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**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Canadian Food Inspection Agency

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

Proposition aux : Agence canadienne d'inspection des aliments

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

Comments: - Commentaires :

Title – Sujet Janitorial Services Lethbridge Laboratory, Lethbridge Alberta		Date 23 January 2024
Solicitation No. – N° de l'invitation 2024-00299		
Client Reference No. - No. De Référence du Client 2024-00299		
Solicitation Closes – L'invitation prend fin		
At /à :	1:00 pm EDT	ET (Eastern Time) HE (heure de l'Est)
On / le :	February 9, 2024	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Joanne.cassidy@inspection.gc.ca		
Telephone No. – No. de téléphone	Email – Courriel	
Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Email - Courriel	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;

1.2 Statement of Work

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

1.3 Set-aside under the Federal Government Procurement Strategy for Indigenous Business (PSIB)

This procurement has been conditionally set aside under the federal government's Procurement Strategy for Indigenous Business (PSIB). The procurement is open to both Indigenous and non-Indigenous businesses. However, if two or more Indigenous businesses submit a bid, then the procurement is set aside under PSIB. In order to be considered under PSIB, a supplier must certify that it qualifies as an Indigenous business as defined under PSIB and that it will comply with all requirements of PSIB.

For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, refer to [Annex 9.4](#) of the Supply Manual.

If the procurement is set aside the following applies:

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Indigenous peoples or for set-asides for small and minority businesses.”

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

1.4 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.

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.



Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

Bids must be sent to the email address indicated on page 1 of this RFP.

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 FPS, 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:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

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 FPS in receipt of a pension, as applicable:

name of former public servant;

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:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

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 five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in separate sections as follows:

- Section I: Technical Bid - one (1) electronic copy in PDF.
- Section II: Financial Bid - one (1) - electronic copy in PDF
- Section III: Certifications - one (1) - electronic copy in PDF

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

Canada requests that bidders format their bid for 8.5 x 11 inch (216 mm x 279 mm) paper.:

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Pricing Schedule in APPENDIX A.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including 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

Corporate Mandatory Criteria			
Item No.	Mandatory Criteria	Required Supporting Information	Reference to Criterion in Proposal
M1	The Bidder must demonstrate a minimum of	To demonstrate the required experience, the following	



	<p>five (5) years of experience in commercial/institutional cleaning in high cleanliness areas as identified in the Statement of Work by describing one, or more contracts where they provided the services.</p> <p>Criterion M1 will be further evaluated in PR1.</p>	<p>must be provided for the example provided:</p> <p>Name, address and description of example organization;</p> <p>Contract timeframe (from-to dates month/Year);</p> <p>Provide one (1) department or corporate reference (name, email &/ phone number);</p> <p>Approximate size in square meters of the cleanable area of the contract,</p> <p>Cleaning schedule e.g. daily, weekly etc.;</p> <p>Description of the Work required..</p>	
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Resource

Resource Mandatory Criteria			
Item No.	Mandatory Criteria	Required Supporting Information	Reference to Criterion in Proposal
M2	<p>The Bidder must demonstrate that each proposed resource has a minimum of two (2) years of experience providing a janitorial service in commercial/institutional cleaning in high cleanliness areas.</p> <p>Criterion M2 will be further evaluated in PR2.</p>	<p>To demonstrate the required experience, the following must be provided for each proposed resources as identified in the SOW:</p> <p>Proposed resource name;</p> <p>Contract organization where experience was gained with start and end dates of the contract;</p> <p>Approximate size in square meters of the cleanable area of the contract,</p> <p>Cleaning schedule e.g. daily, weekly etc.;</p> <p>Description of the Work required under the contract;</p> <p>Responsibilities of each individual identified.</p>	



M3	The Bidder must demonstrate that each proposed resource has a WHIMS certificate.	To demonstrate the required experience, the following must be provided for each proposed resource: A copy of the certificate must be included with the bid for each proposed resource.	

