

**Solicitation Cover Page**

**RETURN BIDS TO:**

Agriculture and Agri-Food Canada

**Address:** Consult Part 2 - Bidder Instructions

**Attention:** Natalie O'Neill, Contracting Specialist

**Email:**

**REQUEST FOR PROPOSAL**

**Proposal To: Agriculture and Agri-Food Canada**

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

**Comments:**

**Vendor/Firm Name and Address:**

**Issuing Office**

Agriculture and Agri-Food Canada

Western Service Centre  
300 - 2010 12th Avenue  
Regina, SK S4P 0M3

Title: JANITORIAL SERVICES – Outlook, SK	
Solicitation Number 01R11-25-C002	Date of solicitation: January 4, 2024
Solicitation Closes: At: 11:00 AM (CST) On: Tuesday, February 13, 2024	Time Zone: Central Standard Time (CST)
Address Enquiries to:  Natalie O'Neill, Contracting Specialist Email: natalie.oneill@agr.gc.ca AND aaafc.wscprocurement-csoapprovisionnement.aac@agr.gc.ca	
Name: Natalie O'Neill Email:	
Telephone Number: 306-807-8740	FAX Number:
Destination of Goods, Services and Construction:  Canada-Saskatchewan Irrigation Diversification Centre (CSIDC) 901 Mckenzie Street South Outlook, SK	
<b>Instructions:</b> Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.	
Delivery required: April 1, 2024	Delivery offered:
Vendor/Firm Name and Address:	
Name and title of person authorized to sign on behalf of vendor/firm (type or print)	
Signature	
Date	

**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION ..... 3**

1.1 SECURITY REQUIREMENTS .....3

1.2 STATEMENT OF WORK .....3

1.3 DEBRIEFINGS.....3

1.4 CANADA POST CORPORATION’S (CPC) CONNECT SERVICE.....3

**PART 2 - BIDDER INSTRUCTIONS ..... 3**

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....3

2.2 SUBMISSION OF BIDS .....5

2.3 FORMER PUBLIC SERVANT .....5

2.4 ENQUIRIES - BID SOLICITATION .....7

2.5 APPLICABLE LAWS .....7

2.6 BID CHALLENGE AND RECOURSE MECHANISMS .....7

**PART 3 - BID PREPARATION INSTRUCTIONS..... 7**

3.1 BID PREPARATION INSTRUCTIONS.....7

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION ..... 8**

4.1 EVALUATION PROCEDURES .....8

4.2 BASIS OF SELECTION .....9

**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION ..... 9**

5.1 CERTIFICATIONS REQUIRED WITH THE BID .....9

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....10

**PART 6 - RESULTING CONTRACT CLAUSES ..... 10**

6.1 SECURITY REQUIREMENTS .....10

6.2 STATEMENT OF WORK .....11

6.3 STANDARD CLAUSES AND CONDITIONS .....11

6.4 TERM OF CONTRACT .....11

6.5 AUTHORITIES .....12

6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....12

6.7 PAYMENT.....13

6.8 INVOICING INSTRUCTIONS .....13

6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION .....13

6.10 APPLICABLE LAWS .....14

6.11 PRIORITY OF DOCUMENTS .....14

6.12 DISPUTE RESOLUTION .....14

**ANNEX "A" ..... 16**

STATEMENT OF WORK .....16

**ANNEX "B" ..... 26**

MINIMUM CLEANING STANDARDS.....26

**ANNEX "C" ..... 30**

BASIS OF PAYMENT .....30

**ANNEX “D” ..... 34**

SECURITY REQUIREMENTS CHECKLIST .....34

---

**ANNEX “E” ..... 37**  
 COMMERCIAL GENERAL LIABILITY INSURANCE ..... 37

**ANNEX “F” TO PART 3 OF THE BID SOLICITATION ..... 39**  
 ELECTRONIC PAYMENT INSTRUMENTS ..... 39

**ANNEX “G” ..... 40**  
 LIST OF NAMES FOR INTEGRITY VERIFICATION FORM ..... 40

**ANNEX “H” ..... 41**  
 BID DOCUMENT ..... 41

**APPENDIX 1 TO PART 4 OF THE BID SOLICITATION ..... 46**  
 MANDATORY REQUIREMENTS ..... 46

**APPENDIX 2 ..... 49**  
 FLOOR PLANS ..... 49

## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

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

### 1.2 Statement of Work

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

### 1.3 Debriefings

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

### 1.4 Canada Post Corporation's (CPC) Connect service

This bid solicitation allows bidders to use the CPC Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, and are amended as follows:

- a) Section 05, Submission of Bids, subsection 5.2:

**DELETE:** (d) send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the bid solicitation or, to the address specified in the bid solicitation, as applicable;

**INSERT:** (d) send its bid only to the specified Bid Receiving Unit of Agriculture and Agri-Food Canada (AAFC) specified in the bid solicitation or, to the address specified in the bid solicitation, as applicable;

b) Section 05, Submission of Bids, subsection 5.4:

**DELETE:** 60 days

**INSERT:** 120 days

c) Section 06, Late Bids and Section 07, Delayed Bids:

**DELETE:** "PWGSC"

**INSERT:** "AAFC"

d) Section 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service

**DELETE:** Subsection 1 and 2 in its entirety.

**INSERT:**

08 (2022-03-29) Canada Post Corporation's (CPC) Connect service

1. Canada Post Corporation's Connect service

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [Connect service](#) provided by Canada Post Corporation.

The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by Agriculture and Agri-Food Canada is:

[aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca](mailto:aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca)

- b. To submit a bid using CPC Connect service, the Bidder must either:
- i. send directly its bid only to the specified AAFC Bid Receiving Unit, using its own licensing agreement for CPC Connect provided by Canada Post Corporation; or
  - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified AAFC Bid Receiving Unit requesting to open a CPC Connect conversation. Requests to open a CPC Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting CPC Connect service to the specified AAFC Bid Receiving Unit in the bid solicitation, an officer of the AAFC Bid Receiving Unit will then initiate a CPC Connect conversation. The CPC Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the CPC Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the CPC Connect message field of all electronic transfers.
- f. It should be noted that the use of CPC Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they

- may use the AAFC Bid Receiving Unit address specified in the solicitation in order to register for the CPC Connect service.
- g. For bids transmitted by CPC Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
    - i. receipt of a garbled, corrupted or incomplete bid;
    - ii. availability or condition of the CPC Connect service;
    - iii. incompatibility between the sending and receiving equipment;
    - iv. delay in transmission or receipt of the bid;
    - v. failure of the Bidder to properly identify the bid;
    - vi. illegibility of the bid;
    - vii. security of bid data; or,
    - viii. inability to create an electronic conversation through the CPC Connect service.
  - h. AAFC Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the CPC Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or AAFC Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
  - i. Bidders must ensure that they are using the correct email address for the AAFC Bid Receiving Unit when initiating a conversation in CPC Connect or communicating with the AAFC Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the CPC Connect system.
  - j. A bid transmitted by CPC Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

e) Section 20, Further Information:

**DELETE:** Subsection 0 in its entirety.

## 2.2 Submission of Bids

Bids must be submitted using Canada Post Corporation's (CPC) Connect service to the email address specified below by the date, time and place indicated in the bid solicitation:

[aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca](mailto:aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca)

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open a CPC Connect conversation, as detailed in Section 2.1 of this solicitation, or to send bids through a CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

**Alternate arrangements for bid receipt can be made by contacting the Contracting Authority identified on page 1 of the bid solicitation.**

## 2.3 Former Public Servant

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

within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### **Definitions**

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

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

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

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;

- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **14** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

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

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

## 2.6 Bid Challenge and Recourse Mechanisms

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in accordance with section 2.2, Submission of Bids of Part 2. The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

Canada requests that the Bidder submits its bid with separately named sections as follows:



- Section I: Technical Bid (1 pdf attachment)
- Section II: Financial Bid (1 pdf attachment)
- Section III: Certifications (1 pdf attachment)

Canada is committed to achieving net zero greenhouse gas (GHG) emissions by 2050 in an effort to position Canada for success in a green economy and to mitigate climate change impacts. As a result, future solicitations may include the following:

- there may be evaluation criteria or other instructions in the solicitation or contract documents related to measuring and disclosing your company's GHG emissions;
- you may be requested or required to join one of the following initiatives to submit a bid, offer or arrangement or if you are awarded the contract:
  - Canada's Net-Zero Challenge;
  - the United Nations Race to Zero;
  - the Science-based Targets Initiative;
  - the Carbon Disclosure Project;
  - the International Organization for Standardization;
- you may be required to provide other evidence of your company's commitment and actions toward meeting net zero targets by 2050.

