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**Natural Resources Canada / Ressources naturelles
Canada**

Request for Proposal (RFP)
Demande de proposition (DDP)

Proposal To: Natural Resources Canada

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

Comments – Commentaires

Issuing Office – Bureau de distribution

Finance and Procurement Management Branch
Natural Resources Canada
580 Booth Street, 5th Floor
Ottawa, Ontario
K1A 0E4

Title – Sujet Janitorial Services for the Great Lakes Forestry Center, Sault Ste. Marie, Ontario	
Solicitation No. – No de l’invitation NRCAN- 5000072195	Date February 09, 2023
Requisition Reference No. - N° de la demande 175312	
Solicitation Closes – L’invitation prend fin at – à 14:00 (Eastern Standard Time (EST)) on – le March 21, 2023	
Address Enquiries to: - Adresse toutes questions à: Mathew Star - Mathew.star@NRCan-RNCan.gc.ca	
Telephone No. – No de telephone 613-222-9067	
Destination – of Goods and Services: Destination – des biens et services: Great Lakes Forestry Centre 1219 Queen Street East Sault Ste. Marie, Ontario P6A 2E5	
Security – Sécurité There are security requirements associated with this requirement.	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l’entrepreneur Telephone No.:- No. de téléphone: Email – Courriel :	
Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie) <hr/>	
Signature	Date



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1. TECHNICAL CRITERIA 47



The Articles contained in this document are mandatory in their entirety, unless otherwise indicated. Acceptance of these Articles, in their entirety, as they appear in this document, is a Mandatory requirement of this RFP.

Suppliers submitting a proposal containing statements implying that their proposal is conditional on modification of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.

Bidders with concerns regarding the provisions of the Bid Solicitation document (including the Resulting Contract Clauses) should raise such concerns in accordance with the Enquiries provision of this RFP.

By signing its bid, the bidder confirms that they have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and certifies that:

1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.



PART 1 - GENERAL INFORMATION

1.1 Introduction

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.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements, the Task Authorization Form, and any other annexes.

1.2 Summary

- 1.2.1 By means of the RFP, NRCan is seeking proposals from suppliers to supply the labour, material and equipment to perform all regular cleaning services, project cleaning services and related work in accordance with the specifications detailed herein.
- 1.2.2 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.
- 1.2.3 There is a mandatory site visit) associated with this requirement where personnel security screening is required prior to gaining access to PROTECTED information, assets Consult Part 2 – Bidder Instructions.
- 1.2.4 This bid solicitation **requires** bidders to use the CPC Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.



1.3 Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

- **In the complete text content (except Section 1 and 3)**
Delete: Public Works and Government Services Canada” and “PWGSC”
Insert: “Natural Resources Canada.” and “NRCan”
- **At 02 Procurement Business Number:**
Delete: “Suppliers are required to”
Insert: “It is suggested that suppliers”
- **At 08 Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, article 1:**
Delete: in its entirety
- **At 08 Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, article 2a:**
Delete: : The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by PWGSC headquarters is: tpsgc.pareceptiondessaoumissions-apbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca. or, if applicable, the email address identified in the bid solicitation.
Insert: The only acceptable email address to use with CPC Connect for responses to bid solicitation issued by NRCan is: procurement-appvisionnement@NRCan-RNCan.gc.ca
- **At 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, article 2b:**
Delete: “six business days”
Insert: “five business days”
- **At 20, Further information, article 2b:**
Delete: in its entirety

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

Delete: 60 days

Insert: 180 days



2.2 Submission of Bids

Bidders must submit all proposals using the Canada Post Canada (CPC) Connect service. Given the current constraints on NRCan's networks, the electronic mail system has a limit of 1GB per single message received and a limit of 20GB per conversation.

Bids must be submitted no later than the date and time indicated on page 1 of the bid solicitation.

Only bids submitted using CPC Connect service will be accepted.

At least five (5) business days before the bid solicitation closing date, it is necessary for the Bidder to send an email requesting to open CPC Connect conversation to the following address:

procurement-approvisionnement@NRCan-RNCan.gc.ca

Note: Bids will not be accepted if e-mailed directly to this address. This e-mail address is to be used to open CPC Connect conversation, as detailed in the Standard Instructions [2003 \(article 08, paragraph 2\)](#), or to send bids through CPC Connect message if the bidder is using its own licensing agreement for CPC Connect.

Note 2: Send as early as possible in order to ensure a response, Requests to open a CPC Connect conversation received after that time may not be answered.

IMPORTANT: It is requested that you write the bid solicitation number in "Subject" of the email:

5000072195 (NRCan-PR-175312) Janitorial Services for the Great Lakes Forestry Centre

NRCan will not assume responsibility for proposals directed to any other location.

The onus is on the Bidder to ensure that the bid is submitted correctly using CPC Connect service. Not complying with the instructions may result in NRCan's inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

Due to the nature of the bid solicitation, bids transmitted by email, mail or facsimile to NRCan will not be accepted.

2.3 Enquiries - Bid Solicitation

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

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



2.4 Applicable Laws

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

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

2.5 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 5 calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **1219 Queen Street East Sault Ste. Marie, Ontario P6A 2E5**, on **February 22, 2023**. The site visit will begin at **14:00 (EST)**, in the **main entrance lobby, at the Commissionaire's post**.

Personnel security screening is required prior to gaining authorized access to PROTECTED information, assets, or sites. Bidders must communicate with the Contracting Authority no later than **February 15, 2023, at 14:00 EST** to confirm attendance and provide the name(s) of the person(s) who will attend. The Bidder's Company Security Officer (CSO) must ensure that their representatives hold a valid security clearance at the required level for the site visit. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

2.7 Bid Challenge and Recourse Mechanisms

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



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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- The Bidder must submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

Canada requests that the Bidder submits its bid in separately saved documents as follows:

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

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

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

- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

Section I: Technical Bid

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 and describe their approach in a thorough, concise and clear manner for carrying out the work.

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.

Section II: Financial Bid

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION



4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Appendix "1" To Part 4 Evaluation Procedures and Basis of Selection – Evaluation Criteria.

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of **23.5 points overall** for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of **47 points**.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).



Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
	Bidder 1	Bidder 2	Bidder 3	
Overall Technical Score	115/135	89/135	92/135	
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00	
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
Combined Rating	84.18	73.15	77.70	
Overall Rating	1st	3rd	2nd	



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- Bidders bidding as partnerships do not need to provide lists of names.

Name of Bidder: _____

OR

Name of each member of the joint venture:



Member 1: _____
 Member 2: _____
 Member 3: _____
 Member 4: _____

Identification of the administrators/owners/Board of Directors:

SURNAME	NAME	TITLE

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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.

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.

5.2.3.2 Education and Experience



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.

5.2.3.3 Former Public servant

<p>Former Public Servants</p> <p>See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".</p>	<p>Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"</p>
	<p>Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"</p>

On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

SIGNATURE for CERTIFICATION

The Contractor certifies having read and understood the information included in the present document and acknowledges receipt.

Signature of Authorized Representative

Date

Name



PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

- 1) At the date of bid closing, the following conditions must be met:
 - a) the Bidder must hold a valid organization security clearance as indicated in Part–7 - Resulting Contract Clauses;
 - b) the Bidder’s proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part–7 - Resulting Contract Clauses;
 - c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada \(http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) website.



PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled _____, dated _____. (*to be completed at contract award*)

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2010C \(2022-12-01\)](#), General Conditions - Medium Complexity - Services, apply to and form part of the Contract. [If applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan)]

7.2.2 Supplemental General Conditions

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

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

4014 (2022-06-20) Suspension of the Work

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section 21 "Default by the Contractor" or section 22 "Termination for convenience" of general conditions 2010C (2022-12-01) Medium Complexity - Services.
2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.
3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

7.3 Security Requirements

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



**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
PWGSC FILE No. 175312**

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex "C".
 - b) *Contract Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive (*inserted at contract award*).

