



**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Transport Canada

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

Proposition à : Transports Canada

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

Comments - Commentaires

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

By e-mail to: - Par courriel au :
Anthony.senauth@tc.gc.ca

Attention: - Attention :
Anthony Senauth

Solicitation Closes - L'invitation prend fin

At - à :
2:00 PM - 14:00

On - le :
8 March 2023 - 8 mars 2023

Time Zone - Fuseau Horaire :
Central Time - Heure centrale

Title - Sujet Janitorial Services, Churchill, Manitoba - Services de conciergerie, Churchill, Manitoba	
Solicitation No. N° de l'invitation T5013-220263	Date of Solicitation Date de l'invitation 27 January 2023 - 27 janvier 2023
Address enquiries to: - Adresser toute demande de renseignements à : Anthony Senauth Telephone No. - N° de telephone 204-590-8905 E-Mail Address - Courriel Anthony.senauth@tc.gc.ca	
Destination See herein - Voir aux présentes	

Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.
Instructions : Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery required Livraison exigée See herein - Voir aux présentes	Delivery offered Livraison proposée Not applicable - Sans objet
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Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur
--

Person authorized to sign on behalf of Vendor/Firm (type or print): La personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :	
Name - Nom	Title - Titre
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Introduction

- A. The bid solicitation is divided into seven parts plus attachments and annexes, as follows:
- Part 1 General Information: provides a general description of the requirement;
 - Part 2 Bidder Instructions: provides the instructions, clauses, and conditions applicable to the bid solicitation;
 - Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
 - Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
 - Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
 - Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
 - Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.
- B. The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Insurance Requirements, and any other annexes.

1.2 Security Requirements

- A. There are security requirements associated with this requirement. For additional information, consult Part 6, Security, Financial and Other Requirements, and Part 7, Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses, and Conditions

- A. 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>) issued by Public Works and Government Services Canada.
- B. 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.
- C. The 2003 (2022-03-29), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modification(s):
- (i) Section 05, Submission of bids, subsection 2, paragraph d., is deleted in its entirety and replaced with the following:
 - d. send its bid only to the Transport Canada location specified on page 1 of the bid solicitation;
 - (ii) Section 05, Submission of bids, subsection 4, is amended as follows:
 - Delete: 60 days
 - Insert: 90 days
 - (iii) Section 06, Late bids, is deleted in its entirety and replaced with the following:

Transport Canada will not return any bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in section 07.

For bids submitted electronically, the late bids will be deleted. Late paper bids will be disposed of in accordance with Transport Canada document management policies.

2.2 Submission of Bids

- A. Bids must be submitted only Transport Canada by the date, time, and place indicated on page 1 of the bid solicitation.

2.2.1 Transmission by E-mail

- A. Individual e-mails that may include certain scripts, formats, embedded macros, and/or links, or those that exceed 10 megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. Canada will confirm receipt of documents. It is the Bidder's responsibility to ensure that their entire submission has been received. Bidders should not assume that all documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues, bidders are requested to allow sufficient time before the closing date and time to confirm receipt. Bid documents submitted after the closing time and date will not be accepted.

2.2.2 Transmission by Connect

- A. Due to the nature of the bid solicitation, bids submitted through Canada Post Corporation's (CPC) Connect service will not be accepted.

2.2.3 Transmission by Facsimile

- A. Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

2.3 Former Public Servant

- A. 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.

2.3.1 Definitions

- A. For the purposes of this clause:

- (i) "Former public servant" is any former member of a department as defined in the *Financial Administration Act* (<http://laws-lois.justice.gc.ca/eng/acts/f-11/>), 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;
- (ii) "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; and
- (iii) "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.

2.3.2 Former Public Servant in Receipt of a Pension

- A. As per the above definitions, is the Bidder a FPS in receipt of a pension?

- () Yes
() No

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

- (i) Name of former public servant; and
- (ii) Date of termination of employment or retirement from the Public Service.

- C. By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](https://www.canada.ca/en/treasury-) (<https://www.canada.ca/en/treasury->

[board-secretariat/services/policy-notice/changes-contracting-limits-approval-new-requirements.html](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676§ion=text)) and the [Guidelines on the Proactive Disclosure of Contracts \(http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676§ion=text\)](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676§ion=text).

2.3.3 Work Force Adjustment Directive

A. Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

() Yes

() No

B. If so, the Bidder must provide the following information:

(i) Name of former public servant;

(ii) Conditions of the lump sum payment incentive;

(iii) Date of termination of employment;

(iv) Amount of lump sum payment;

(v) Rate of pay on which lump sum payment is based;

(vi) Period of lump sum payment including start date, end date and number of weeks; and

(vii) Number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

- A. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- B. Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell \(https://buyandsell.gc.ca/\)](https://buyandsell.gc.ca/) website, under the heading "[Bid Challenge and Recourse Mechanisms](https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms)" (<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>) contains information on potential complaint bodies such as:
- (i) The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations \(https://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-143/page-1.html\)](https://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-143/page-1.html) or visit the [OPO website](#); and
 - (ii) Canadian International Trade Tribunal (CITT).
- C. Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

A. The bid must be gathered per section and separated as follows:

Section I: Technical Bid;

Section II: Financial Bid;

Section III: Certifications; and

Section IV: Additional Information.

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

C. It is recommended that all electronic documents be submitted using PDF file format.

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

(i) use 8.5 x 11-inch (216 mm x 279 mm) page size; and

(ii) use a numbering system that corresponds to the bid solicitation.

E. In accordance with the Treasury Board *Contracting Policy* and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this Statement of Work (SOW) and must, if applicable:

(i) Demonstrate how the bidder's proposed goods and/or services meet the accessibility requirement at delivery; or

(ii) Describe how the bidder would deliver its goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.

3.2 Submission of Only One Bid

A. A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.

B. For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc.), an entity will be considered to be "related" to a Bidder if:

(i) They are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);

(ii) They are "related persons" or "affiliated persons" according to the Canada Income Tax Act;

(iii) The entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or

(iv) The entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.

C. Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.

3.3 Substantial Information

A. Bidders must demonstrate their compliance with the following sections of the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed. Bidders must provide with their technical bid, a document indicating clearly where the substantial information for each of the sections identified below can be found:

- (i) Attachment to Part 4 titled "Evaluation Criteria"

3.4 Section I: Technical Bid

- A. In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise, and clear manner for carrying out the work.
- B. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

3.5 Section II: Financial Bid

A. Bidders must submit their financial bid in accordance with the Attachment to Part 3 titled "Pricing Schedule"

3.5.1 Electronic Payment of Invoices - Bid

- A. If you are willing to accept payment of invoices by Electronic Payment Instruments, complete the attachment titled "Electronic Payment Instruments", to identify which ones are accepted.
- B. If the attachment titled "Electronic Payment Instruments" is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
- C. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.5.2 Exchange Rate Fluctuation

A. The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

3.6 Section III: Certifications

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

3.7 Section IV: Additional Information

A. In Section IV of their bid, bidders should provide:

- (i) A completed, signed, and dated Page 1 of this solicitation or final solicitation amendment;
- (ii) The name of the contact person (provide also this person's title, mailing address, phone number, and e-mail address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
- (iii) For the article in Part 2 titled "Applicable Laws" of the bid solicitation: the province or territory if different than specified; and

(iv) Any other information submitted in the bid not already detailed.

ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

1. General

- A. Bidders are requested to complete the following Pricing Schedule and include it in the bid. At a minimum, the Firm Price or Rate for each Item must be submitted.
- B. All prices and costs must be submitted in Canadian Dollars, Canadian customs duties and excise taxes included, Delivered Duty Paid (DDP), Applicable Taxes excluded.
- C. Rates quoted must remain firm for the period of the Contract. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing. No additional charges will be allowed for travel to the site.

2. Contract Period – Year 1: April 1, 2023 to March 31, 2024

Firm Unit Price					
Building	Area Square Meters	Rate per m ²	Firm Monthly Rate	No. of Months	Firm Annual Rate
Building G19 Maintenance Garage	240.709 m ²			12	
Air Terminal Building	879.022 m ²			12	
Subtotal (i)					

Option Period – Year 1: April 1, 2024 to March 31, 2025

Firm Unit Price					
Building	Area Square Meters	Rate per m ²	Firm Monthly Rate	No. of Months	Firm Annual Rate
Building G19 Maintenance Garage	240.709 m ²			12	
Air Terminal Building	879.022 m ²			12	
Subtotal (ii)					

Option Period – Year 2: April 1, 2025 to March 31, 2026

Firm Unit Price					
Building	Area Square Meters	Rate per m ²	Firm Monthly Rate	No. of Months	Firm Annual Rate
Building G19 Maintenance Garage	240.709 m ²			12	
Air Terminal Building	879.022 m ²			12	
Subtotal (iii)					

Option Period – Year 3: April 1, 2026 to March 31, 2027

Firm Unit Price					
Building	Area Square Meters	Rate per m ²	Firm Monthly Rate	No. of Months	Firm Annual Rate
Building G19 Maintenance Garage	240.709 m ²			12	
Air Terminal Building	879.022 m ²			12	
Subtotal (iv)					

FINANCIAL EVALUATION CALCULATION:

TOTAL PRICE: Subtotal (i) + Subtotal (ii) + Subtotal (iii) + Subtotal (iv)

ATTACHMENT 2 TO PART 3 - ELECTRONIC PAYMENT INSTRUMENTS

A. The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

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

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

- A. Mandatory technical evaluation criteria are included in the Attachment to Part 4 titled "Evaluation Criteria".

4.1.2 Financial Evaluation

- A. The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, freight charges included, Canadian customs duties and excise taxes included.

4.2 Basis of Selection - Lowest Evaluated Price, Mandatory Technical Criteria

- A. A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA

1. Mandatory Technical Evaluation

1.1 Mandatory Technical Criteria,

To be considered responsive, a bid must demonstrate compliance with **all** of the **mandatory** criteria at **BID CLOSING**. Bidders must demonstrate their ability to meet those requirements. The proposals will be evaluated on the basis of the following criteria on a simple pass or fail basis, therefore, Bidders are advised to address each area in sufficient depth to show compliance. Proposals which do not give sufficient information will be considered to be non-responsive. Failure to meet each mandatory performance specification will result in the bid being deemed non-responsive, and be given no further consideration.

What's expected in Bidder's Proposal for all Mandatory Criteria:

- a. It is requested that supporting documentation be provided with the bid at solicitation close and be cross-referenced for each performance specification to outline where in the supporting technical documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted supporting documentation provides detail to prove that the proposed services meet the requirements of Annex A, Statement of Work.
- b. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.

Criterion Number	Mandatory Technical Criteria	Bidder's Response (reference to substantiating materials included in the Bid)
M1	<p>Bidders must demonstrate their ability to provide cleaning and janitorial services as described in the Terms of Reference, by providing documentation to demonstrate a minimum of 12 months of similar janitorial experience within the past 10 years.</p> <p>Minimum information to be supplied:</p> <ul style="list-style-type: none"> • Narrative explanation of how criteria is met; • Previous or current contract details; <p>Insert the following:</p> <ul style="list-style-type: none"> • Start and finish dates of previous related experience; • Location(s) of previous related experience; • Average daily area (per square meters) cleaned in previous related experience. 	
M2	<p>Bidders must demonstrate their ability to provide cleaning and janitorial services as described in the Terms of Reference, by providing their company resume.</p> <p>Minimum information to be supplied:</p> <p>Company resume that will clearly demonstrate their ability to provide cleaning and janitorial services.</p>	

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

5.1 General

- A. Bidders must provide the required certifications and additional information to be awarded a contract.
- B. 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.
- C. 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.

5.2 Security Requirements - Required Documentation

- A. In accordance with the [requirements of the Contract Security Program \(http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada, the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form, found as Attachment to Part 5 titled "Application for Registration (AFR)", to be given further consideration in the procurement process.
- B. Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the Bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

5.3 Certifications Precedent to Contract Award and Additional Information

- A. 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.

5.3.1 Integrity Provisions - Required Documentation

- A. 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.

5.3.2 Federal Contractors Program for Employment Equity - Bid Certification

- A. 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 \(https://www.canada.ca/en/employment-social-development/corporate/portfolio/labour/programs/employment-equity/federal-contractors/compliance-assessment.html\)](https://www.canada.ca/en/employment-social-development/corporate/portfolio/labour/programs/employment-equity/federal-contractors/compliance-assessment.html).

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

5.3.3 Status and Availability of Resources

- A. The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.
- B. If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.3.4 Education and Experience

- A. The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - SECURITY, FINANCIAL, AND OTHER REQUIREMENTS

6.1 Security Requirements

- A. Before award of a contract, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses.
- B. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
- (i) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses; and
 - (ii) the Bidder's security capabilities must be met as indicated in Part 7 - Resulting Contract Clauses.
- C. For additional information on security requirements, Bidders should refer to the [Contract Security Program \(http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada website.

6.2 Insurance Requirements

- A. The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in the Annex titled "Insurance Requirements".
- B. If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

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

ARTICLES OF AGREEMENT

7.1 Statement of Work

- A. The Contractor must perform the Work in accordance with the annex titled “Statement of Work”.

7.1.2 Optional Goods and/or Services

- A. The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at annex titled “Statement of Work” of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.
- B. The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.2 Standard Clauses and Conditions

- A. 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.

7.2.1 General Conditions

- A. [2035](#) (2022-05-12), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

- A. [4013](#) (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules, apply to and form part of the Contract.

7.3 Security Requirements

- A. The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract:

(i) [Insert security clauses provided by CISD]

7.4 Term of Contract

7.4.1 Period of the Contract

- A. The Work is to be performed during the period of April 1, 2023 to March 31, 2024.

7.4.2 Option to Extend the Contract

- A. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 1-year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.
- B. Canada may exercise this option at any time by sending a written notice to the Contractor at least 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.

7.5 Authorities

7.5.1 Contracting Authority

A. The Contracting Authority for the Contract is:

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Position: _____
Address: _____

Telephone: _____
E-mail: _____

B. 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.

7.5.2 Project Authority

A. The Project Authority for the Contract is:

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Position: _____
Address: _____

Telephone: _____
E-mail: _____

B. 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.

7.5.4 Contractor's Representative

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Address: _____

Telephone: _____
E-mail: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

- A. By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html) (<http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html>) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/changes-contracting-limits-approval-new-requirements.html) (<https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/changes-contracting-limits-approval-new-requirements.html>) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment

7.7.1.1 Firm Price

- A. In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in the Annex titled "Basis of Payment". Customs duties are included and Applicable Taxes are extra.
- B. For the firm price portion of the Work only, 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.

7.7.1.1 Cost reimbursable - Limitation of expenditure

- A. The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, and profit, in accordance with the Annex titled "Basis of Payment" to a limitation of expenditure of \$[amount to be detailed in the resulting contract]. Customs duties are included and Applicable Taxes are extra.

7.7.2 Limitation of Price

- A. 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.

