



REQUEST FOR STANDING OFFER AGREEMENT (RFSO)

Subject:

Janitorial supplies and services

For further details, please refer to the Statement of Requirement attached as **Annex "A"** of this document.

Issue Date:

November 2, 2023

Closing Date and Time:

November 30, 2023 at 11:0 AM EST

RFP No:

SEN-055 23/24

SENATE INFORMATION

For all enquiries, contact the Standing Offer Authority:

Contact: Shirley Chartrand
Title: Senior Procurement Advisor
Address: 40 Elgin Street, Room 1110
Ottawa, ON K1A 0A4, Canada
Telephone no: 613-995-8888 x 4
E-mail: Proc-appr@sen.parl.gc.ca

Offers can be delivered by e-mail or to the address of the Contracting Authority below.

E-mail: Proc-appr@sen.parl.gc.ca

PLEASE MARK ALL CORRESPONDANCE WITH THE RFP NUMBER INDICATED ABOVE.

BIDDER SIGNATURE BLOCK

The Bidder offers and agrees to provide the Senate of Canada, upon the terms and conditions set out herein, including attachments to this document, the services listed herein and on any attachment at the price(s) set out therefore.

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Offerors submitting an offer as a joint venture

Name of Firm:

Name of Representative:

Authorized Signature:

Date:

Position Title:

Email Address:

Telephone Number:

Fax Number:



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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into six (6) parts, four (4) annexes and one (1) appendix, 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 Standing Offer and Resulting Call up Clauses: includes the clauses and conditions that will apply to any resulting call ups;
 - Part 6 Terms of Work and Payment
-
- Annex "A" Statement of Requirements;
 - Appendix "A" Equipment repair list
 - Annex "B" Basis of Payment;
 - Annex "C" Language Proficiency;
 - Annex "D" Supplier Creation and Direct Deposit Enrollment Form.

2. Summary

The Senate of Canada (Senate) is seeking proposals to establish one (1) Standing Offer (SO) per stream for the supply and delivery of **Janitorial supplies and services** for the Senate. The term of each resulting SO will be for a period of two (2) years from the date of SO award, with the option to renew the SO for three (3) additional one-year (1) periods as defined in the statement of requirement at Annex "A".

You must bid on all items in the stream(s) you have selected in order for your bid to be valid.

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 **five (5) working days** of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



PART 2 - BIDDER INSTRUCTIONS

1. Prelude

- I. The Senate of Canada invites “Bidders” to respond to this RFSO for the provision of: Stream 1 - Cleaning liquids and product, Stream 2 - Garbage bags & Gloves, Stream 3 - Hygiene Paper, Stream 4 - Equipment Repair as described in Annex “A” - Statement of Requirements (SOR).

2. Signature Requirement

- I. Page 1 of this RFSO must be completed, signed, dated and returned with your mandatory requirements bid thereby acknowledging having read, understood and accepted the complete bid package and all addendums issued.
- II. The Chief Executive Officer or a designate that has been authorized to commit the Supplier to contracts must sign the RFSO.
- III. Failure to sign the cover page may result in the disqualification of the proposal.

3. Irrevocable Proposals

- I. Bids will remain open for acceptance for a period of not less than **ninety (90) days** from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation.
- II. The Senate of Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of **five (5) days** before the end of the bid validity period. If the extension is accepted by all responsive bidders, the Senate of Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, the Senate of Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.

4. Cost Related to the Preparation of Proposal

- I. No payment direct or indirect will be made for costs that may be incurred relative to the preparation or submission of a proposal in response to this RFSO. All copies of documents submitted in response to this Request for Standing Offer shall become the property of the Senate of Canada and will not be returned.

5. Joint Venture

- I. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:
 - a. the name of each member of the joint venture;
 - b. the Procurement Business Number of each member of the joint venture;
 - c. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable; and
 - d. the name of the joint venture, if applicable.
- II. If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.



- III. The bid and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or liable for the performance of any resulting contract.

6. Inquiries and Communications

- I. The contracting officer for all inquiries and other communications in regard to this RFSO is stated on the cover page of this document. All communication or inquiries must be directed **ONLY** to this person. Non-compliance with this condition for that reason alone may result in the disqualification of Bidder's proposal.
- II. If alternatives are being recommended for any of the items detailed in Annex "B" –Basis of Payment, these alternatives must be submitted no later than **November 14, 2023 by 11:00 am EST** to the attention of Shirley Chartrand, Senior Procurement Advisor at Proc-Appr@sen.parl.gc.ca .
- III. Enquiries regarding this RFSO must be received by e-mail at: proc-appr@sen.parl.gc.ca, no later than **le 21 November 2023 by 11am EST**. 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 the Senate of Canada to provide an accurate answer. 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 the Senate of Canada determines that the enquiry is not of a proprietary nature. The Senate of Canada may edit the question(s) or may request that the Bidder do so, in order 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 the Senate of Canada.
- IV. To ensure the equality of information among Bidder, answers to enquiries which are relevant to the RFSO will be provided to all Bidders by simultaneously posting responses to CanadaBuys without revealing the sources of the inquiry.

7. Provision of False or Incorrect Information

- I. The Senate of Canada will reject any proposals found to contain false, incorrect or misleading information. It is the responsibility of the Bidder to ensure that all information provided is accurate, clear and easily understood. Furthermore, the Senate of Canada may refer cases of fraudulent misrepresentation to the Royal Canadian Mounted Police for potential criminal investigation.

8. Price Justification

- I. In the event that there is a sole responsive bid received, the Bidder must provide, on the Senate of Canada's request, one or more of the following price justification:
 - a. a current published price list indicating the percentage discount available to the Senate; or
 - b. a copy of paid invoices for similar goods and services provided to other clients; or
 - c. a price breakdown showing the cost of direct labor and profit; or



- d. price or rate certifications; or
- e. any other supporting documentation as requested by the Senate.

9. Conflict of Interest – Unfair Advantage

- I. In order to protect the integrity of the procurement process, bidders are advised that the Senate of Canada may reject a bid in the following circumstances:
 - a. if the Bidder, any of its affiliates or subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
 - b. if the Bidder, any of its affiliates or subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in the Senate's opinion, give or appear to give the Bidder an unfair advantage.
- II. The experience acquired by a bidder who is providing or has provided the services described in the bid solicitation (or similar services) will not, in itself, be considered by the Senate as conferring an unfair advantage or creating a conflict of interest. This Bidder remains however subject to the criteria established above.
- III. Where the Senate intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide them with an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within the Senate's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

10. Ownership of RFSO documents

- I. This Request for Standing Offer and all supporting documentation have been prepared by the Senate and remain the sole property of the Senate, Ottawa, Canada. The information is provided to the proponent solely for its use in connection with the preparation of a response to this Request for Standing Offer and shall be considered to be the proprietary and confidential information of the Senate. These documents are not to be reproduced, copied, loaned or otherwise disclosed directly or indirectly, to any third party except those of its employees having a need to know for the preparation of the Supplier's response, and the Supplier further agrees not to use them for any purpose other than that for which they are specifically furnished.

11. Funding Approvals

- I. Bidders should note that all contract awards are subject to the Senate of Canada's internal approvals process which includes the requirement of obtaining internal approvals should funding requirements exceed internal budgets for any proposed contract. Despite the fact that a bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to the Senate of Canada's internal policies. In this case, if approval is not granted, a contract cannot be awarded.

12. Applicable Laws



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

13. Level of Security

- I. In accordance with the Senate Accreditation Policy a valid security clearance is a condition of any Senate contract and is required for all individuals with whom the Senate may need to share or provide access to sensitive or classified information, assets, or facilities.
- II. The Supplier shall ensure that before any work is undertaken for the Senate, all individuals – including affiliates and subcontractors working on any resulting contract(s) – must undergo the Senate’s security screening process and successfully obtain Senate security clearance at the level of “site access” or they must have successfully obtained an equivalent or higher security status under the security policy of another Canadian legislature or governmental institution recognized by the Senate. Any equivalent security status or clearance must be approved by the Senate prior to the initiation of any work.
- III. Individuals who do not hold a valid security clearance at the level of “site access” by a recognized institution must undergo the Senate security screening process and successfully obtain a Senate security clearance at the required level.
- IV. A financial inquiry may be performed as part of the security screening process to assess whether an individual poses a security risk on the basis of financial pressure or history of poor financial responsibility. The inclusion of a financial inquiry in a security screening is determined on a case-by-case basis and is based on the types of duties or tasks being performed by the individual at the Senate.
- V. The Senate reserves the right to raise the required level of a security clearance as needed.



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

The Senate requests that Bidders provide their bid in separate electronic files in a single transmission as follows:

Section I: Mandatory Criteria (one (1) soft copy in PDF format) (including Non-Evaluated Mandatory Criteria and the name of a designate a bilingual account manager (TO BE COMPLETED AND RETURNED WITH YOUR BID) and page 1 of the RFSO signed;

Section II: Technical Bid (one (1) soft copy in PDF format);

Section III: Financial Bid - Annex "B" – Basis of Payment (one (1) soft copy in PDF format);

Section IV: Annex "D" – Supplier Creation and Direct Deposit Enrollment Form (one (1) soft copy in PDF format).

Prices must appear in the financial bid only. **Prices indicated in any other section of the bid will result in the disqualification of the bid.**

The Senate requests that Bidders use a numbering system that corresponds to the offer solicitation in the preparation of their bid.

Section I: Mandatory Criteria

- I. In the Mandatory Criteria Section of their bid, Bidders should clearly indicate how they meet each of the Mandatory Criteria outlined in Part 4 – Evaluation Procedures and Basis of Selection

Section II: Technical Bid

- I. In their Technical Bid, Bidders should demonstrate their understanding of the requirements contained in the RFSO 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.
- II. 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 RFSO is not sufficient. In order to facilitate the evaluation of the bid, the Senate 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 III: Financial Bid - Annex "B" – Basis of Payment

- I. Pricing must include all requirements as set forth in the RFSO.
- II. The Bidder must submit their Financial Bid in Canadian funds in accordance with Annex "B" – Basis of Payment.
- III. The Bidder must provide pricing for each item listed in each stream selected as outlined in Annex "B" – Basis of Payment.

