



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

Bid Receiving/Réception des soumissions

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

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soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca)  
Cc : [martin.larocque@dfo-mpo.gc.ca](mailto:martin.larocque@dfo-mpo.gc.ca)

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans Canada

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

Proposition à : Pêches et Océans Canada

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

|   |  |   |
|---|--|---|
| <b>Title / Titre</b><br>Janitorial Services at Trois-Rivières   |  | <b>Date</b><br>February 15, 2023                    |
| <b>Solicitation No. / N° de l'invitation</b><br>30003821  |  |   |
| <b>Client Reference No. / No. de référence du client(e)</b><br>30003821   |  |   |
| <b>Solicitation Closes / L'invitation prend fin</b><br><b>At / à :</b> 14 :00<br>EST (Eastern Standard Time / HNE (Heure Normale de l'Est))<br><b>On / le :</b> 03-10-2023  |  |   |
| <b>F.O.B. / F.A.B.</b><br>Destination   | <b>Taxes</b><br>See herein — Voir<br>ci-inclus | <b>Duty / Droits</b><br>See herein — Voir ci-inclus |
| <b>Destination of Goods and Services / Destinations des biens et services</b><br>See herein — Voir ci-inclus  |  |   |
| <b>Instructions</b><br>See herein — Voir ci-inclus  |  |   |
| <b>Address Inquiries to : /<br/>Adresser toute demande de renseignements à :</b><br>Martin Larocque, Agent de contrat<br><b>Email / Courriel:</b> <a href="mailto:martin.larocque@dfo-mpo.gc.ca">martin.larocque@dfo-mpo.gc.ca</a> Cc :<br><a href="mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca">DFOtenders-soumissionsMPO@dfo-mpo.gc.ca</a> |  |   |
| <b>Delivery Required / Livraison exigée</b><br>See herein — Voir en ceci  | <b>Delivery Offered / Livraison proposée</b>   |   |
| <b>Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur</b>   |  |   |
| <b>Telephone No. / No. de téléphone</b>   | <b>Facsimile No. / No. de télécopieur</b>      |   |
| <b>Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)</b>  |  |   |
| <b>Signature</b>  | <b>Date</b>                                    |   |



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
  - (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses.
  - (b) the Bidder's security capabilities must be met as indicated in Part 6 - Resulting Contract Clauses;
3. For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada ( <http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html> ) website.

### **1.2 Statement of Work**

The Work to be performed is detailed under Annex "A" of the resulting contract clauses.

### **1.3 Debriefings**

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

### **1.4 Trade Agreements**

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



## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

### **2.2 Submission of Bids**

Bids must be submitted by the date, time and place indicated on page 1 of the bid solicitation.

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

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than **7 (seven)** 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 Quebec.

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

### **2.5 Bid Challenge and Recourse Mechanisms**

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.



- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that the Bidder submit **all** its **email** bid in separately saved sections as follows and **prior to the bid closing date, time and location**:

**Section I: Technical Bid** (one soft copy in PDF format)

**Section II: Financial Bid** (one soft copy in PDF format)

**Section III: Certifications** (one soft copy in PDF format)

#### **Important Note:**

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

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

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

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

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

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

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

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

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

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

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

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

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



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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Refer to Annex "D".

#### **4.1.2 Financial Evaluation**

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

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

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



## **PART 5 - CERTIFICATIONS**

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

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

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

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

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

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

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

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

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

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

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

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

In accordance with the requirements of the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.

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





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

**5.2.3 Federal Contractors Program for Employment Equity - Bid Certification**

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

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

**5.2.4 Additional Certifications Precedent to Contract Award**

**5.2.4.1 Status and Availability of Resources**

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

**5.2.4.2 Education and Experience**

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

**5.2.4.3 Personnel Identification Form (PIF)**

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

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

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

**5.2.4.5 Contractor's Representative**

The Contractor's Representative for the Contract is:

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

**5.2.4.6 Supplementary Contractor Information**

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

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

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



postal code:

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

### 5.2.5 Former Public Servant

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

#### Definitions

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the



[Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

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

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

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

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

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

**Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

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

\_\_\_\_\_  
Signature

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



### ATTACHMENT 1 TO PART 5 PERSONNEL IDENTIFICATION FORM

**Contract / file number:** 30003821

**PROJECT TITLE:** Janitorial Services at Trois-Rivières

|                              |  |
|------------------------------|--|
| Company Name:                |  |
| Address:                     |  |
| Telephone number:            |  |
| Fax number:                  |  |
| PWGSC file or Certificate #: |  |

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

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

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

**(For Official Use)**

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

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

- I approve
- I do not approve based on:

\_\_\_\_\_

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

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



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

### Requirements

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

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

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

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



## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

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

**6.1.1.1** The Contractor must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC);

**6.1.1.2** The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid **Reliability Status**, granted or approved by CISD/PWGSC;

**6.1.1.3** Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC;

**6.1.1.4** The Contractor must comply with the provisions of the:

- a) Security Requirements Check List and security guide (if applicable), attached at Annex C.
- b) Industrial Security Manual (Latest Edition)

### 6.2 Statement of Work

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

### 6.3 Standard Clauses and Conditions

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

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

#### 6.3.1 General Conditions

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

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

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



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

### 6.3.2 Supplemental General Conditions

[4013](#) (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from the date of contract award to January 31, 2024 inclusive.

#### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.



Canada may exercise this option at any time by sending a written notice to the Contractor 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

**6.5 Authorities**

**6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Martin Larocque  
Title: Contract Officer (Consultant)  
Department: Fisheries and Oceans Canada  
Directorate: Materiel and Procurement Services  
Telephone: 819 454-2077  
E-mail address: [martin.larocque@dfo-mpo.gc.ca](mailto:martin.larocque@dfo-mpo.gc.ca)

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

**6.5.2 Project Authority (to be inserted at Contract award)**

The Project Authority for the Contract is:

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

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

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

The Contractor's Representative for the Contract is:

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





## 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## 6.7 Payment

### 6.7.1 Basis of Payment - Fixed time rate – Limitation of expenditure

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at annex "B", to a limitation of expenditure of \$\_\_\_\_\_ (*to be inserted at Contract award*). Customs duties are included and Applicable Taxes are extra.

### 6.7.2 Limitation of Expenditure

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

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

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

## 6.7.3 Methods of Payment

### 6.7.3.1 Monthly Payment

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

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



- c. the Work performed has been accepted by Canada.

#### 6.7.4 Electronic Payment of Invoices – Contract

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

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

#### 6.8 Invoicing Instructions

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

**6.8.2** Payments will be made provided that the invoice(s) are emailed to DFO Accounts Payable at [DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca](mailto:DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca) with a cc to: *to be inserted at Contract award* and provides the required information as stated in subsection 6.8.1 above.

#### 6.9 Certifications and Additional Information

##### 6.9.1 Compliance

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

##### 6.9.2 SACC Manual Clauses

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

SACC Manual clause [C0711C](#) (2008-05-12), Time Verification

#### 6.10 Applicable Laws

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

#### 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4013](#), (2022-06-20), **Compliance with on-site measures, standing orders, policies, and rules;**
- (c) the general conditions [2010C](#), (2022-12-01) **General Conditions - Services (Medium Complexity);**
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Evaluation Criteria;
- (h) Annex E, Insurance Conditions;



- (i) the Contractor's bid dated \_\_\_\_\_ (*to be inserted at Contract award*)

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

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

**OR**

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

#### **6.13 Insurance - Specific Requirements**

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

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

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

#### **6.14 Dispute Resolution**

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

#### **6.15 SACC Manual Clauses**

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

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

#### **6.16 Environmental Considerations**

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



a) Paper consumption:

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

b) Travel requirements:

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



## ANNEX "A" STATEMENT OF WORK

### 1. INTRODUCTION

#### 1.1 SUMMARY SCOPE OF WORK

The Department of Fisheries and Oceans Canada (DFO) is seeking the services of a contractor to perform housekeeping for the following site: Trois-Rivières Hovercraft Base.

#### 1.2 BACKGROUND

The Canadian Coast Guard (CCG) hovercraft base located at 7100 Du Pont Street, Trois-Rivières, Quebec, is a Department of Fisheries and Oceans facility. DFO is responsible for managing facilities including the Trois-Rivières Hovercraft Base.

The need is to obtain the services of a contractor to perform daily, monthly and yearly housekeeping. The Trois-Rivières Hovercraft Base. The majority of the operations where a maximum number of employees are present are during normal working hours between 7:00 a.m. and 4:30 p.m.

The base has two hovercraft hangars with a total area of 2,309.50 m<sup>2</sup> and a floor including offices, a mechanical room and a warehouse with an area of 702.58 m<sup>2</sup>.

The cleaning work must be performed by a contractor who has the necessary skilled labour and equipment.

#### 1.3 LOCATION OF WORK

The hovercraft base is located at the following address:

7100 Du Pont Street  
Trois-Rivières, Quebec  
G9A 6M2

Geographical coordinates: 46.313135, -72.569536

Property number: 82274. Additional information can be found in the Treasury Board of Canada Secretariat's Directory of Federal Real Property via the following link:

[Trois-Rivières Hovercraft Base | Treasury Board of Canada Secretariat \(tbs-sct.gc.ca\)](#)

### 2. MANDATE

#### 2.1 DESCRIPTION OF MANDATE

Generally, the activities under this mandate include but are not limited to the equipment, materials, services, transportation and labour required to complete the following cleaning services:

#### 2.2 Objective

The objective is to do the housekeeping of the site. Ensure that the work area is kept clean.