7.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 5 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

The Contracting Authority for the Contract is:

Name: Mathew Star
Title: Procurement Specialist
Natural Resources Canada (NRCAN)
Procurement Services Unit
Directorate: PSU
Address: 506 Burnside Rd W, Victoria, BC V8Z 1M5
Telephone: 613-222-9067
E-mail address: mathew.star@nrcan-rncan.gc.ca



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

7.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____ (to be filled out at contract award)
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
E-mail address: _____

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

7.5.3 Contractor's Representative

Name: _____ (to be filled out at contract award)
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment - Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$_____ (insert the amount at contract award). Customs duties are included and applicable Taxes are extra.

7.1.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____. (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.



2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.2 Method of Payment

Monthly Payment

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

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

7.7.5 Time Verification

Time charged and the accuracy of the Contractor's time recording system 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

Invoices shall be submitted using **the following method:**

E-mail:

Invoicing-Facturation@nrcan-rncan.gc.ca

Note: Attach "PDF" file. No other formats will be accepted



Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the Contract number: _____(inserted at contract award)

Invoicing Instructions to suppliers: <http://www.nrcan.gc.ca/procurement/3485>

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions **4013 (2022-06-20)** Compliance with on-site measures, standing orders, policies, and rules, **4014 (2022-06-20)** suspension of the work, apply to and form part of the Contract;
- (c) the general conditions 2010C (2022-12-01) Medium Complexity - Services
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the Contractor's bid dated _____.

7.12 Foreign Nationals Canadian Contractor

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 - No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



7.14 Dispute Resolution

The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

- (a) 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.
- (b) 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.
- (c) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".



ANNEX "A" STATEMENT OF WORK

SW1 Title

Janitorial Services for the Great Lakes Forestry Centre (GLFC), Sault Ste. Marie, Ontario

SW2 Section A - General

SW2.1 East Wing, West Wing, and Administration Wings

1. Provide full cleaning services (including daily, weekly, monthly, annual and project cleaning) in the main laboratory complex including the Administration Wing, East Wing and West Wing.
2. Provide snow removal services from exit doors and related areas as described in **SW4.2.2**.
3. The following areas are exempt from requiring cleaning services except as noted:
 - a) All service corridors (interior hallways where piping, conduit, ducts run vertical from floor to floor);
 - b) West Wing mechanical penthouse area, except: full cleaning services must be provided in the corridor between the elevator and the penthouse doors and garbage and cardboard must be removed each evening.
 - c) East Wing mechanical penthouse area, except: full cleaning services must be provided in the penthouse office (D506A), meeting room (D507A) and washroom (D502A), the penthouse elevator, stairway, lobby, hallway and room D501A.
 - d) Mechanical areas except garbage and cardboard must be removed each evening.

SW2.2 H Corridor / Link and Header House

1. Provide full cleaning services (including daily, weekly, monthly, annual and project cleaning) in the H Corridor / Link and Header House (including Rooms H104, H106, H108, H111, H112).
2. Remove garbage bags and cardboard each evening.
3. Provide snow removal services from exit doors and related areas as described in SW4.2.2
4. Modified Cleaning – H Corridor/Link and Header House
Room: Areas H101, H102, H103, H105, H107, H109, H113, H114, H115 and Header House
Common Corridor extending through to receiving doors
Sweep floors once per week
Annually deep clean resilient tiled floors, wax and polish

SW2.3 Building A

Note: Building A houses a quarantine and insect rearing/production facility and certain areas are off limits to cleaning staff and not regularly cleaned. See Appendix "A" – Drawings, for detailed indication of restricted areas.

1. The following portions of Building A outside of the quarantine/restricted zones are to be cleaned. Provide full cleaning services, including:
 - a) Atrium (including high beams), shelves, trusses and architectural details
 - b) Atrium stairs
 - c) Corridors
 - d) Elevators



- e) Washrooms
- f) Cleaner's rooms
- g) Basement stairs
- h) Workrooms
- i) Offices
- j) Meeting rooms
- k) Kitchenette areas

Remove garbage bags and cardboard each evening from all areas described. This includes any garbage bags placed into the hallways outside of quarantine.

2. Modified Cleaning – Building A:

a) Electrical Rooms:

Sweep/vacuum and damp mop once per week to control dust/dirt. Spot clean heavier stains as required to remove.

b) Basement:

Sweep/vacuum and damp mop once per week to control dust/dirt. Spot clean heavier stains as required to remove.

Remove garbage bags and cardboard

3. Snow Removal:

Provide snow removal services from exit doors and related areas as described in SW4.2.2

SW2.4 Building B

1. The following portions of Building B are to be cleaned:

Provide full cleaning services, including:

- a) Interior and exterior of Building B entrance area
- b) Stairways
- c) Washroom, office, cleaner's room, and central open area on first floor (Header House area)
- d) Walkways/alcoves between greenhouse vestibules, but not the interior of the actual greenhouse vestibules.

Collect, remove, breakdown and place cardboard boxes in the cardboard recycling bin outside of door 15. Other areas are to be cleaned periodically by the day cleaner as requested by the Project Authority.

2. Modified Cleaning – Building B

The second floor of B Building must only be cleaned when requested by Project Authority

3. Snow Removal

Provide snow removal services from exit doors and related areas as described in SW4.2.2

SW2.5 Building G

1. Provide full cleaning services, including:

- a) interior and exterior of Building G entrance areas
- b) washroom, offices, meeting room, cleaner's room

Remove garbage bags and cardboard each evening

2. Provide snow removal services from exit doors and related areas as described in SW4.2.2

SW2.6 Building M

1. Provide full cleaning services, including:

All washrooms, locker rooms and shower areas in room areas M110, M115.

Note: The washroom and shower areas have a textured tile floor which has a rough, non-slip texture. A suitable method of cleaning this surface such as a steam cleaner must be employed by the Contractor to



ensure suitable cleanliness is maintained. The special equipment required for this floor surface must be obtained and used by the Contractor.

Remove garbage bags and cardboard each evening.

2. Modified Cleaning – Building M:
Coast Guard areas – Room M117, Room M118
Modified cleaning services
 - sweep floors once per week
 - Annually, strip resilient tiled floors, deep clean, then wax and polish
 - remove garbage bags and cardboard each evening
3. Provide snow removal services from exit doors and related areas as described in SW4.2.2

SW2.7 Building J

1. No cleaning
2. Snow Removal: provide snow removal services from exit doors and related areas as described in SW4.2.2

SW2.8 Building H

1. No cleaning
2. Snow Removal: provide snow removal services from exit doors and related areas as described in SW4.2.2

SW2.9 Building I

1. No cleaning
2. Snow Removal: provide snow removal services from exit doors and related areas as described in SW4.2.2

SW3 Section B - Responsibilities

SW3.1 Drawings

See Appendix "A" attached

SW3.2 Cleaning Staff

1. All employees of the Contractor who are assigned to work at the Great Lakes Forestry Centre must be bonded.
2. Hours of work for the evening cleaning staff must be from 17:00 until 21:00 hours, (20:00 hrs on Tuesdays) a minimum of four (4) evenings per week – Monday, Tuesday, Wednesday and Friday. In addition to meeting the mandatory minimum (see SW4.1), the Contractor must provide additional individual staff or designated purpose cleaning crews accordingly to accomplish all of the required work during this time period specified in this contract.

Note: Evening cleaning staff are not to start until at least 17:00hrs, on weekdays. No earlier start times will be allowed unless a request is submitted by the Contractor in writing to the Project Authority and written approval is granted. The intent is to avoid overlap with building occupants use of space and cleaning activities.

Example: The Contractor determines it would be effective to have the Evening Staff Supervisor start at 14:30 and work to 21:00. The tasks assigned from 14:30 to 17:00 would be to close a single washroom at a time for detailed cleaning. This would effectively avoid overlap with building occupants use of space and cleaning activities.