Failure to do so will result in the disqualification of your bid.



Section IV: Annex "D" – Supplier Creation and Direct Deposit Enrollment Form

- I. Bidders must complete, sign and return Annex "D" – Supplier Creation and Direct Deposit Enrollment Form with their bid.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- I. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the mandatory criteria, technical criteria and financial bid.
- II. The Senate of Canada shall conduct the Request for Standing Offer process in a fair manner and will treat all Bidder’s equitably. Objective standards and evaluation criteria will be applied uniformly to all Bidders.
- III. An evaluation team composed of representatives of the Senate of Canada will evaluate the bids.
- IV. It is the responsibility of the Bidder to ensure that their proposal is clear and complete. The Senate of Canada reserves the right to contact any Bidder during the evaluation of proposals to obtain clarifications. If the Senate of Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have **two (2) working days** (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to the Senate of Canada. Failure to meet this deadline will result in the bid being declared non-responsive and will receive no further consideration.

2. Non-Evaluated Mandatory Criteria (TO BE COMPLETED AND RETURNED WITH YOUR BID)

- I. The Bidder must indicate on which stream(s) they are bidding:

	Streams	Bidding	Not Bidding
1	Stream 1 - Cleaning liquids and product		
2	Stream 2 - Garbage bags & Gloves		
3	Stream 3 - Hygiene Paper		
4	Stream 4 - Equipment Repair		

The Bidder must provide pricing for each item listed in each stream selected as outlined in Annex “B” – Basis of Payment.

- II. The Bidder must designate a **bilingual account manager** at the level of Intermediate Language Proficiency as per Annex “C” - Language Proficiency. who will act as the principal point of contact for all matters related to these requested goods and services.

Name of Account Manager	
Telephone number or	
E-Mail address	
Confirmation of bilingualism at intermediate level	

3. Mandatory Criteria (Phase 1)

- I. Bidders must ensure full compliance with the following mandatory requirements. Failure to clearly demonstrate full compliance or provide supporting documentation will result in the bid being found non-compliant.



-
- II. Ensure that the page and paragraph number in the Bidders' Proposal is indicated in the column entitled "Cross Reference" for all information included.

 - III. Bidders **MUST meet all the mandatory requirements** of the RFSO. No further consideration will be given to bidders not meeting all the mandatory criteria.



The mandatory criteria are:

TABLE A - MANDATORY CRITERIA TABLE					
		Stream 1	Stream 2	Stream 3	Stream 4
Mandatory Criterion	Submission Requirements	Cross Reference	Cross Reference	Cross Reference	Cross Reference
<p>M1. Delivery Lead Time</p> <p>Streams 1-2-3</p> <p>All goods must be delivered within ten (10) business days from the time that the Bidder receives a signed Senate Purchase Order, as detailed in Annex “A” – Statement of Requirements.</p> <p>Stream 4</p> <p>Quotation for repair of equipment must be received within two (2) business days from the time that the Bidder receives a notification of a repair as detailed in Annex “A” – Statement of Requirements.</p>	<p>In order to meet this Mandatory requirement, the Bidder must provide:</p> <ul style="list-style-type: none"> • A statement indicating compliancy with the mandatory requirement. <p>All information requested must be provided under Mandatory Criterion (M1) in your submission.</p> <p>Failure to provide this information will result in your proposal being given no further consideration.</p>				
<p>M2. Corporate Experience</p> <p>Streams 1-2-3</p> <p>The Bidder must demonstrate that they have, at a minimum, five (5) years of experience within the last</p>	<p>In order to meet this Mandatory requirement, the Bidder must provide:</p> <p>For streams 1-2-3:</p> <ul style="list-style-type: none"> • The date at which janitorial products sales or repair services became part of the business offering. 				



TABLE A - MANDATORY CRITERIA TABLE

TABLE A - MANDATORY CRITERIA TABLE					
		Stream 1	Stream 2	Stream 3	Stream 4
Mandatory Criterion	Submission Requirements	Cross Reference	Cross Reference	Cross Reference	Cross Reference
<p>eight (8) years, providing janitorial products, in either retail or corporate sales, or both.</p> <p>Stream 4:</p> <p>The Bidder must demonstrate that they have, at a minimum, five (5) years of experience within the last eight (8) years, providing either sales and after sales service/warranty service/repairs of janitorial equipment, or repairs of janitorial equipment.</p>	<p>For stream 4:</p> <ul style="list-style-type: none"> The date at which janitorial equipment sales or repair services became part of the business offering <p>All information requested must be provided under Mandatory Criterion (M2) in your submission.</p> <p>Failure to provide this information will result in your proposal being given no further consideration.</p>				
<p>M3. References</p> <p>The Bidder must provide a minimum of two (2) client references per stream to which Bidder has provided similar goods/services within the last five (5) years.</p> <p>NOTE: The Senate may not be used as a reference.</p> <p>The Senate of Canada reserves the right to contact any of these references.</p>	<p>In order to meet this Mandatory requirement, the Bidder must provide:</p> <ul style="list-style-type: none"> A <u>letter</u> from the reference per stream, outlining the goods/services provided; The letter must include: <ul style="list-style-type: none"> Client Organization; Contact Name; 				



TABLE A - MANDATORY CRITERIA TABLE

TABLE A - MANDATORY CRITERIA TABLE					
		Stream 1	Stream 2	Stream 3	Stream 4
Mandatory Criterion	Submission Requirements	Cross Reference	Cross Reference	Cross Reference	Cross Reference
Information provided under this Mandatory will be rated in R2,	<ul style="list-style-type: none"> ○ Valid phone number and/or e-mail address for the contact; ○ Length of time providing services to the client. <p>All information requested must be provided under Mandatory Criterion (M3) in your submission.</p> <p>Failure to provide this information will result in your proposal being given no further consideration.</p>				
<p>M4. Emergency Order Fulfillment</p> <p>The Bidder must be able to fulfill emergency orders for goods within 48 hours of an order placement (Streams 1, 2, and 3).</p>	<p>In order to meet this Mandatory requirement, the Bidder must provide:</p> <ul style="list-style-type: none"> ● A statement indicating compliancy with the mandatory requirement. <p>All information requested must be provided under Mandatory Criterion (M4) in your submission.</p> <p>Failure to provide this information will result in your proposal being given no further consideration.</p>				N/A



TABLE A - MANDATORY CRITERIA TABLE

TABLE A - MANDATORY CRITERIA TABLE					
		Stream 1	Stream 2	Stream 3	Stream 4
Mandatory Criterion	Submission Requirements	Cross Reference	Cross Reference	Cross Reference	Cross Reference
<p>M5. Reporting Streams 1-2-3-4</p> <p>The Bidder shall confirm that they can provide sales reporting as described in Annex “A” – Statement of Requirements.</p>	<p>In order to meet this Mandatory requirement, the Bidder must provide:</p> <ul style="list-style-type: none"> • A statement indicating compliancy with the mandatory requirement. <p>All information requested must be provided under Mandatory Criterion (M5) in your submission.</p> <p>Failure to provide this information will result in your proposal being given no further consideration.</p>				
<p>M6. Acceptance of resulting contract clauses</p> <p>The bidder must confirm that, should they be the successful bidder, they accept and will implement the resulting contract clauses outlined in Part 5 — Resulting Contract Clauses</p>	<p>To meet this mandatory requirement, the bidder must provide:</p> <ul style="list-style-type: none"> • A statement indicating compliance with the mandatory criterion. <p>This information must be provided under Mandatory Criterion (M6) in the bidder’s submission.</p>				

4. Rated Evaluation Criteria (Phase 2)



- I. Bids that do not clearly meet all the mandatory criteria set forth in this RFP and do not attain a **minimum of 70% of available points** for the requirements that are subject to the evaluation criteria points rating system will receive no further consideration.
- II. Price is only one criterion in the evaluation of bids. The Senate is seeking best overall value and will evaluate bids on a point rating system based on evaluation criteria.
- III. The Bidder must include the Technical Evaluation Criteria table in their bid and ensure that the page and paragraph number in the Bidders' Appendix is indicated in the column entitled "Cross Reference" for all rated information included.
- IV. Bidders must include all information relating to the criteria in the Bidder's Technical Bid. All information contained within the Bidder's Technical Bid must be complete and clear in order to be evaluated. Failure to include all information may result in disqualification of the bid.

The rated technical evaluation criteria are as follows:

TABLE B - TECHNICAL EVALUATION CRITERIA					
		Stream 1	Stream 2	Stream 3	Stream 4
TECHNICAL MERIT		Cross Reference	Cross Reference	Cross Reference	Cross Reference
Point Rated Technical Criterion	Maximum No. of Points Available				
R1. Corporate Experience	20 points maximum				
Bidder's experience in the supply and delivery of Janitorial supplies and services. The Bidder must demonstrate experience which is above and beyond the minimum	The Bidder will be awarded 2 points for every year of experience providing similar goods/services that is in addition to the 5-year minimum requirement, up to a maximum of 20 points.				



