screen cleaning wipe or with an eyeglass cleaner. Using a soft lint-free cloth (microfiber). Never use glass cleaner or other chemicals.
Clean and polish stainless steel boxes with a stainless steel cleaner or with a soft cloth impregnated with a few drops of household alcohol. Use a soft lint-free cloth (microfiber). Other solutions are possible to clean and maintain the stainless steel without leaving a trace.
Clean the Plexiglas that covers the large model with the NOVUS product or with an ecological mixture of 1 portion of vinegar in 3 portions of water. Using a lint-free cloth (microfiber).
Clean the dispenser with BON AMI by putting the product on a soft cloth and rubbing the glass surface. Do not spray directly on the glass.
Clean interior and exterior windows
Clean the video projection screen and dynamic screen with a soft, lint-free damp cloth (microfiber). Wipe with a dry cloth.
Empty and clean trash cans.
Wash frequently touched surfaces (e. g. door handle, containers, dispensers, switches) and areas of walls where stains are visible
OFFICES (Ground floor and 1st floor)
Sweep floor
Wash floor
Clean window and door frames, doors, furniture, thermostats and heaters
Clean furniture and surfaces and areas of walls where stains are visible
Wash interior and exterior windows (when accessible)
Empty and wash trash cans
Empty and wash recycling bins
Clean the surfaces (e.g. doors, desks, chairs, etc.) and sections of walls where stains are visible.
BASEMENT BATHROOM SPACES
Sweep floor
Wash floor
Empty and clean trash cans and sanitary napkin containers
Clean and polish the outside of stainless steel bins with a stainless steel cleaner or with a soft cloth impregnated with a few drops of household alcohol. Use a soft lint-free cloth (microfiber).
Wash toilets
Clean mirrors
Wash sinks and sink surfaces
Wash and fill toilet paper dispensers
Wash and fill hand paper dispensers
Wash and fill soap dispensers
Clean interior and exterior windows
Clean doors and walls
Clean changing tables
Replace bags in sanitary napkin containers
Clean the surfaces (door handles, paper and soap dispensers)

Solicitation No.:
5P300-22-0239/A

Amendment No.:
00

Contracting Authority:
Marie-Michelle Mazerolle-Losier

Client Reference No.:
N/A

Title:
Janitorial Services at the Saint-Fidèle Visitor Centre, the Pointe-Noire Interpretation and Observation Centre and the Wharf at St. Catherine Bay – Saguenay – St. Lawrence Field Unit

<i>KITCHEN (1ST floor)</i>
Sweep floor
Wash floor
Clean sink and sink counter
Clean microwave (interior and exterior)
Clean fridge (interior and exterior)
Empty and clean trash can
Empty and wash recycling bin
Clean window sills, heaters and doors.
Wash interior and exterior windows (when accessible)
Clean the surfaces (chairs, tables, soap dispensers, etc.) and the sections of walls where stains are visible
<i>STAIRWELL</i>
Sweep the stairs
Wash the steps
Clean frequently touched surfaces (door handles, stair railing) and areas of walls where stains are visible
<i>CONCIERGE (BASEMENT)</i>
Wash towels/dishcloths, mop head
Wash sink and shelves
Sweep floor
Wash floor
Fill bottles with products
Maintain inventory of products
Keep workspaces clean, tidy and accessible at all times

Solicitation No.:
5P300-22-0239/A

Amendment No.:
00

Contracting Authority:
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Janitorial Services at the Saint-Fidèle Visitor Centre, the Pointe-Noire Interpretation and Observation Centre and the Wharf at St. Catherine Bay – Saguenay – St. Lawrence Field Unit

Wharf at St. Catherine's Bay Spring Cleaning

PARKING AND OUTDOOR AREA

Ensure parking is clean, free of waste (cigarette butts, etc.), debris or dirt.
Empty trash cans and recycling bins
Clean the exterior of multi-material islands
Empty and clean ashtrays
Clean interpretation panels, 3-sided panel and glass panel
Move waste/recycling containers the day before pick-up days near the parking lot and replace them the same day or the next day (according to pick-up schedule).