7.7.3 Method of Payment

7.7.3.1 Monthly Payment

- A. 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:
- (i) 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;
 - (ii) all such documents have been verified by Canada; and
 - (iii) the Work performed has been accepted by Canada.

7.7.4 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause [C0100C](#) (2010-01-11), Discretionary Audit - Commercial Goods and/or Services
SACC Manual clause [C0710C](#) (2007-11-30), Time and Contract Price Verification
SACC Manual clause [C0504C](#) (2014-06-26), Overtime – Fixed Time Rate

7.7.5 Electronic Payment of Invoices - Contract

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

[List to be updated in the resulting contract]

- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) Direct Deposit (Domestic and International);
- (iv) Electronic Data Interchange (EDI);
- (v) Wire Transfer (International Only); and
- (vi) Large Value Transfer System (LVTS) (Over \$25M).

7.7.6 Time and Contract Price Verification

A. Time charged and the contract price of incidental materials used are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.8 Invoicing Instructions

A. The Contractor must submit invoices in accordance with the section titled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

B. Each invoice must be supported by:

- (i) A copy of time sheets to support the time claimed;
- (ii) A copy of the release document and any other documents as specified in the Contract;

C. Invoices must be distributed as follows:

- (i) The original and 1 copy must be forwarded to the address shown on page 1 of the Contract for certification and payment;

7.9 Certifications and Additional Information

7.9.1 Compliance

A. 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.

7.10 Applicable Laws

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

7.11 Priority of Documents

- A. If there is a discrepancy between the wordings of any of the 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.
- (i) The Articles of Agreement;
 - (ii) The Supplemental General Conditions [4013](#) (2022-06-20);
 - (iii) The General Conditions [2035](#) (2022-05-12), General Conditions - Higher Complexity - Services;
 - (iv) Annex A, Statement of Work;
 - (v) Annex B, Basis of Payment; and
 - (vi) Annex C, Security Requirements Check List; and
 - (vii) Annex D, Insurance Requirements; and
 - (viii) the Contractor's bid dated [date to be specified in the resulting contract]

7.12 Foreign Nationals (Canadian Contractor)

- A. The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

7.13 Insurance - Specific Requirements

- A. The Contractor must comply with the insurance requirements specified in the Annex titled "Insurance Requirements". 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.
- B. 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.
- C. The Contractor must forward to the Contracting Authority within 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.

7.14 Inspection and Acceptance

- A. 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.

7.15 Government Site Regulations

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

7.16 Salvage

- A. All scrap and waste material will become the property of the Contractor who must remove it from the site.

7.17 Handling of Personal Information

- A. The Contractor acknowledges that Canada is bound by the *Privacy Act*, R.S., 1985, c. P-21 (<http://laws-lois.justice.gc.ca/eng/acts/P-21/index.html>), with respect to the protection of personal information as defined in the Act. The Contractor must keep private and confidential any such personal information collected, created, or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of, or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.
- B. All such personal information is the property of Canada, and the Contractor has no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to the Contract, upon the completion or termination of the Contract, or at such earlier time as Canada may request. Upon delivery of the personal information to Canada, the Contractor will have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

7.18 Dispute Resolution

- A. The Parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- B. The Parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other Party or Parties and attempt to resolve problems or differences that may arise.
- C. If the Parties cannot resolve a dispute through consultation and cooperation, the Parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- D. Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution" (<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/contract-management/dispute-resolution>).

7.18.1 Dispute Resolution - Office of the Procurement Ombudsman

- A. The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other Party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the [Procurement Ombudsman Regulations](https://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-143/page-1.html) (<https://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-143/page-1.html>) or visit the [OPO website](#).

ANNEX A - STATEMENT OF WORK

TERMS OF REFERENCE Cleaning and Janitorial Services – Churchill Airport
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PART I

GENERAL INFORMATION

1 DESCRIPTION

- 1.1 Provide all labour, and supervision for janitorial services at the Churchill Airport, Churchill, Manitoba.

2 MATERIALS AND EQUIPMENT

- 2.1 Transport Canada will supply all equipment and materials.

3 RESPONSIBILITY FOR DAMAGE TO THE BUILDING AND ITS CONTENTS

- 3.1 Any damage resulting from misuse of any agents or materials must be assessed against the contractor.
- 3.2 It is the contractor's responsibility at the time of contract award to examine the surfaces, which are to be maintained in order to ascertain their condition and to bring to the Manager's attention, in writing, any defective surfaces.

4 SUPERVISION

- 4.1 The contractor or their designated representative must provide diligent supervision to the work and they, or their designated representative, must be available as required from 08:00 AM to 04:30 PM daily (Monday to Sunday), and at such other times as the supervisory requirements demand.

5 UNIFORMS

- 5.1 All persons employed as cleaners must be suitably attired with company identification to the acceptance of the Airport Manager.

6 KEYS

- 6.1 The contractor and his/her employees may obtain keys for the Airport Terminal Building and G19 Maintenance Garage from the Airport Management. Cleaning of restricted areas must be done during normal working hours (0800-1630, Monday to Friday); and in the presence of an employee. *(Applies to G19 Administration Office and Airline Counter Offices only).*

7 LOST AND FOUND ARTICLES

- 7.1 Lost and found articles should be turned over to the Airport Manager or to such other official as may be designated by the Airport Manager.

8 SERVICES PROVIDED BY THE DEPARTMENT

- 8.1 The Department of Transport will supply power, heat and water, required; storage facilities will also be provided. It is the contractor's responsibility to exercise full management control over the supplies issued by the department and to make such accounting for use of supplied materials as may, from time to time, be required.

10 FIRE SAFETY

- 10.1 Waxes, floor finishes, polishes and cleaning materials are very susceptible to spontaneous ignition. All such materials must be stored in metal containers with self-closing, tight fitting metal lids until materials can be used or safely disposed of.
- 10.2 Storage closets must be kept clean, neat and tidy at all times.
- 10.3 All waxes, polishing oils, etc., must be kept tightly sealed and stored in separate shelving from rags and other cleaning materials.
- 10.4 All floor mops must be stored in a suspended position to allow free air circulation around heads of mops.
- 10.5 Smoking is prohibited in Public Service workplaces.
- 10.6 The use of hot plates or other electrical appliances is prohibited in cleaning equipment rooms.

11 ACCIDENT PREVENTION AND OCCUPATIONAL SAFETY

- 11.1 The contractor must comply with any applicable safety regulations, standards and rules prescribed by the appropriate federal and provincial authorities and in the event of any inconsistencies between such regulations, standards and rules and the provisions of the Statement of Work; the provisions of the Statement of Work must prevail.

12 STORAGE SPACE

- 12.1 The contractor must store all supplies, materials and equipment in storage areas designated by the Airport Manager. The contractor must keep these areas neat and clean at all times in accordance with all applicable fire regulations. Also, cleaning equipment must be kept clean and in good repair. The contractor will be responsible for the cleaning of this storage area, at their own costs.

13 GARBAGE STORAGE

- 13.1 All dry garbage must be securely contained in plastic bags, or steel cans with appropriate lids and stored in designated pick-up areas. Storage area floors must be kept free of litter at all times.

14 ACCESS

- 14.1 Under no circumstances are any of the contractor's personnel, vehicles or equipment to enter or move upon any runways, taxiways, aprons, or any other paved or unpaved surfaces of the Airport, or beyond the prescribed limits of the work areas under the contract without the consent of the Airport Manager.