TABLE B - TECHNICAL EVALUATION CRITERIA

TABLE B - TECHNICAL EVALUATION CRITERIA					
		Stream 1	Stream 2	Stream 3	Stream 4
TECHNICAL MERIT	Maximum No. of Points Available	Cross Reference	Cross Reference	Cross Reference	Cross Reference
Point Rated Technical Criterion					
five (5) years identified in M2 - Corporate Experience.					
<p>R2. Bidder References</p> <p>The two (2) references provided per stream selected by the bidder in Mandatory Criterion (M3) will be evaluated on:</p> <ul style="list-style-type: none"> • A comparison of the goods/services provided to the references, and their similarity to the goods/services sought by the Senate as described in Annex "A" – Statement of Requirements. • The level of satisfaction of the references with the quality of goods/services provided. <p>The references will be contacted and must be available for two (2) weeks after the closing of the RFP.</p>	<p>20 points maximum</p> <p><u>Each reference submitted shall be rated on 10 points</u></p> <p>1–3 points: The reference reported a work of minimal similarity to the work requested in the SOW, and minimal satisfaction with the services provided including client service.</p> <p>4–7 points: The reference reported a moderate degree of similarity to the work requested in the SOW and a moderate level of satisfaction with the services provided including client service.</p> <p>8-10 points: The reference reported a high degree of similarity to the work requested in</p>				



TABLE B - TECHNICAL EVALUATION CRITERIA

TABLE B - TECHNICAL EVALUATION CRITERIA					
TECHNICAL MERIT Point Rated Technical Criterion	Maximum No. of Points Available	Stream 1 Cross Reference	Stream 2 Cross Reference	Stream 3 Cross Reference	Stream 4 Cross Reference
The Senate cannot be used as a reference.	the SOW and a high level of satisfaction with the services provided including client service.				
R3. Environmental Initiatives The Bidder shall demonstrate that the products offered are environmentally sustainable as part of their overall stock. Bidder holds a third-party certification such as ISO 14001, EcoLogo, EnergyStart, Green Seal, Energuide, or other verifiable Green certification.	5 points maximum 0 point: The Bidder does not demonstrate environmental practices used by their company. 5 points: The Bidder demonstrate environmental practices used by their company.				
R4. Accessibility The Bidder shall outline their company's accessibility practices "Accessibility refers to the design of products, devices, services, or environments as to be usable by people with disabilities."	5 points maximum 0 point: The Bidder does not demonstrate accessibility practices. 5 points: The Bidder demonstrate accessibility practices.				



TABLE B - TECHNICAL EVALUATION CRITERIA

TABLE B - TECHNICAL EVALUATION CRITERIA					
		Stream 1	Stream 2	Stream 3	Stream 4
TECHNICAL MERIT		Cross Reference	Cross Reference	Cross Reference	Cross Reference
Point Rated Technical Criterion	Maximum No. of Points Available				
Total of all the Point Rated technical criteria	50 points Maximum				
Minimum pass mark (70%)	35 points				



5. Financial Evaluation (Phase 3)

- I. The prices submitted for each stream will be evaluated separately and must be in Canadian dollars, Applicable Taxes excluded.
- II. The Bidder must bid on all items listed in each stream they are bidding on as outlined in Annex “B” - Basis of Payment.

6. Basis of Selection

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

A proposal must comply with all the requirements of the RFSO. If it is determined that a proposal does not comply with any of the requirements of the RFSO, such proposal will be deemed non-responsive and will not be given further consideration.

The evaluation and selection process will be conducted in the following phases:

- Phase 1 – Mandatory Technical Evaluation
- Phase 2 – Technical Merit Rated Technical Evaluation
- Phase 3 – Determination of Highest Ranked Bidder

Phase 1 – Mandatory Technical Evaluation

In Phase 1, all proposals will be evaluated for their compliance with the mandatory technical evaluation criteria. Any proposal that fails to meet any of the mandatory technical evaluation criteria will be deemed non-responsive and will not be given further consideration.

Phase 2 – Technical Merit Rated Technical Evaluation

In Phase 2, the proposals that are deemed responsive in Phase 1 will be evaluated against the rated technical evaluation criteria. If any Phase 2 Proposal does not obtain the required minimum overall points for the technical evaluation criteria, such proposal will not be given further consideration.

Phase 3 – Determination of Highest Ranked Bidder

for streams 1, 2 and 3

Total Combined Rating = Technical Merit (70%)+ and Price (30%)

In Phase 3, a combined evaluation score for those bids deemed responsive in Phases 1, 2 and 3 will be determined in accordance with the following formula:

Total technical rated criteria points x 70% <hr style="width: 100%;"/> Technical rated criteria Maximum number of points	+	Lowest price received x 30% <hr style="width: 100%;"/> Bidder’s price	= Combined Total Score
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for stream 4

The Bidder who provides the lowest hourly rate in Annex “B” – Stream – 4: Equipment Repair will be awarded **80%** and all other bids will be proportioned accordingly.

The Bidder who provides the lowest mark-up in Annex “B” – Stream – 4: Equipment Repair be awarded **20%** and all other bids will be proportioned accordingly.



$$\begin{array}{rcl} \text{Total technical rated criteria} & & \text{Lowest total combined hourly} \\ \text{points x 70\%} & & \text{rate \& mark-up x 30\%} \\ \hline & + & \\ \text{Technical rated criteria} & & \text{Bidder combined hourly} \\ \text{Maximum number of points} & & \text{rate \& mark-up} \\ & & \hline & = & \text{Combined} \\ & & \text{Total Score} \end{array}$$

For each stream, the bidder with the highest combined evaluation score will be considered for the award of a Standing Offer Agreement.

In the case of a tie bid in each stream, when all factors including pricing are considered equal, a coin toss shall be used to determine which of the tied Bidders receive the award.



PART 5- STANDING OFFER AND RESULTING CONTRACT CLAUSES

The following clauses and conditions shall apply to and form part of any resulting Standing Offer Agreement (SO) and subsequent purchase order resulting from this RFSO.

1. Applicable Law

- I. The SO and any purchase order resulting from the SO must be interpreted and governed and the relations between the parties determined, by the laws in force in **Ontario**.

2. Call-up Instrument

- I. The requirement will be authorized using a Senate Purchase Order.

3. Offer

- I. The Supplier is to provide and deliver to the Senate the goods/services described in this SO, in accordance with the pricing set out in the SO, if and when the Senate may request such goods/services, in accordance with the conditions listed at subsection II below.
- II. The Supplier understands and agrees that:
 - a. a purchase order against the SO will form a contract only for the goods/services which have been called-up, provided that such purchase order is made in accordance with the provisions of the SO;
 - b. the Senate's liability is limited to that which arises from purchase orders against the SO made within the period specified in the SO;
 - c. the SO cannot be assigned or transferred in whole or in part; and
 - d. the SO may be set aside by the Senate at any time.

4. General

- I. The Supplier acknowledges that a SO is not a contract and that the issuance of a SO and purchase order does not oblige or commit the Senate to procure or contract for any goods/services listed in the Standing Offer. The Supplier understands and agrees that the Senate has the right to procure the goods/services specified in the SO by means of any other contract, SO or contracting method.

5. Replenishment of Standing Offer Agreement (SO) list

- I. The Senate reserves the right to "replenish" the SO list by offering an SO to another firm. The basis for deciding which firm will be offered a "replenishment" SO shall be "the next ranked firm per stream as per rankings established".
- II. Should the Senate exercise its right under item 5.I above, the next ranked Bidder in that stream shall provide, within 2 days of written notification, their acceptance or rejection of this offer. Pricing shall remain as quoted in their RFSO submission.

6. Notice

- I. Any notice or other communication may be given in any manner, and if required to be in writing, shall be addressed to the party to whom it is intended at the address in the SO or at the last address of which the sender has received written notice.
- II. Any notice or other communication given in writing in accordance with paragraph 6.I shall be deemed to have been received by either party:



- a. If delivered personally, on the day that it was delivered;
- b. If forwarded by mail, on the earlier of the day it was received or the sixth day after it was mailed;
- c. If forwarded by email, on the day it was transmitted.

III. A notice given under 10 - Termination of Agreement shall be given in writing and, if delivered personally, shall be delivered to the Supplier, if the Supplier is a sole proprietor.

7. Withdrawal

- I. In the event that the Supplier wishes to withdraw from the SO after authority to purchase against the SO has been given, the Supplier must provide no less than thirty (30) days' written notice to the Standing Offer Authority, unless specified otherwise in the SO. The thirty (30) days' period will start upon receipt of the notification by the Standing Offer Authority and the withdrawal will be effective at the expiry of that period. The Supplier must fulfill any and all purchase orders which are made before the expiry of that period.

8. Compliance with Applicable Laws

- I. The Supplier must comply with all laws applicable to the performance of any purchase orders. The Supplier must provide evidence of compliance with such laws to the Senate at such times as the Senate may reasonably request.
- II. The Supplier must obtain and maintain at its own cost all permits, licenses, regulatory approvals and certificates required to perform the Work. If requested by the Standing Offer Authority, the Supplier must provide a copy of any required permit, license, regulatory approvals or certificate to the Senate.

9. Integrity Provisions – Standing Offer Agreement

- I. In its operation, the Supplier and its employees will comply and abide by all lawful rules and regulations of the Senate which may be established from time to time, provided that no such rules or regulations shall inhibit the Supplier from exercising its rights and duties hereunder.
- II. The Supplier further understands that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offences may result in a termination for default under the SO. If the Supplier made a false declaration in its offer, makes a false declaration under the SO, fails to diligently maintain up to date the information herein requested, or if the Supplier or any of the Supplier's affiliates fail to remain free and clear of any acts or convictions specified herein during the period of the SO, such false declaration or failure to comply may result in a termination for default under the SO. The Supplier understands that a termination for default will not restrict the Senate's right to exercise any other remedies that may be available against the Supplier and agrees to immediately return any advance payments.

10. Termination of Agreement

- I. The Senate may immediately terminate this SO and subsequent purchase orders if the Supplier is for any reason unable to provide the goods/services required under this agreement. Such termination notice shall be made in writing.