RECEPTION BUILDING

Main Room
Sweep floor
Wash the floor
Wash interior and exterior windows
Wash the doors
Empty and clean the trash cans
Empty and clean the recycling bins
Clean the surfaces (e.g. door handles, bench, desk surfaces) and sections of walls where stains are visible
Office (1st floor) et stairs
Sweep floor and stairs
Wash floor and stairs
Clean window sills, heaters and doors
Wash interior and exterior windows
Empty and clean trash can
Empty and clean recycling container bins
Clean microwave (interior and exterior)
Clean fridge (interior and exterior)
Clean the surfaces (e.g. door handles, desk surfaces, chair, stair railings) and sections of walls where stains are visible.
Men's/Women's Bathrooms
Sweep floor
Wash the floor
Empty and clean trash cans and sanitary napkin containers (women's washroom)
Clean and polish stainless steel surfaces (bins and dryers) with a stainless steel cleaner or with a soft cloth impregnated with a few drops of household alcohol. Using a soft lint-free cloth (microfiber). <i>Other solutions are possible to clean and maintain the stainless steel without leaving a trace.</i>
Wash toilets/urinals
Wash mirrors
Wash sinks and sink surfaces

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Wash and fill toilet paper dispensers
Wash and fill soap dispensers
Clean doors and walls
Clean changing tables
Clean the surfaces (e.g. door handles, soap dispensers, hand dryers, garbage covers)
Kitchenette
Clean the sink and sink counter
Clean microwave (interior and exterior)
Clean fridge (interior and exterior)
Clean frequently touched surfaces (fridge door handle, microwave screen and handle, oven handle)
Concierge
Wash towels/dishcloths, mop head
Wash sink and shelves
Fill bottles with products
Maintain inventory of products
Keep workspaces clean, tidy and accessible at all times

Solicitation No.:
5P300-22-0239/A

Amendment No.:
00

Contracting Authority:
Marie-Michelle Mazerolle-Losier

Client Reference No.:
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Title:
Janitorial Services at the Saint-Fidèle Visitor Centre, the Pointe-Noire Interpretation and Observation Centre and the Wharf at St. Catherine Bay – Saguenay – St. Lawrence Field Unit

APPENDICE III

List of tasks for regular janitorial service

Saint-Fidèle Visitor Centre Regular maintenance

MAIN BUILDING

Main Room (hall and exhibit)	
Sweep floor	Every day
Wash floor	Every day
Wash interior and exterior windows	As needed
Wash doors	As needed
Empty and clean trash cans	Every day
Empty and clean recycling bins	As needed
Clean the surfaces (e.g. : door handles, bench and desk for the visitors)	Every day
Move the waste/recycling bins the day before the pick-up days near the 138 and replace them the same day or the next day.	According to the municipal pick-up schedule
Office (with kitchenette)	
Sweep floor	Every day
Wash floor	Every day
Clean window sills, heaters and doors	Every two weeks
Wash interior and exterior windows	As needed
Empty and clean trash can	Every day
Empty and clean recycling bin	Every day
Clean microwave (interior and exterior)	Once a week
Clean fridge (interior and exterior)	Once a week
Clean the surfaces (e.g. : door handles, desk surface, chair, stairway railing)	Every day
Men's/Women's Bathrooms	
Sweep floor	Every day
Wash floor	Every day
Empty and clean trash cans and sanitary napkin containers (women's washroom)	Every day
Clean and polish stainless steel surfaces (bins and dryers) with a stainless steel cleaner or with a soft cloth impregnated with a few drops of household alcohol. Using a soft lint-free cloth (microfiber). Other solutions are possible to clean and maintain the stainless steel without leaving a trace.	Every day
Wash toilets/urinals	Every day
Wash mirrors	Every day
Wash sink and sink surfaces	Every day
Wash and fill toilet paper dispensers	Every day
Wash and fill soap dispensers	Every day
Clean doors and walls	As needed
Clean changing tables	Every day