15 HOURS FOR CLEANING

- 15.1 The hours during which cleaning may be performed at Churchill Airport and occupancy of buildings included in this contract are as follows:
 - 15.1.1 Air Terminal Building, areas described under Part III:

Tasks as described under Part II

08:00- 22:00 hrs - Monday to Sunday inclusive

15.1.2 G-19 Maintenance Garage, areas described under Part III:

Tasks as described under Part II

08:00 – 16:30 – Monday to Friday inclusive

15.2 The contractor will be issued pass keys to the buildings and will be responsible to ensure at all times other than the published hours of operations that the buildings are secure during cleaning operations and on leaving the buildings. **The contractor must not permit entry of unauthorized persons into the buildings during any period outside of normal operating hours.**

16 EQUIPMENT, MATERIALS, AND SUPPLIES

16.1 Transport Canada will supply all equipment, materials and supplies.

16.2 The contractor will ensure all collection points are kept in a neat and tidy condition and that no refuse is left lying at these points.

16.3 The contractor will be responsible for cleaning garbage containers as scheduled. The power washer at the Maintenance Garage may be used for this purpose.

17 PROJECT WORK

17.1 The contractor must keep a record of all work of a project nature and must notify the Airport Manager before beginning this work and immediately following its completion. The contractor will document hours of work and employee name, on work order provided by department. Project work must be pre-approved by the Airport Manager.

Note: Project or extra work must not commence before a work order is issued. The contractor must arrange their schedule of project work and the hours of cleaning proposed with the Airport Manager, so as to cause the least inconvenience possible to the occupants of the buildings and the general public.

18 SPECIAL NOTE TO TENDERERS

18.1 Tenderers are specifically advised that the "Terms of Reference" is explicit in respect to "tasks" to be performed and frequency of services and the successful bidder will be expected to comply fully and completely with this "Terms of Reference". Any adjustments found necessary during the currency of this contract will be officially recognized on the basis of unit price quotations, where applicable and in other matters by negotiations between the Contracting Authority and the contractor.

**PART II
DESCRIPTION OF SERVICES AND METHODS OF CLEANING**

1 DESCRIPTION OF SERVICE

1.1 SPOT CLEANING

- 1.1.1 This service consists of the removal of all defacing matter from surfaces, scuff marks at desk areas, spots, smudges, stains, scuff marks and traffic lanes in all areas of the buildings.

1.2 PICK-UP SERVICE

- 1.2.1 This service consists of removing debris from floors and other horizontal surfaces and waste receptacles.

1.3 LITTER PICK-UP (EXTERIOR)

- 1.3.1 This service consists of picking up all litter five (5) feet from the exterior surfaces of footing walls of a building. If steps/ramps lead to a building or encompass it in part or whole, litter pick-up on these areas must be included. At the airport terminal building, litter must also be picked up in flowerbeds and planters adjoining buildings, along the fence extending from the landside of the airport terminal building, within the barriers in front of the terminal, and in the designated smoking area.

1.4 SNOW REMOVAL, SWEEPING AND ICE CONTROL

- 1.4.1 This service consists of snow, ice, and debris removal from all sidewalks, building entrances and ramps/stairs. At the airport terminal building this service will extend only ten (10) feet onto the apron airside and up to the parking loop barrier groundside, and must be done daily before scheduled flight times

1.5 CLEAN

- 1.5.1 As used in this Statement of Work means that after a cleaning procedure has been completed, the surface must be neutral, soil and residue free.

1.6 AIR HANDLING UNITS - GRILLES - SUPPLY AND RETURN

- 1.6.1 As used in this Statement of Work includes window air conditioning units, induction units, heating convectors and forced flow heating units, wall mounted radiators, floor, wall and ceiling mounted force flow heating units.

2.0 METHOD OF CLEANING

2.1 SIDEWALKS, FOOTPATHS, RAISED AREAS OF CEMENT, ENTRANCES, EXITS AND RAMPS

2.1.1 Sweeping

Hand or mechanical brooms or vacuum pick-ups should be used. The debris must be placed in lidded metal or suitable containers and taken to the designated areas of disposal. Pebbles, sand, or gravel caught in doorway thresholds or tracks must be swept out in order to allow proper door functioning

2.1.2 Snow and Ice Removal

- 2.1.2.1 Snow must be removed from the paved walks and building entrance without delay. When necessary, sanding must be carried out to prevent slippery conditions.

Department of Transport will supply the sand.

2.2 CARE OF FLOORS

2.2.1 Dust Mopping

2.2.1.1 A dust control method must be used in all dust mopping operations by using either a non-oil retardant on clean dust mops, or disposable dust mop cloths. Sweeping compounds containing oils, abrasives or other harmful substances must not be used. Power vacuum equipment may be used in lieu of dust mopping. All areas of floors must be dust mopped or vacuumed, including areas under furniture.

2.2.2 Damp Mopping

2.2.2.1 This operation must be preceded by dust mopping. Clean cool water should be used for damp mopping. A small amount of detergent may be added. Mop swirls on floor from dirty mops and water are not acceptable. Buffing must follow mopping where a buffable floor finish is used. NOTE: When damp mopping in washrooms use germicidal agent.

2.2.3 Wash or Wet Mop and Rinse

2.2.3.1 This operation must be preceded by dust mopping. Clean, cool or warm water should be used. A small amount of detergent may be added. Residue must be picked up and the surface rinsed. A small amount of compatible floor finish may be added to the rinse water. If more than one rinsing is required, the building supervisor should direct the contractor to do so. Buffing must be done where a buffable finish is used.

2.2.4 Scrubbing and Refinishing

2.2.4.1 This operation must be preceded by dust removal. Warm water to which the recommended amount of detergent has been added should be used. Power scrubbing equipment will be used, either using a scrubbing brush or suitable synthetic pad. Solutions must be permitted time to work its chemical action on floor surfaces. All residues must be picked up and floor rinsed until clean. Floor finish, either one or two coats, must be applied and buffed if recommended by the manufacturer, or a non-buffable finish may be used.

2.2.5 Stripping and Refinishing

2.2.5.1 This must consist of the complete removal of all floor finish and other residues. When rinsed, floors must be neutral. Two or more coats of floor finish must be applied and buffed if recommended by the manufacturer. Furniture, including cabinets and file cabinets, should be removed for this operation unless tenant request otherwise, and these areas stripped and refinished with the remainder of the area. Soil and residue must be removed from the baseboards and all other vertical surfaces, including furniture legs and bases, while it is still soluble.

2.2.6 Buffing

2.2.6.1 This must be performed by mechanical means using either a lambs wool, felt or the correct synthetic pad.

2.2.7 Spray Buffing

2.2.7.1 Spray buffing will be permitted in lieu of washing, finishing and buffing in office area. Spray buffing must be done in other areas only with the permission of the Airport

Manager. If spray buffing in other areas does not maintain the standards of cleanliness required in Department of Transport buildings, the Airport Manager will direct the contractor to return to the frequencies of wash, wet mop and rinse, and scrub and refinish as specified. When spray buffing is used, unless equipment and methods of cleaning used by the contractor indicate otherwise, either vacuuming or dust mopping and dusting of furniture must follow spray buffing.

3.0 MISCELLANEOUS FLOOR CLEANING

- 3.1 Traffic lanes and worn areas of floor finish will be removed and/or repaired as they occur, either by scrubbing, finish buffing, or by spray buffing.
- 3.2 Sealing of floor must be done with an approved penetrating floor sealer. It will be applied after floors are stripped. Two (2) applications must be applied, carefully following manufacturer's recommendations.
- 3.3 Corners must be kept free of dirt, dust and watermarks at all times. Cleaning solutions must not be allowed to seep under furniture, partitions, etc. Petroleum base waxes must not be used on asphalt floor.
- 3.4 Portable warning signs and guide ropes must be used by the contractor to identify areas undergoing major cleaning operations where danger may exist for staff or the general public. Supplied by Transport Canada.
- 3.5 Department of Transport carpeted areas must be spot cleaned of spillage, stains, and marks.