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

For their Technical Bid, Bidders must demonstrate their compliance with the Mandatory Requirements and include the necessary documentation with their submission.

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

For their Financial Bid, Bidders shall provide firm all-inclusive prices to provide the services requested in accordance with the Statement of Work Annex "A".

The requirements of the Financial Bid are detailed in Part 4, Evaluation Procedures and Basis of Selection.

Prices shall not appear in any area of the bid except in the Financial Bid.

### **Section III: Certifications**

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

#### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "F" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "F" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

#### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

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

Refer to Appendix 1 to Part 4 which will be evaluated on a compliant / non-compliant basis.

#### **4.1.2 Financial Evaluation**

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

Refer to Annex "H" Bid Document which will form the financial bid.

#### **4.2 Basis of Selection**

##### **4.2.1 Mandatory Technical Criteria**

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

### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

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

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

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

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

## 5.2 Certifications Precedent to Contract Award and Additional Information

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

### 5.2.1 Integrity Provisions – Required Documentation

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

Refer to Annex “G”.

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex “E”.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

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

- (a) The contractor/offeree personnel requiring access to sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by AAFC;

- (b) The contractor and/or its employees MUST NOT have access to PROTECTED and/or CLASSIFIED information or assets;
- (c) The contractor and/or its employees MUST NOT remove any PROTECTED and/or CLASSIFIED information or assets from the identified work site(s);
- (d) The contractor and/or its employees MUST NOT use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data;
- (e) Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the AAFC; and
- (f) The contractor/offeror must comply with the provisions of the: Security Requirements Check List.

## 6.2 Statement of Work

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

## 6.3 Standard Clauses and Conditions

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

### 6.3.1 General Conditions

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

### 6.3.2 Supplemental General Conditions

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

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

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from April 1, 2024 to March 31, 2025 inclusive.

### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Natalie O'Neill  
Contracting Specialist  
Agriculture & Agri-Food Canada  
Western Service Centre  
300 – 2010 – 12<sup>th</sup> Avenue  
Regina, SK S4P 0M3

Telephone: (306) 807-8740  
E-mail address: [natalie.oneill@agr.gc.ca](mailto:natalie.oneill@agr.gc.ca)

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

### **6.5.2 Technical Authority**

*To be Inserted at Contract Award*

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### **6.5.3 Contractor's Representative**

*To be Inserted at Contract Award*

## **6.6 Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be

reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

## 6.7 Payment

### 6.7.1 Basis of Payment

The Contractor will be paid for the Work performed in accordance with the Basis of Payment at Annex "C", to a ceiling price of \$ \_\_\_\_\_ (*amount to be inserted at contract award*). Customs duties are included and Applicable Taxes are extra.

### 6.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

### 6.7.3 Method of Payment

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payment

### 6.7.4 SACC Manual Clauses

[A9117C](#) (2007-11-30) T1204 - Direct Request by Customer Department

### 6.7.5 Electronic Payment of Invoices – Contract (to be updated at contract award)

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## 6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the Technical Authority for certification and payment.
  - b. One copy must be sent to [aaafc.accounts.payablesrc-crsc@comptes.fournisseurs.aac@canada.ca](mailto:aaafc.accounts.payablesrc-crsc@comptes.fournisseurs.aac@canada.ca)
  - c. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

### 6.9.2 Insurance – Specific Requirements

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

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

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

### 6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

### 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (a) the Supplemental General Conditions - 4013 (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules;
- (c) the General Conditions - Services (Medium Complexity) 2010C (2022-12-01);
- (d) Annex “A”, Statement of Work;
- (e) Annex “D”, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s) (if applicable)*).

### 6.12 Dispute Resolution

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

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



**ANNEX "A"****STATEMENT OF WORK**

The Contractor will be required to provide Janitorial Services as described herein;

Janitorial Services are to be performed during the following 'Scheduled Work Hours':

- Weekdays between 8:00 am and 5:00 pm (Daily, Weekly and Monthly items, excluding vacuuming)
- Weekdays between 5:00 pm and 7:00 am (vacuuming)
- Weekends between 5:00 pm Friday and 7:00 am Monday (for scheduled Bi-Annual or Annual work only)
- Statutory Holidays excluded

This is a non-smoking, scent free facility

**BUILDINGS****Approx. M<sup>2</sup> (to be cleaned)**

Main Office Building	453.10 M <sup>2</sup>
Pesticide Shed (washroom only)	4.3 M <sup>2</sup>
Potato Shed (washroom only)	4 M <sup>2</sup>

---

**MAIN OFFICE BUILDING****1. DAILY (Weekdays - Statutory Holidays Excluded)**

1. WASHROOMS
  - a) Clean and disinfect all countertops, dispensers, sinks, taps, toilets and urinals
  - b) Clean and polish all mirrors
  - c) Clear any blockages from sink drains and toilet
    - If unable to fix, report to Field Operations Supervisor
  - d) Empty all garbage cans and replace bags when used or soiled
  - e) Empty all used bags in sanitary napkin disposal receptacles and replace bag
  - f) Replace / replenish all consumables as required
  - g) Spot clean all doors, partitions and walls

**2. WEEKLY**

1. Clean all boot racks at Main Entrance and East Entrance
2. Clean and polish glass in interior and exterior doors
3. Damp mop all tile and linoleum floors
  - Remove Entrance mats prior to cleaning
4. Empty all garbage cans, replace bags when used or soiled and place in designated bins identified by AAFC
5. Empty all paper recycling containers in "paper" and "cardboard" recycling bins identified by AAFC
6. Vacuum all carpets, including Hallways, Reception Area and Entrance Mats
7. Wash countertops in Reception Area and Boardroom
8. COFFEE ROOM
  - a) Damp wipe tables
  - b) Empty all garbage cans and replace bags when used or soiled
  - c) Replace / replenish all consumables as required
  - d) Wash all countertops

**3. MONTHLY**

1. Clean and disinfect all garbage cans
2. Damp wipe all open areas on desks and tables
3. Damp wipe all exposed vertical surfaces of furniture, bookcases and shelving
4. Damp wipe all blinds, cupboards, fire extinguishers, ledges, notice boards, partition tops, quarter round and window sills
5. WASHROOMS
  - a) Clean and disinfect all garbage cans
  - b) Clean and disinfect all door handles / knobs, light switches, toilet paper holders and sanitary napkin disposal receptacles
  - c) Descale toilets and urinals
  - d) Wash all doors, ledges, partitions, walls and ceiling

**4. BI-ANNUAL (April / September)**

1. Clean and polish all interior windows
2. Remove and wash all heat and air grills and air vents, and replace
3. Remove and vacuum all window screens, and replace
4. Wash all exterior windows

**5. ANNUAL (December)**

1. Damp wipe all baseboards and mouldings
2. Shampoo all carpets
3. Strip and refinish all vinyl / lino floors
  - Care shall be taken not to allow cleaning solution to seep under furniture, on base boards, etc.