Solicitation No.:
5P300-22-0239/A

Amendment No.:
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Contracting Authority:
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Client Reference No.:
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Janitorial Services at the Saint-Fidèle Visitor Centre, the Pointe-Noire Interpretation and Observation Centre and the Wharf at St. Catherine Bay – Saguenay – St. Lawrence Field Unit

Clean the surfaces (e.g. door handles, soap dispensers, hand dryers, garbage covers)	Every day
Concierge	
Wash towels/dishcloths, mop head	Once a week
Wash sink and shelves	As needed
Fill bottles with products	As needed
Maintain inventory of products	As needed
Keep workspaces clean, tidy and accessible at all times	Every day

Clarification :

- Definition of "As needed": means that if stains or dust are apparent, maintenance should be performed as soon as it is noticed.
- When a frequency is specified, the tasks must be performed systematically according to the requested frequency without judging the degree of cleanliness.
- The frequency of tasks could vary during the season at the request of the Project Authority.

Solicitation No.:
5P300-22-0239/A

Amendment No.:
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Contracting Authority:
Marie-Michelle Mazerolle-Losier

Client Reference No.:
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Title:
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**Pointe-Noire Interpretation and Observation Centre
Regular Maintenance**

GATEHOUSE

Sweep floor	Three times a week
Clean the surfaces (counter, microwave, fridge)	Every Monday
Wash interior and exterior windows	Every Monday twice a week
Empty trash can	Every day
Empty recycling bin	Every day
Clean trash can	As needed

PARKING, PICNIC AREA AND OUTDOOR AREAS

Keep parking lot clean, free of waste (cigarette butts, etc.), debris or dirt	Every day
Empty trash cans and recycling bins	Every day
Empty ashtrays	Every two weeks
Clean the windows of the first glass tower	As needed
Move the waste/recycling containers the day before the pick-up days near the 138 and replace them the same day or the next day.	According to the municipal pick-up schedule

GUARD HOUSE BUILDING

EXHIBIT ROOM (Ground floor)	
Sweep floor	Every day
Wash floor	Every day
Pass a feather duster on the beluga figurine, top of the large model (Plexiglas), window borders, interpretive panels, frames, thermostats, heaters, lectern and other items present	Twice a week
Clean the two touch screens and projection screen selector with a screen cleaning wipe or with an eyeglass cleaner. Use a soft lint-free cloth (microfiber). Never use glass cleaner or other chemicals.	Every day
Clean and polish stainless steel boxes with a stainless steel cleaner or with a soft cloth impregnated with a few drops of household alcohol. Using a soft lint-free cloth (microfiber). Other solutions are possible to clean and maintain the stainless steel without leaving a trace.	Every Wednesday
Clean the Plexiglas that covers the large model with the NOVUS product or with an ecological mixture of 1 portion of vinegar in 3 portions of water. Use a lint-free cloth (microfiber).	Every Wednesday
Clean the dispenser with BON AMI by putting the product on a soft cloth and rubbing the glass surface. Do not spray directly on the glass.	Every Wednesday
Clean interior and exterior windows	As needed
Clean window sills, heaters and doors	As needed
Clean the video projection screen and dynamic screen with a soft, lint-free damp cloth (microfiber). Wipe with a dry cloth.	Every Wednesday
Empty trash cans	Every day

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5P300-22-0239/A

Amendment No.:
00

Contracting Authority:
Marie-Michelle Mazerolle-Losier

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Title:
Janitorial Services at the Saint-Fidèle Visitor Centre, the Pointe-Noire Interpretation and Observation Centre and the Wharf at St. Catherine Bay – Saguenay – St. Lawrence Field Unit