The cleaning must be done properly by a contractor who has the necessary qualified labour, equipment and experience to meet the Government of Canada's requirements.



### 2.3 Tasks and frequency

| TASKS  | FREQUENCY |        |            |         |              |              |        |             |
|--|-----------|--------|------------|---------|--------------|--------------|--------|-------------|
|  | DAILY     | WEEKLY | 2 TIMES/WK | MONTHLY | 2 TIMES/YEAR | 4 TIMES/YEAR | YEARLY | AS REQUIRED |
| <b>EXTERIOR</b>  |           |        |            |         |              |              |        |             |
| Polish all metal parts and push bars on entrance doors (clean and wipe down).        | X         |        |            |         |              |              |        |             |
| Keep glass in entrance doors clean on both sides.                                    | X         |        |            |         |              |              |        |             |
| Pick up debris at building entrances.  | X         |        |            |         |              |              |        |             |
| Sweep floors and clean mats in porches and main entrances.                           | X         |        |            |         |              |              |        |             |
| <b>GENERAL INTERIOR</b>  |           |        |            |         |              |              |        |             |
| Dust high ledges, partitions, pipes and other high areas at regular intervals.       |           |        |            |         |              | X            |        |             |
| Dust air vents.  |           |        |            |         |              |              | X      |             |
| Wash the push and kick plates and remove any fingerprints.                           | X         |        |            |         |              |              |        |             |
| Dust door grills (wash).   |           |        |            | X       |              |              | (X)    |             |
| <b>ENTRANCES</b>   |           |        |            |         |              |              |        |             |
| Sweep floors using a dust suppression method.  | X         |        |            |         |              |              |        |             |
| Wash floors.   | X         |        | (X)        |         |              |              |        | ((X))       |
| Remove and clean mats on both sides.   | X         |        |            |         |              |              |        |             |
| Clean both sides of door glass.  | X         |        |            |         |              |              |        |             |
| <b>CARPETED FLOORS OR WINTER RUGS</b>  |           |        |            |         |              |              |        |             |
| Floors are vacuumed with a commercial vacuum and cleaned of stains.                  | X         |        |            |         |              |              |        |             |
| <b>CONCRETE FLOOR</b>  |           |        |            |         |              |              |        |             |
| Floors are swept (wiped with a damp mop) ((washed, clean)).                          | X         | (X)    |            | ((X))   |              |              |        |             |
| <b>VINYL AND LINOLEUM</b>  |           |        |            |         |              |              |        |             |
| Floors are swept and washed (washed with a damp mop and polished).                   | X         |        | (X)        |         |              |              |        |             |
| Floors are completely stripped in April and October and waxed again.                 |           |        |            |         | X            |              |        |             |
| The bottoms of walls are cleaned of dirt, dust and dirty water marks (or as needed). |           |        |            | X       |              |              |        | (X)         |
| Clean up dirt caused by mop, wax or spills.  |           |        |            |         |              |              |        | X           |
| <b>TERRAZZO AND CERAMIC TILES</b>  |           |        |            |         |              |              |        |             |