3. All of the daily cleaning work specified through this contract (that is, complete cleaning services) must be completed on Monday, Wednesday and Friday.
4. On Tuesday evenings the following is required, as a minimum:



Clean and restock all washrooms in all buildings
Empty and remove all garbage from buildings
Spot clean all common areas
Clean lobby (main floor and level one)
Spot mop labs
Spot vacuum carpeted offices
Clean cafeteria
Clean conference room (A103), boardrooms, and meeting rooms
Spot clean building A, B, G and M

5. Periodic cleaning tasks must be performed at specific times mutually acceptable to the Project Authority and the Contractor, and not necessarily at the times stated in SW4, Section C – Cleaning Specifications. A proposed schedule of the project work described herein must be submitted to the Project Authority within 10 days upon request using the Appendix “B” to Annex A – Periodic Cleaning Schedule Template.
6. The Project Authority may request some scheduled work to be done on a day shift for safety, security and other reasons.
7. To ensure good communications and prompt response to service request, the day shift cleaning attendant must wear a portable two-way radio, which will be supplied by Natural Resources Canada (NRCan). This two-way radio will be assigned to the Contractor and loss or damage to the equipment will be the Contractor’s responsibility. The two-way radio must be worn by the Contractor’s evening supervisor to permit immediate contact with the Commissionaire on duty and must be retained in the charger on site when not in use.
8. Cleaners must be permanent employees of the Contractor unless otherwise approved by the Project Authority.
9. Provide sufficient labour in addition to the day shift attendant to perform routine evening cleaning and periodic cleaning services. Schedule and perform these operations to minimize inconvenience to the occupants, and so the building is cleaned thoroughly in accordance with these specifications.
10. The Contractor must provide additional cleaning staff within twenty-four (24) hours of notification by site supervisor for emergencies.
11. The Contractor must report required repairs of architectural, mechanical and electrical systems to the Project Authority. Notify the shift engineer when emergency repairs are required. Notify the Commissionaire in place of the shift engineer outside of core hours. Notify the Commissionaire of non-mechanical emergencies.
12. The Contractor must provide a designated Site Supervisor for the day shift and a designated Site Supervisor for the evening shift, as well as Management Representative for the GLFC campus. If separate from the designated Site Supervisor, a team lead (lead hand) must be identified for all evening and periodic and any “as and when requested” project work.
13. All cleaning contract personnel must sign the Contractors Log Book at the Commissionaire’s desk when entering and leaving.

SW3.3 Day Shift Cleaner

1. Provide a day shift cleaner to patrol and clean as required.
 - a) Washrooms, including the penthouse (D502A)
 - b) Exterior areas



- c) Cafeteria, including tables after morning break and immediately after lunch. The cleaning of the cafeteria must be carried out after the morning break and lunch break and must not begin before 13:00 hrs to avoid disruption to the staff.
 - d) Entrances
 - e) Lobbies
 - f) Stairways
 - g) Conference rooms
 - h) Library
 - i) Boardrooms and meeting rooms
 - j) Elevators
 - k) Corridors
 - l) Other areas as required. Collect and discard garbage, and perform special cleaning services such as washroom flooding, spills, broken glass, and other miscellaneous work that may be occasionally requested by the Project Authority. Check conditions throughout the building and ensure that the contract specifications are satisfied. The first task each morning, other than priority requests, is to ensure that washrooms are cleaned, and that depleted washroom supplies are replenished. This is to include providing refills for the existing hand sanitizer stations distributed throughout the building common areas (hallways, washrooms, etc.).
2. It is a specific duty of the Day Shift Cleaner to carry out any incomplete, required cleaning duties identified by themselves or an NRCan Departmental Representative that is/are typically assigned to the Evening Shift Cleaners. It is a performance requirement that the contractor will solve any continuing carry over work issues internally.
 3. The contractor may schedule the Day Cleaner to perform any cleaning tasks required under the contract during their normal shift with the exception of work for which cleaning activities would overlap with building occupants use of space. (examples: *i*) may close a single washroom to provide detailed cleaning but may not do regular cleaning of offices or hallways *ii*) may dust an unoccupied meeting room but cannot vacuum hallways etc.)
 4. Hours of work: the day cleaner must start at 6:30 a.m. and should work until 14:30 Monday to Friday.

SW3.4 Samples

1. Samples of material from the Contractor's stock may be requested by Natural Resources Canada for testing to ensure that materials meet the Canadian Government Standards Board (CGSB) specifications.

SW3.5 Suppliers

1. The Contractor must supply all materials, tools and equipment necessary to execute the work satisfactorily including toilet tissue, paper hand towels, hand soap (liquid and bars), hand sanitizer refills, deodorant cakes, sanitary bags and poly garbage bags.

SW3.6 Damage

1. The Contractor is responsible for any damage to the building's structure, furniture and plants resulting from actions by the contractor's staff. The Contractor's staff must not use spray cleaning materials in the vicinity of plants, and avoid the use of cleaning materials that leave an oily film. Care must be taken when transporting cleaning chemicals to avoid any drips or spills that may cause damage to flooring materials.
2. The contractor's staff must use care when unplugging plugs from wall receptacles.

SW3.7 Log Book/Binder

1. A log book/binder must be maintained for:
 - a) Regular Cleaning items (Periodicals) done at a frequency of less than once per week (i.e. monthly, bi-annually, annually etc.)



An Appendix D to Annex A - GLFC Periodical/Project Cleaning Task Report must be completed for each work item. This report must be completed by the contractor. One report is to be completed for each work item and it should include a description of the work completed plus the date and room numbers or areas where the cleaning work was completed. The sheet must then be reviewed and signed off by the Contractor's Management Representative and a Departmental Representative. The completed report is then to be stored in the log book/binder. A copy of the completed form must then be submitted with the corresponding invoice. Failure to submit the corresponding completed form with the invoice for a task will result in rejection of the invoice as **the task will not be considered complete until this report is completed and signed off.**

2. The log book must be maintained by the Contractor and retained by the Commissionaire. It is not to leave the premises.

SW3.8 Safety

1. The Contractor will be fully responsible at all times for the safety of their staff when working on Natural Resources Canada property. The Contractor's must provide its staff proper safety instructions and WHIMS training.
2. The Contractor must report to the Project Authority any conditions which he or his employees regard as unsafe, and the contractor and his employees are to avoid activities associated with such unsafe conditions until the matter is resolved.
3. For safety reasons the contractor's personnel must wear leather gloves when handling refuse from all laboratories.
4. When the contractor's personnel are emptying trash containers they are permitted to empty the container of materials that fall easily into a larger trash container. At no time will cleaning staff touch or remove trash with their hands, this includes a glove wearing hand. If material does not fall easily out of the small, in room trash container, the plastic bag lining the container must be removed and discarded and a new plastic bag put in place. If there is any type of organic material or debris present in the plastic bag, the bag must be disposed of and a new bag put in the place.

The intent is to prevent the spread of infection and must be given priority over the desire to recycle garbage bags. Touching waste with a bare or gloved hand and then moving on to another location spreads dirt and disease. This type of action is strictly prohibited.

5. Multiple, strategically located wet floor signs and strobes must be used during floor washing, stripping and waxing operations to fully demark areas of activity. **It is imperative that no floor washing, stripping and waxing operations occur unless the previously mentioned indicators have been deployed at all entry points into the zone being cleaned.**
6. Floor washing, stripping and waxing must be scheduled to occur at a time when building occupancy is at a minimum whenever possible.
7. Upon request by NRCan, representatives of the Contractor must participate in WHIMS training provided by NRCan as a supplement to the Contractor's own required training.
8. The Contractor must annually complete the required Chemical Inventory form for the rooms assigned to the contractor for storage of cleaning materials. In addition the contractor must maintain a list of cleaning chemicals onsite. MSDS sheets for each chemical must be provided to the Project Authority.