4.0 WALLS AND CEILINGS

- 4.1 Walls must be washed with warm water and detergent as recommended by the manufacturer. Walls, etc., should be rinsed with warm clear water. At the conclusion of the cleaning operation, there must be no visible soil, streaks or other discoloration on the finish.

5.0 WINDOWS AND GLASS SURFACES

- 5.1 Windows must be washed with a non-streaking agent, alcohol solution may be used. Window washing operations must include all adjacent metal surfaces such as mullions, frames, sills, etc., and window screens where they are installed.

6.0 DOOR MATS AND MAT RECESSES

- 6.1 Door mats must be removed where applicable, and cleaned using detergent. A stiff bristle brush may be used to remove encrusted dirt. Mats must be well cleaned.
- 6.2 Minimum amount of water must be used in the cleaning of non-removable pneumatic mats to prevent electrical shorting of operating mechanisms or other breakdowns.

7.0 WASTE RECEPTACLES

- 7.1 Waste receptacles must be damp wiped after each emptying. They will be washed completely as required in the Statement of Work with warm water to which a germicidal agent has been added.

8.0 ASH URNS AND ASH TRAYS EXTERIOR OF BUILDINGS

- 8.1 All ash urns and ashtrays must be emptied daily.

9.0 FURNITURE

- 9.1 This material may be washed or damp wiped using warm water and a germicidal agent. It will be wiped dry. Suitable furniture cleaner, liquid or spray, may be used as an alternative methods of cleaning. Care must be taken to wipe all cleaner residues from surfaces.

10.0 WASHROOM CLEANING

- 10.1 Washbasins, toilet tanks and urinals must be thoroughly washed with warm water, added detergents to be used exactly as specified by the manufacturer. Special attention must be paid to cleaning the undersides of the seats and rims of the toilet bowls. Toilet bowls and urinals must be descaled at least weekly, the descalant applied in such a way as to avoid damages to the fixtures, etc.. Spray deodorants must be used as required. Only trained workers in washroom sanitation will be accepted in these areas.

11.0 NON-WASHABLE CEILINGS

- 11.1 These ceilings must be vacuumed. This work must have prior approval by the Airport Manager.

12.0 MISCELLANEOUS

- 12.1 Cleaning works of art is included in this Statement of Work, except where instructed otherwise. Advertising displays are also included.

13.0 FINISHES (GENERAL)

- 13.1 All surfaces listed hereunder must be cleaned by damp wiping with a soft cloth or chamois. The cleaning solution, except where otherwise indicated, must be clear water to which germicidal agent/or another non-harmful cleaner has been added. The surface must always be properly rinsed and dried. Acid, abrasive and other cleaning materials may be used provided adequate care is taken not to damage the treated surface. The particular type of cleaner which may be used for each surface is indicated below:

13.1.1 Stainless Steel

- 13.1.1.1 Cleaning solution: a properly buffered weak acid detergent. Stubborn dirt marks; use a mild abrasive cleaning compound.

13.1.2 Aluminium

- 13.1.2.1 Cleaning solution: a buffered silicate. Stubborn dirt marks; use a mild abrasive cleaner (such as 00 steel wool) in conjunction with a non-etching chemical cleaner. Very stubborn dirt marks; pumice in conjunction with buffered phosphoric acid.

13.1.3 Anodized Aluminium

- 13.1.3.1 No abrasive or acid cleaner permitted.

13.1.4 Porcelain

- 13.1.4.1 Stubborn dirt marks; a mild abrasive or properly buffered acid cleaner.

13.1.5 Concrete

- 13.1.5.1 Bristle scrub brush may be used. Stubborn dirt marks; abrasive, solvent, or acid cleaner.

13.1.6 Painted Surface

13.1.6.1 Stubborn dirt marks; mild abrasive or properly buffered alkaline cleaner.

13.1.7 Glazed Brick and/or Ceramic

13.1.7.1 A medium scrub brush may be used. Stubborn dirt marks; buffered acid cleaner.

13.1.8 Terrazzo, Mosaic, Polished Stone, Marble

13.1.8.1 Cleaning solutions; water to which a neutral liquid cleaner has been added. The cleaning agent must be free from alcohols, acid, salts and strong alkalines.

13.1.9 Cut Stone, Stucco

13.1.9.1 A medium stiff brush may be used with clear water.

13.1.10 Vinyl Wall Surfaces

13.1.10.1 Cleaning and maintenance of these surfaces must be as indicated in the Technical Service Bulletin published by Fabriloid Division, Canadian Industries Limited.

NOTE: Germicidal agent must be used in all washing procedures.

**PART III
CHURCHILL AIRPORT - AREA CATEGORIES**

1 GENERAL INFORMATION TO BIDDERS

- 1.1 The statement of services and frequencies indicated for the various categories must be followed by the contractor at all times. Contractors are advised that the building included in the contract must present a neat and tidy appearance during the hours of occupancy. All services of a project nature must be performed between the hours of 5pm and midnight, or during a time period determined by the Airport Manager.
- 1.2 When there are either increases of service or deletion of various areas or frequencies of cleaning, then cost invoicing will be adjusted accordingly using contract pricing.

If areas or frequencies of services are either deleted or not carried out by the contractor in accordance with the Statement of Work, this will be brought to the attention of the contracting authority and documented.

2 BUILDING G19 MAINTENANCE GARAGE

2.1 MAIN FLOOR EAST SIDE

ROOM NO.	DESCRIPTION	CATEGORY	AREA M ²
0103	TC Office (MRM office)	Office Light	30.800
0104	Washroom Woman's	Public	4.340
0105B	TC Office (computer room)	Office Light	16.597
0105C	TC Office (MDO office)	Office Light	15.719
0106	Hallways including stairway	Public	39.425
0107	TC Office (APM office)	Office Light	14.415
0108	Washroom Men's	Public	9.145
109	Laundry	Office light	10.500

2.2 MAIN FLOOR EAST SIDE (MOBILE SHOP)

ROOM NO.	DESCRIPTION	CATEGORY	AREA M ²
Modular unit	Office	Office Light	10.237

2.3 SECOND FLOOR EAST SIDE

ROOM NO.	DESCRIPTION	CATEGORY	AREA M ²
0201	Hallway	Public	17.077
0202	Staff Lunchroom	Office Light	36.966
(lunch room included: oven, countertops, microwave and refrigerator)			
0203	Emergency Control Centre	Office Light	35.488

3.0 AIR TERMINAL BUILDING

ROOM NO.	DESCRIPTION	CATEGORY	AREA M ²
0101	Public Area	Public	462.768
0102	Baggage room	Office Light	52.438
	Baggage Carousel	Public	26.407
0103	Vestibule	Public	15.545

0105	Mechanical Room	Office – Heavy (#1 only)	116.227
0106	Airline Office	Office Light	16.660
0107	Enplaning – Baggage Room	Office Light	73.400
0108	Airline Office	Office Light	16.748
0109	Washroom	Public	18.931
0110	Washroom	Public	15.963
0111	Washroom	Public	6.502
0112	Vestibule	Public	7.893
0113	Vestibule	Public	7.893
0115	Corridor	Public	12.337
Counters - area behind ticket counter		Office Light	29.310
(Ticket counter area includes front, top and back)			

**PART IV
SPECIFIED SERVICES AND FREQUENCIES**

1 CLEANING

- 1.1 As required (any time) and specifically before regularly scheduled flights, clean all surfaces interior and exterior of buildings, exterior landings, stairs, steps including balconies and covered walks (includes snow removal) a distance of five (5) feet onto the apron airside and five (5) feet from the buildings without sidewalks groundside. The department will provide ice melt and sand. This is required - a minimum of twice per day Monday – Sunday inclusive.
- 1.2 Replenish toilet supplies.
- 1.3 All carpeted areas: spot and stain removal.