- II. The agreement may be immediately terminated by the Senate if it is determined that the goods/services provided by the Supplier are not satisfactory. Such termination notice shall be made in writing.
- III. The agreement may be terminated by the Senate upon ten (10) days written notice if it is determined that the goods/services provided by the Supplier, either in whole or in part, are no longer required.
- IV. Either party may terminate this agreement upon ten (10) days written notice.
- V. The Senate reserves the right to terminate the SO of any Supplier that shows repeated failure to satisfactorily manage the quality, quantity, timelines and/or respect the prices (this list is non-inclusive) identified in the SO. A repeated failure means where the company receives written notification from the Senate, at maximum 3 times, concerning issues listed above and no improvements have been done to rectify the issue to the satisfaction of the Senate.

11. Security

- I. In accordance with the Senate Accreditation Policy a valid security clearance is a condition of any Senate contract and is required for all individuals with whom the Senate may need to share or provide access to sensitive or classified information, assets, or facilities.
- II. The Supplier shall ensure that before any work is undertaken for the Senate, all individuals – including affiliates and subcontractors working on any resulting purchase orders – must undergo the Senate’s security screening process and successfully obtain Senate security clearance at the level of “site access” or they must have successfully obtained an equivalent or higher security status under the security policy of another Canadian legislature or governmental institution recognized by the Senate. Any equivalent security status or clearance must be approved by the Senate prior to the initiation of any work.
- III. Individuals who do not hold a valid security clearance at the level of “site access” by a recognized institution must undergo the Senate security screening process and successfully obtain a Senate security clearance at the required level.
- IV. A financial inquiry may be performed as part of the security screening process to assess whether an individual poses a security risk on the basis of financial pressure or history of poor financial responsibility. The inclusion of a financial inquiry in a security screening is determined on a case-by-case basis and is based on the types of duties or tasks being performed by the individual at the Senate.
- V. The Senate reserves the right to raise the required level of a security clearance as needed.

12. Status of the Supplier

- I. The Supplier is an independent entity engaged by the Senate to supply goods/services. Nothing in the SO is intended to create a partnership, a joint venture or an agency between the Senate and the other Party. The Supplier must not represent itself as an agent or representative of the Senate to anyone. Neither the Supplier nor any of its personnel is engaged as an employee or agent of the Senate. The Supplier is responsible for all deductions and remittances required by law in relation to its employees.

13. Performance of Work



The Supplier warrants that:

- I. it is competent to perform the Work required under this SO and the Supplier has the necessary qualifications, including the knowledge, skill and ability to perform the Work effectively;
- II. it shall provide under this SO a quality of goods/service at least equal to that which Suppliers generally would expect of a competent Supplier in similar situation;
- III. it has complete authority to enter into this SO; and
- IV. all work commenced under this SO and subsequent purchase orders will be completed in full.

14. Warranty

- I. Despite inspection and acceptance of the Work by or on behalf of the Senate and without restricting any provisions of the Standing Offer or any condition, warranty or provision imposed by law, the Supplier, if requested by the Senate to do so, must replace, repair or correct, at its own option and expense any work that becomes defective or fails to conform to the requirements of the Standing Offer, where applicable. The warranty period will be 12 months after delivery and acceptance of the Work or the length of the Supplier's or manufacturer's standard warranty period, whichever is longer.
- II. The Supplier must pay the transportation cost associated with returning the Work or any part of the Work to the Supplier's plant for replacement, repair or making good, and the Supplier must pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Standing Offer or to another location as directed by the Senate. If, in the opinion of the Senate, it is not expedient to remove the Work from its location, the Supplier must carry out any necessary repair or making good the Work at that location and will be reimbursed its reasonable travel and living expenses.
- III. The warranty period is automatically extended by the duration of any period or periods where the Work is unavailable for use or cannot be used because of a defect or non-conformance during the original warranty period. The warranty applies to any part of the Work replaced, repaired or corrected pursuant to subsection 1, for the greater of:
 - the warranty period remaining, including the extension, or
 - 90 days or such other period as may be specified for that purpose by agreement between the Parties.

15. Subcontracts

- I. In any subcontract, the Supplier must, unless the Standing Offer Authority agrees in writing, ensure that the subcontractor is bound by conditions compatible with and, in the opinion of the Standing Offer Authority, not less favourable to the Senate than the conditions of the SO
- II. Even if the Senate consents to a subcontract, the Supplier is responsible for the Work under purchase order and the Senate is not responsible to any subcontractor. The Supplier is responsible for any matters or things done or provided by any subcontractor under the purchase order and for paying any subcontractors for any part of the Work they perform.



16. No Implied Obligations

- I. It is the intention of the parties that this SO is for the provision of services. The Supplier is engaged as an independent Supplier providing services in accordance with this SO, to the Senate. The Supplier's directors, officers, employees and agents are not engaged as Senate employees and are not subject to the terms and conditions of employment applicable to the employees of the Senate.

17. Time of the Essence

- I. Time is of the essence for any resulting purchase order.
- II. Any delay by the Supplier in performing the Supplier's obligations under a purchase order which is caused by events beyond the Supplier's control must be reported in writing to the Senate. This notice shall state the cause and circumstances of the delay. Furthermore, when requested to do so, the Supplier shall deliver, in a form satisfactory to the Senate, a "work around plan" including alternative sources and any other means that the Supplier will utilize to overcome the delay.
- III. Unless the Supplier complies with the notice requirements set forth in the SO, any delays that would constitute an excusable delay shall be deemed not to be an excusable delay.
- IV. Notwithstanding that the Supplier has complied with the notice requirements, the Senate may exercise any right of termination contained in the SO.

18. Indemnity Against Claims

- I. Except as otherwise provided in the purchase order, the Supplier shall indemnify the Senate against any and all liability, claims, damages, interest, losses, costs or expenses which they may at any time incur or suffer as a result or arising out of:
 - a. any injury to persons (including injuries resulting in death) or loss of or damage to property of others which may be alleged to be caused by or suffered as a result of the carrying out of work or any part thereof; and
 - b. any liens, attachments, charges or other encumbrances or claims upon or in respect of any materials, parts, work in progress or finished work delivered to or in respect of which any payments have been made by the Senate.

19. Inspection and Acceptance

- I. All reports, deliverables, items, documents, goods and all services rendered under the SO and resulting purchase orders are subject to inspection by the Project Authority or his/her representative. Should any report, document, good or services not be in accordance with the requirement of the Statement of Requirement and to the satisfaction of the Project Authority or his/her representative, as submitted, the Project Authority will have the right to reject it or require the correction at the sole expense of the Supplier before recommending payment. The Senate reserves the right of access to any records resulting from this SO and any resulting purchase order.

20. Records to be Kept by the Supplier

- I. The Supplier shall keep proper accounts and records of the costs of goods/services and all expenditures or commitments made by the Supplier including the invoices, receipts and vouchers. These accounts and records shall at reasonable times be open to audit



and inspection by the authorized representatives of the Senate, who may make copies and take extracts therefrom.

- II. The Supplier shall not dispose of the documents referred to herein without the written consent of the Senate but shall preserve and keep them available for audit and inspection for such period of time as may be specified elsewhere in the SO or subsequent purchase order or, in the absence of such specification, for a period of two (2) years following the completion of the work or delivery of goods/services.

21. Amendment

- I. To be effective, any amendment to the SO must be done in writing by the Standing Offer Authority, or designated authority, and the authorized representative of the Supplier.

22. Assignment

- I. The Supplier must not assign the SO without first obtaining the written consent of the Standing Offer Authority. Any assignment made without that consent is void and will have no effect. The assignment will be effective upon execution of an assignment agreement signed by the Parties and the assignee.
- II. Assignment of the SO does not relieve the Supplier from any obligation under the SO and it does not impose any liability upon the Senate.

23. Information Security

- I. For the purposes of this clause, "Senate confidential or restricted information" means information that has been classified by the Senate as "Confidential" or "Restricted" and that, if compromised, could cause serious or extreme injury to individuals or to the Senate. It also includes information generated by the Supplier in the performance of this contract that, if compromised, could cause serious or extreme injury to individuals or the Senate.
- II. The Supplier must encrypt all Senate confidential or restricted information while it is in transit to the Senate in accordance with, at a minimum, the measures described in the Supplier's bid submitted in relation to the RFSO under which this contract was formed in response to the rated criterion entitled "Information Security — Encryption — Data in Transit."
- III. The Supplier must encrypt all Senate confidential or restricted information that the Supplier receives or generates on computers, external storage and portable devices in accordance with, at a minimum, the measures described in the Supplier's bid submitted in relation to the RFSO under which this contract was formed in response to the rated criterion entitled "Information Security — Encryption — Data at Rest."
- IV. The Supplier will immediately inform the contracting authority of any changes to the measures respecting data encryption described in the Supplier's bid submitted in relation to the RFSO under which this contract was formed in response to the rated criteria "Information Security — Encryption — Data at Rest" and "Information Security — Encryption — Data in Transit."
- V. The Supplier must ensure that all Senate confidential or restricted information provided or generated under this contract is kept in Canada. The Supplier must notify the contracting authority if they intend to move the information from Canada. The Supplier must not move Senate confidential information from Canada without the prior written consent of the contracting authority.



- VI. The must immediately notify the contracting authority of any information or data breach affecting information that is not publicly available and that is received or generated in the performance of this contract, including information or data — whether paper-based or electronic — prepared by the Supplier for the benefit of the Senate. The Supplier must also cooperate with any investigation by the Senate into an information or data breach.

24. Information Management – Destruction of all Senate information upon termination of contract

- I. Subject to subclause 25.II, upon the termination of the contract, the Supplier must provide the Senate, in a useable format, all information that is not publicly available and that is received or generated in the performance of this SO, including information or data — whether paper-based or electronic — prepared by the Supplier for the benefit of the Senate. Once the Senate confirms receipt of the information, the Supplier must destroy the information and provide the Senate with a certificate of destruction.
- II. If the Supplier is subject to legislation — including bylaws or rules of a law society or other self-regulating professional body in Canada — that requires the retention of information until a certain deadline, the Supplier may retain information referred to in subclause 25.I until the applicable legislative deadline, at which time they must immediately destroy the information and provide a certificate of destruction to the Senate.