4. Wash all light fixtures
5. Wash all walls

---

**PESTICIDE SHED AND POTATO SHED (Washrooms Only)**

- 1. THREE TIMES PER WEEK (from May 1 to October 31)  
WEEKLY (from November 1 to April 30)**
  1. Clean and disinfect all countertops, dispensers, door handles / knobs, light switches sinks, taps, toilet paper holders, toilets and urinals
  2. Clean and polish all mirrors
  3. Clear any blockages from sink drains and toilets  
- If unable to fix, report to Field Operations Supervisor
  4. Empty all garbage cans, replace bags when used or soiled and place in designated bins identified by AAFC
  5. Empty all used bags in sanitary napkin disposal receptacles and replace bag
  6. Replace / replenish all consumables as required
  7. Spot clean all doors, partitions and walls
  8. Wash floors
  
- 2. MONTHLY**
  1. Clean and disinfect all garbage cans and sanitary napkin disposal receptacles
  2. Clean and disinfect shower doors and walls
  3. Descale Shower

---

## CONTACTOR RESPONSIBILITY

### 1. CONSUMABLES

The Contractor must provide and maintain sufficient quantities of the following items on the premises:

1. Carpet cleaner / spot remover
2. Floor strippers, finishes and waxes
3. Furniture cleaners & polishes
4. Glass Cleaner
5. General cleaning products
6. Vacuum Cleaner Bags

These commodities shall meet the standards referred to in Terms of Work (Materials & WHMIS Compliance) and be appropriate for use in their respective dispensers and / or locations.

**CLEANING PRODUCTS** must be biodegradable, phosphate-free, odorless, low-odor, low volatile organic compounds (VOC) products for all general-purpose cleaning. All cleaning products used must meet the Environmental Choice Program Certification ("Eco-Logo") criteria or equivalent. These products must be supplied at no extra cost.

### 2. EQUIPMENT

The Contractor must provide and maintain the following equipment required to carry out the work including but not limited to:

1. Caution Signs
2. Industrial Carpet Cleaner
3. Wax Applicators

---

## **AAFC RESPONSIBILITY**

### **1. CONSUMABLES**

AAFC will be responsible to provide and maintain sufficient quantities of the following items in stock in the various Janitors Rooms:

1. Deodorant cakes
2. Garbage bags
3. Hand sanitizer
4. Hand soap and containers
5. Paper & Paper Products:
  - Bathroom tissue
  - Paper towels
  - Single fold towels
  - Paper Bags for Sanitary napkin disposal receptacles
6. Sanitary napkins and tampons

### **2. EQUIPMENT**

AAFC will provide and maintain the following equipment required to carry out the work including but not limited to:

1. Vacuum
2. Floor polisher / scrubber

## TERMS OF WORK

### 1 POST AWARD MEETING

At the discretion of the Field Operations Supervisor, the Contractor *may* be required to attend a Post contract award meeting to ensure all parties have a good understanding of the Minimum Cleaning Standards (Annex "B"), inspection frequency, documentation and management and responsibility with respect to any required corrective actions.

### 2 SITE ORIENTATION

A walk through orientation *may* be provided by the Field Operations Supervisor prior to the commencement of any work. This walk through serves to facilitate the familiarization of the building layout and where specific safety devices such as: emergency showers, eyewash stations, First Aid Kits, Safety Data Sheets (SDS) binders and fire extinguisher locations.

The walk through will include where all building exits are located and where the muster point is located in the event of an emergency situation.

The walk through will include providing the Contractor with all information required to perform the duties.

### 3 SECURITY

- .1 No employees of the Contractor shall be allowed on site until clearances have been established. **This requirement must be updated when staff changes occur. Notice of staff changes must be made in writing in advance of the proposed changes.**
- .2 The Contractor shall provide all employees with suitable Photo ID. Employees must wear their Photo ID whenever working on site.
- .3 Only employees of the Contractor will be allowed into the buildings during Scheduled hours of Work.
- .4 Access to the site outside of the 'Scheduled hours of Work' specified herein must be approved by the Field Operations Supervisor.
- .5 The Contractor shall not allow any unauthorized people into the building under any Circumstances.
- .6 Necessary access cards and or keys will be issued to the Contractor's Security cleared employees and must be fully protected at all times. If / when any employee's access card and or key is misplaced or lost, the Contractor shall notify the Field Operations Supervisor immediately and a replacement will be issued. The Contractor **WILL NOT** duplicate the access cards or keys.

The Contractor must account for all access cards and keys issued and **return upon cessation of the Contract.**

- .7 The Contractor shall be responsible for keeping all 'locked doors' closed and locked during 'Scheduled hours of Work' and ensure all doors are securely closed and locked upon completion of duties.

- .8 Any employee that breaches any of the Security Clauses in this Contract will result in immediate cancellation of the Resource's access card(s) and or key(s) and the Contractor will be required to replace that Resource.

#### **4 PUBLICITY**

- .1 The Contractor is not permitted to display any public ceremony; erect or permit the erection of any sign or advertising in connection with the work required under this contract.
- .2 The Contractor may post notices to indicate the equipment is out of service or for repairs. Such notices shall not indicate the Contractor's name or contain advertising.

#### **5 SAFETY**

- .1 The Field Operations Supervisor reserves the right to have equipment judged unsafe. The Contractor shall take such equipment out of service and repair or replace such items.
- .2 Machinery and equipment must not block a passageway, or present a trip hazard.
- .3 Caution signs must be placed adjacent to the affected area on all approaches.
- .4 No propane powered equipment shall be used or brought onsite.

- 6** The Contractor shall ensure that all applicable **Personal Protective Equipment (PPE)** is used.

#### **7 SPACE ASSIGNED**

- .1 The Contractor will be provided the required amount of space for the storage of equipment and supplies and will be responsible to keep the assigned space clean.
- .2 Supply shelves are to be maintained in a clean and orderly state.
- .3 The wash area will be maintained in a clean and orderly fashion:
  - i. Sinks must be kept clean and free of any dirt or debris
  - ii. Faucets must be clean and polished
  - iii. Persistent leakage will be reported to Facilities Manager
- .4 The Contractor may park their vehicles in the main employee parking lot only

#### **8 QUALITY**

- .1 All work under the contract shall be carried out to the satisfaction of and periodically inspected by the Field Operations Supervisor, who will be the judge of the adequacy and completeness of the work. Inspections will be based on the Statement of Work herein.
- .2 Work will be reviewed on an ongoing basis and deficiencies will be reviewed with the Contractor or his representative as required. Any deficiencies noted must be rectified within 10 days.
- .3 In case of ongoing deficiencies, a letter of complaint, detailing these deficiencies, will be forwarded to the Contractor by the Contracting Authority. If these deficiencies are not remedied to Canada's satisfaction within a reasonable period time, as AAFC may specify in its letter of complaint, Canada may terminate the Contract for just cause, and AAFC may deliver a further letter to the Contractor from AAFC's legal department detailing any additional legal action that



may or will be taken.

## 9 CONTRACTOR'S RESOURCES

### .1 PROPOSED RESOURCES

The Bidder must submit the names of at least two (2) cleaners who will be providing on-site cleaning services under the resulting contract **within 10 business days of intention to award a contract**. The on-site cleaners must have the ability to communicate effectively in English, and the bidder must identify these resources when submitting the name(s).

- .2 Under no circumstances does the Contractor regulate work on other projects from the work site or utilize assigned space as a general office. No business other than that which relates directly to the work site will be permitted.
- .3 The Department will not be responsible for damage to the Contractor's supplies, materials, or equipment in the building nor the Contractor's Resources and person belongings brought into the building.

## 10 DAMAGES

- .1 The Contractor shall be fully responsible for any damage to the structure, furniture, equipment, plants and counters/tops.

## 11 MISCELLANEOUS

- .1 The Contractor and or its employees shall report any maintenance work required to buildings, floor finishes, heating systems, plumbing and any architectural, mechanical or electrical deficiencies to the Field Operations Supervisor.
- .2 The Contractor will report any visible signs of rodents and/or pests to the Field Operations Supervisor.
- .3 The Contractor will not use insecticides or insect spray of any kind unless written authorization is received from the Field Operations Supervisor.
- .4 Any changes required to the 'Scheduled hours of Work' must be pre-approved by the Field Operations Supervisor.
- .5 The Contractor will ensure all doors between all rooms are kept closed during and after cleaning.
- .6 The Contractor shall ensure all lights are turned 'off' upon completion of duties.
- .7 Any refuse bag labelled as containing 'Hazardous Waste' will be disposed of by AAFC employees.
- .8 The Contractor shall provide written notice to the Field Operations Supervisor at least one (1) week prior to completing any scheduled Bi-annual or Annual duties.