|  |     |     |  |     |  |  |  |     |     |
|--|-----|-----|--|-----|--|--|--|-----|-----|
| Floors are swept and washed.   | X   |     |  |     |  |  |  |     |     |
| Floors are deep cleaned.   |     |     |  |     |  |  |  | X   |     |
| <b>STAIRWELLS, RAILINGS AND INTERIOR WINDOWSILLS</b>   |     |     |  |     |  |  |  |     |     |
| Stairs are swept (washed).   | X   | (X) |  |     |  |  |  |     |     |
| Ramps are dusted (cleaned and wiped).  | X   |     |  | (X) |  |  |  |     |     |
| Balustrades are dusted (washed and wiped).   |     | X   |  | (X) |  |  |  |     |     |
| Windowsills are dusted (washed and wiped).   | X   |     |  | (X) |  |  |  |     |     |
| Heaters are dusted (washed and wiped).   |     | X   |  |     |  |  |  |     |     |
| <b>FURNITURE AND FIXED INSTALLATIONS</b>   |     |     |  |     |  |  |  |     |     |
| Horizontal surfaces of desks and furniture are dusted.   | X   |     |  |     |  |  |  |     |     |
| Vertical surfaces of furniture exposed to dust are dusted.                                     |     | X   |  |     |  |  |  |     |     |
| Empty shelves are dusted.  |     | X   |  |     |  |  |  |     |     |
| Bookcases are dusted without moving the books (cleaned on both sides).                         |     | X   |  | (X) |  |  |  |     |     |
| Upholstered furniture (furniture, screens, etc.) is vacuumed (steam cleaned).                  |     |     |  | X   |  |  |  | (X) | (X) |
| Leather or vinyl-covered furniture is wiped with a damp cloth.                                 |     | X   |  |     |  |  |  |     |     |
| Chrome parts of chairs, tables, furniture, etc., are washed (washed and wiped).                |     |     |  | X   |  |  |  |     |     |
| Devices such as text editors, computers, keyboards, fax machines and photocopiers are cleaned. | X   |     |  |     |  |  |  |     |     |
| <b>TOILETS, SHOWERS AND HAND BASINS</b>  |     |     |  |     |  |  |  |     |     |
| Floors are swept, cleaned and disinfected.   | X   |     |  |     |  |  |  |     |     |
| Toilet seats, bowls, urinals and sinks are cleaned and disinfected.                            | X   |     |  |     |  |  |  |     |     |
| The areas in contact with any part of the body in washrooms are disinfected.                   | X   |     |  |     |  |  |  |     |     |
| Tanks, dispensers, containers, mirrors, shelves and pipes are dusted and cleaned.              | X   |     |  |     |  |  |  |     |     |
| Toilet partitions are dusted, washed and wiped down.   | X   |     |  |     |  |  |  |     |     |
| Walls are washed and wiped down.   |     | X   |  |     |  |  |  |     |     |
| Waste is removed.  | X   |     |  |     |  |  |  |     |     |
| Toilet bowls and urinals are descaled.   |     | X   |  |     |  |  |  |     |     |
| Wastepaper baskets are washed and disinfected.   |     | X   |  |     |  |  |  |     |     |
| Soap, toilet paper and other dispensers are refilled (including all workshops).                | X   |     |  |     |  |  |  |     |     |
| The air vents are dusted (washed).   |     |     |  | X   |  |  |  | (X) |     |
| The metal lockers are dusted.  |     | X   |  |     |  |  |  |     |     |
| Ceramic tiles in washrooms, metal partitions, etc., are washed (remove fingerprints).          | (X) |     |  | X   |  |  |  |     |     |
| <b>WINDOWS AND GLAZING</b>   |     |     |  |     |  |  |  |     |     |



|   |     |     |  |     |  |   |     |     |
|---|-----|-----|--|-----|--|---|-----|-----|
| Both sides of windows, doors, frames, shelves and screens are cleaned and wiped down.             |     |     |  |     |  | X |     |     |
| Interior partitions and glass doors of all rooms are washed on both sides (fingerprints removed). | (X) |     |  | X   |  |   |     |     |
| <b>WALLS AND CEILINGS</b>   |     |     |  |     |  |   |     |     |
| Stains on the walls of corridors, offices and dining rooms are cleaned.                           | X   |     |  |     |  |   |     | X   |
| Aluminum supports for soundproofing panels in each room are washed.                               |     |     |  |     |  |   | X   |     |
| Drywall and metal surfaces are wiped with a damp cloth, concrete walls are dusted.                |     |     |  |     |  |   | X   |     |
| Baseboards and bottom of walls are free of dirt, dust and dirty water marks.                      |     | X   |  |     |  |   |     |     |
| <b>LIGHT FIXTURES</b>   |     |     |  |     |  |   |     |     |
| Wash all interior light fixtures.   |     |     |  |     |  |   | X   |     |
| <b>DINING ROOMS AND KITCHENS</b>  |     |     |  |     |  |   |     |     |
| Clean and wipe down tables, chairs and countertops.   | X   |     |  |     |  |   |     |     |
| Clean and wipe down the exterior of stoves, refrigerators and electrical appliances.              | X   |     |  |     |  |   |     |     |
| Wash and wipe down cabinets, microwave ovens, refrigerators, stoves and stove elements.           |     | X   |  |     |  |   |     | X   |
| Wash the inside of cabinets.  |     |     |  |     |  |   | X   |     |
| <b>MISCELLANEOUS</b>  |     |     |  |     |  |   |     |     |
| Garbage cans are emptied and cleaned (inside and outside).  | X   |     |  | (X) |  |   |     | (X) |
| Paintings and frames are cleaned.   |     |     |  | X   |  |   |     |     |
| Telephone sets are cleaned (disinfected).   | X   | (X) |  |     |  |   |     |     |
| Fire extinguishers and compartments are kept clean.   |     |     |  |     |  |   | X   |     |
| Blinds are dusted (washed).   |     |     |  | X   |  |   | (X) |     |
| Chairs in training and meeting rooms are put back in place.                                       | X   |     |  |     |  |   |     |     |





### **3 MATERIALS**

#### **3.1 Cleaning equipment**

The Contractor provides all cleaning equipment, such as mop tanks, cleaning machines, sweeping powder, polishing machines, vacuum cleaners, brooms, wet and dry mops, ladders, dusting cloths, buckets, cleaning brushes, detergents, deodorizers, disinfectants, polishing kits such as waxes, polishers, carpet cleaning kits, etc.

#### **3.2 Washroom supplies**

The Contractor supplies and replaces the following toilet cubicle and washroom items: toilet paper, hand soap for all types of dispensers, toilet soap, various deodorants, disinfectants for men's urinals, plastic bags for all types of trash cans, paper towels. All materials must be of the highest quality available on the market.