25. Information Management – Destruction of specific Senate information during the term of the contract

- I. Despite subclause 24.I, the Supplier must comply with any instruction provided by the Standing Offer Authority, during the term of the SO, in relation to the destruction of specific information that is received or generated by the Supplier for the benefit of the Senate. In particular, the Supplier must comply with any instruction requiring the Supplier to, at any time during the term of the contract, provide specific information to the Senate in a usable format and, once the Senate confirms receipt of the information, wipe it from their systems and backups and provide a certificate of destruction to the Senate.
- II. If the Supplier is subject to legislation — including bylaws or rules of a law society or other self-regulating professional body in Canada — that requires the retention of information until a certain deadline, the Supplier may retain the information referred to in subclause 25.I until the applicable legislative deadline, at which time they must immediately destroy any remaining information and provide a certificate of destruction to the Senate.

26. Conflict of Interest

- I. The Supplier declares that they have no pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in carrying out the Work. Should such an interest be acquired during the life of the contract, the Supplier shall declare it immediately to the Senate.
- II. It is a term of this SO or any resulting purchase order that no former public office holder who is not in compliance with the Conflict-of-Interest Act shall derive a direct benefit from this SO or any resulting purchase order.



27. Health and Safety

- I. The Supplier, while working in the Senate workplace, must comply with the *Senate Policy on Occupational Health and Safety* and the *Guidelines promoting a scent-free work environment*. Particularly this entails:
 - a. Refraining or minimizing the use of scented products while in the Senate workplace;
 - b. Taking all reasonable measures to protect the health and safety of every employee and other person granted access to the workplace for work purpose; and
 - c. No smoking in any buildings or within the vicinity (or within nine (9) meters) of entrances, exits, windows or air intakes of Senate occupied buildings in the Parliamentary Precinct.
- II. If Suppliers breach those duties and responsibilities, corrective action will be taken which could include measures up to contract termination. The *Senate Policy on Occupational Health and Safety* and the *Guidelines promoting a scent-free work environment* will be available upon request.

28. Discrimination and Harassment in the Workplace

- I. The Supplier declares that **neither** they, their directors nor their officers have suffered any judgments in regard to legislation pertaining to discrimination or harassment in the workplace
- II. If such judgments are made against the Supplier employees during the life of this SO, the Senate reserves the right to immediately terminate the SO and any resulting purchase order. In such cases, the Senate shall only be liable for payment for goods/services delivered. No other costs or fees shall be due or payable by the Senate.

29. Confidentiality

- I. Any information of a character confidential to the affairs of the Senate, its members or any of its staff, employees or Suppliers to which the Supplier or any of its employees, staff or sub-Suppliers become privy as a result of goods/services to be acquired under this SO shall be treated as confidential during and after the acquisition of the goods or the provision of the services.

30. Miscellaneous Restrictions

- I. Under no circumstances shall the Supplier use any stationery with Senate letterhead to conduct business under this SO.
- II. It is the intention of the parties that the SO and subsequent purchase orders are for the provision of goods/services and that the Supplier is engaged as an independent Supplier providing goods/services to the Senate and that the Supplier's Directors, Officers, Employees are not engaged as Senate employees, and they are not subject to the terms and conditions of employment or privileges applicable to the employees of the Senate.
- III. No Supplier or their staff can render goods/services or benefit from payments under a SO with the Senate if they are a family member (as defined in the *Senate Administrative Rules*) of the end user or of someone in a similar position who has influence over the statement of requirements.

31. Advertisement



- I. The Supplier shall not without prior written consent from the Senate, advertise or publicize any Work performed to the Senate. Breach of this clause is considered to be a breach of confidentiality and will result in the removal of the Supplier from Senate source files.

32. Rules and Regulations

- I. In its operation, the Supplier and its employees will comply and abide by all lawful rules and regulations of the Senate which may be established from time to time, provided that no such rules or regulations shall inhibit the Supplier from exercising its rights and duties hereunder.
- II. The Supplier further understands that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offences may result in a termination for default under the SO. If the Supplier made a false declaration in its offer, makes a false declaration under the SO, fails to diligently maintain up to date the information herein requested, or if the Supplier or any of the Supplier's affiliates fail to remain free and clear of any acts or convictions specified herein during the period of the SO, such false declaration or failure to comply may result in a termination for default under the SO. The Supplier understands that a termination for default will not restrict the Senate's right to exercise any other remedies that may be available against the Supplier and agrees to immediately return any advance payments.

33. Default by the Supplier

- I. If the Supplier is in default in carrying out any of its obligations under the SO, the Standing Offer Authority may, by giving written notice to the Supplier, terminate for default the SO, any resulting purchase orders or part of the SO or any resulting purchase orders. The termination will take effect immediately or at the expiration of a cure period specified in the notice, if the Supplier has not cured the default to the satisfaction of the SO within that cure period.
- II. If the Supplier becomes bankrupt or insolvent, makes an assignment for the benefit of creditors, or takes the benefit of any statute relating to bankrupt or insolvent debtors, or if a receiver is appointed under a debt instrument or a receiving order is made against the Supplier, or an order is made or a resolution passed for the winding-up of the Supplier, the Standing Offer Authority may, by giving written notice to the Supplier, immediately terminate for default the SO any resulting purchase order or part of the SO or any resulting purchase order.
- III. If the Senate gives notice under subsection I or II, the Supplier will have no claim for further payment except as provided in this section. The Supplier will be liable to the Senate for all losses and damages suffered by the Senate because of the default or occurrence upon which the notice was based, including any increase in the cost incurred by the Senate in procuring the Work from another source. The Supplier agrees to repay immediately to the Senate the portion of any advance payment that is unliquidated at the date of the termination.

34. Entire Standing Offer Agreement

- I. This SO constitutes the entire agreement between the parties with respect to the subject matter of the SO and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the SO.

35. Authorities



I. Standing Offer Authority

The Standing Offer Authority for this SO is:

Shirley Chartrand
Senior Procurement Advisor
Finance and Procurement Directorate
The Senate of Canada
40 Elgin Street, 11th Floor
Ottawa, ON K1A 0A4

Telephone: 613-995-8888 x 4
E-mail: Proc-appr@sen.parl.gc.ca

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

II. Project Authority

(To be identified upon standing offer issuance)

III. Supplier's Representative

(To be identified upon standing offer issuance)

36. Replacement of Specific Individuals

- I. If specific individuals are identified in the purchase order to perform the Work, the Supplier must provide the goods/services of those individuals unless the Supplier is unable to do so for reasons beyond its control.
- II. If the Supplier is unable to provide the goods/services of any specific individual identified in the purchase order, it must provide a replacement with better than or equivalent qualifications and experience. The replacement must meet the criteria used in the selection of the Supplier and be acceptable to the Senate. The Supplier must, as soon as possible, give notice to the Standing Offer Authority of the reason for replacing the individual and provide the name, qualifications and experience of the proposed replacement.
- III. The Supplier must not, in any event, allow performance of the Work by unauthorized replacement persons. The Standing Offer Authority may order that a replacement stop performing the Work. In such a case, the Supplier must immediately comply with the order and secure a further replacement in accordance with subsection II. The fact that the Standing Offer Authority does not order that a replacement stop performing the Work does not relieve the Supplier from its responsibility to meet the requirements of the SO and any purchase order.

37. Priority of Documents

- I. If there is a discrepancy between the wordings 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 purchase order against a SO;
 - b. the articles of the SO; and
 - c. the annexes of the SO.

38. Public Disclosure

- I. All contracts awarded by the Senate must reflect fairness in the spending of public funds. The Senate is obligated to report every quarter on its website, all purchase orders awarded that have a value of more than \$10,000.00 or whose value has exceeded \$10,000.00 via amendment.



PART 6 – TERMS OF WORK AND PAYMENT

1. Period of the Standing Offer Agreement

- I. The period for issuing purchase orders against the SO for the supply and delivery of goods/services is **two (2) years** from the date of award of the SO.

2. Extension of Standing Offer Agreement

- I. The Supplier grants to the Senate the irrevocable option to extend the term of the SO by up to **three (3) additional one-year periods** under the same conditions. The Supplier agrees that, during the extended period of the SOA it will be paid in accordance with the applicable provisions as set out in Section 5 – Price Escalation and Cost.
- II. The Senate of Canada may exercise this option at any time by sending a written notice to the Supplier at least one (1) month before the expiry date of the SO. The option may only be exercised by the Standing Offer Authority, and will be evidenced for administrative purposes only, through an amendment.

3. Financial Limitations

- I. The total cost to the Senate against all the resulting SO must not exceed the sum of (*To be completed upon standing offer issuance*) (applicable taxes excluded) for the initial period of the SO unless otherwise authorized in writing by the Standing Offer Authority. The Supplier must not supply any articles (Stream 1,2 and 3) or perform any services (Stream 4) which would cause the total cost to the Senate to exceed the said sum, unless an increase is so authorized.
- II. The Supplier must notify the Project Authority as to the adequacy of this sum when 75 percent of this amount has been committed before the expiry date of the SO, whichever comes first. However, if at any time, the Supplier considers that the said sum may be exceeded, the Supplier must promptly notify the Standing Offer Authority.

4. Basis of Payment

- I. In consideration of the Supplier satisfactorily completing all of its obligations under the SO, the Supplier will be paid in accordance with the cost specified in Annex “B” - Basis of Payment.
- II. The Senate will not entertain any charges which are not specified in Annex “B” - Basis of Payment unless approved by the Standing Offer Authority.