## 12 MATERIALS & WORKPLACE HAZARDOUS - MATERIALS INFORMATION SYSTEM (WHMIS) COMPLIANCE

Upon request by the Field Operations Supervisor, the Contractor must provide proof of up to date WHMIS training for all employees working onsite.

- .1 The Contractor shall use as many low toxicity and environmentally friendly products as practical, use products displaying the Environmental Choice Program Certification (Eco-Logo). Samples of Controlled Products may be required for WHMIS Compliance testing to ensure that all materials used meet the Canadian General Standards Board Qualified Products criteria.
  - .2 The Contractor shall ensure that, where substances classified as controlled products under the Control Products Regulations are to be used in Crown-owned facilities and their Resources receive appropriate training as per Provincial / Federal Regulations and WHMIS.
  - .3 The Contractor shall ensure that all controlled products are identified to the Field Operations Supervisor. Where controlled products are to be used at Federally occupied facilities the Field Operations Supervisor will have the authority to review all work to be performed, and where applicable, stop contract work related to the use of controlled products until safety and health concerns are resolved.
  - .4 The Contractor must advise the Field Operations Supervisor when controlled products are to be brought into Crown-owned or occupied facilities. SDS, for all controlled products stored or used onsite, are to be in a conspicuous WHMIS binder in the assigned Janitors Rooms.
  - .5 All containers brought into Crown-owned facilities containing controlled products must be labeled in accordance with WHMIS regulations. The Contractor shall ensure that no down the drain disposal for controlled waste liquids will occur. SDS instructions for product disposal must be followed at all times.
  - .6 All Cleaning products must be biodegradable, phosphate-free, odorless / low odor, low volatile organic compounds products for all general purpose cleaning. All cleaning products used must meet the Environmental Choice Program Certification (Eco-Logo) criteria or equivalent. These products must be supplied at no extra cost.
  - .7 All paper products must contain a minimum of 10% post-consumer recycled fibers or equivalent. All products used must meet Environmental Choice Program Certification (Eco-Logo) criteria or equivalent. These products must be supplied at no extra cost.
- 13 The latest edition of Part II of the Canada Labour Code is in effect and shall be enforced during the term of the Contract.
- 14 Upon request the Contractor shall furnish the Field Operations Supervisor with a copy of their company's Occupational Health and Safety Policy and Program. It shall be equal to or more stringent than the Municipal, Provincial and Federal Occupational Health and Safety Acts and Regulations.
- 15 The Contractor must maintain a Workman's Compensation Board (WCB) certificate for the duration of the contract in the province of **Saskatchewan**.

**ANNEX "B"****MINIMUM CLEANING STANDARDS****DEFINITIONS :**

<b>Flight of Stairs</b>	includes steps, risers and landing(s).
<b>Chair mats</b>	plastic / used under chair at desk
<b>Floor mats</b>	small carpets / used inside of exits and entrances
<b>Floor runners</b>	very long pieces of carpet used in hallways / in front of or behind longer counters.

Chairs, garbage cans, etc., shall not be placed on desks or tables during any of the following process.

**QUALITY STANDARDS :**

The Supplier must meet the following standards :

**1. Clean - General**

- a. IF REQUIRED, Chairs, floor mats and protectors, plants, tables, etc. must be moved by cleaners prior to general cleaning.
- b. No abrasive cleaners shall be used.
- c. Caution signs must be placed adjacent to the affected area on all approaches.
- d. All surfaces and objects specified in the contract must present an overall polished appearance and be free of dust, stains, spills, debris and soil immediately after 'clean' process is complete.
- e. All items moved prior to the 'General Cleaning' process must be relocated to their original location.

**2. Clean and Disinfect**

- a. The Janitorial Staff must apply all performance standards as specified under 'Damp Wipe'.
- b. Client-approved, commercial disinfectant cleaner must be used.
- c. Manufacturer's instructions must be followed for best results.
- d. All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.
- e. All surfaces must present an overall polished appearance and be free of dust, finger prints, smears / smudges, stains, streaks and water spotting once the 'Clean and Disinfect' process is complete.

**3. Clean and Polish - Glass and Mirrors**

- a. All glass must be clean on both sides and free of film, finger marks and streaks.
- b. All mirrors must be free of film, finger marks and streaks.
- c. Adjacent areas including frames, casing and ledges must be free of water spots, splash marks and streaks once the 'Clean and Polish' process is complete.

**4. Damp Mop**

- a. The Janitorial Staff must apply all performance standards as specified under 'Sweep'.
- b. This process is started using clean water mixed with cleaning solution. The water should be changed as required.
- c. Mops must clean, free of odor and rinsed frequently during damp mopping.
- d. Walls, baseboards and other surfaces must be free of splash marks.

- e. All Floors including open areas and flooring around furniture legs and into corners must be clean and free of dust and dirt, loose mop strands, scuffs, spills, stains, streaks and water spots once the 'Damp Mop' process is complete.

#### **5. Damp Wipe**

- a. This process is started using clean water mixed with cleaning solution. The water should be changed as required.
- b. Cloths and rags must be clean and free of stains and odors and rinsed frequently during damp wiping
- c. All surfaces must present an overall polished appearance and be free of dust, finger prints, smears / smudges, streaks, surface stains and water spots once the 'Damp Wipe' process is complete.

#### **6. High Dusting**

- a. 'High dusting' must be achieved by using a clean, stain and odor free damp cloth or by vacuuming.
- b. Feather dusters are not acceptable.
- c. Dust must be contained and prevented from floating freely in the air during the 'High Dusting' Process.
- d. All surfaces must be free from dust once the 'High Dusting' process is complete.

#### **7. Hot Water Extraction**

- a. The Janitorial Staff must apply all performance standards as specified under 'Vacuum'.
- b. Areas must be cleaned to walls and corners.
- c. Spot treat stains
- d. All carpets and floor mats must be clean and free of accumulated dust and dirt and stains once the 'Hot Water Extraction' process is complete.
- e. All items moved prior to the 'Hot Water Extraction' process must be relocated to their original location.

#### **8. Machine Scrub**

- a. Chairs, floor mats and protectors, plants, tables, etc. must be moved by cleaners prior to Machine Scrubbing.
- b. Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.
- c. Cleaning Solutions must not be allowed to seep under baseboards, furniture, file cabinets, partitions, etc.
- d. All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations once the 'Machine Scrub' process is complete.
- e. All items moved prior to the 'Machine Scrub' process must be relocated to their original location.

#### **9. Scrub and Refinish**

- a. The Janitorial Staff must apply all performance standards as specified under 'Machine Scrub'.
- b. In addition, supplier must apply one coat of finish compatible with existing finish.
- c. All areas must present an overall appearance of cleanliness and be free from scuffs and stains; have a bright shine and be free of debris and dust once the 'Scrub and Refinish' process is complete.
- d. All items moved prior to the 'Scrub and Refinish' process must be relocated to their original location.

**10. Shampoo**

- a. The Janitorial Staff must apply all performance standards as specified under 'Vacuum'.
- b. Chairs, floor mats, plants, tables, etc. must be moved by janitorial staff prior to 'Shampoo'.
- c. Spot treat stains.
- d. Janitorial staff must use cleaning solutions recommended by the Shampooer manufacturer.
- e. Ensure all cleaning solution is removed from the carpet.
- f. The shampooer used must be able to remove enough water to ensure the carpet is dry within 12 hours.
- g. If necessary, turn on fans / dehumidifier to dry carpet faster.
- h. Carpet must be completely dry prior to relocating all items back to their original location.
- i. The carpet must have an overall appearance of cleanliness and must be free of all odors, spots and stains once the 'Shampoo' process is complete.
- j. All items moved prior to the 'Shampoo' process must be relocated to their original location.