The hand cleaner used must be of the industrial type for all workshops and first-floor bathrooms and contain pumice particles in a cartridge adaptable to the existing dispenser model. The product must meet the other standards described below.

The Contractor must maintain an adequate stock of all supplies used to avoid being in short supply at any time.

The household cleaning products used must be biodegradable, not be harmful to the ozone layer and, in no case, cause harm to the environment. In addition, they must be certified environmentally friendly.

Cleaning items and products must be approved by the Department representative and no equivalent may be used without their approval.

The Contractor must provide updated Material Safety Data Sheets for all products used (mandatory).

No changes may be made to the equipment already in place at these locations without the approval of the Department representative.

- **Refuse**

The Contractor agrees to clear the buildings of all refuse resulting from the performance of the work listed below.

The Contractor must dispose of such refuse in the containers placed outside.

- **Recycling**

As much as possible must be recovered. A recycling container for cardboard and paper is available outside. All paper and cardboard placed in the blue bins must be disposed of in this container.

- **Caution**

In the event of flammable materials being used in the performance of the work in question, these may not be stored on the premises or buildings of the Department of Fisheries and Oceans Canada without prior written permission of the Department representative.

- **Prohibition**

It is strictly forbidden to empty cleaning residues into the sinks.



- **Monitoring**

Housekeeping work shall be monitored for completion and quality by the Department representative.

It is understood that the Contractor or their representative will discuss/meet with the Department representative at least once per month at a mutually convenient time to ensure that all requirements are being met.

- **Logbook**

A log of the work to be performed must be provided to and completed by the Contractor's personnel. The logbook is forwarded to the Department representative on a weekly basis. The format of the logbook must be submitted to the Department representative within 10 days of contract award and be to the satisfaction of the Department representative. If necessary, the logbook will be revised to be as useful as possible to both parties.

- **Work schedule**

The Contractor must provide the department with a work schedule for work to be performed on a daily, weekly, monthly, semi-annual and annual basis and must adhere strictly to the schedule. The working day is primarily between 12:00 p.m. and 1:00 p.m. and between 4:00 p.m. and 12:00 a.m.

### 3.3 Site description — See plans in Appendix A

Ground floor:

|                      |                      |
|----------------------|----------------------|
| Office:              | 194 m <sup>2</sup>   |
| Common areas:        | 65 m <sup>2</sup>    |
| Stairs:              | 20 m <sup>2</sup>    |
| Lavatories:          | 35 m <sup>2</sup>    |
| Storage and archive: | 1,942 m <sup>2</sup> |

Total usable area: 2,256 m<sup>2</sup>

Floor:

|                      |                    |
|----------------------|--------------------|
| Office:              | 67 m <sup>2</sup>  |
| Common areas:        | 105 m <sup>2</sup> |
| Meeting room:        | 65 m <sup>2</sup>  |
| Stairs:              | 58 m <sup>2</sup>  |
| Lavatories:          | 25 m <sup>2</sup>  |
| Storage and archive: | 94 m <sup>2</sup>  |
| Mechanical:          | 265 m <sup>2</sup> |

Total usable area: 679 m<sup>2</sup>



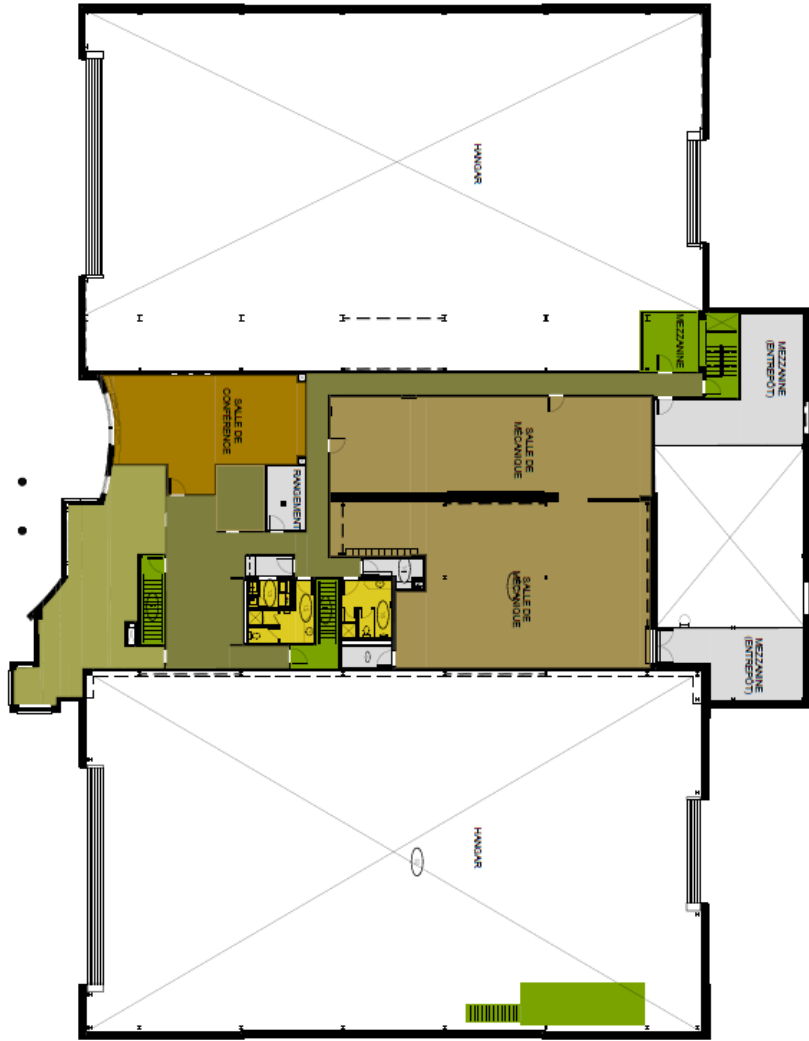
APPENDIX B — PLAN OF THE TROIS-RIVIÈRES HOVERCRAFT BASE