5. Price Escalation and Cost

- I. Upon SO award, all prices quoted in the Supplier’s offer Annex “B” – Basis of Payment, will remain firm for a period of two (2) years. Thereafter, on an annual basis, the Supplier may review the price list and may propose increases. Such increases must not be greater than the consumer inflation factor as specified in the Canadian Consumers Price Index for the previous year. The Supplier must provide the Senate with a fifteen (15) day written notice for any increase in cost of goods/services proposed. Once this notification is received and accepted by the Senate, prices will remain firm until the next option period is exercised.



6. Invoicing

- I. For each purchase order issued against any resulting SO, the Supplier shall submit one detailed invoice which must include, at a minimum:

Streams 1-2-3

- a. Unique invoice number;
- b. Standing offer reference number;
- c. Senate purchase order number;
- d. Invoice date;
- e. Date on which the goods were delivered;
- f. Total number of items;
- g. Product code;
- h. Product description;
- i. Quantity ordered;
- j. Quantity shipped;
- k. Quantity on back-order;
- l. Unit type;
- m. Price per unit;
- n. Total amount per product;
- o. Total amount per invoice.

Stream 4

- Unique invoice number;
- Standing offer reference number;
- Senate purchase order number;
- Supplier estimate reference; (if applicable)
- Date on which the services were rendered;
- Invoice indicating the description and cost of each part repaired or replaced, as well as labour and services provided.

- II. The Supplier's invoice shall be forwarded to:

by e-mail at: finpro@sen.parl.gc.ca

or

**The Senate of Canada
Finance and Procurement Directorate
40 Elgin Street, 11th floor
Ottawa, Ontario
K1A 0A4 Canada**

- III. The invoice must be reviewed and signed by the Project Authority or their delegated authority before payment is issued.

- IV. Payment by the Senate to the Supplier for work shall be made:

- a. If the Senate has any objections to the invoice, written notification of the nature of such objections shall be forwarded to the Supplier.

7. Method of Payment

- I. Direct Deposit: the Senate can deposit directly all payments into the individuals/corporation's account.



- II. Payments will be addressed and mailed to the name and address indicated on the first page of the SO).

8. Sales Tax

- I. The Senate is exempt from Provincial Sales Taxes.
- II. PST Exemption No.: Ontario 11708174G / Quebec: 10-0813-5602-P
- III. The Applicable Taxes are not included in the contract amount.
- IV. The Applicable Taxes must be listed as a separate line item on all invoices.
- V. The Applicable Taxes and Business Registration Number must be listed as a separate line item on all invoices.

9. Interest on Overdue Accounts

For the purpose of this section:

- I. An amount is “due and payable” when it is due and payable by the Senate to the Supplier according to the terms and conditions of the contract.
- II. An amount is overdue when it is unpaid on the first day following the day upon which it is due and payable.
- III. “Date of payment” means thirty (30) days from the date of receipt of the invoice at the Senate.
- IV. The “Bank Rate” shall be the average Bank of Canada discount rate for the previous month, plus 3 per cent.
- V. The Senate shall be liable to pay simple interest at the Bank rate on any amount which is overdue from the day such amount became overdue until the day prior to the date of payment inclusively; however, interest will not be payable nor paid unless the amount has been outstanding (unpaid) for more than fifteen (15) days following the due date. Interest shall only be paid when the Senate is responsible for the delay in paying the Supplier. In the event that the Senate is not responsible for the delay in paying the Supplier, no interest shall be paid.
- VI. The Senate shall not be liable to pay the Supplier any interest on unpaid interest.



ANNEX "A" – STATEMENT OF REQUIREMENTS

1. Background

- I. The Senate of Canada's Maintenance unit ensures that high standards of cleanliness are applied to the 474,790 square feet occupied by the Senate within the Parliamentary Precinct, and it ensures that its facilities and furnishings are kept in good order and an acceptable state of cleanliness.

2. Requirement

- I. A variety of high-end Janitorial supplies (Streams 1,2 and 3) and repair services (Stream 4) as listed in Annex "B" – Basis of Payment, Supplies are required by Senate Maintenance in order to adequately perform their tasks. The Supplier(s) will supply the necessary products and/or services required, which include:

Stream 1 - Cleaning liquids and product

- I. The Senate currently uses the following dispensers for its operations. The Supplier must provide replacements on an "as and when needed" basis. The Senate will be responsible for the installation of all dispensers once received:

- Automatic Dilution Systems (ADS) – no brand or model imposed;
- Hand soap dispensers - DEB DISP CHR1LDSCB CHROME W/DEB LOGO BLACK PROLINE

- II. Material Safety Data Sheets (MSDS)

The Supplier is required to provide the Senate of Canada one (1) electronic copy of the Material Safety Data Sheets for each of the products delivered to the Senate in each Official language or in a bilingual format

Stream 2 - Garbage bags & Gloves

- I. Garbage bags
 - Black, all-purpose garbage bags, 22" x 24"
 - Clear garbage bags, 26" x 36", Regular Compost bags, extra strong, 26"x36"
 - Clear, extra-strong garbage bags, 42" x 48"
- II. Gloves
 - Powder-free latex-free surgical gloves
 - Small, Medium, Large, Extra Large

Stream 3 - Hygiene Paper

- I. The Senate currently uses the following dispensers for its operations. The Supplier must provide replacements on an "as and when needed" basis. The Senate will be responsible for the installation of all dispensers once received:

- Bathroom tissue dispensers – Minimax 09669 double roll dispensers.
- Hand Paper (Roll) dispensers – Mini-Titan 2 09769 hand -free roll paper dispenser.
- Seat-cover dispensers – Rochester Midland seat-cover dispensers.
- Kruger Smooth-cut roll towel dispenser 8inch x 800ft 09769

Stream 4 - Equipment Repair



Refer to the Appendix "A" – Equipment Repair list in your description of the work

- Prior to performing any repairs, the Supplier must provide an estimate on all repairs (parts and labor) when requested by the Senate Project Authority.
- Estimates must be provided to the Senate Project Authority within two (2) business days of request.
- The Supplier will not perform any work until a Purchase order has been issued and approval to commence work has been received from the Senate Project Authority
- Pickup equipment at Senate warehouse 2303 Stevenage Road, Ottawa, Ontario K1G 3W1.
- Provide services at Supplier warehouse.
- Equipment must be picked up within 24 hours for repairs.
- Repairs must be done within the agreed upon timeline.
- Return equipment to 2303 Stevenage for scanning.

3. Products and Services

- I. The complete list of products and services required by the Senate is listed in Annex "B" – Basis of Payment.

4. Client Support and/or Product Consultation

- I. The Supplier must provide support and/or consultation for all products it carries and agrees to provide to the Senate of Canada, including support for carpet and floor care
- II. The Supplier will designate a dedicated representative or team, within its organization, to support the Senate of Canada account. The representative(s) must have a broad knowledge of the products sold by their company and be able to provide troubleshooting advice and/or direction with regards to the usage of specific products.
- III. The representative(s) must have the ability to communicate in French or English as per Annex "C" – Language Proficiency, Intermediate Level. The Senate will contact the Supplier's representative(s) via telephone or email with questions regarding products, between the hours of 9:00AM to 5:00PM, Monday through Friday (statutory holidays excluded). All calls and emails received from the Senate, must be acknowledged within 4 hours.
- IV. The representative may be required to come on site, within the Parliamentary Precinct, to provide client support and/or product consultation. When requested by the Senate, the representative will be required to be on-site within 24 hours of request, or at mutually agreed upon time.

5. Material Safety Data Sheets (MSDS)

- I. The Supplier is required to provide the Senate of Canada one (1) electronic copy of the Material Safety Data Sheets for each of the products delivered to the Senate in each Official language or in a bilingual format.

6. Delivery Lead Time – Goods

- I. All goods ordered by the Senate must be received within ten (10) business days from the date the Purchase Order is received by the Supplier. Should a portion of the ordered goods be on back order or the shipment otherwise delayed, the Senate requires that it be notified of the delay immediately to assess the impact on its operations.
- II. For "emergency" orders, the Supplier must be able to provide, within 24 hours, the specific product, or an approved equivalent, in a quantity that will allow the Senate to maintain service operations until such time that the regular order can be delivered.

7. Inspection and Quality Assurance



- I. The Senate shall inspect the delivered items upon delivery as part of its quality assurance process to ensure the items conform to the specified requirements.
- II. The Supplier will be promptly notified when any articles are not accepted, and such articles will be returned at the Supplier's risk and expense.

8. Substitute/Alternative Products

- I. The Supplier must provide the Senate's Project Authority with thirty (30) days written notice for any proposed changes to products described in the SO. This notification must include the description of the proposed substitute product or a sample of such for testing by the Senate. In such cases the Project Authority may accept the substitute product or in cases of rejection, the Senate may request that the Supplier provide alternative items for testing. The substitute product must be provided at the same or lower price than the original product.

9. Delivery

- I. The Supplier must make all deliveries to the Senate of Canada, via the Senate Scanning Facility situated at 2303 Stevenage Avenue, Ottawa, Ontario, K1G 3W1 during business hours (7:00 am to 1:00 pm local time) on any business day. The Senate will not accept any deliveries made outside the stated hours. The Senate will not accept any deliveries made outside the stated hours. Deliveries will be made FOB Destination. The Supplier will be solely responsible for the condition of the goods until the unloading at the delivery location.

10. Reporting to the Senate of Canada

- I. The Supplier shall be responsible for providing sales report in an Excel format, on a quarterly basis to the Senate. The Senate of Canada reserves the right to request additional reporting on a regular basis.

- II. The reporting shall at a minimum include the following fields of information:

Streams 1-2-3

- Unique invoice number;
- Standing offer reference number;
- Senate purchase order number;
- Invoice date;
- Date on which the goods were shipped;
- Date on which the goods were delivered;
- Product code;
- Product description;
- Unit type;
- Price per unit;
- Total amount per product.