SW3.9 Accidents

1. Accidents and hazardous occurrences must be reported in writing to the Project Authority.



SW3.10 Recycling

1. The Contractor must collect all waste paper from recycling boxes/cartons in the offices and rooms in the Administration Wing every Thursday evening. At the same time collect recyclable paper from all photocopy rooms and terminal/printer rooms.
2. The Contractor must collect all other recyclable paper from all labs and offices throughout the complex on the second and last Friday of every month (i.e. twice per month) at the minimum.
3. The Contractor must collect cardboard boxes throughout the facility, breakdown and place in the recycling bin Outside of Door 15 each evening.

SW3.11 Security

1. Only employees of the Contractor are allowed into the buildings. A current card file listing of employees must be kept by the Commissionaire and must be initially provided and updated by the Contractor as required.
2. The cleaning staff must arrange their work so that doors are left unlocked for a minimal time. Each office and laboratory door will be closed after completion of the daily/nightly cleaning activities in each room. Doors with locksets must be locked.

SW4 Section C – Cleaning Specifications

SW4.1 Minimum Cleaning Personnel Schedule

1. **Day Shift:**

Monday 06:30 until 14:30 hours 1 person
 Tuesday 06:30 until 14:30 hours 1 person
 Wednesday 06:30 until 14:30 hours 1 person
 Thursday 06:30 until 14:30 hours 1 person
 Friday 06:30 until 14:30 hours 1 person

2. **Evening Shift:**

Monday 17:00 until 21:00 hours 5 persons
 Tuesday 17:00 until 20:00 hours 5 persons (see **SW3.2.4**, minimum cleaning, reduced hours)
 Wednesday 17:00 until 21:00 hours 5 persons
 Thursday Off
 Friday 17:00 until 21:00 hours 5 persons

No variation to this minimum will be allowed unless a request is submitted by the contractor in writing to the Project Authority and written approval is granted.

Example: The contractor determines it would be effective to have the Evening Shift Supervisor start at 14:30 and work to 21:00, essentially having one person work the equivalent of two 4 hour shifts. In this circumstance, 4 people (with the Shift Supervisor working 8hrs) would fulfill the manpower requirement of 5 people working 4 hrs. A request would need to be submitted by the contractor in writing to the Project Authority and written approval granted if there is agreement.

SW4.2 Exterior

1. Polish metal work, metal entrance doors and push bars each evening.
2. As required, clear snow, slush and ice from all entrances, exits, sidewalks and steps, including buildings A, B, G, H, I, J, and M including the truck dock ramp at building J, and the West Wing elevator truck dock and elevating lift. Unless otherwise specified here, at all entrances, snow and ice must be cleared so the doors open freely, and for a distance of 10 feet from the building. The main entrance sidewalk must be cleared from the building to the paved roadway. The width of the path must be at least equal to the width between wing



walls on either side of the doors, or equivalent, for fire escape purposes. Clear the brick walk way between door 23 of the West Wing and the adjacent barrier free parking lot. Clear the walkway, including stairs, from door 2 to the walkway at the top of the stairs. Apply sand, and salt when and where necessary, to ensure the safety of staff and the public. NRCan/GLFC will provide 4 plastic boxes containing a salt/sand mix positioned as shown on Appendix F to Annex A - Salt Sandbox Locations.pdf and will keep them supplied through the winter season. The contractor must supply all additional materials and equipment including shovels and any required hand spreading equipment. The work must be completed by 07:30 hours each morning, including weekends, and additionally during the day as required.

- 3. Daily remove paper, sand, cans, cigarette butts, and other debris from all entrances, exits, sidewalks, and steps and from highly visible surrounding areas. The main entrance sidewalk must be swept from the building to the paved roadway. The entire paved area surrounded by the GLFC Building M, the East Wing, and the south-west corner of the West Wing must be swept as required so there is no unwanted debris in the area. Empty garbage containers and clean exterior ashtrays.
- 4. Empty trash cans at door 20, SW corner of West Wing and Door 4, Cafeteria.
- 5. Empty cigarette butt containers at Door 1 and Door 13.

SW4.3 Stairwells

- 1. Daily sweep steps and landings using a dust control method and wash. Spot clean including the engraved areas of stair treads. Remove gum residue.
- 2. Daily clean and polish hand railings, dust baseboards, ledges and air convector cabinets.
- 3. Annually, in April, landings must be stripped, deep cleaned, waxed and polished. Treads, risers must be deep cleaned but are not to be waxed. SEE ALSO SW4.9.1, SW4.9.2, SW4.9.3 and SW4.9.4 FOR ADDITIONAL NOTES AND SPECIFIC SCHEDULING AND NOTIFICATION REQUIREMENTS.

SW4.4 Resilient Floors – Rooms

- 1. Cleaned daily
- 2. Annually, in April, must be stripped, deep cleaned, waxed and polished. SEE ALSO SW4.9.1, SW4.9.2, SW4.9.3 and SW4.9.4 FOR ADDITIONAL NOTES AND SPECIFIC SCHEDULING AND NOTIFICATION REQUIREMENTS.

SW4.5 Resilient Floors – Corridors

- 1. Weekly Cleaning schedule:

East wing

Monday B corridor
 Tuesday One side of C corridor
 Wednesday Second Side of C corridor, H Link
 Friday D corridor

West wing

Monday E corridor
 Tuesday One side of F corridor
 Wednesday Second side of F corridor
 Friday G corridor

- 2. Annually, in April, must be stripped, deep cleaned, waxed and polished.



SEE ALSO SW4.9.1, SW4.9.2, SW4.9.3 and SW4.9.4 FOR ADDITIONAL NOTES AND SPECIFIC SCHEDULING AND NOTIFICATION REQUIREMENTS.

SW4.6 Floors – Concrete

1. East Wing Lower level 1 painted concrete floor must be cleaned.

SW4.7 Floors – Quarry Tile and Ceramic Tile

1. Daily sweep, spot-clean and polish
2. Weekly, clean floors
3. Annually, in April, Quarry tile and any waxed ceramic tile must be stripped, deep cleaned, waxed and polished.
SEE ALSO SW4.9.1, SW4.9.2, SW4.9.3 and SW4.9.4 FOR ADDITIONAL NOTES AND SPECIFIC SCHEDULING AND NOTIFICATION REQUIREMENTS.
4. Annually, in April, non-waxed ceramic tile floors must be thoroughly deep cleaned and a wet vacuum shall then be used to vacuum residual water from grout lines to prevent residue from redepositing there.
SEE ALSO SW4.9.1, SW4.9.2, SW4.9.3 and SW4.9.4 FOR ADDITIONAL NOTES AND SPECIFIC SCHEDULING AND NOTIFICATION REQUIREMENTS.

SW4.8 Floors – Entrances and Lobbies

1. Daily vacuumed mats and floors
2. Annually, in April, must be stripped, deep cleaned, waxed and polished.
SEE ALSO SW4.9.1, SW4.9.2, SW4.9.3 and SW4.9.4 FOR ADDITIONAL NOTES AND SPECIFIC SCHEDULING AND NOTIFICATION REQUIREMENTS.

SW4.9 Floors – Annually in April

1. Floors must be stripped on a full floor basis to remove all existing floor finish and impurities with a heavy scrub. During this operation discoloured floor finish and accumulations under furniture, radiators, in corners, along and on baseboards, etc, must be removed. Floors must be rinsed with clear water, apply one coat of sealer and a minimum of three coats of non-slip floor finish/wax to the dry, clean floor, to obtain a shiny finish.

When undertaking floor stripping/waxing operations, where furniture and/or fixtures must be temporarily relocated, the contractor is responsible for sketching, labelling or otherwise determining the original location of the items, so that they are replaced in the same location

2. Advise the Project Authority prior to commencement of floor waxing operations
 - i) Tentative schedules must be provided to the GLFC Project Authority 10 days in advance of work commencing so they may be posted electronically at least one week before the work commences.
 - i) The contractor must post a notice on the door of each room one week in advance advising work will occur in the area and then again one day before the room is to be stripped/washed and waxed to provide notification to the room's occupant.
3. Care must be taken not to allow cleaning solution to seep under furniture legs, filing cabinets and partitions.
4. Lab equipment must not to be moved by the cleaning staff. Chairs must be moved to the hall and not put on lab benches. Chairs must be replaced by the cleaning staff later.