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| LÉGENDE DES SUPERFICIES |                        |                    |
|-------------------------|------------------------|--------------------|
| COULEUR                 | DESCRIPTION            | SUPERFICIE         |
| [Green]                 | BUREAU                 | 67 m <sup>2</sup>  |
| [Light Green]           | ESPACE COMMUN          | 105 m <sup>2</sup> |
| [Yellow]                | SALLE DE REUNION       | 65 m <sup>2</sup>  |
| [Light Blue]            | ESCALIER               | 59 m <sup>2</sup>  |
| [Light Green]           | TOILETTE               | 25 m <sup>2</sup>  |
| [Light Green]           | ENTREPOSAGE ET ARCHIVE | 54 m <sup>2</sup>  |
| [Light Green]           | MECANIQUE              | 285 m <sup>2</sup> |
| [Light Green]           | AIRE UTILISABLE TOTALE | 679 m <sup>2</sup> |



|   |  |
|---|--|
|   |  |
| Informations Techniques et Graphiques<br>101 Boulevard de l'Industrie, 2 <sup>e</sup> étage<br>Québec, Québec G1M 7T7 |  |
| <b>TROIS-RIVIERES</b><br><b>BASE AERODUSSIERS</b>   |  |
| <b>SUPERFICIE INTERIEURE NETTE</b><br><b>2<sup>E</sup> ETAGE</b>  |  |
| Date de mise à jour : 2022-03-15<br>Version : 1.0<br>Dessiné par : [Nom] / Vérifié par : [Nom]                        |  |
| <b>6887-02-A00-ANS</b><br>01  |  |



**ANNEX “B”  
BASIS of PAYMENT**

**Services and Associated Costs**

Please note that the Contractor is paid an hourly rate (all inclusive) based on a five-hour day, Monday through Friday. Payment will be based on the information on the sign-in/-out sheet.

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

**The level of effort is provided for assessment purposes only and is not to be considered a guarantee of work.**

Under any resulting contract, Canada will not accept any travel and living expenses that may need to be incurred by the Contractor to relocate resources required to satisfy its contractual obligations.

The Contractor will be paid the following firm hourly rates for work performed under the Contract as described in the Statement of Work.

**COST ASSESSMENT**

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

***The level of effort required by the Contractor to clean this facility properly is equivalent to a five-hour workday.***

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to the paragraph above.

**1. Initial Contract Period: From date of contract award to January 31, 2024**

(Cleaning person, 5 days per week, Monday to Friday—5 hours per day)

| <b>Initial Contract Period: From date of contract award to January 31, 2024</b> |                            |   |                      |
|---|----------------------------|---|----------------------|
| <b>Description</b>  | <b>Number of hours (A)</b> | <b>Hourly Rate (all inclusive) (\$) (B)</b> | <b>Total (AxB) =</b> |
| <b>5 days per week, Monday to Friday for 5 hours</b>                            | Up to 1,300 hours          | \$  | \$                   |
| <b>QST/GST</b>  |                            |   | <b>\$</b>            |
| <b>TOTAL</b>  |                            |   | <b>\$</b>            |



**2. Option Year 1—Contract Period from February 1, 2024 to January 31, 2024**

(Cleaning person, 5 days per week, Monday to Sunday—5 hours per day)

| <b>Option Year 1 : February 1, 2024 to January 31, 2024</b> |                            |  |                      |
|---|----------------------------|--|----------------------|
| <b>Description</b>  | <b>Number of hours (A)</b> | <b>Hourly Rate (all inclusive) (B)</b> | <b>Total (AxB) =</b> |
| <b>5 days per week, Monday to Friday for 5 hours</b>        | Up to 1,300 hours          | \$                                     | \$                   |
| <b>QST/GST</b>  |                            |  | <b>\$</b>            |
| <b>TOTAL</b>  |                            |  | <b>\$</b>            |