- III. The reporting shall at a minimum include the following fields of information:

Streams 4

- Unique invoice number;
- Standing offer reference number;
- Senate purchase order number;
- Supplier quote reference number; (if applicable)
- Date on which the services were rendered;
- Invoice indicating the description and cost of each part repaired or replaced, as well as labor and services provided.



IV. The Supplier shall be responsible for any other ad hoc reports requested by the Senate of Canada.

11. Communications

- I. The Supplier must designate a representative who will handle all communications and inquiries regarding the requirements of the SO.



APPENDIX "A" - EQUIPMENT REPAIR LIST

Equipment	Senate Tag	Serial Number
Sensor XP 12 Upright Vacuum	Moving asset	Moving asset
Nacecare backpack Vacuum	073490	212026121
Nacecare backpack Vacuum	073528	214929427
Nacecare backpack Vacuum	077595	221617295
Nacecare backpack Vacuum	N- A	182922600
Hydro Dry carpet Blower	Moving asset	Moving asset
Carpet Blower	N- A	Moving asset
Drieaz Dehumidifier	048345	37670
Carpet Mini-spotter	073527	211210111
Tasky Ergodisk	N- A	8004680034974
Spectra Floor polisher	036813	GHMP1824
Advance Advolution burnisser	051521	N- A
Amphibian Floor machine	N- A	4000184402
Aquaplus carpet extractor	051529	N- A
Aquapro carpet extractor	N- A	N- A
Carpet triever 28 vacuum	N- A	N- A
Portable pressure washer	044217	10311515
Carpet extractor 500 psi	073491	210810030
Carpet extractor 500 psi	N- A	180810028
Aquapro carpet extractor	N- A	N- A
SC 1500 stand on floor scrubber	051943	3610154002118
Advolution 20 BT Burnisser	N- A	N- A
Certified pile lifter	002700	N- A
Clark Sweeper	048349	10270433
SC 500 floor scrubber	077415	3510213500604
Wet Dry Vacuum	073531	220210244
Power clean extractor	N- A	DBAD1449
Advolution burnisser	051523	N- A
Vacuum fast track	073489	210710095
Nacecare back vacuum	077594	2221617275
Nobles' mini spotter	048352	900750-10486646
Aquapro carpet extractor	N- A	N- A
Spectra floor polisher	036812	GHMD1825
DB mini spotter	0488352	N- A
Nacecare backpack	N- A	182922607
Targa wet dry vacuum	N- A	211110160
Dried dehumidifier	048346	37669
Certified pile lifter	002699	N- A
Integra	N- A	210710087
Power clean backpack	061751	N- A
Tasky Ergodisk	040041	8003830032036



ANNEX "B" – BASIS OF PAYMENT

Pricing must include all requirements per stream as set forth in the RFP .

All stated specifications are mandatory.

Any proposed substitute products must be specifically identified as such in the Bidder's offer, referencing the specific product, line item and table #. The Senate may accept or reject or ask for clarification during the RFSO tender process.

Prices listed must be all-inclusive (incl. activities, personnel, equipment, and materials to prepare for delivery, etc...).

The Senate will not pay for additional shipping, handling, or packaging costs for orders.



STREAM – 1: Cleaning liquids and Products

<u>Liquids cleaning & supplies</u>	<u>Dilution</u>	<u>Approximate Purchase Unit</u>	<u>Approximate Quantity used per year</u>	<u>Bidding on item listed in RFSO</u> Yes/No	<u>Bidding on approved Alternative</u> Yes/No	<u>Identify approved alternative being offered</u>	<u>UNIT PRICE 1st year</u>	<u>UNIT PRICE 2nd year</u>
Non-ammoniated stripper for use on all hard and soft floors; removes floor finishes and sealers. Preferably scent-free.	Dilution 1.20	Cs	8					
Wax: high solids, fortified polymer finishes that provide a brilliant shine; quick drying time and extended durability. Preferably scent-free.	N/A	EA-4L	12					
Sealant: high solids versatile sealer and finish formulated to protect resilient and non-resilient flooring. Preferably scent-free.	N/A	EA-4L	12					
Neutralizer: floor cleaning product used to neutralize stripper residue before	Dilution 1.320	EA-4L	55					



<u>Liquids cleaning & supplies</u>	<u>Dilution</u>	<u>Approximate Purchase Unit</u>	<u>Approximate Quantity used per year</u>	<u>Bidding on item listed in RFSO</u> Yes/No	<u>Bidding on approved Alternative</u> Yes/No	<u>Identify approved alternative being offered</u>	<u>UNIT PRICE 1st year</u>	<u>UNIT PRICE 2nd year</u>
applying a finish and sealer. Preferably scent-free.								
Floor soap: multi-use neutral detergent diluted in a dispenser. scent-free.	Dilution 1.256	EA-4L	55					
Degreaser: multi-use neutral degreaser diluted in a dispenser. Preferably scent-free. Dilution 1.20	Dilution 1.20	EA-4L	20					
Trouble Shooter (3M), or comparable	N/A	UN	24					
Acid bowl cleaners: product that instantly dissolves rust, hard water deposits and uric acids, while destroying odor-causing bacteria. Scent free	Undiluted	CS	15					



<u>Liquids cleaning & supplies</u>	<u>Dilution</u>	<u>Approximate Purchase Unit</u>	<u>Approximate Quantity used per year</u>	<u>Bidding on item listed in RFSO</u> Yes/No	<u>Bidding on approved Alternative</u> Yes/No	<u>Identify approved alternative being offered</u>	<u>UNIT PRICE 1st year</u>	<u>UNIT PRICE 2nd year</u>
Non-acid cleaners: cleaner to disinfect, de-scale and deodorize toilet bowls, urinals, sinks, shower stalls and other non-porous surfaces. Liquid scent free	Dilution 1.26	EA-4L	50					
Odour neutralizer: a liquid, multi-purpose, water-soluble product that very effectively neutralizes a wide range of odors. Scent-free	Dilution 1.320	EA-4L	30					
floor finish restorer (spay buffing)	Dilution 1.28	EA-4L	30					
General spotter, formulated to remove carpet stains	Undiluted	EA-1L	90					
Gum and tar remover solvent	N/A	EA-4L	15					



<u>Liquids cleaning & supplies</u>	<u>Dilution</u>	<u>Approximate Purchase Unit</u>	<u>Approximate Quantity used per year</u>	<u>Bidding on item listed in RFSO Yes/No</u>	<u>Bidding on approved Alternative Yes/No</u>	<u>Identify approved alternative being offered</u>	<u>UNIT PRICE 1st year</u>	<u>UNIT PRICE 2nd year</u>
DRY FOAM CARPET & UPHOLSTERY CLEANER 3.78L	Dilution 10oz per gal	EA-4L	25					
Rust remover (carpet)	N/A	EA-1L	10					
liquid dishwasher soap 1L	N/A	EA-1L	200					
Rinse-aid for dishwasher	N/A	EA-4L	60					
Laundry detergent water soluble high-efficiency capsules. Bio Base	N/A	CS	50					
Foam suppressor, designed to rapidly dissipate foam in the recovery tanks of extraction equipment. No mixing required.	N/A	EA-4L	10					
Low-foaming, neutral pH, carpet cleaner extractor formulated to clean, deodorize and sanitize carpets.	Dilution 1.80	CS	35					



<u>Liquids cleaning & supplies</u>	<u>Dilution</u>	<u>Approximate Purchase Unit</u>	<u>Approximate Quantity used per year</u>	<u>Bidding on item listed in RFSO Yes/No</u>	<u>Bidding on approved Alternative Yes/No</u>	<u>Identify approved alternative being offered</u>	<u>UNIT PRICE 1st year</u>	<u>UNIT PRICE 2nd year</u>
FOAM Hand WASH 1L sent free (compatible with DEBTBK1LDS model # TBK1LDS)	N/A	CS	450					
Glass cleaner: quick-drying, fragrance-free glass cleaner that does not leave streaks.	Dilution 1.40	EA-4L	60					
Surface cleaning and disinfectant wipes. General virucide.	N/A	EA	150					
Non-chlorinated dishwasher liquid cleaner.	N/A	EA/18.9L	50					
Hand sanitizer pump	N/A	EA-500ml	500					
Graffiti remover 1L bottle or Comparable	N/A	EA-1L	50					
All-Purpose germicidal cleaner: to disinfect sanitize, cleaner.	Dilution 1.26	EA-4L	30					
Stainless Steel Cleaner Non-Aerosol	N/A	EA-4L	40					
Spectrol Cleaner Disinfectant Fungicide	1.32	EA-4L	50					



<u>Liquids cleaning & supplies</u>	<u>Dilution</u>	<u>Approximate Purchase Unit</u>	<u>Approximate Quantity used per year</u>	<u>Bidding on item listed in RFSO Yes/No</u>	<u>Bidding on approved Alternative Yes/No</u>	<u>Identify approved alternative being offered</u>	<u>UNIT PRICE 1st year</u>	<u>UNIT PRICE 2nd year</u>
Virucide Multi-Quaterna Broad spectrum no rinse sanitizer								
Winter calcium remover (floor & carpet)	1.32	EA-1L	40					
Floor Pads 20'' (Red,black,White, Aqua	N/A	EA	20					
Diamond Pad 20'' Grit 800/1500/3000	N/A	EA	10 of each					
Urinal Shields (odor eliminator)	N/A	CS	380					
Cone cups	N/A	CS/5000	25					
Washroom restoration Cream	N/A	EA-1L	150					
Micro Fiber Cloth Red,Blue,Green,Yellow	N/A	CS	10 of each					
Product labels (when available)	N/A	EA	200					
Trigger - light duty nozzle	N/A	EA	100					
Foam Trigger nozzle	N/A	EA	100					