SW4.10 Floors – Washrooms

1. Clean daily, and as required using a germicidal detergent.



2. Clean daily, Building M area washrooms, locker rooms and shower areas have a textured tile floors and a standard mop cannot be used. The Contractor must steam clean these floors or provide an otherwise acceptable method of cleaning.
3. In April, August and December, deep scrub floors (unwaxed ceramic tiles) and additionally a wet vacuum shall then be used to vacuum residual water from grout lines to prevent residue from redepositing there.
NOTE: Newer, currently unwaxed washroom tile floors are not to be waxed. Any washroom resilient tile floors must be stripped, deep cleaned, waxed and polished.

SEE ALSO SW4.9.1, SW4.9.2, SW4.9.3 and SW4.9.4 FOR ADDITIONAL NOTES AND SPECIFIC SCHEDULING AND NOTIFICATION REQUIREMENTS.

SW4.11 Rugs and Carpets

1. Vacuumed and spot cleaned daily.
2. Weekly- All carpeted hallways, offices and entry mats must be full vacuumed once per week (not just spot cleaned). The scheduled evening for this work must be Wednesday unless adjusted in writing by the Project Authority. The plastic carpet protector deployed at a desk to protect the carpet and permit ease of chair rolling must be considered part of the carpeted floor and must be vacuumed on the same basis as the carpet in that area.
3. Annually, in May, all carpets must be steam cleaned.
 - i) Tentative schedules must be provided to the GLFC Project Authority 10 days in advance of work commencing so they may be posted electronically at least one week before the work commences.
 - ii) The contractor must post a notice on the door of each room one week in advance advising work will occur in the area, and then again one day before the room is to be steam cleaned to provide notification to the room's occupant.
4. Annually, in October, all NRCan owned non-slip mats must be steam cleaned.

SW4.12 Stairways- Hardwood and Tile plus Building 'A' Level 1 and 2 Office Floors

1. Daily spot clean and sweep tile and hardwood floors. Use water sparingly.

SW4.13 Main Lobby Vestibule

1. When the boot brush machine in the Main Lobby vestibule is in position (November 1 to March 31), the sand holding pan must be checked each evening and emptied when greater than half full.

SW4.14 Elevators

1. Clean floors daily.
2. Daily, polish handrails, metal work, and baseboard. Clean doors, frames, walls and control panels.
3. Daily, clean recesses, door track and metal strip faces using metal scraper or brush.
4. Annually, in May, clean light fixtures and ceiling grills.

SW4.15 Ceilings

1. Daily spot clean ceilings and truss work.
2. Annually in December, clean washroom and cafeteria ceilings.

SW4.16 Walls & Partitions

1. Daily spot clean Interior walls, partitions, ledges and mouldings.



2. Daily clean baseboards so they are kept free of mop streaks, finish, dirt, and wax accumulation and splash.
3. Daily spot clean uncovered pipes in the cafeteria kitchen area.
4. Annually in December, wash walls, partitions, columns, woodwork, and uncovered pipes in all washrooms, the cafeteria, cafeteria kitchen area and cafeteria washroom.

SW4.17 Interior Glass

1. Daily spot clean interior glass doors and interior glass partitions.
2. Daily clean and polish all mirrors.

SW4.18 Washrooms

1. Daily clean all washrooms and refill all supplies.
2. Each evening, body contact points in washrooms such as water taps, receptacles, dispenser's door plates, *hand rails (in the handicap accessible washroom stalls)* and flush valves must be disinfected. Abrasives are not to be used.
3. Weekly de-scale all toilet bowls and urinals.
4. NOTE: Eight (8) washrooms have shower stalls as indicated on APPENDIX E- GLFC WASHROOM LISTING. All shower stalls including ceilings, walls, floors and fixtures are to be scrubbed, washed, and disinfected once per week to remove all dirt and residues from shower usage.
5. Weekly wash and disinfect refuse receptacles.
6. Annually in September, wash grilles and louvers.

SW4.19 Waste & Refuse

1. Daily, replace and dispose of poly garbage bags into the bulk disposal units. Provide new poly bags of correct size. Wash and disinfect containers, garbage cans, and waste baskets when dirt or debris is visible on the interior or exterior surfaces.

Note: Refer to Section B SW8.3 and SW8.4 for additional trash handling instructions

In Building 'A', the green garbage bags from the Insect Production and Quarantine Laboratory (IPQL) insect rearing rooms must be tied up and placed in the corridors by GLFC personnel, who provide new garbage bags in these rooms. The cleaners must only remove and discard the tied bags which have been placed in the hallway.

2. Daily, carefully collect and dispose of broken glass, syringes, and other sharps, from special sharps containers. Tie off plastic bags containing sharps and dispose of them in closed sharps cartons for safety reasons.
3. Follow recycling of paper and cardboard instructions as per SW3.10.1, SW3.10.2 and SW3.10.3.

SW4.20 Furniture & Fixtures

1. Daily spot clean furniture.
2. Daily clean all units of sorting racks, tables, lock boxes, lockers, counter tops, empty shelving and letter cases.
3. Daily clean lunchroom tables, counter, sinks, and related equipment.



4. Daily vacuum and spot clean upholstered furniture, leather, vinyl, and leatherette.

SW4.21 Miscellaneous Building Items

1. Daily spot clean all other areas such as acoustical partition screens, air intake grilles, door grilles, air diffusers, metal work, door frames, door kick plates, hand plates, water fountains, radiators and convectors, stainless steel borders around cabinets and notice boards, and window sills.
2. Annually in August, clean glass notice boards, interior of hose cabinets and display showcases.
3. Annually in September, clean air intake and exhaust grilles, door grilles, and air diffusers.

SW4.22 Window Cleaning

1. Annually, in July, clean interior windows in all buildings and areas. Clean exterior of Building B and G. Clean interior of skylights.

SW5.0 – Equity, Diversity and Inclusion

Natural Resources Canada is committed to making our Department more inclusive for everyone and fostering an equitable workplace culture that values diversity and creates an environment that is welcoming and rewarding for all. We encourage the businesses that work with us to reflect these values. More information can be found at: <https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/diversity-inclusion-public-service2.html>

SW6.0 – Appendices

Note: Appendices will be provided during the mandatory site visit – as described in Part 2, subsection 2.7.

Appendix A to Annex A - Drawings 2023 edit.pdf

Appendix B to Annex A - GLFC Periodic Cleaning Schedule Template.pdf

Appendix C to Annex A - rev GLFC Monthly Inspection Sheet.pdf

Appendix D to Annex A - GLFC Periodic/Project Cleaning Task Report.pdf

Appendix E to Annex A - rev1 Washroom Listing.pdf

Appendix F to Annex A - Salt Sandbox Locations.pdf



ANNEX “B” BASIS OF PAYMENT

1. Limitation of Expenditure

Bidder tendered all-inclusive unit firm prices to perform the work is in Canadian funds, applicable taxes excluded. Any Travel and Living Expenses and other miscellaneous expenses must be included in the firm price.