**3. Option Year 2—Contract Period : February 1, 2025 to January 31, 2025**

(Cleaning person, 5 days per week, Monday to Friday—5 hours per day)

| <b>Option Year 2 : February 1, 2025 to January 31, 2025</b> |                            |  |                      |
|---|----------------------------|--|----------------------|
| <b>Description</b>  | <b>Number of hours (A)</b> | <b>Hourly Rate (all inclusive) (B)</b> | <b>Total (AxB) =</b> |
| <b>5 days per week, Monday to Friday for 5 hours</b>        | Up to 1,300 hours          | \$                                     | \$                   |
| <b>QST/GST</b>  |                            |  | <b>\$</b>            |
| <b>TOTAL</b>  |                            |  | <b>\$</b>            |

**4. Option Year 3—Contract Period : February 1, 2026 to January 31, 2026**

(Cleaning person, 5 days per week, Monday to Friday—5 hours per day)

| <b>Option Year 3: February 1, 2026 to January 31, 2026</b> |                            |  |                      |
|--|----------------------------|--|----------------------|
| <b>Description</b>   | <b>Number of hours (A)</b> | <b>Hourly Rate (all inclusive) (B)</b> | <b>Total (AxB) =</b> |
| <b>5 days per week, Monday to Friday for 5 hours</b>       | Up to 1,300 hours          | \$                                     | \$                   |
| <b>QST/GST</b>   |                            |  | <b>\$</b>            |
| <b>TOTAL</b>   |                            |  | <b>\$</b>            |



### ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



Government of Canada  
Gouvernement du Canada

English Instructions

Instructions français

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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

| PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE   |  |  |
|--|--|--|
| 1. Originating Government Department or Organization<br>Ministère ou organisme gouvernemental d'origine<br>Pêches et Océans Canada   |  | 2. Branch or Directorate / Direction générale ou Direction<br>Biens immobiliers                |
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance   | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant<br>Services ménagers trifluviens inc. 2405 rue Bellefeuille Trois-Rivières,<br>G9A 3Z1 |  |
| 4. Brief Description of Work - Brève description du travail<br>Service d'entretien ménager à la base de Trois-Rivières   |  |  |
| 5. a) Will the supplier require access to Controlled Goods?<br>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?<br>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?<br>Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?<br>(Specify the level of access using the chart in Question 7. c)<br>(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?<br>No access to PROTECTED and/or CLASSIFIED information or assets is permitted.<br>Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes?<br>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?<br>S'agit-il d'un contrat de messagerie ou de livraison commerciales 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<br>Aucune restriction relative à la diffusion <input type="checkbox"/>   | All NATO countries<br>Tous les pays de l'OTAN <input type="checkbox"/>   | No release restrictions<br>Aucune restriction relative à la diffusion <input type="checkbox"/> |
| Not releasable<br>À ne pas diffuser <input type="checkbox"/>   |  |  |
| Restricted to: / Limité à: <input type="checkbox"/>  | Restricted to: / Limité à: <input type="checkbox"/>  | Restricted to: / Limité à: <input type="checkbox"/>  |
| Specify country(ies): / Préciser le(s) pays:   | Specify country(ies): / Préciser le(s) pays:   | Specify country(ies): / Préciser le(s) pays:   |
| 7. c) Level of information / Niveau d'information  |  |  |
| PROTECTED A<br>PROTÉGÉ A <input type="checkbox"/>  | NATO UNCLASSIFIED<br>NATO NON CLASSIFIÉ <input type="checkbox"/>   | PROTECTED A<br>PROTÉGÉ A <input type="checkbox"/>  |
| PROTECTED B<br>PROTÉGÉ B <input type="checkbox"/>  | NATO RESTRICTED<br>NATO DIFFUSION RESTREINTE <input type="checkbox"/>  | PROTECTED B<br>PROTÉGÉ B <input type="checkbox"/>  |
| PROTECTED C<br>PROTÉGÉ C <input type="checkbox"/>  | NATO CONFIDENTIAL<br>NATO CONFIDENTIEL <input type="checkbox"/>  | PROTECTED C<br>PROTÉGÉ C <input type="checkbox"/>  |
| CONFIDENTIAL<br>CONFIDENTIEL <input type="checkbox"/>  | NATO SECRET<br>NATO SECRET <input type="checkbox"/>  | CONFIDENTIAL<br>CONFIDENTIEL <input type="checkbox"/>  |
| SECRET<br>SECRET <input type="checkbox"/>  | COSMIC TOP SECRET<br>COSMIC TRÈS SECRET <input type="checkbox"/>   | SECRET<br>SECRET <input type="checkbox"/>  |
| TOP SECRET<br>TRÈS SECRET <input type="checkbox"/>   |  | TOP SECRET<br>TRÈS SECRET <input type="checkbox"/>   |
| TOP SECRET (SIGINT)<br>TRÈS SECRET (SIGINT) <input type="checkbox"/>   |  | TOP SECRET (SIGINT)<br>TRÈS SECRET (SIGINT) <input type="checkbox"/>                           |