Clean and disinfect frequently touched surfaces (door handles, benches and chairs)	Every day
OFFICES (Ground floor and 1st floor)	
Sweep floor	Three times a week
Wash floor	Every Friday
Dust window sills, furniture, thermostats and heaters	Every two weeks
Clean window sills, heaters and doors	As needed
Clean windows	As needed
Empty trash cans	As needed
Empty recycling bins	As needed
Clean frequently touched surfaces (door handles, desk surface, backrest and armrests)	Every day
BASEMENT BATHROOM SPACES	
Sweep floor	Every day
Wash floor	Every day
Empty trash cans sanitary napkin containers	Every day
Clean and polish the outside of stainless steel bins with a stainless steel cleaner or with a soft cloth impregnated with a few drops of household alcohol. Using a soft lint-free cloth (microfiber).	Every day
Clean and disinfect toilets	Every day
Clean mirrors	Every day
Clean sinks and sink surfaces	Every day
Fill toilet paper dispensers	Every day
Fill hand paper dispensers	Every day
Fill soap dispensers	Every day
Clean windows	As needed
Clean doors and walls	As needed
Clean and disinfect changing tables	Every day
Replace bags in sanitary napkin containers	Every day
Clean and disinfect frequently touched surfaces (door handles, paper and soap dispensers)	Every day
KITCHEN	
Sweep floor	Three times a week
Wash floor	Every Friday
Clean sink and sink counter	Every day
Clean and disinfect microwave (interior and exterior)	Every day
Clean the fridge (interior and exterior)	Every day
Empty trash can	Every day
Empty recycling bin	Every day
Clean window sills, furniture, heaters and doors	As needed
Clean windows	As needed
Clean and disinfect frequently touched surfaces (fridge door handle, microwave screen and handle, chair back and armrests, soap dispenser and table surface)	Every day
STAIRWELL	
Sweep stairs	Three times a week

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Wash stairs	Every Friday
Ensure that stairs are not obstructed	Every day
Clean and disinfect frequently touched surfaces (door handles, stair railing)	Every day
CONCIERGE (BASEMENT)	
Wash towels/dishcloths, mop head	Once a week
Wash sink and shelves	As needed
Sweep floor	Every Friday
Wash floor	Every two weeks
Fill bottles with products	As needed
Maintain inventory of products	As needed
Keep workspaces clean, tidy and accessible at all times	Every day

Clarification :

- Definition of "As needed": means that if stains or dust are apparent, maintenance should be performed as soon as it is noticed.
- When a frequency is specified, the tasks must be performed systematically according to the requested frequency without judging the degree of cleanliness.
- The frequency of tasks could vary during the season at the request of the Project Authority.

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Amendment No.:
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Contracting Authority:
Marie-Michelle Mazerolle-Losier

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Title:
Janitorial Services at the Saint-Fidèle Visitor Centre, the Pointe-Noire Interpretation and Observation Centre and the Wharf at St. Catherine Bay – Saguenay – St. Lawrence Field Unit

**Wharf at St. Catherine's Bay
Regular maintenance**

PARKING AND OUTDOOR AREAS

Keep parking lot clean, free of waste (cigarette butts, etc.), debris or dirt	Every day
Empty trash cans and the recycling bins	Every day
Clean the exterior of multi-material island	As needed
Empty ashtrays	Every two weeks
Move the waste/recycling containers the day before the pick-up days near the 138 and replace them the same day or the next day.	According to the municipal pick-up schedule