Three (3) Fixed Years:

1A) Daily/Semi-Daily/Weekly Cleaning - Include pricing here for daily/semi-daily/weekly tasks specified in the S.O.W. such as room by room garbage and recycling collection, floor mopping, replenishing supplies, vacuuming etc. Periodic cleaning tasks such as steam carpet cleaning, floor deep cleaning/stripping waxing, window cleaning etc. are listed in the Periodic Cleaning Section which follows. NOTE: Monthly invoices for the daily/semi-daily/weekly tasks must be accompanied by a completed APPENDIX “C” TO ANNEX A - MONTHLY INSPECTION SHEET								
			Year 1 April 1, 2023 - March 31, 2024		Year 2 April 1, 2024 to March 31, 2025		Year 3 April 1, 2025 to March 31, 2026	
Item No.	Building/Task name	Number of months per period	Firm monthly rate	Extended Cost per period	Firm monthly rate	Extended Cost per period	Firm monthly rate	Extended Cost per period
1	Administration, East Wing, West Wing, H Link and Headerhouse (estimated area 15,559 m2)	12	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Building A (estimated area 758 m2)	12	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Building B (estimated area 109 m2)	12	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Building G (estimated area 38 m2)	12	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	Building H (door snow removal only)	12	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6	Building I (door snow removal only)	12	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
7	Building J (door snow removal only)	12	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
8	Building M (estimated area 158 m2)	12	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Daily/Semi-Daily/Weekly Cleaning Totals			Total Cost for Year-1: \$ _____		Total Cost for Year-2: \$ _____		Total Cost for Year-3 \$ _____	



1B) Periodic Cleaning- Include pricing for periodic cleaning tasks here, such as carpet steam cleaning, floor stripping/waxing/deep cleaning, window cleaning etc. which are specified in the S.O.W., are listed here. The daily/semi-daily/weekly tasks specified in the S.O.W. such as room by room garbage and recycling collection, floor mopping, replenishing supplies, vacuuming etc. are to be included in the preceding daily/semi-daily/weekly section.

NOTE: Upon completion invoices for the periodic tasks must be accompanied by a completed APPENDIX "D" TO ANNEX A - PERIODIC CLEANING TASK REPORT

Item No.	Building/Task name	Year 1 April 1, 2023 - March 31, 2024		Year 2 April 1, 2024 to March 31, 2025		Year 3 April 1, 2025 to March 31, 2026	
			Cost per task per period		Cost per task per period		Cost per task per period
1	Resilient Floors- Rooms, Stairwell Landings, Stairwell Treads & Risers and Corridors. Include building M, Coast Guard Areas Room M117, Room M118: Must be stripped, deep cleaned, waxed and polished. (April)		\$ _____		\$ _____		\$ _____
2	Floors- Waxed Quarry Tile: Must be stripped, deep cleaned, waxed and polished. (April)		\$ _____		\$ _____		\$ _____
3	Floors- Entrances and Lobbies: Deep scrub floors (unwaxed ceramic tiles) and additionally steam clean grout. NOTE: Newer, currently unwaxed tile floors are not to be waxed. Any quarry tile or resilient tile floors must be stripped, deep cleaned, waxed and polished. (April)		\$ _____		\$ _____		\$ _____
4	Washroom floors- Deep scrub floors (unwaxed ceramic tiles) and additionally steam clean grout. NOTE: Newer, currently unwaxed washroom tile floors are not to be waxed. Any washroom resilient tile floors must be stripped, deep cleaned, waxed and polished. (April)		\$ _____		\$ _____		\$ _____



1B) Periodic Cleaning- Include pricing for periodic cleaning tasks here, such as carpet steam cleaning, floor stripping/waxing/deep cleaning, window cleaning etc. which are specified in the S.O.W., are listed here. The daily/semi-daily/weekly tasks specified in the S.O.W. such as room by room garbage and recycling collection, floor mopping, replenishing supplies, vacuuming etc. are to be included in the preceding daily/semi-daily/weekly section.

NOTE: Upon completion invoices for the periodic tasks must be accompanied by a completed APPENDIX "D" TO ANNEX A - PERIODIC CLEANING TASK REPORT

Item No.	Building/Task name	Year 1 April 1, 2023 - March 31, 2024		Year 2 April 1, 2024 to March 31, 2025		Year 3 April 1, 2025 to March 31, 2026	
			Cost per task per period		Cost per task per period		Cost per task per period
5	Washroom floors- Deep scrub floors (unwaxed ceramic tiles) and additionally steam clean grout. NOTE: Newer, currently unwaxed washroom tile floors are not to be waxed. Any washroom resilient tile floors must be stripped, deep cleaned, waxed and polished. (August)		\$ _____		\$ _____		\$ _____
6	Washroom floors- Deep scrub floors (unwaxed ceramic tiles) and additionally steam clean grout. NOTE: Newer, currently unwaxed washroom tile floors are not to be waxed. Any washroom resilient tile floors must be stripped, deep cleaned, waxed and polished. (December)		\$ _____		\$ _____		\$ _____
7	Steam/extraction clean/shampoo all carpeted floors (May)		\$ _____		\$ _____		\$ _____
8	Steam/extraction clean/shampoo all NRCan owned non-slip area mats (October)		\$ _____		\$ _____		\$ _____
9	Elevator light fixtures and ceiling grills: Must be cleaned annually. (May)		\$ _____		\$ _____		\$ _____
10	Washroom and Cafeteria Ceilings: Must be cleaned annually. (December)		\$ _____		\$ _____		\$ _____



1B) Periodic Cleaning- Include pricing for periodic cleaning tasks here, such as carpet steam cleaning, floor stripping/waxing/deep cleaning, window cleaning etc. which are specified in the S.O.W., are listed here. The daily/semi-daily/weekly tasks specified in the S.O.W. such as room by room garbage and recycling collection, floor mopping, replenishing supplies, vacuuming etc. are to be included in the preceding daily/semi-daily/weekly section.

NOTE: Upon completion invoices for the periodic tasks must be accompanied by a completed APPENDIX "D" TO ANNEX A - PERIODIC CLEANING TASK REPORT

			Year 1 April 1, 2023 - March 31, 2024	Year 2 April 1, 2024 to March 31, 2025	Year 3 April 1, 2025 to March 31, 2026
Item No.	Building/Task name		Cost per task per period	Cost per task per period	Cost per task per period
11	Wash walls, partitions, columns, woodwork, and uncovered pipes in all washrooms, the cafeteria, cafeteria kitchen area and cafeteria washroom: Must be cleaned annually. (December)		\$ _____	\$ _____	\$ _____
12	Clean glass notice boards, interior of hose cabinets and display showcases: Must be cleaned annually. (August)		\$ _____	\$ _____	\$ _____
13	Clean air intake and exhaust grilles , door grilles and air diffusers (Include washrooms): Must be cleaned annually. (September)		\$ _____	\$ _____	\$ _____
14	Interior Window Cleaning: Must be cleaned annually. (July)		\$ _____	\$ _____	\$ _____
Periodic Cleaning Totals			Total Cost for Year-1: \$ _____	Total Cost for Year-2: \$ _____	Total Cost for Year-3: \$ _____

1C) Project Cleaning								
Description	Unit of measure	Estimated usage	Rate for firm year-1	Extended estimate cost for firm year-1	Rate for firm year-2	Extended estimate cost for firm year-2	Rate for firm year-3	Extended estimate cost for firm year- 3
Cleaner for Project Work	Hourly	100	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Supervisor for Project Work	Hourly	50	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____



Project Cleaning Totals	<i>Total Cost and Limitation of Expenditure for Year-1:</i>	<i>Total Cost and Limitation of Expenditure for Year-2:</i>	<i>Total Cost and Limitation of Expenditure for Year-3:</i>
	\$ _____	\$ _____	\$ _____

TWO (2) OPTION YEARS:

2A) Daily/Semi-Daily Cleaning- Include pricing here for daily/semi-daily/weekly tasks specified in the S.O.W. such as room by room garbage and recycling collection, floor mopping, replenishing supplies, vacuuming etc. Periodic cleaning tasks such as steam carpet cleaning, floor deep cleaning/stripping waxing, window cleaning etc. are listed in the Periodic Cleaning Section which follows.
NOTE: Monthly invoices for the daily/semi-daily tasks must be accompanied by a completed APPENDIX “C” TO ANNEX A - MONTHLY INSPECTION SHEET