**11. Spot Clean**

- a. All affected areas must be clear of stains, streaks and soil.
- b. All over-spray from spray applicators must be wiped clean from all surfaces.

**12. Spray Buff**

- a. The Janitorial Staff must apply all performance standards as specified under 'Damp mop'.
- b. Attach a red buffing pad to the rotary floor machine.
- c. Using a spray bottle, apply a fine mist of SPRAYBUFF on a small section of the floor.
- d. Buff the sprayed area using overlapping strokes.
- e. Continue buffing until the desired gloss is achieved and entire area has been spray buffed
- f. Sweep floor to remove any loose debris.
- g. All areas must present an overall appearance of cleanliness, have a bright shine throughout and be free of scuffs, debris and dust once the 'Spray Buffing' process is complete

**13. Stain Removal**

- a. Where stain removal involves wetting of a hard surface floor, caution signs must be in place around affected work area.
- b. All carpets and floor mats must have no visible stains or discoloration once the 'Stain Removal' process is complete.

**14. Steam Clean**

- a. The Janitorial Staff must apply all performance standards as specified under 'Vacuum'.
- b. Chairs, floor mats, plants, tables, etc. must be moved by janitorial staff prior to 'Steam Cleaning'.
- c. Spot treat stains.
- d. Janitorial staff must use cleaning solutions recommended by the Steam Cleaner manufacturer.
- e. Ensure all cleaning solution is removed from the carpet.
- f. The steam cleaner used must be able to remove enough water to ensure the carpet is dry within 12 hours.
- g. If necessary, turn on fans / dehumidifier to dry carpet faster.
- h. Carpet must be completely dry prior to relocating all items back to their original location.
- i. The carpet must have an overall appearance of cleanliness and must be free of all spots and stains once the 'Steam Clean' process is complete.

**15. Strip and Refinish**

- a. The Janitorial Staff must apply all performance standards as specified under 'Machine Scrub'.
- b. All old finish must be removed and all residual chemical must be cleaned away.
- c. New finish must be applied to all portions of the floors.
- d. Refinish must include two (2) coats of finishing material (wax, etc.).
- e. Finishing materials must not be allowed to seep under baseboards, furniture, file cabinets, partitions, etc.
- f. Finishing materials must not seep under, be left on or be visible on baseboards.
- g. All areas must be clean and clear of all stains, blemishes and dirt and have a consistent shine free of scrapes and marks once the 'Strip and Refinish' process is complete.
- h. All items moved prior to the 'Strip and Refinish' process must be relocated to their original location.

**16. Sweep (Dry Mop)**

- a. All stairs and floor areas including open areas and flooring around furniture legs and into corners must be free of dust, dirt, and debris.
- b. All surfaces must have an overall appearance of cleanliness and must be free of dust, dirt, debris once the 'Sweep' process is complete.

**17. Vacuum**

- a. All chair mats, floor mats and protectors, plants, tables, etc. must be moved by Janitorial staff prior to the 'Vacuum' process.
- b. All surfaces must have an overall appearance of cleanliness and must be free of dust, dirt, debris and grit once the 'Vacuum' process is complete.
- c. All items moved prior to the 'Vacuum' process must be relocated to their original location.

**18. Wash**

- a. This process is started using clean water mixed with cleaning solution. The water should be changed as required.
- b. Water mixture must not be allowed to seep under baseboards, furniture, file cabinets, partitions, etc.
- c. Cloths, Rags and Mops must be clean, free of stains and odor and rinsed frequently during the 'Wash process'.
- d. All surfaces must present an overall polished appearance and be free of cleaning solution, debris, dirt and dust, finger prints, scuff and splash marks, surface stains, smears, smudges, streaks and water accumulations and spots once the 'Wash' process is complete.
- e. FOR FLOORING
  - Chairs, chair mats, floor mats, floor runners, plants, tables, etc. must be moved by Janitorial staff prior to the 'Wash' process.
  - The Janitorial Staff must apply all performance standards as specified under 'Sweep (Dry Mop)'.
  - All items moved prior to the 'Wash' process must be relocated to their original location.

**ANNEX "C"**

**BASIS OF PAYMENT**

**C1 Contract Payment**

Subject to this Contract, His Majesty will pay the Contractor the following amounts for the performance by the Contractor of the work as outlined in the Statement of Work *(all amounts to be inserted at contract award)*:

**PRICING FOR INITIAL CONTRACT PERIOD  
- April 1, 2024 to March 31, 2025**

**MAIN OFFICE BUILDING**

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2 / 3 / 4 / 5	Daily / Weekly / Monthly / Bi-Annual / Annual	MONTH	\$ XX

**PESTICIDE SHED & POTATO SHED (WASHROOMS ONLY)**

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2	3 x Week (May 1 – October 31) 1 x Week (Nov. 1 – April 30) Monthly	MONTH	\$ XX

**ALL BUILDINGS**

**As and When Required Services**

For Work requested by the Project Authority that is on an **'as and when required'** basis and not identified in the SOW shall be at an hourly rate of \$ XX up to a maximum of 20 hours.

AAFC will use the following formula to reduce the contract price by the M<sup>2</sup> area that may be unavailable for cleaning. The Facility Manager will provide the Contractor with the total M<sup>2</sup> of area for area under construction at the beginning of each month, *if and when required*.

**Contract Adjustment when AAFC space not available for cleaning - Cost per square meter**

$$\begin{aligned}
 & \$ \frac{\text{Total Bid price for Initial Contract Period}}{461.40 \text{ M}^2} = \$ \frac{\text{Total Area to Maintain}}{12} = \$ \frac{\text{Cost per square meter per month}}{\text{M}^2}
 \end{aligned}$$

**C2 Option to Extend**

If AAFC chooses to exercise the option periods, the following Unit Prices will apply:

**PRICING FOR OPTION PERIOD ONE (1)**  
**- April 1, 2025 to March 31, 2026**

**MAIN OFFICE BUILDING**

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2 / 3 / 4 / 5	Daily / Weekly / Monthly / Bi-Annual / Annual	MONTH	\$ XX

**PESTICIDE SHED & POTATO SHED (WASHROOMS ONLY)**

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2	3 x Week (May 1 – October 31) 1 x Week (Nov. 1 – April 30) Monthly	MONTH	\$ XX

**ALL BUILDINGS**

**As and When Required Services**

For Work requested by the Project Authority that is on an ‘**as and when required**’ basis and not identified in the SOW shall be at an hourly rate of \$ XX up to a maximum of 20 hours.

AAFC will use the following formula to reduce the contract price by the M<sup>2</sup> area that may be unavailable for cleaning. The Facility Manager will provide the Contractor with the total M<sup>2</sup> of area for area under construction at the beginning of each month, *if and when required*.

**Contract Adjustment when AAFC space not available for cleaning - Cost per square meter**

$$\begin{aligned}
 & \$ \frac{\text{Total Bid price for Initial Contract Period}}{461.40 \text{ M}^2} = \$ \frac{\text{Total Area to Maintain}}{12} = \$ \frac{\text{Cost per square meter per month}}{\text{M}^2}
 \end{aligned}$$

**PRICING FOR OPTION PERIOD TWO (2)**  
**- April 1, 2026 to March 31, 2027**

**MAIN OFFICE BUILDING**

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2 / 3 / 4 / 5	Daily / Weekly / Monthly / Bi-Annual / Annual	MONTH	\$ XX

**PESTICIDE SHED & POTATO SHED (WASHROOMS ONLY)**

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2	3 x Week (May 1 – October 31) 1 x Week (Nov. 1 – April 30) Monthly	MONTH	\$ XX



**ALL BUILDINGS**

**As and When Required Services**

For Work requested by the Project Authority that is on an 'as and when required' basis and not identified in the SOW shall be at an hourly rate of \$ XX up to a maximum of 20 hours. AAFC will use the following formula to reduce the contract price by the M<sup>2</sup> area that may be unavailable for cleaning. The Facility Manager will provide the Contractor with the total M<sup>2</sup> of area for area under construction at the beginning of each month, *if and when required*.