RECEPTION BUILDING

MAIN ROOM	
Sweep floor	Every day
Wash floor	Every day
Clean windows (indoor/outdoor)	As needed
Wash doors	As needed
Empty trash cans	Every day
Empty the recycling bins	Every day
Clean surfaces (e.g. door handles, bench top and shelf for visitors) and sections of walls where stains are visible	Every day
OFFICE (1st floor) and stairway	
Sweep floor	Every Friday / As needed
Wash floor	Every Friday
Clean window sills, heaters and doors	As needed
Clean windows	As needed
Empty trash can	Every day
Empty recycling bins	Every day
Clean microwave (interior and exterior)	Once a week
Clean the fridge (interior and exterior)	Once a week
Sweep stair	Every day
Wash stair	Every Friday
Clean frequently touched surfaces (door handles, desk surfaces, chair backs and armrests, fridge handle, stair railing)	Every day
MEN'S/WOMEN'S BATHROOMS	
Sweep floor	Every day
Wash floor	Every day
Empty trash cans and sanitary napkin containers (women's washroom)	Every day
Replace bags to sanitary napkin containers	Every day
Clean and polish the outside of stainless steel bins with a stainless steel cleaner or with a soft cloth impregnated with a few drops of household alcohol. Using a soft lint-free cloth (microfiber).	Every day
Clean toilets and urinals	Every day
Clean mirrors	Every day

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Amendment No.:
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Contracting Authority:
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Janitorial Services at the Saint-Fidèle Visitor Centre, the Pointe-Noire Interpretation and Observation Centre and the Wharf at St. Catherine Bay – Saguenay – St. Lawrence Field Unit

Clean sink and sink surfaces	Every day
Fill toilet paper dispensers	Every day
Fill soap dispensers	Every day
Clean doors and walls	As needed
Clean and disinfect change tables	Every day
Clean and disinfect frequently touched surfaces (door handles, soap dispensers, push buttons for dryers, garbage can lids)	Every day
KITCHENETTE	
Clean the sink and sink counter	Every day
Clean microwave (interior /exterior)	Once a week
Clean the fridge (interior /exterior)	Once a week
Clean frequently touched surfaces (fridge door handle, microwave screen and handle, oven handle)	Every day
CONCIERGE	
Wash towels/dishcloths, mop head	Once a week
Wash sink and shelves	As needed
Fill bottles with products	As needed
Maintain inventory of products	As needed
Keep workspaces clean, tidy and accessible at all times	Every day

Clarification :

- Definition of "As needed": means that if stains or dust are apparent, maintenance should be performed as soon as it is noticed.
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Janitorial Services at the Saint-Fidèle Visitor Centre, the Pointe-Noire Interpretation and Observation Centre and the Wharf at St. Catherine Bay – Saguenay – St. Lawrence Field Unit

ANNEX B

BASIS OF PAYMENT

Janitorial services at the Saint-Fidèle Visitor Centre, the Pointe-Noire Interpretation and Observation Centre and the Wharf at St. Catherine’s Bay, Saguenay St-Lawrence Field Unit.

1. Bidders must submit prices in the format indicated in this Annex "B" - Basis of Payment, **failing to do so will render their bid non-responsive.**
2. Bidders must submit prices in accordance with the requirements set out in Annex "A" - Statement of Work. Unit and/or total prices and hourly rates must include: labour, equipment, materials, permits, transportation, as well as all company overheads, such as: administration, liability insurance and other incidental expenses.

***The inclusion of estimates for as and when requested work’ (Work Authorizations) in this document does not indicate any commitment by Canada to use the services described in the solicitation in accordance with the estimates.**

TABLE A1 – PERIOD OF THE CONTRACT FROM CONTRACT AWARD TO APRIL 30, 2024				
No	Description	Lump Sum Prices		
1	Janitorial services at Saint-Fidèle as described in Annex A – Statement of Work	_____ \$		
2	Janitorial services at Pointe-Noire as described in Annex A – Statement of Work	_____ \$		
3	Janitorial services at Wharf at St. Catherine’s Bay as described in Annex A – Statement of Work	_____ \$		
TOTAL – TABLE A1 (before taxes)		_____ \$		
TABLE A2 – PERIOD OF THE CONTRACT FROM CONTRACT AWARD TO APRIL 30, 2024				
No	Description	Estimated Quantity (EQ)	Hourly Rate (HR)	Total Estimated (EQ x HR)
1	Work Authorizations – Hourly Rate for ‘As and When Requested’ Work	12	_____ \$/h	_____ \$
ESTIMATED TOTAL – TABLE A2 (before taxes)				_____ \$
GRAND ESTIMATED TOTAL PERIOD OF THE CONTRACT (Table A1 + A2 before taxes)				_____ \$