2 DAILY

2.1 Glass Surfaces - Interior and Exterior

- 1.1.1 Entrances, exits and vestibules: spot clean
- 1.1.2 Public Areas: spot clean
- 1.1.3 Interior partitions and doors: spot clean

2.2 Public Areas (Except Washrooms)

- 2.2.1 Water fountains: remove foreign matter - clean and disinfect
- 2.2.2 Floors: damp mop and buff
- 2.2.3 Floors, carpeted areas (elevators, halls, lobbies, hallways, etc.): complete vacuuming
- 2.2.4 Walls, doors, door hardware (including kick plates), vestibules, stairways and baseboards: spot clean
- 2.2.5 Metal surfaces (including stainless steel): spot clean
- 2.2.6 Furniture: dust and/or damp mop, replace according to lay out plan
- 2.2.7 Counter tops: spot clean
- 2.2.8 Telephones: disinfect
- 2.2.9 Pick-up litter
- 2.2.10 All ash urns and ashtrays must be emptied daily.
- 2.2.11 Doorways: sweep/vacuum/remove build-up of gravel or dirt on thresholds

2.3 Public Washrooms (including adjoining vestibules and powder rooms)

- 2.3.1 Spray deodorant
- 2.3.2 Urinals, toilets, wash basins, faucets, mirrors, shelving, dispensers, and exposed pipes: clean and disinfect (where applicable)
- 2.3.3 Waste Receptacles: empty and damp wipe
- 2.3.4 Floors: damp mop (add germicidal detergent to water)
- 2.3.5 Walls and other vertical surfaces (walls, toilet partitions, doors, door hardware): spot clean
- 2.3.6 Ledges and mouldings: damp wipe
- 2.3.7 Replenish toilet supplies
- 2.3.8 Pick-up litter and spot clean
- 2.3.9 A minimum of three (3) times per day Monday – Sunday inclusive 0900/1200/1500

2.4 Office Areas - Heavy Traffic

- 2.4.1 Water Coolers: wash and disinfect
- 2.4.2 Floors (including corridors and stairs): remove spillage and stains - vacuum or dust mop - damp mop

- 2.4.3 Floors, carpeted areas: complete thorough vacuuming
- 2.4.4 Wall and other vertical surfaces (ledges, moulding, woodwork, window stools, radiator covers, etc.): dust
- 2.4.5 Door hardware, name plates and signs: spot clean
- 2.4.6 Furniture: dust and/or damp wipe
- 2.4.7 Lunchroom: floors, countertops, table, oven (inside and out), refrigerator, microwaves (inside and out), sinks.

2.5 Office Areas - Light Traffic

2.5.1 General Services

- 2.5.1.1 Empty and remove waste from wastebaskets
- 2.5.1.2 Wash and disinfect water coolers
- 2.5.1.3 Spot clean walls and partitions, remove spillage and stains on floor
- 2.5.1.4 Floors, (including corridors and stairs): vacuum or dust mop
- 2.5.1.5 Floors; carpeted areas: thorough vacuum traffic lanes
- 2.5.1.6 Walls and other vertical surfaces (ledges, moulding, woodwork, window stools, radiator covers, etc.): dust
- 2.5.1.7 Door hardware, name plates and signs: spot clean
- 2.5.1.8 Furniture: dust and/or damp wipe

2.6 Staff Washrooms (including adjoining vestibules and powder rooms)

- 2.6.1 Waste receptacles: spot clean
- 2.6.2 Walls and other vertical surfaces: spot clean
- 2.6.3 Walls, toilet partitions and doors, door hardware: spot clean
- 2.6.4 Ledges and mouldings: dust
- 2.6.5 Floors: damp mop (add germicidal detergent to water)
- 2.6.6 Clean and disinfect - urinals, toilets, wash basins, faucets, mirrors - shelving, dispensers, exposed pipe

2.7 Baggage Carts

- 2.7.1 Collect baggage carts from parking lot prior to and after plane departure.

3 TWICE WEEKLY: (DAYS OF WEEK SPECIFIED BY AIRPORT MANAGER)

3.1 Public Areas

- 3.1.1 Handrails, telephones, coin lockers, dispensing machines, exterior display cabinets, baggage conveyers and weigh scales: spot clean

3.2 Office Areas - Light Traffic

- 3.2.1 Floors: buff or, if carpeted, vacuum
- 3.2.2 Waste receptacles: wash and disinfect

4 WEEKLY

4.1 Public Areas (except washrooms)

- 4.1.1 Floors: remove mats - clean (including recess) and replace
- 4.1.2 Walls: dust upper sections (above 8 feet)
- 4.1.3 Counter tops: clean
- 4.1.4 Interior of Coin lockers: (where applicable and when accessible) clean
- 4.1.5 Venetian Blinds: dust

4.1.6 Clean art work and/or advertising signs

4.2 Public Washroom

4.2.1 Floors: Wash - NOTE: flooring-adjoining urinals to be thoroughly cleaned at all frequencies.

4.3 Office Areas - Heavy Traffic

4.3.1 Floors: wash, apply finish and buff.

4.3.2 Walls: low sections (8 feet high) dust

4.4 Office Areas - Light Traffic

4.4.1 Walls: lower section (8 feet high) dust

4.4.2 Carpeted Floors: vacuum complete area

4.5 Staff Washrooms

4.5.1 Floors: wash

4.5.2 Lockers, cabinets, furniture: damp wipe

4.6 Cargo and Baggage Rooms

4.6.1 Floors: wash

4.6.2 Lockers, cabinets, furniture: damp wipe

5 EVERY TWO WEEKS

5.1 Glass Surfaces

5.1.1 Entrances, exits, vestibules, interior partitions and doors: wash

5.1.2 Public Areas (except washrooms)

5.1.2.1 Waste receptacles: wash and disinfect

5.1.2.2 Floors: wash, apply finish and buff

5.1.2.3 Telephone and surrounding area: clean

5.1.2.4 Handrails: clean

5.1.2.5 Miscellaneous (coin lockers, dispensing machines, exterior fire hose and display cabinets, baggage conveyers and weighing scales): clean