**Contract Adjustment when AAFC space not available for cleaning - Cost per square meter**

$$\frac{\$ \text{_____}}{\text{(Total Bid price for Initial Contract Period)}} \div 461.40 \text{ M}^2 = \$ \frac{\text{_____}}{\text{(Total Area to Maintain)}} \div 12 = \$ \frac{\text{_____}}{\text{(Cost per square meter per month)}} / \text{M}^2$$

**PRICING FOR OPTION PERIOD THREE (3)  
- April 1, 2027 to March 31, 2028**

**MAIN OFFICE BUILDING**

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2 / 3 / 4 / 5	Daily / Weekly / Monthly / Bi-Annual / Annual	MONTH	\$ XX

**PESTICIDE SHED & POTATO SHED (WASHROOMS ONLY)**

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2	3 x Week (May 1 – October 31) 1 x Week (Nov. 1 – April 30) Monthly	MONTH	\$ XX

**ALL BUILDINGS**

**As and When Required Services**

For Work requested by the Project Authority that is on an 'as and when required' basis and not identified in the SOW shall be at an hourly rate of \$ XX up to a maximum of 20 hours. AAFC will use the following formula to reduce the contract price by the M<sup>2</sup> area that may be unavailable for cleaning. The Facility Manager will provide the Contractor with the total M<sup>2</sup> of area for area under construction at the beginning of each month, *if and when required*.

**Contract Adjustment when AAFC space not available for cleaning - Cost per square meter**

$$\frac{\$ \text{_____}}{\text{(Total Bid price for Initial Contract Period)}} \div 461.40 \text{ M}^2 = \$ \frac{\text{_____}}{\text{(Total Area to Maintain)}} \div 12 = \$ \frac{\text{_____}}{\text{(Cost per square meter per month)}} / \text{M}^2$$

**PRICING FOR OPTION PERIOD FOUR (4)  
- April 1, 2028 to March 31, 2029**

**MAIN OFFICE BUILDING**

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2 / 3 / 4 / 5	Daily / Weekly / Monthly / Bi-Annual / Annual	MONTH	\$ XX

**PESTICIDE SHED & POTATO SHED (WASHROOMS ONLY)**

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1 / 2	3 x Week (May 1 – October 31) 1 x Week (Nov. 1 – April 30) Monthly	MONTH	\$ XX

**ALL BUILDINGS**

**As and When Required Services**

For Work requested by the Project Authority that is on an **'as and when required'** basis and not identified in the SOW shall be at an hourly rate of \$ XX up to a maximum of 20 hours. AAFC will use the following formula to reduce the contract price by the M<sup>2</sup> area that may be unavailable for cleaning. The Facility Manager will provide the Contractor with the total M<sup>2</sup> of area for area under construction at the beginning of each month, *if and when required*.

**Contract Adjustment when AAFC space not available for cleaning - Cost per square meter**

$$\begin{aligned}
 & \$ \frac{\text{Total Bid price for Initial Contract Period}}{461.40 \text{ M}^2} = \$ \frac{\text{Total Area to Maintain}}{12} = \$ \frac{\text{Cost per square meter per month}}{\text{M}^2}
 \end{aligned}$$

**ANNEX "D"**

**SECURITY REQUIREMENTS CHECKLIST**



Government of Canada / Gouvernement du Canada

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

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

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



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |
- Special comments:  
Commentaires spéciaux : \_\_\_\_\_
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada  
Gouvernement du Canada

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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

Security Classification / Classification de sécurité
--



**ANNEX "E"****COMMERCIAL GENERAL LIABILITY INSURANCE**

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

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice*

---

*234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

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

---

**ANNEX "F" to PART 3 OF THE BID SOLICITATION****ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

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



**ANNEX “G”**

**LIST OF NAMES FOR INTEGRITY VERIFICATION FORM**

**Requirements**

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

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

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

**Supplier information**

<b>Supplier’s Legal Name:</b>
<b>Organizational Structure:</b> ( ) Corporate Entity ( ) Privately Owned Corporation ( ) Sole Proprietor
<b>Supplier’s Address:</b>
<b>Supplier’s Procurement Business Number (optional):</b>
<b>Solicitation or transaction number:</b>
<b>Date of bid, offer submission or closing date of Invitation to Offer (yyyy-mm-dd):</b>

**List of names**

Name	Title

**Declaration**

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

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

**ANNEX “H”**

**BID DOCUMENT**

For Janitorial Services, CSIDC, OUTLOOK SK

**Instructions:**

- Column B (Unit price) must be completed for all line items for your Offer to be considered compliant. GST/HST is to be excluded from the prices stated herein.
- AAFC will not accept separate pricing or additional charges for any time spent travelling to the AAFC work site (including any accommodations, transportation, truck or mileage charges, meals and incidental allowances). The Hourly Rate for labour, as described in Annex A - Statement of Work, at the AAFC work site shall include all time and travel-related costs to and from the AAFC work site.

**1. PRICING FOR INITIAL CONTRACT PERIOD**

*(MONTH) 1, 2024 – (MONTH) 31, 2025 (To be inserted at Contract award)*

**MAIN OFFICE BUILDING**

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
453.10 M <sup>2</sup>	Daily / Weekly / Monthly / Bi-Annual / Annual	Month		12	T1

**PESTICIDE SHED & POTATO SHED (WASHROOMS ONLY)**

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
8.3 M <sup>2</sup>	3 x Week (May 1 – October 31) 1 x Week (Nov. 1 – April 30) Monthly	Month		12	T2

**ALL BUILDINGS**

Description	Unit of Issue	Estimated # of Units (A)	Firm Unit Price Offered (B)	Extended Cost (C) = (A x B)
<b>Work on an 'as and when required' basis</b>	Hour	20		T3

Total Cost for Initial Contract Period - (T1+T2+T3) = \_\_\_\_\_

AAFC will use the following formula to reduce the contract price by the M<sup>2</sup> area that may be unavailable for cleaning. The Field Operations Supervisor will provide the Contractor with the total M<sup>2</sup> of area for area under construction at the beginning of each month, *if and when required*.

**Contract Adjustment when AAFC space not available for cleaning - Cost per square meter**

$$\frac{\$ \text{_____}}{\text{(Total Bid price for Initial Contract Period)}} \div 461.40 \text{ M}^2 = \$ \frac{\text{_____}}{\text{(Total Area to Maintain)}} \div 12 = \$ \frac{\text{_____}}{\text{(Cost per square meter per month)}} / \text{M}^2$$

**2. PRICING FOR OPTION PERIOD ONE (1)**

*(MONTH) 1, 2025 – (MONTH) 31, 2026 (To be inserted at Contract award)*

**MAIN OFFICE BUILDING**

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
453.10 M <sup>2</sup>	Daily / Weekly / Monthly / Bi-Annual / Annual	Month		12	T1

**PESTICIDE SHED & POTATO SHED (WASHROOMS ONLY)**

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
8.3 M <sup>2</sup>	3 x Week (May 1 – October 31) 1 x Week (Nov. 1 – April 30) Monthly	Month		12	T2

**ALL BUILDINGS**

Description	Unit of Issue	Estimated # of Units (A)	Firm Unit Price Offered (B)	Extended Cost (C) = (A x B)
<b>Work on an 'as and when required' basis</b>	Hour	20		T3

Total Cost for Option Period One (1) - (T1+T2+T3) = \_\_\_\_\_

AAFC will use the following formula to reduce the contract price by the M<sup>2</sup> area that may be unavailable for cleaning. The Field Operations Supervisor will provide the Contractor with the total M<sup>2</sup> of area for area under construction at the beginning of each month, *if and when required*.