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Contracting Authority:
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Client Reference No.:
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Title:
Janitorial Services at the Saint-Fidèle Visitor Centre, the Pointe-Noire Interpretation and Observation Centre and the Wharf at St. Catherine Bay – Saguenay – St. Lawrence Field Unit

TABLE B1 OPTION YEAR 1 - FROM MAY 1 ST , 2024 TO APRIL 30, 2025				
No	Description	Lump Sum Prices		
1	Janitorial services at Saint-Fidèle as described in Annex A – Statement of Work	_____ \$		
2	Janitorial services at Pointe-Noire as described in Annex A – Statement of Work	_____ \$		
3	Janitorial services at Wharf at St. Catherine’s Bay as described in Annex A – Statement of Work	_____ \$		
ESTIMATED TOTAL – TABLE B1 (before taxes)				_____ \$
TABLE B2 OPTION YEAR 1 - FROM MAY 1 ST , 2024 TO APRIL 30, 2025				
No	Description	Estimated Quantity (EQ)	Hourly Rate (HR)	Total Estimated (EQ x HR)
1	Work Authorizations – Hourly Rate for ‘As and When Requested’ Work	12	_____ \$/h	_____ \$
ESTIMATED TOTAL – TABLE B2 (before taxes)				_____ \$
ESTIMATED GRAND TOTAL OPTION YEAR 1 (Table B1 + B2 before taxes)				_____ \$

TABLE C1 OPTION YEAR 2 - FROM MAY 1 ST , 2025 TO APRIL 30, 2026				
No	Description	Lump Sum Prices		
1	Janitorial services at Saint-Fidèle as described in Annex A – Statement of Work	_____ \$		
2	Janitorial services at Pointe-Noire as described in Annex A – Statement of Work	_____ \$		
3	Janitorial services at Wharf at St. Catherine’s Bay as described in Annex A – Statement of Work	_____ \$		
ESTIMATED TOTAL – TABLE C1 (before taxes)				_____ \$
TABLE C2 OPTION YEAR 2- FROM MAY 1 ST , 2025 TO APRIL 30, 2026				
No	Description	Estimated Quantity (EQ)	Hourly Rate (HR)	Total Estimated (EQ x HR)
1	Work Authorizations – Hourly Rate for ‘As and When Requested’ Work	12	_____ \$/h	_____ \$
ESTIMATED TOTAL – TABLE C2 (before taxes)				_____ \$

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ESTIMATED GRAND TOTAL OPTION YEAR 2 (Table C1 + C2 before taxes)	\$
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SUMMARY FOR EVALUATION PURPOSES

ESTIMATED TOTAL – PERIOD OF THE CONTRACT (before taxes)	\$
ESTIMATED TOTAL – OPTION YEAR 1 (before taxes)	\$
ESTIMATED TOTAL – OPTION YEAR 2 (before taxes)	\$
ESTIMATED GRAND TOTAL (before taxes)	\$

Company Name

Date

Solicitation No.:
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Janitorial Services at the Saint-Fidèle Visitor Centre, the Pointe-Noire Interpretation and Observation Centre and the Wharf at St. Catherine Bay – Saguenay – St. Lawrence Field Unit

ANNEX C

INSURANCE REQUIREMENTS

COMMERCIAL GENERAL LIABILITY INSURANCE

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: "Canada, as represented by the Parks Canada Agency."
 - 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. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

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Janitorial Services at the Saint-Fidèle Visitor Centre, the Pointe-Noire Interpretation and Observation Centre and the Wharf at St. Catherine Bay – Saguenay – St. Lawrence Field Unit

ANNEX D

ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

*** to be completed after contract award ***

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the Canada Labour Code and the Canada Occupational Health and Safety Regulations are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed
--

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Mark “Yes” where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (*contractor*), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name: _____

Signature: _____

Date: _____

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Contracting Authority:
Marie-Michelle Mazerolle-Losier

Client Reference No.:
N/A

Title:
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ANNEX E TO PART 4 OF THE BID SOLICITATION

TECHNICAL EVALUATION

1. Technical Bid Format

The technical proposal must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the proposal will be evaluated. Mere repetition of the statement contained in the RFP is not sufficient.