Security Classification / Classification de sécurité

TBS/SCT 350-103 (2004/12)

Canada



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|--|
| Contract Number / Numéro du contrat                  |
| Security Classification / Classification de sécurité |

|  |   |
|--|---|
| <b>PART A (continued) / PARTIE A (suite)</b>   |   |
| 8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?<br>Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?<br>If Yes, indicate the level of sensitivity:<br>Dans l'affirmative, indiquer le niveau de sensibilité :   | <input checked="" type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>Oui   |
| 9. Will the supplier require access to extremely sensitive INFOSEC information or assets:<br>Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?<br><br>Short Title(s) of material / Titre(s) abrégé(s) du matériel :<br><br>Document Number / Numéro du document :   | <input checked="" type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>Oui   |
| <b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>  |   |
| 10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis<br><br><input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL <input type="checkbox"/> SECRET<br>SECRET <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET<br><br><input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET<br>NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET<br><br><input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS<br><br>Special comments:<br>Commentaires spéciaux : _____<br><br>NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.<br>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?<br>Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?<br><br>If Yes, will unscreened personnel be escorted:<br>Dans l'affirmative, le personnel en question sera-t-il escorté?   | <input checked="" type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>Oui<br><br><input type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>Oui |
| <b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>   |   |
| <b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>   |   |
| 11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?<br>Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?   | <input checked="" type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>Oui   |
| 11. b) Will the supplier be required to safeguard COMSEC information or assets?<br>Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?   | <input checked="" type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>Oui   |
| <b>PRODUCTION</b>  |   |
| 11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?<br>Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  | <input checked="" type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>Oui   |
| <b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>  |   |
| 11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?<br>Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?   | <input checked="" type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>Oui   |
| 11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?<br>Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?   | <input checked="" type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>Oui   |

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| Security Classification / Classification de sécurité |
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| Contract Number / Numéro du contrat                  |
| Security Classification / Classification de sécurité |

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

| Category<br>Catégorie                          | PROTECTED<br>PROTÉGÉ     |                          |                          | CLASSIFIED<br>CLASSIFIÉ      |                          |                           | NATO   |                          |                          |   | COMSEC                   |                          |                          |                              |                          |                           |
|--|--------------------------|--------------------------|--------------------------|------------------------------|--------------------------|---------------------------|--|--------------------------|--------------------------|---|--------------------------|--------------------------|--------------------------|------------------------------|--------------------------|---------------------------|
|  | A                        | B                        | C                        | Confidential<br>Confidentiel | Secret                   | Top Secret<br>Très Secret | NATO Restricted<br>NATO Diffusion Restreinte | NATO Confidential        | NATO Secret              | COSMIC Top Secret<br>COSMIC Très Secret | Protected<br>Protégé     |                          |                          | Confidential<br>Confidentiel | Secret                   | Top Secret<br>Très Secret |
|  |                          |                          |                          |                              |                          |                           |  |                          |                          |   | A                        | B                        | C                        |                              |                          |                           |
| Information / Assets<br>Renseignements / Biens | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/>                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/>  |
| Production                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/>                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/>  |
| IT Media<br>Support TI                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/>                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/>  |
| IT Link<br>Lien électronique                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/>                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/>  |

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature 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.

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

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

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| Security Classification / Classification de sécurité |
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**ANNEX "D"  
EVALUATION CRITERIA**

**MANDATORY REQUIREMENTS:**

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

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

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

| N°        | Mandatory Criteria   | Meets criteria<br>( ) | Page # in proposal |
|-----------|--|-----------------------|--------------------|
| <b>M1</b> | Bidder <b>must</b> provide a current Workplace Health, Safety and Compensation Review Division (WHSCRD) clearance letter at the time of bid closing.   |                       |                    |
| <b>M2</b> | Bidder <b>must</b> demonstrate at least three years' experience in the field of janitorial service.<br><br>Each referenced project <b>MUST</b> contain the following information:<br><br>1. The name of the organization (to which the services were provided);<br>2. The name, title, telephone number and email address of the contact authority (for validation purposes);<br>3. Description of the type and scope of services that meet the identified criteria; and<br>4. Dates and duration of the project (start date (MM/YY) to end date (MM/YY)). |                       |                    |
| <b>M3</b> | The bidder <b>must</b> provide a copy of their business license at the time of bid closing.  |                       |                    |



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## ANNEX "E" INSURANCE CONDITIONS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Fisheries and Oceans Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.



For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.