5.1.2.6 Interior of coin lockers (where applicable and accessible):
Clean and disinfect

5.1.3 Public Washrooms (including adjoining vestibules and powder rooms)

5.1.3.1 Waste receptacles: clean and polish

5.1.4 Office Areas - Light Traffic

5.1.4.1 Floors: wash, apply finish and buff

6 MONTHLY

6.1 Glass Surfaces (interior and exterior)

6.2 Public Areas: wash

6.3 Public Areas (except washrooms)

6.3.1 Waste receptacles: clean and polish

6.3.2 Metal surfaces (including stainless steel): polish

6.3.3 Floors (carpeted area): steam clean (water injection)

6.3.4 Furniture (including vinyl upholstery): clean and polish

6.4 Public Washrooms (including adjoining vestibules and powder rooms)

6.4.1 Toilet partitions, doors, door hardware: wash and/or polish

6.5 Office Areas - Heavy Traffic

6.5.1 Door hardware, name plates and signs: clean and polish

6.5.2 Furniture (including vinyl upholstery): clean and polish

6.5.3 Floors (all carpet areas): steam clean (water injection)

6.6 Office Areas - Light Traffic

6.6.1 Door hardware, name plates and signs: clean and polish

6.6.2 Furniture and furnishings: clean and polish

6.7 Staff Washrooms (including adjoining vestibules and powder rooms)

6.7.1 Toilet partition and doors: wash

7 EVERY TWO MONTHS

7.1 Public Areas (except washrooms)

7.1.1 Pictures: take down and clean thoroughly

7.2 Public Washrooms (including adjoining vestibules and powder rooms)

7.2.1 Walls: wash and disinfect

7.3 Staff Washrooms (including adjoining vestibules and powder rooms)

7.3.1 Walls: wash and disinfect

8 EVERY THREE MONTHS

8.1 Public Areas (except washrooms)

8.1.1 Floors: strip, refinish and buff

8.1.2 Walls: dust (upper sections above 8 feet)

8.2 Office Areas - Heavy Traffic

8.2.1 Floors: strip, refinish and buff

8.2.2 Walls: dust (upper sections above 8 feet)

8.3 Office Areas - Light Traffic

- 8.3.1 Floors: strip, refinish and buff
- 8.3.2 Walls: dust (upper sections above 8 feet)
- 8.3.3 Air vents and grilles: vacuum

8.4 Staff Washrooms (including adjoining vestibules and powder rooms)

- 8.4.1 Air vents and grilles: vacuum

9 EVERY FOUR MONTHS

9.1 Exterior signs and lighting fixtures: clean - spring, summer, fall

9.2 Public Areas (except washrooms)

- 9.2.1 Interior of fire hose cabinets: clean

9.3 Public Washrooms (including adjoining vestibules and powder rooms)

- 9.3.1 Ceilings: wash or, if acoustic tile vacuum
- 9.3.2 Air vents and grilles: vacuum

9.4 Staff Washrooms (including adjoining vestibules and powder rooms)

- 9.4.1 Ceilings: wash or, if acoustic tile vacuum

10 EVERY FIVE MONTHS

10.1 Office Areas - Light Traffic

- 10.1.1 Floors (all carpeted floor areas): steam clean (water injection)

10.2 Upholstered Furniture

- 10.2.1 Steam clean (including stain removal) of all upholstered furniture throughout buildings.

11 EVERY SIX MONTHS

11.1 Glass Surface (all other windows): wash

NOTE: Window washing operations to include all adjacent metal surfaces such as mullions, frames, sills, etc., and all window screens.

11.2 Cargo and Baggage Rooms

- 11.2.1 Walls: dust complete

11.3 Storage Areas

- 11.3.1 Walls (ledges, mouldings, woodwork, exposed pipe, etc.): dust
- 11.3.2 Floors: vacuum or dust mop, wash, apply finish and buff

11.4 Vacant Areas

- 11.4.1 Floors: vacuum or dust mop, damp mop floors
- 11.4.2 Walls (ledges, mouldings, window stools, pipes, etc.): dust

12 SPECIAL NOTE: (All hard surface floors)

12.1 Floor Finishes: (wax, etc.)

Additional floor finish will be applied and maintained as required to the Airport Manager's acceptance.

13 JANITOR ROOMS

- 13.1 No schedule of cleaning is stated. However, it is required that these rooms be kept clean and tidy at all times. Empty cleaning containers must be disposed of and not allowed to accumulate. In addition, all rooms must be kept locked when not occupied by cleaning staff. There will be no smoking in janitor's room.

14 CARPET MAINTENANCE

- 14.1 Daily Maintenance must include a thorough vacuuming according to areas as follows, and steam cleaning (water injection) according to the following frequency:

14.1.1 Heavy Traffic Areas

14.1.1.1 Daily maintenance must include complete, thorough vacuuming of all heavy traffic areas such as: lobbies, corridors, hallways, 24-hour Aeradio rooms, etc.

14.1.1.2 Carpet Steam Cleaning (water injection) - to be carried out ONCE PER QUARTER (Dec, Mar, Jun, Sep)

14.1.2 Light Traffic Areas

14.1.2.1 (Such as 8-hr offices) - must receive thorough vacuuming of traffic lanes daily and vacuuming of complete carpet areas once per week.

14.1.2.2 Carpet Steam Cleaning (water injection) to be carried out once every six (6) months.

14.1.2.3 Spot Removal All Areas (including upholstered furniture) - spillage or spots must be removed from carpets as quickly as possible and these spots should be blotted up, not rubbed. Any good spot remover according to type of stain is acceptable, providing no damage or discolouration results to carpet fibre.

15 SUMMARY

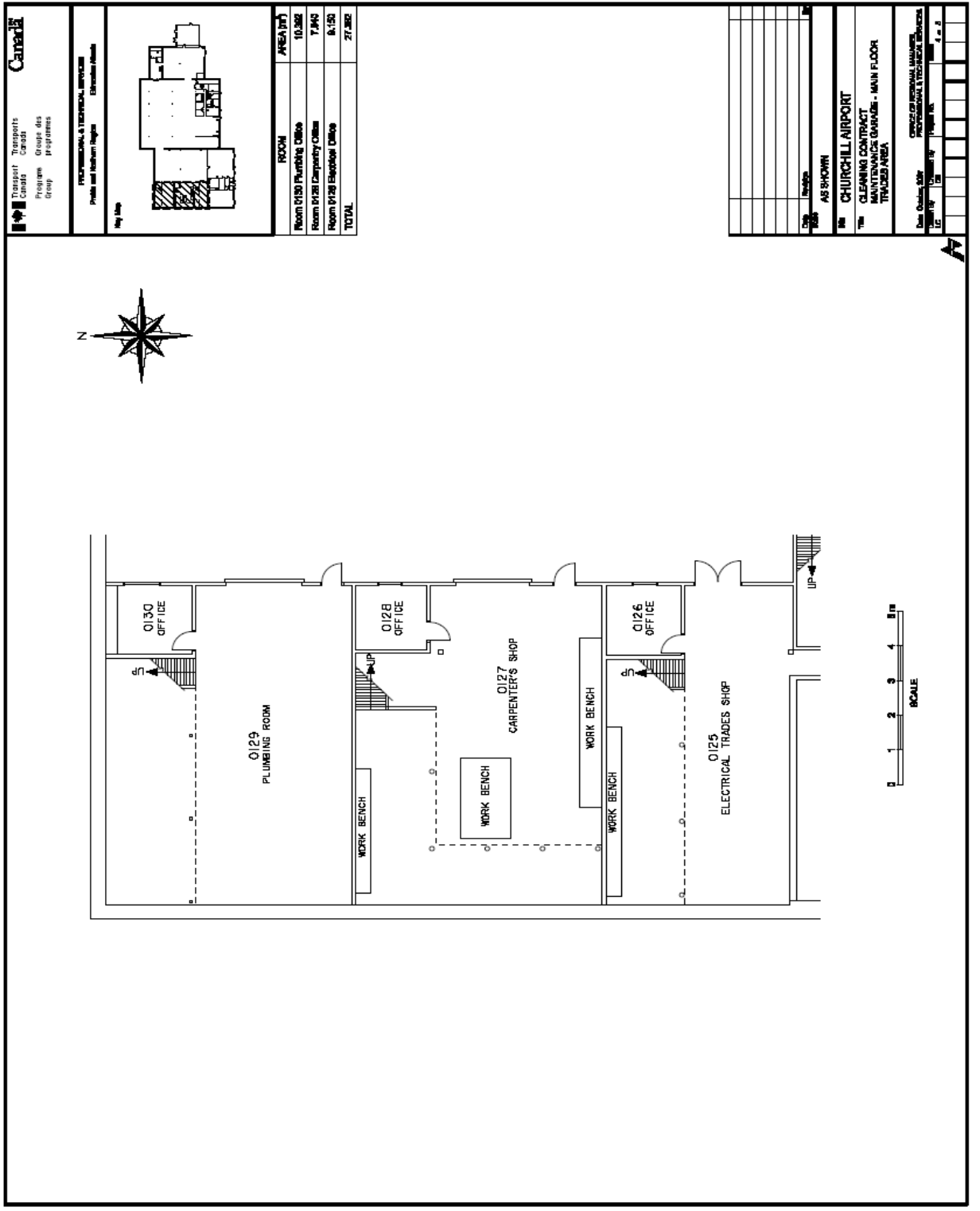
15.1 Heavy Traffic Areas (entire area): vacuumed daily and steam cleaned monthly