In order to facilitate the evaluation of the proposal, **Canada strongly requests that bidders address and present topics in the order of the evaluation criteria under the same headings.**

To avoid repetition, bidders may refer to different sections of their proposal by identifying the specific paragraph and page number where the topic has already been addressed.

The Bidder is encouraged to pay particular attention to the words used throughout this RFP. Failure to comply with any term or condition of this RFP may result in non-response of the bid.

All information required for evaluation purposes must be included directly in the Bidder's Technical Proposal. The evaluation team cannot consider information that is not provided directly in the technical proposal (e.g. links to additional website content, reference checks, etc.)

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2. Mandatory technical criteria

Technical proposals will be evaluated against the following mandatory technical criteria.

In order for a proposal to be declared compliant with the requirements of the RFP, it must demonstrate that it meets all mandatory technical criteria. Proposals found to be non-compliant with the mandatory technical criteria will not be evaluated further.

Item	Evaluation Criteria	Satisfied / Not satisfied		Remarks / Notes
		To be completed by the evaluation team		
M1	<p>The bidder must demonstrate in his proposal that he has experience in the field of janitorial services in commercial spaces.</p> <p>To demonstrate this, they must provide the following information:</p> <ol style="list-style-type: none">1. contact information for the client(s), including an email address;2. A brief description of the work;3. The duration of the contract (start and end date). <p>Clients provided as references may be contacted to confirm the information.</p>	<input type="checkbox"/> Satisfied	<input type="checkbox"/> Not satisfied	

Proposals that do not demonstrate and meet all mandatory technical criteria will not be further evaluated.

3. Point Rated Technical Criteria

Technical proposals will be evaluated based on the point rated technical criteria below.

In order for a proposal to be declared compliant with the requirements of the RFP, it must meet or exceed the minimum number of weighted points required for the point-rated technical criteria. Proposals that do not meet or exceed the minimum number of weighted points required for the point-rated technical criteria will not be evaluated further. Each technical evaluation criterion scored has a weighting that reflects its importance in the proposal submission. The extent to which the proposal meets the requirements of each criterion will be evaluated and a score will be assigned, ranging from 0 to 10, as indicated in Section 4. Generic Evaluation Criteria, with 0 meaning that the proposal does not meet the requirements at all and 10 meaning that the proposal fully meets the criterion described. This score will then be multiplied by the weighting indicated for that rated evaluation criterion.

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Item	Evaluation Criteria	Weighting	Minimum Points	Points Awarded <i>**To be completed by the evaluation team**</i>
R1	<p>Experience:</p> <p>In their proposal, the bidder, must explicitly demonstrate that he has acquired, in the past 10 years, at least 30 months of relevant experience* required to provide the services described in the statement of work (Annex A).</p> <p>Months of relevant experience* in cleaning of commercial spaces will be evaluated according to the following scale:</p> <p>Less than 30 months = 0 points 30 months = 15 points 31 to 49 months = 16 points 50 à 69 months = 17 points 70 à 89 months = 18 points 90 à 109 months = 19 points 110 months and more = 20 points</p> <p><u>*Definition of relevant experience:</u> experience in cleaning commercial spaces, acquired in a framework similar to what is requested in the statement of work (Annex A), i.e. performance of janitorial tasks including public and office spaces.</p> <p>NOTE – Experience deemed irrelevant will not be taken into account in calculating the score.</p> <p>Clients provided as reference could be contacted to confirm the information included in the proposal.</p>	2.0	15/20	/20
R1 <i>**To be completed by the evaluation team**</i>	<p>Reference(s):</p> <hr/> <p>Strengths:</p> <hr/> <p>Weaknesses:</p>			