**Contract Adjustment when AAFC space not available for cleaning - Cost per square meter**

$$\frac{\$ \text{_____}}{\text{(Total Bid price for Initial Contract Period)}} \div 461.40 \text{ M}^2 = \$ \frac{\text{_____}}{\text{(Total Area to Maintain)}} \div 12 = \$ \frac{\text{_____}}{\text{(Cost per square meter per month)}} / \text{M}^2$$

**3. PRICING FOR OPTION PERIOD TWO (2)**

*(MONTH) 1, 2026 – (MONTH) 31, 2027 (To be inserted at Contract award)*

**MAIN OFFICE BUILDING**

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
453.10 M <sup>2</sup>	Daily / Weekly / Monthly / Bi-Annual / Annual	Month		12	T1

**PESTICIDE SHED & POTATO SHED (WASHROOMS ONLY)**

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
8.3 M <sup>2</sup>	3 x Week (May 1 – October 31) 1 x Week (Nov. 1 – April 30) Monthly	Month		12	T2

**ALL BUILDINGS**

Description	Unit of Issue	Estimated # of Units (A)	Firm Unit Price Offered (B)	Extended Cost (C) = (A x B)
<b>Work on an 'as and when required' basis</b>	Hour	20		T3

Total Cost for Period Two (2) - (T1+T2+T3) = \_\_\_\_\_

AAFC will use the following formula to reduce the contract price by the M<sup>2</sup> area that may be unavailable for cleaning. The Field Operations Supervisor will provide the Contractor with the total M<sup>2</sup> of area for area under construction at the beginning of each month, *if and when required*.

**Contract Adjustment when AAFC space not available for cleaning - Cost per square meter**

$$\begin{aligned}
 & \$ \underline{\hspace{2cm}} \div 461.40 \text{ M}^2 = \$ \underline{\hspace{2cm}} \div 12 = \$ \underline{\hspace{2cm}} / \text{M}^2 \\
 & \text{(Total Bid price for Initial Contract Period)} \quad \text{(Total Area to Maintain)} \quad \text{(Cost per square meter per month)}
 \end{aligned}$$

**4. PRICING FOR OPTION PERIOD THREE (3)**  
*(MONTH) 1, 2027 – (MONTH) 31, 2028 (To be inserted at Contract award)*

**MAIN OFFICE BUILDING**

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
453.10 M <sup>2</sup>	Daily / Weekly / Monthly / Bi-Annual / Annual	Month		12	T1

**PESTICIDE SHED & POTATO SHED (WASHROOMS ONLY)**

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
8.3 M <sup>2</sup>	3 x Week (May 1 – October 31) 1 x Week (Nov. 1 – April 30) Monthly	Month		12	T2

**ALL BUILDINGS**

Description	Unit of Issue	Estimated # of Units (A)	Firm Unit Price Offered (B)	Extended Cost (C) = (A x B)
<b>Work on an 'as and when required' basis</b>	Hour	20		T3

Total Cost Option Period Three (3) - (T1+T2+T3) = \_\_\_\_\_

AAFC will use the following formula to reduce the contract price by the M<sup>2</sup> area that may be unavailable for cleaning. The Field Operations Supervisor will provide the Contractor with the total M<sup>2</sup> of area for area under construction at the beginning of each month, *if and when required*.

**Contract Adjustment when AAFC space not available for cleaning - Cost per square meter**

$$\frac{\$ \text{_____}}{\text{(Total Bid price for Initial Contract Period)}} \div 461.40 \text{ M}^2 = \$ \frac{\text{_____}}{\text{(Total Area to Maintain)}} \div 12 = \$ \frac{\text{_____}}{\text{(Cost per square meter per month)}} / \text{M}^2$$

**5. PRICING FOR OPTION PERIOD FOUR (4)**  
*(MONTH) 1, 2028– (MONTH) 31, 2029 (To be inserted at Contract award)*

**MAIN OFFICE BUILDING**

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
453.10 M <sup>2</sup>	Daily / Weekly / Monthly / Bi-Annual / Annual	Month		12	T1

**PESTICIDE SHED & POTATO SHED (WASHROOMS ONLY)**

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
8.3 M <sup>2</sup>	3 x Week (May 1 – October 31) 1 x Week (Nov. 1 – April 30) Monthly	Month		12	T2

**ALL BUILDINGS**

Description	Unit of Issue	Estimated # of Units (A)	Firm Unit Price Offered (B)	Extended Cost (C) = (A x B)
<b>Work on an 'as and when required' basis</b>	Hour	20		T3

Total Cost for Option Period Four (4) - (T1+T2+T3) = \_\_\_\_\_

AAFC will use the following formula to reduce the contract price by the M<sup>2</sup> area that may be unavailable for cleaning. The Field Operations Supervisor will provide the Contractor with the total M<sup>2</sup> of area for area under construction at the beginning of each month, if and when required.

**Contract Adjustment when AAFC space not available for cleaning - Cost per square meter**

$$\begin{array}{l}
 \$ \underline{\hspace{2cm}} \div 461.40 \text{ M}^2 = \$ \underline{\hspace{2cm}} \div 12 = \$ \underline{\hspace{2cm}} / \text{M}^2 \\
 \text{(Total Bid price for Initial Contract Period)} \quad \text{(Total Area to Maintain)} \quad \text{(Cost per square meter per month)}
 \end{array}$$

Total Cost for Initial Contract Period \_\_\_\_\_  
 Total Cost for Option Period One (1) + \_\_\_\_\_  
 Total Cost for Option Period Two (2) + \_\_\_\_\_  
 Total Cost for Option Period Three (3) + \_\_\_\_\_  
 Total Cost for Option Period Four (4) + \_\_\_\_\_  
 TOTAL COST for all periods = \_\_\_\_\_

<p><b>Supplier to indicate:</b></p> <p>Vendor / Company Name: _____</p> <p>Signature : _____</p> <p>Date: _____</p>
---

---

## APPENDIX 1 TO PART 4 OF THE BID SOLICITATION

### MANDATORY REQUIREMENTS

All mandatory requirements identified below must be met and included with bid submission. Failure to comply with any of the mandatory requirements will render the submission non-compliant and will receive no further consideration. If documentation is required to demonstrate compliance the Bidder must include the necessary documentation with their bid.

#### M1 - Mandatory Site Visit

Bidders must attend a site visit where the services are to be rendered and make themselves familiar with the site and any conditions that may affect the nature or provision of the services required. Ignorance of the local conditions at no time will constitute a valid reason to justify additional cost or an inability to satisfactorily meet any one of the tasks stipulated.

Bidders will be required to sign an attendance sheet at the visit. By signing the attendance sheet, bidders are confirming they have attended the visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant.

The Site Visit will be held on **Tuesday, January 23, 2024 at 10:00 a.m. local time (CST)**

Bidders are to report to the Main Administration Boardroom

LOCATION:

CSIDC Outlook, SK  
901 McKenzie Street South  
Outlook  
Saskatchewan  
S0L 2N0

TO CONFIRM YOUR ATTENDANCE PLEASE CONTACT:

Erin Karppinen, Biologist  
CSIDC  
Phone: (306) 867-5404  
Email: [erin.karppinen@agr.gc.ca](mailto:erin.karppinen@agr.gc.ca)

**M2 CONTRACTOR'S EXPERIENCE AND PAST PERFORMANCE**

The Bidder must provide evidence of its experience and past performance by **referencing two (2) recent contracts satisfactorily rendered for a minimum of two (2) consecutive years**, under the same contract, wherein range of janitorial services provided are comparable to those described in this Request for Proposal (RFP).  
(Recent is defined as within the past five (5) years from the bid closing date).