			Option Year 1 April 1, 2026 to March 31, 2027		Option Year 2 April 1, 2027 to March 31, 2028	
Item No.	Building/Task name	Number of months per period	Firm monthly rate	Extended price per period	Firm monthly rate	Extended price per period
1	Administration, East Wing, West Wing, H Link and Headerhouse <i>(estimated area 15,559 m2)</i>	12	\$ _____	\$ _____	\$ _____	\$ _____
2	Building A <i>(estimated area 758 m2)</i>	12	\$ _____	\$ _____	\$ _____	\$ _____
3	Building B <i>(estimated area 109 m2)</i>	12	\$ _____	\$ _____	\$ _____	\$ _____
4	Building G <i>(estimated area 38 m2)</i>	12	\$ _____	\$ _____	\$ _____	\$ _____
5	Building H (door snow removal only)	12	\$ _____	\$ _____	\$ _____	\$ _____
6	Building I (door snow removal only)	12	\$ _____	\$ _____	\$ _____	\$ _____
7	Building J (door snow removal only)	12	\$ _____	\$ _____	\$ _____	\$ _____
8	Building M <i>(estimated area 158 m2)</i>	12	\$ _____	\$ _____	\$ _____	\$ _____
Daily/Semi-Daily Cleaning Totals			Total Price for Option Year- 1: \$ _____		Total Price for Option Year- 2: \$ _____	



2B) Periodic Cleaning - Include pricing for periodic cleaning tasks here, such as carpet steam cleaning, floor stripping/waxing/deep cleaning, window cleaning etc. which are specified in the S.O.W., are listed here. The daily/semi-daily/weekly tasks specified in the S.O.W. such as room by room garbage and recycling collection, floor mopping, replenishing supplies, vacuuming etc. are to be included in the preceding daily/semi-daily/weekly section.
 NOTE: Upon completion invoices for the periodic tasks must be accompanied by a completed APPENDIX "D" TO ANNEX A - PERIODIC CLEANING TASK REPORT

		Option Year 1 April 1, 2026 to March 31, 2027		Option Year 2 April 1, 2027 to March 31, 2028	
Item No.	Building/Task name		Cost per task per period		Cost per task per period
1	Resilient Floors- Rooms, Stairwell Landings, Stairwell Treads & Risers and Corridors. Include building M, Coast Guard Areas Room M117, Room M118: Must be stripped, deep cleaned, waxed and polished. (April)		\$ _____		\$ _____
2	Floors- Waxed Quarry Tile: Must be stripped, deep cleaned, waxed and polished. (April)		\$ _____		\$ _____
3	Floors- Entrances and Lobbies: Deep scrub floors (unwaxed ceramic tiles) and additionally steam clean grout. NOTE: Newer, currently unwaxed tile floors are not to be waxed. Any quarry tile or resilient tile floors must be stripped, deep cleaned, waxed and polished. (April)		\$ _____		\$ _____
4	Washroom floors- Deep scrub floors (unwaxed ceramic tiles) and additionally steam clean grout. NOTE: Newer, currently unwaxed washroom tile floors are not to be waxed. Any washroom resilient tile floors must be stripped, deep cleaned, waxed and polished. (April)		\$ _____		\$ _____



5	Washroom floors- Deep scrub floors (unwaxed ceramic tiles) and additionally steam clean grout. NOTE: Newer, currently unwaxed washroom tile floors are not to be waxed. Any washroom resilient tile floors must be stripped, deep cleaned, waxed and polished. (August)			\$ _____		\$ _____	
6	Washroom floors- Deep scrub floors (unwaxed ceramic tiles) and additionally steam clean grout. NOTE: Newer, currently unwaxed washroom tile floors are not to be waxed. Any washroom resilient tile floors must be stripped, deep cleaned, waxed and polished. (December)			\$ _____		\$ _____	
7	Steam/extraction clean/shampoo all carpeted floors (May)			\$ _____		\$ _____	
8	Steam/extraction clean/shampoo all NRCan owned non-slip area mats (October)			\$ _____		\$ _____	
9	Elevator light fixtures and ceiling grills: Must be cleaned annually. (May)			\$ _____		\$ _____	
10	Washroom and Cafeteria Ceilings: Must be cleaned annually. (December)			\$ _____		\$ _____	
11	Wash walls, partitions, columns, woodwork, and uncovered pipes in all washrooms, the cafeteria, cafeteria kitchen area and cafeteria washroom: Must be cleaned annually. (December)			\$ _____		\$ _____	
12	Clean glass notice boards, interior of hose cabinets and display showcases: Must be cleaned annually. (August)			\$ _____		\$ _____	



13	Clean air intake and exhaust grilles , door grilles and air diffusers (Include washrooms): Must be cleaned annually. (September)			\$ _____		\$ _____
14	Interior Window Cleaning: Must be cleaned annually. (July)			\$ _____		\$ _____
Periodic Cleaning Totals			Total Cost for Year-1: \$	Total Cost for Year-2: \$		

2C) Project Cleaning Totals						
Description	Unit of measure	Estimated usage	Rate for Option year-1	Extended estimate cost for Option year-1	Rate for Option year-2	Extended estimate cost for Option year-2
Cleaner for Project Work	Hourly	100	\$ _____	\$ _____	\$ _____	\$ _____
Supervisor for Project Work	Hourly	50	\$ _____	\$ _____	\$ _____	\$ _____
Project Cleaning Totals			Total Cost and Limitation of Expenditure for Year-1:		Total Cost and Limitation of Expenditure for Year-2:	
			\$ _____		\$ _____	

3A) Additions/Deletions (Bidder must complete below)

It is understood and agreed that, in the event that portions of a building are added or deleted from the requirement for service, the net monthly rate for the affected building will be adjusted based on the following calculation:

$$\begin{aligned}
 & \text{Total No. of square meters added or deleted} \times \$ \text{_____ /square meter} = \text{net increase/reduction in the monthly rate for the affected building.} \\
 & \text{(Estimated usage amount 20m}^2\text{)}
 \end{aligned}$$

3. Financial Evaluation

The aggregate of the extended prices derived from the 3 firm requirement years, 2 option years, estimated cost of project work (evaluation only quantities) and the hypothetical addition of 20m² to the cleaning contract utilizing the Additions / Deletions \$/square metre amount will be used as the bid evaluation price:

1) Firm Requirement (3 years):

- a) Sum of Prices for three (3) firm years Daily/Semi Daily Cleaning: \$ _____
- b) Sum of Prices for three (3) firm years Periodical Cleaning: \$ _____
- c) Sum of Prices for three (3) firm years Project Work: \$ _____

2) Optional Service Years (2 optional):

- a) Sum of Prices for two (2) optional years Daily/Semi Daily Cleaning: \$ _____
- b) Sum of Prices for two (2) optional years Periodical Cleaning: \$ _____
- c) Sum of Prices for two (2) optional years Project Work: \$ _____



3) Additions/Deletions (use hypothetical addition of 20m² for evaluation purposes):

a) Hypothetical addition of 20m² x \$/square metre: \$ _____

Total Amount for Evaluation Purposes = 1a)+1b)+1c)+2a)+2b)+2c)+3a): \$ _____



ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat 175312
Security Classification / Classification de sécurité UNCLASSIFIED

**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		Natural Resources Canada
2. Branch or Directorate / Direction générale ou Direction		CMSS/RPWSB
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 Provision of janitorial services at the Great Lakes Forestry Centre (GLFC), 1219 Queen Street East, Sault Ste. Marie, ON		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
175312
Security Classification / Classification de sécurité UNCLASSIFIED

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 Yes
Non 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 Yes
Non Oui

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

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

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

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

Special comments:
Commentaires spéciaux : _____

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

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

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non Oui

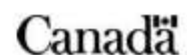
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

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 Yes
Non 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 Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat 175312
Security Classification / Classification de sécurité UNCLASSIFIED

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



APPENDIX “1” - EVALUATION CRITERIA

Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan’s assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: project one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

1. Technical Criteria

1.1 Mandatory Evaluation Criteria

Note: Only Bidders who have attended the mandatory site visit, will be evaluated.