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Item	Evaluation criteria	Weighting	Minimum Points	Points Awarded <i>**To be completed by the evaluation team**</i>
R2	<p>Understanding the requirements:</p> <p>a) The bidder must explain how it will adequately supervise its personnel and provide training prior to the commencement of the contract (e.g. on the tasks to be performed, safe work practices, use of personal protective equipment, etc.), and on an ongoing basis throughout the duration of the contract to ensure that its personnel are qualified, perform the tasks in accordance with the mandate, and work in compliance with health and safety rules.</p>	3.0	18/30	/30
	<p>b) The bidder must submit a summary contingency plan that demonstrates that it will be able to provide operational continuity and have qualified resources available should employees be absent from time to time, leave during the season or need to be replaced for performance or other reasons.</p> <p>Assessed according to Table 4 – Generic Evaluation Table</p>	3.0	18/30	/30
R2 <i>**To be completed by the evaluation team**</i>	Reference(s):			
	Strengths:			
	Weaknesses:			

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Summary Table of Rated Technical Criteria

EVALUATION CRITERIA			
R1	Experience :	2	20
R2	Understanding the requirements:		
R2(a)	Supervision and training	3	30
R2(b)	Business continuity contingency plan	3	30
Maximum combined total number of weighted points possible		80	

N°	Evaluation Criteria	Maximum number of weighted points possible	Minimum weighted points required
R1	Experience :	20	15
R2	Understanding the requirements:		
R2(a)	Supervision and training	30	18
R2(b)	Business continuity contingency plan	30	18

Minimum number of weighted points required for the proposal	51
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N°	Evaluation Criteria	Maximum number of weighted points possible	Points obtained
R1	Experience :	20	
R2	Understanding the requirements:		
R2(a)	Supervision and training	30	
R2(b)	Business continuity contingency plan	30	

Total number of points received for the proposal	
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4. Generic Evaluation

The Parks Canada evaluation committee members will individually assess the strengths and weaknesses of the bidder's response to the evaluation criteria and score each criterion using the generic evaluation table below. The Parks Canada Evaluation Committee may assign an odd number for an evaluation criterion where consensus has been reached.

NON RESPONSIVE	INADEQUATE	POOR	ACCEPTABLE	FULLY SATISFACTORY	EXCELLENT
0 Point	2 Points	4 Points	6 Points	8 Points	10 Points
Did not submit information which could be evaluated	Lack of complete or nearly complete understanding of requirements	Some understanding requirements but don't understand enough areas of requirements	Demonstrates a good understanding of the requirements	Demonstrates a very good understanding of the requirements	Demonstrates an excellent understanding of the requirements
	Weaknesses can't be corrected	It is doubtful the weaknesses can be corrected	Weaknesses can easily be corrected	No significant weaknesses	No apparent weaknesses
Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Capacity acceptable, could guarantee adequate results	Average capability, should be adequate for effective results	Above average capability, should ensure effective results	Exceptionally capable, undoubtedly effective

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ANNEX F TO PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the Bidder's or Offeror's organizational structure:

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

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

Supplier Information

Supplier's Legal Name:		
Organizational Structure: () Corporate Entity () Privately Owned Corporation () Sole Proprietor () Partnership		
Supplier's Legal Address:		
City:	Province / Territory:	Postal Code:
Supplier's Procurement Business Number (optional):		

List of Names

Name	Title

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Declaration

I, _____, **(name)**

_____, **(position)** of

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

Signature: _____

Date: _____

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ANNEX G TO PART 5 OF THE BID SOLICITATION

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 FPS 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.

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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: 2019-1](#) 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.