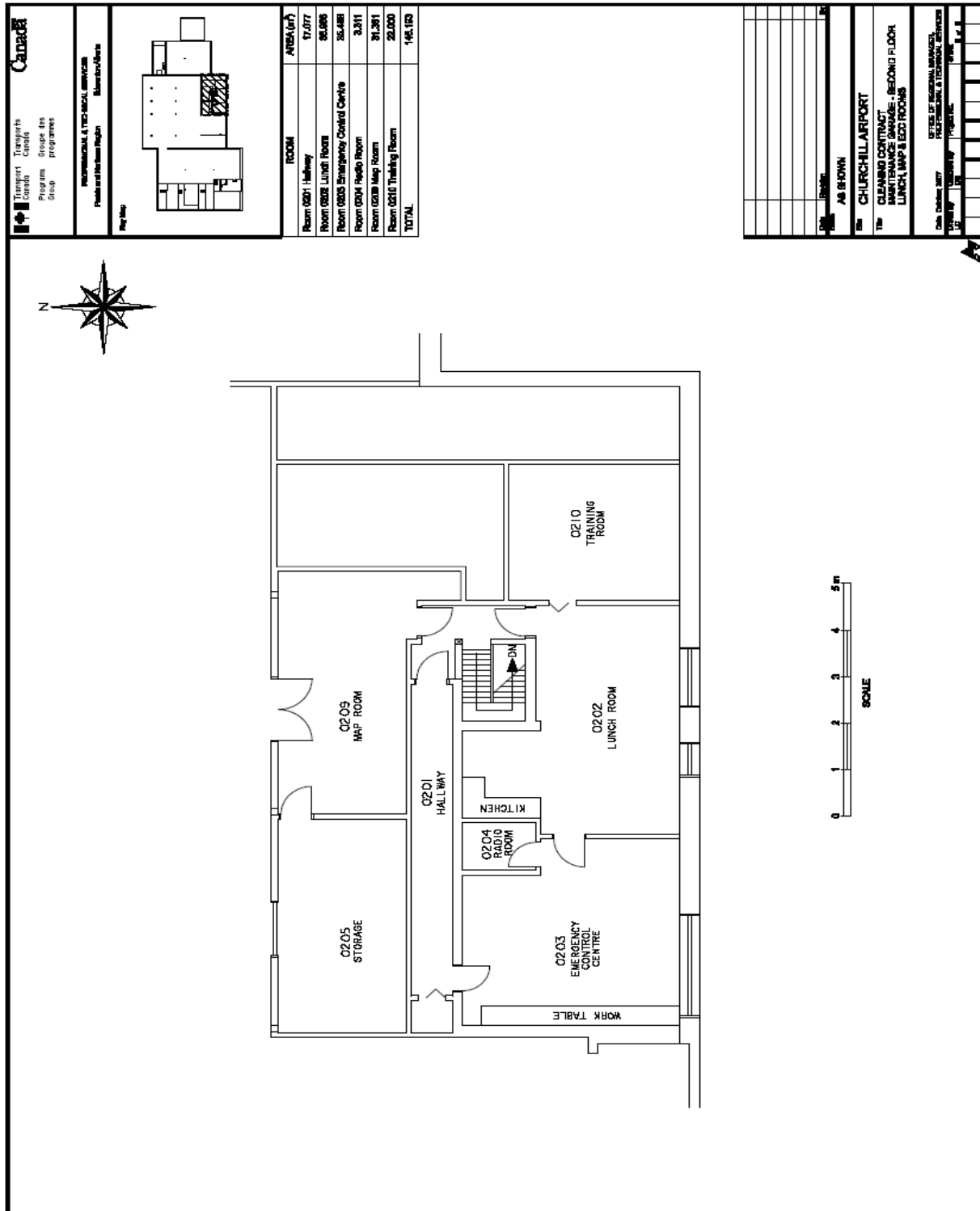
15.2 Light Traffic Areas: traffic lanes vacuumed daily and entire carpet thoroughly vacuumed weekly and steam-cleaned every six (6) months.

15.3 Spots should be cared for immediately.

PART V
PLANS AND DIAGRAMS

Drawing "A"	Air Terminal Building
Drawing "B"	G-19 Maintenance Garage - Admin Offices etc
Drawing "C"	G-19 Maintenance Garage - Mobile Shop Office
Drawing "D"	G-19 Maintenance Garage - Main Level - Trades Offices
Drawing "E"	G-19 Maintenance Garage - Second Level





ANNEX B - BASIS OF PAYMENT

Rates quoted must remain firm for the period of the Contract. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing. No additional charges will be allowed for travel to the site.

Contract Period – Year 1: April 1, 2023 to March 31, 2024

Firm Unit Price					
Building	Area Square Meters	Rate per m ²	Firm Monthly Rate	No. of Months	Firm Annual Rate
Building G19 Maintenance Garage	240.709 m ²			12	
Air Terminal Building	879.022 m ²			12	
Subtotal (i)					

Option Period – Year 1: April 1, 2024 to March 31, 2025

Firm Unit Price					
Building	Area Square Meters	Rate per m ²	Firm Monthly Rate	No. of Months	Firm Annual Rate
Building G19 Maintenance Garage	240.709 m ²			12	
Air Terminal Building	879.022 m ²			12	
Subtotal (ii)					

Option Period – Year 2: April 1, 2025 to March 31, 2026

Firm Unit Price					
Building	Area Square Meters	Rate per m ²	Firm Monthly Rate	No. of Months	Firm Annual Rate
Building G19 Maintenance Garage	240.709 m ²			12	
Air Terminal Building	879.022 m ²			12	
Subtotal (iii)					

Option Period – Year 3: April 1, 2026 to March 31, 2027

Firm Unit Price					
Building	Area Square Meters	Rate per m ²	Firm Monthly Rate	No. of Months	Firm Annual Rate
Building G19 Maintenance Garage	240.709 m ²			12	
Air Terminal Building	879.022 m ²			12	
Subtotal (iv)					

TOTAL PRICE: Subtotal (i) + Subtotal (ii) + Subtotal (iii) + Subtotal (iv)

ANNEX C - SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat T5013-220263
Security Classification / Classification de sécurité

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

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



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat T5013-220263
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

Special comments:
Commentaires spéciaux : reliability status required for contractor, caveat in contract

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat T5013-220263
Security Classification / Classification de sécurité

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF **N/A**

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

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

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

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

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

ANNEX D - INSURANCE REQUIREMENTS

A 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 Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.