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Item	Mandatory Requirement	Responsive (Yes/No)	Reference to Bidder’s Proposal
M1	Bidders MUST provide a management representative of the cleaning contracting company. This is to be the individual who will act as the main contact/account manger for the contract. His/her curriculum vitae must be included.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M2	Bidders MUST provide an example of at least one contract similar in scope and in the same area as that required at present over the last three years at the date of bid closing. <u>Similar in scope means:</u> an experience entailing an institutional cleaning services contract for an office building, laboratory, and/or medical facility, of at least 5,000 square meters (m ²). <u>Same area means:</u> Cleaning services for an office building, laboratory, and/or medical facility, with duties equivalent to those mentioned in the statement of work in Annex A. In order to demonstrate that their company possesses the required qualifications, bidders should provide at least the following information: 1. Name of the organization for who the work was done;	<input type="checkbox"/> Yes <input type="checkbox"/> No	



Item	Mandatory Requirement	Responsive (Yes/No)	Reference to Bidder's Proposal
	2. Type of operating environment (i.e. offices, care/medical, laboratory) 3. Length of time your firm has provided the service for the named organization; 4. A description of the services provided; 5. The population supported/served; and, 6. The square meters (m2) of the cleaning area. If the information provided is deemed insufficient to fulfill the project requirements in terms of the above-mentioned criteria, mandatory requirement M2 will be considered a failure and the bid will be deemed non-responsive.		

1.2 Evaluation of rated criteria

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria.

Proposals must achieve the stated minimum points required overall for the rated criteria to be assessed as responsive under the point rated technical criteria section; proposals not meeting the minimum required points will be deemed non-responsive.

Proposals will be evaluated based on the following criteria:

ID	Point Rated Technical Criteria	Point Breakdown	Maximum Points	Proposal Page #
R1	<p>Equity, Diversity, and Inclusion</p> <p>The Bidders should demonstrate the following corporate activities they have implemented to promote anti-racism and diversity within their organisation:</p> <ul style="list-style-type: none"> a. The bidder has internally published policies or commitments on anti-racism and inclusiveness; b. The bidder has publicly available organisational commitments to a diverse workforce; c. The bidder's employees are mandated to take mandatory training on anti-racism d. The bidder's employees are mandated to take unconscious bias training; e. The bidder has developed internal staffing and/or recruitment strategy(ies) to increase representation of underrepresented groups in their workforce. <p>The bidder should provide details of the following activities.</p>	<p>Maximum 1 points for each activity.</p> <p>0 pts = the bidder does not address. 1pts =The bidder has fully described the activity and provided supporting documents as evidence. 0.5 pts = The bidder has provided information on the existence of the activity but does not provide sufficient detail or supporting documents.</p> <p>Additional Points (Max 1 pts):</p> <p>1 pts - Bidder has demonstrated at least the existence of 4 out of 5 activities. 0.5 pts – Bidder has demonstrated at least 2 of the 5 activities.</p>	6	



ID	Point Rated Technical Criteria	Point Breakdown	Maximum Points	Proposal Page #
	<p>For activities described in a. and b. (policy and commitments), the bidder should provide copies of policy or commitment documents including their effective date.</p> <p>For activities described in c. and d. (training), the bidder should provide the name of the course and the service provider; if developed internally, a copy of the course outline.</p> <p>For activities described in e. (staffing), the bidder should provide copies of job posting, or other staffing/recruitment documents demonstrating compliance with the rated criteria.</p>			
R2	<p>Corporate Experience:</p> <p>The Bidder should provide three examples in addition to the example provided in M2, of contracts for which they have been contracted to provide cleaning services. The examples should be similar in scope and in area. The examples could be currently or previously managed by the Bidder's firm and should include the following six items of information:</p> <ol style="list-style-type: none"> 1. Name and location of organization for who work was done (2 points) 2. Type of operating environment (i.e. office, care/medical, laboratory facility, etc.) (2 points) 3. Length of time your firm has provided service for the named organization (2 points) 4. Type(s) of service provided and the extend of service provided (2 points) 5. Population supported/served (2 points) * 6. Square meters of cleaning area. (2 points) * <p><u>Similar in scope means:</u> an experience entailing an institutional cleaning services contract for an office building, laboratory, and/or medical facility.</p>	<p>12 points per example, broken down as follows:</p> <p>Bullet #1: 2 points: full information provided 1 point: partial information provided 0 point: no information provided</p> <p>Bullet #2: 2 points: directly similar (i.e. office and lab space) 1 point: partially similar (i.e. offices but no lab space) 0 point: No similarities (i.e house cleaning) OR No information submitted</p> <p>Bullet #3: 2 points: 2 or more years 1 point: less than 2 years 0 point: no information submitted</p> <p>Bullet #4: 2 points: Full janitorial services (including carpet cleaning, floor scrubbing/waxing, window cleaning, snow removal at exterior doors, etc.) 1 point: Limited/partial janitorial services (i.e. vacuuming, emptying trash) 0 point: no information submitted</p> <p>Bullet #5: (Up to 2 Points) 0 points: no information submitted</p>	36	



ID	Point Rated Technical Criteria	Point Breakdown	Maximum Points	Proposal Page #
	<p><u>Same area means:</u> Cleaning services for an office building, laboratory, and/or medical facility, with duties equivalent to those mentioned in the statement of work in Annex A.</p> <p>* Bullet 5. Points will be calculated as follows:</p> <p>$(\text{Bidder's population served} / 250) * 2.$</p> <p>Note 1: No additional points will be awarded for populations served over 250 per example provided by the bidder. Note 2: All calculations will be rounded to one decimal point.</p> <p>Example 1: The bidders population served is 10 people. Calculation: $(10 / 250) * 2 = 0.1$ points.</p> <p>Example 2: The bidders population served is 250 people. Calculation: $(250 / 250) * 2 = 2$ points.</p> <p>Example 3: The bidder's population served is 450 people. Calculation: $(250 / 250) * 2 = 2$ points.</p> <p>** Bullet 6. Points will be calculated as follows:</p> <p>$(\text{Cleaning area m}^2 / 20,000 \text{ m}^2) * 2.$</p> <p>Note 1: No additional points will be awarded for cleaning areas over 20,000 m² per example provided by the bidder. Note 2: All calculations will be rounded to one decimal point.</p> <p>Example 1: The bidders cleaning area is 2,000m². Calculation: $(2000 / 20000) * 2 = 0.2$ points.</p> <p>Example 2: The bidders cleaning area is 20,000m². Calculation: $(20000 / 20000) * 2 = 2$ points.</p> <p>Example 3: The bidders cleaning area is 25,000m². Calculation: $(20000 / 20000) * 2 = 2$ points.</p>	<p>Bullet #6: (Up to 2 Points) 0 points: no information submitted</p>		



ID	Point Rated Technical Criteria	Point Breakdown	Maximum Points	Proposal Page #
R3	The Bidder should detail the plan to deliver the requirement for snow removal at doors and walkways as per SW4.2.2 of the SOW, demonstrating a plan for sufficient resources that will not negatively impact on Facility cleaning services delivery.	<p>2 points- Additional resources are planned for, to either remove snow or back-fill Day Cleaner's workload in winter months if they are the designated snow removal resource.</p> <p>1 point- Planned use of only the Day Cleaner for the snow removal activities with no additional resources to assist with heavy snow falls or compensate for times when Day Cleaner will not be available for cleaning duties due to carrying out snow removal duties during winter months.</p> <p>0 point- No information submitted</p>	2	
R4	The Bidder should detail the planned approach to deliver the daily/semi-daily/weekly and periodic washroom cleaning services as per the SOW.	<p>1 to 3 points- Full marks are dependent on demonstrates understanding of the required daily/semi-daily/weekly & periodic washroom cleaning tasks required and the delivery frequency related to them plus the resources (day cleaner, lead hand, supervisor, specialized crew etc.) that will be dedicated to completing them.</p> <p>0- No information submitted</p>	3	
Total points Available			47	
Total Points Required to be Considered Compliant (50%)			23.5	