<b>PROJECT / CONTRACT REFERENCE # 1</b>	
Name of client organization or Company	Name:
Name and title of client contact	Name: Title:
Telephone number and email address of client contact	Phone No.: Email:
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location / site of the contract	
Value of the contract	\$
Performance period of the contract (indicate month and year)	Start Date: _____ End Date: _____
Description of Contract:	

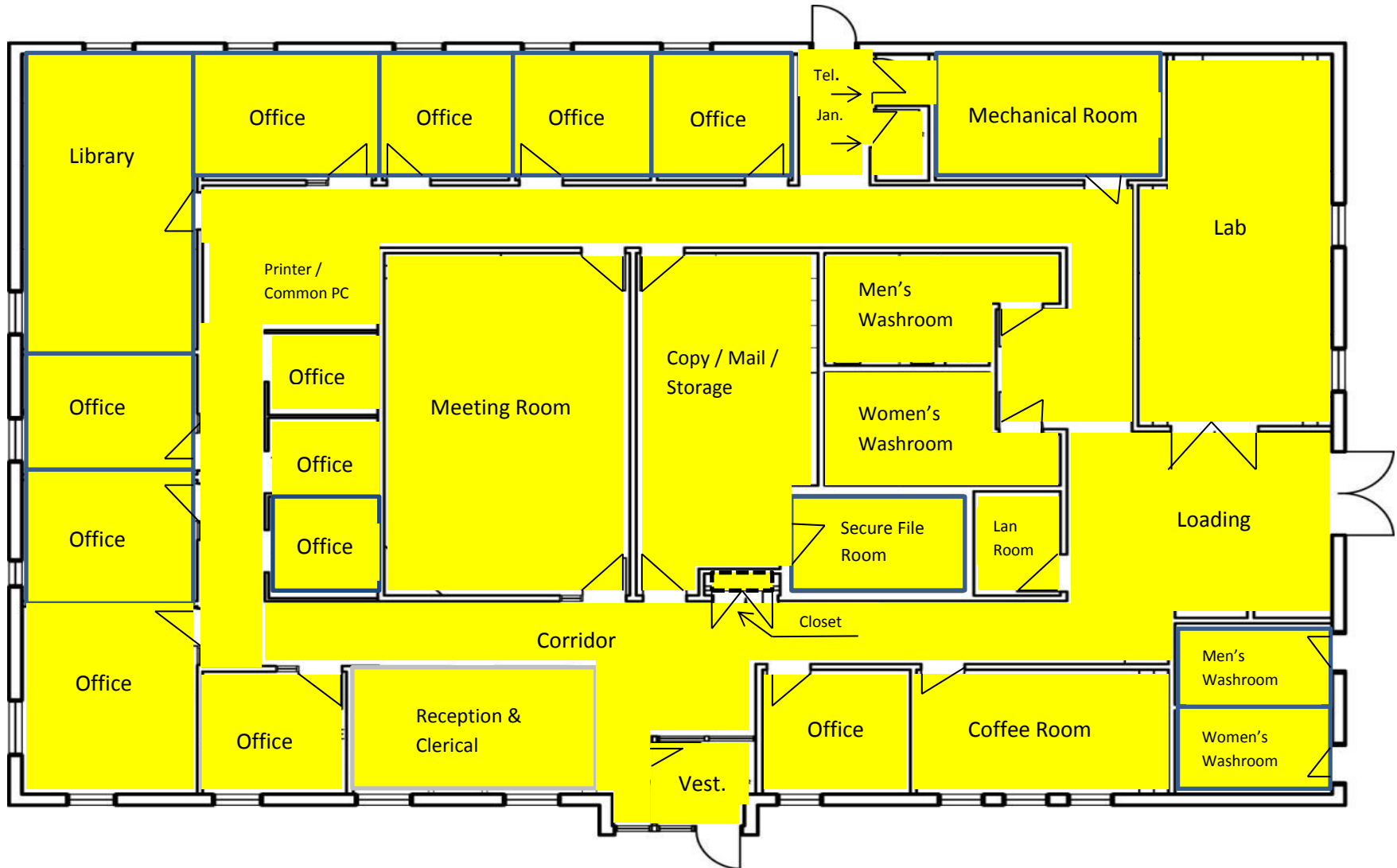


<b>PROJECT / CONTRACT REFERENCE # 2</b>	
Name of client organization or Company	Name:
Name and title of client contact	Name: Title:
Telephone number and email address of client contact	Phone No.: Email:
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location / site of the contract	
Value of the contract	\$
Performance period of the contract (indicate month and year)	Start Date: _____ End Date: _____
Description of Contract:	

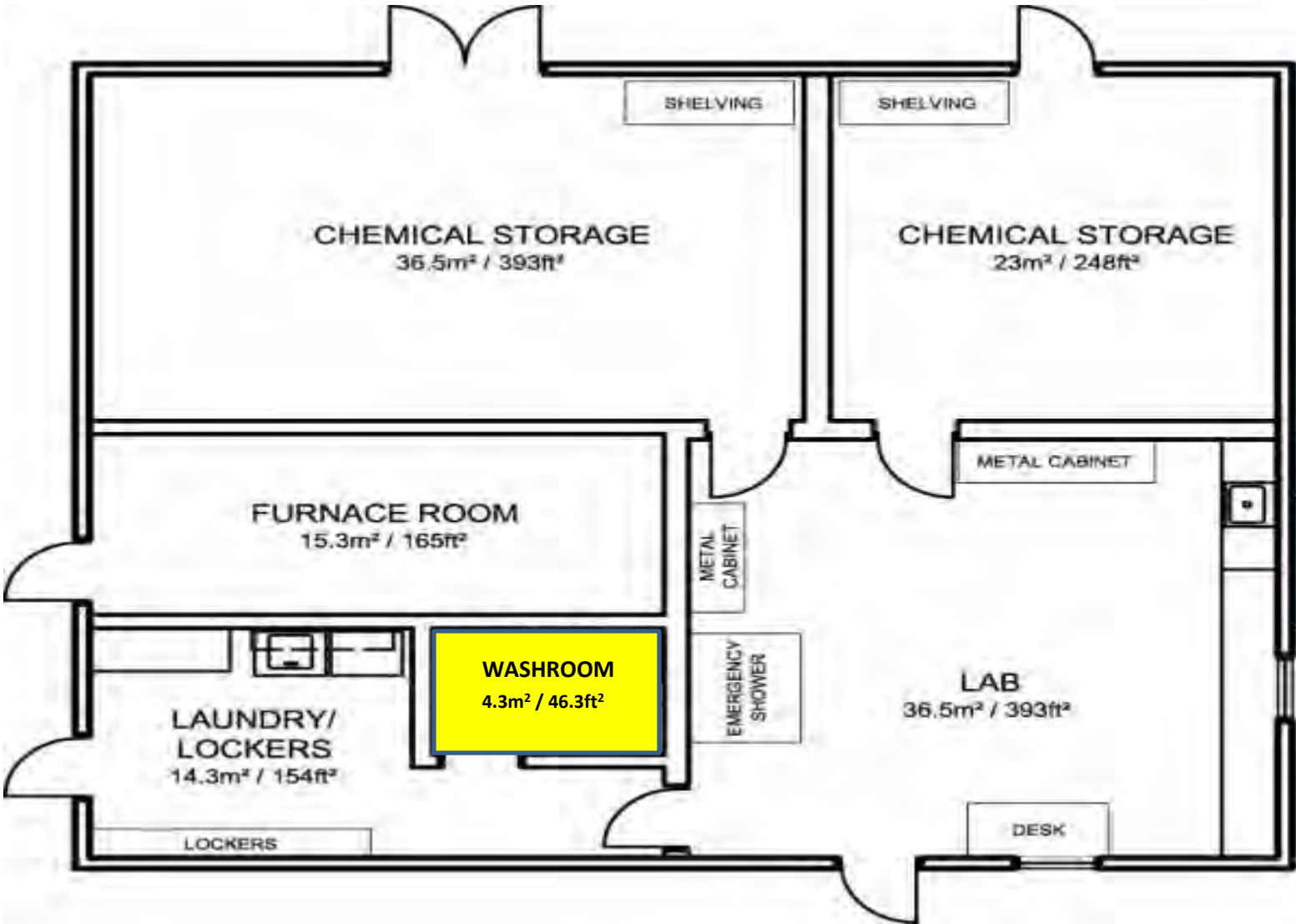
## **APPENDIX 2**

### **FLOOR PLANS**

# MAIN OFFICE BUILDING



# PESTICIDE SHED



# POTATO SHED