<u>Liquids cleaning & supplies</u>	<u>Dilution</u>	<u>Approximate Purchase Unit</u>	<u>Approximate Quantity used per year</u>	<u>Bidding on item listed in RFSO Yes/No</u>	<u>Bidding on approved Alternative Yes/No</u>	<u>Identify approved alternative being offered</u>	<u>UNIT PRICE 1st year</u>	<u>UNIT PRICE 2nd year</u>
24 oz clear Bottle	N/A	EA	200					
MSDS Sheets (all product)	N/A	EA	5 sheets of each product and electronic version MSDS					
Proportioning dispenser quat dispensing Format 3+1 with flow rate 1-3.5 GPM	Multiple	UN	4					
Single proportioning dispenser with flow rate 3.5 GPM	Multiple	UN	4					
DEB TBK1LDS * 1L Proline Translucent Black	N/A	CS	15					
SUB-TOTAL OF EACH YEAR								
Total Stream 1 (1st year + 2nd year) (For evaluation purposes)								



STREAM – 2: Garbage bags & Gloves

<u>Garbage bags & Gloves</u>	<u>Approx Purchase Unit</u>	<u>Approx Quantity used Per year</u>	<u>Bidding on item listed in RFSO</u> Yes/No	<u>Bidding on approved Alternative</u> <u>Yes/No</u>	<u>Identify approved alternative being offered</u>	<u>UNIT PRICE 1st year</u>	<u>UNIT PRICE 2nd year</u>
Black, all-purpose garbage bags, 22" x 24".	CS/500	140					
Clear garbage bags, 26" x 36", Regular	CS/250	125					
Compost bags, extra strong, 26"x36"	CS/250	50					
Clear, extra-strong garbage bags, 42" x 48"	CS/100	100					
Garbage bags heavy duty 35 x 50 (cafeteria)	CS/100	10					
<u>Powder-free latex-free surgical gloves</u> Small	100 Gloves/Box	100 box					
<u>Powder-free latex-free surgical gloves</u> Medium	100 Gloves/Box	400 box					
<u>Powder-free latex-free surgical gloves</u> Large	100 Gloves/Box	400 box					



<u>Garbage bags & Gloves</u>	<u>Approx Purchase Unit</u>	<u>Approx Quantity used Per year</u>	<u>Bidding on item listed in RFSO</u> Yes/No	<u>Bidding on approved Alternative</u> <u>Yes/No</u>	<u>Identify approved alternative being offered</u>	<u>UNIT PRICE 1st year</u>	<u>UNIT PRICE 2nd year</u>
<u>Powder-free latex-free surgical gloves</u> Extra large	100 Gloves/Box	100 box					
SUB-TOTAL OF EACH YEAR							
Total Stream 2 (1st year + 2nd year) (For evaluation purposes)							



Stream – 3: Hygiene Papers

<u>Hygiene Papers</u>	<u>Purchase Unit</u>	<u>Approximate Quantity Used Per Year</u>	<u>Bidding on item listed in RFSO</u> Yes/No	<u>Bidding on approved Alternative</u> Yes/No	<u>Identify approved alternative being offered</u>	<u>UNIT PRICE 1st year</u>	<u>UNIT PRICE 2nd year</u>
TOILET SEAT COVERS rest assured white collar 25132000 HOS-HG2500 (10X250) (Compatible with half fold toilet seat dispenser White 25132000)	CS	30					
Recycled paper towel on rolls. 8" x800 ft. (Compatible with Kruger smooth cut roll towel dispenser 09769)	CS	100					
Jumbo white, 2-ply toilet tissue, 12" x 1000'. 750	CS	100					



<u>Hygiene Papers</u>	<u>Purchase Unit</u>	<u>Approximate Quantity Used Per Year</u>	<u>Bidding on item listed in RFSO</u> Yes/No	<u>Bidding on approved Alternative</u> Yes/No	<u>Identify approved alternative being offered</u>	<u>UNIT PRICE 1st year</u>	<u>UNIT PRICE 2nd year</u>
sheets.18 roll/case (Compatible with BOBRICK 2892 Twin 10" T.T. Dispenser)							
Small white, 2-ply toilet tissue	CS	100					
Premium 2-Ply Bathroom Tissue, White, 3.7" x 750' (Compatible with Kruger Titan Bold jumbo bathroom tissue dispenser 09649)	CS	100					
Facial tissue	CS	100					
multi-fold sheets 8.1"x9.45"	CS	100					



<u>Hygiene Papers</u>	<u>Purchase Unit</u>	<u>Approximate Quantity Used Per Year</u>	<u>Bidding on item listed in RFSO</u> Yes/No	<u>Bidding on approved Alternative</u> Yes/No	<u>Identify approved alternative being offered</u>	<u>UNIT PRICE 1st year</u>	<u>UNIT PRICE 2nd year</u>
Sanitary Napkin Waxed Bags	CS	5					
Kruger Smooth-cut roll towel dispenser 8inch x 800ft 09769	UN	20					
Kruger Titan Bold jumbo bathroom tissue dispenser 09649	UN	15					
toilet seat cover dispenser 1/2 fold 500 seat cover white plastic rest assured white collar 25132000	UN	10					
BOBRICK 270 SURFACE MOUNTED dispenser SANITARY NAPKIN DISPOSAL	UN	5					



<u>Hygiene Papers</u>	<u>Purchase Unit</u>	<u>Approximate Quantity Used Per Year</u>	<u>Bidding on item listed in RFSO</u> Yes/No	<u>Bidding on approved Alternative</u> Yes/No	<u>Identify approved alternative being offered</u>	<u>UNIT PRICE 1st year</u>	<u>UNIT PRICE 2nd year</u>
BOBRICK 2892 TWIN 10" T.T. DISPENSER	UN	5					
SUB-TOTAL OF EACH YEAR							
Total Stream 3 (1st year + 2nd year) (For evaluation purposes)							



STREAM – 4: Equipment Repair

<u>Equipment Repair</u>	<u>Hourly rate 1st year</u>	<u>Hourly rate 2nd year</u>
Estimate cost of equipment repair (labour) at the Supplier's warehouse for all Senate machinery		

	<u>1st year</u>	<u>2nd year</u>
<u>% Mark-up on materials</u>		

Company Name: _____

Name of Representative: _____

Signature: _____ Date: _____



ANNEX "C" – LANGUAGE PROFICIENCY

Language Proficiency Grid Legend	Oral	Comprehension	Written
Basic	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> • ask and answer simple questions; • give simple instructions; and • give uncomplicated directions relating to routine work situations. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> • fully understand very simple texts; • grasp the main idea of texts about familiar topics; and • read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> • write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> • sustain a conversation on concrete topics; report on actions taken; • give straightforward instructions to employees; and • provide factual descriptions and explanations. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> • grasp the main idea of most work-related texts; • identify specific details; and • distinguish main from subsidiary ideas. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> • deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> • support opinions; and understand and express hypothetical and conditional ideas. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> • understand most complex details, inferences and fine points of meaning; and • have a good comprehension of specialized or less familiar material. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> • write texts where ideas are developed and presented in a coherent manner.



ANNEX "D" – SUPPLIER CREATION AND DIRECT DEPOSIT ENROLLMENT FORM



SENATE
SÉNAT
CANADA

FINANCE AND PROCUREMENT DIRECTORATE
DIRECTION DES FINANCES ET DE L'APPROVISIONNEMENT

SUPPLIER CREATION AND DIRECT DEPOSIT ENROLLMENT FORM

INSTITUTION – Please select:	SENATE OF CANADA	OFFICE OF THE SENATE ETHICS OFFICER
ACTION REQUIRED – Please select:	SUPPLIER CREATION	SUPPLIER MODIFICATION
REASON FOR ACTION OR COMMENT:		
SECTION 1 – SUPPLIER DETAILS – Please print		
LEGAL NAME _____		TELEPHONE _____
REMITTANCE NAME (if different from the legal name) _____		SUPPLIER URL ADDRESS (if applicable) _____
ADDRESS		
STREET _____		CITY _____
POSTAL CODE _____	PROVINCE _____	COUNTRY _____
REMITTANCE ADDRESS (if different from above address)		
STREET _____		CITY _____
POSTAL CODE _____	PROVINCE _____	COUNTRY _____
CORPORATION:		TAX-EXEMPT
CANADIAN	U.S.	OTHER FOREIGN COUNTRY
CONTRACTOR/SOLE PROPRIETOR (INDIVIDUAL CHARGING SALES TAXES)		Please indicate your HST/GST number
CONTRACTOR/SOLE PROPRIETOR (INDIVIDUAL IS NOT CHARGING SALES TAXES)		Please indicate your SOCIAL INSURANCE NUMBER
SECTION 2 – SUPPLIER PAYMENT DETAILS		
CANADIAN DOLLARS	OTHER CURRENCY _____ (by cheque only)	
METHOD OF PAYMENT		
CHEQUE	DIRECT DEPOSIT (C\$ only)* *Please attach a blank cheque with "VOID" written on or other related banking documents (recommended)	SENATE CREDIT CARD
DIRECT DEPOSIT EMAIL PAYMENT NOTIFICATION		
EMAIL ADDRESS 1 _____e		EMAIL ADDRESS 2 _____e
SECTION 3 – CONSENT *		
<i>*Note: If a corporation, an authorized signing officer must complete and sign this form.</i>		
<i>I give my consent to the Senate of Canada to pay the invoices for the supplier identified in Section 1 through direct deposit to the financial institution that I have designated using the attached cheque with "VOID" written on it or my other attached related banking documents.</i>		
CONTACT NAME _____		TITLE _____
SIGNATURE _____		DATE _____

For contract or Purchase order please submit this completed and signed form (and supporting documents) to the Procurement Division of the Senate by e-mail to
For invoice please submit this completed and signed form (and supporting documents) by e-mail to