4.1.1.2 Point Rated Technical Criteria

Item No.	Corporate Point Rated Criteria	Supporting Documentation	Maximum Points	Reference to Criterion in Proposal
PR1	<p>The Bidder should describe contracts that demonstrate the Bidders' experience in addition to the five (5) years required for M1 in commercial/institutional cleaning in high cleanliness areas as identified in the Statement of Work.</p> <p>Points for PR1 will be allocated as follows:</p> <p>>10 years = 15 points</p> <p>>7 years up to 10 years = 10 points</p> <p>>5 years up to 7 years = 5 points</p> <p>Less than or equal to 5 years = 0 points</p>	<p>To demonstrate the required experience, the following must be provided for each example provided:</p> <p>Name, address and description of example organization;</p> <p>Contract timeframe (from-to dates month/Year);</p> <p>One (1) department or corporate reference (name, email &/ phone number);</p> <p>Approximate size in square meters of the cleanable area of the contract,</p> <p>Cleaning schedule e.g. daily, weekly etc.;</p> <p>Description of the Work required.</p>	15	

Item No.	Resource Point Rated Criteria	Required Supporting Information	Maximum Points	Reference to Criterion in Proposal
PR2	The Bidder should describe contracts that demonstrate the experience of each proposed resource identified in the SOW in addition to the minimum of two (2) years of experience required for M2.	<p>To demonstrate the required experience, the following must be provided for each proposed resources:</p> <p>Proposed resource name;</p>	<p>10</p> <p>Maximum 5 points per resource</p>	



	<p>Points for PR2 will be allocated as follows:</p> <p>>4 years = 5 points</p> <p>>3 years up to 4 years = 3 points</p> <p>>2 years up to 3 years = 1 point</p> <p>Less than or equal to 2 years = 0 points</p>	<p>Contract organization where experience was gained with start and end dates of the contract;</p> <p>Approximate size in square meters of the cleanable area of the contract,</p> <p>Cleaning schedule e.g. daily, weekly etc.;</p> <p>Description of the Work required under the contract;</p> <p>Responsibilities of each individual identified.</p>		
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Total Points Possible	25
Minimum Points Required	18

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 18 points overall for the technical evaluation criteria.

The rating is performed on a scale of 25 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.



7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the 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.

5.1.2 Additional Certifications Required with the Bid

5.1.2.2 Set-aside for Indigenous Business



If applicable, the Bidder must complete the certifications in Appendix B and include them with their bid.

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.

5.2.2 Security Requirements – Required Documentation

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

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

5.2.3 Security Clearance

the Bidder should provide the following security information for all individuals who will require access to classified or protected information, assets or sensitive work sites with their bid.

SECURITY INFORMATION	
Name of individual as it appears on security clearance application form	
Level of security clearance obtained	
Validity period of security clearance obtained	
Security Screening Certificate and Briefing Form file number	
Department, Company, Organization that currently holds the clearance	

5.2.4 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.

5.2.5 Additional Certifications Precedent to Contract Award

5.2.5.1 Status and Availability of Resources

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

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.

The contractor must, at all times during the performance of the Contract, Standing Offer or Supply Arrangement, maintain a valid Designated Organization Screening (DOS) issued by Public Services and Procurement Canada – Industrial Security Program.

The contractor and/or its employees must EACH maintain a valid RELIABILITY STATUS, issued by Public Services and Procurement Canada – Industrial Security Program and approved by the Canadian Food Inspection Agency.

The contractor and/or its employees MUST NOT remove any CLASSIFIED information or assets from the identified work site(s).

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.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the Canadian Food Inspection Agency.

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 Replacement of Specific Individuals

SACC Manal clause A7017C (2008-05-12), Replacement of Specific Individuals

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2025 inclusive

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(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 at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jo'Anne Cassidy
Title: Senior Procurement and Contracting Officer
Directorate: Canadian Food Inspection Agency
Address: 59 Camelot Drive, Ottawa, ON

Telephone: 343-596-2357
E-mail address: joanne.cassidy@inspection.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____



Facsimile: _____
 E-mail address: _____

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

6.5.3 Contractor's Representative

Name: _____
 Title: _____
 Organization: _____
 Address: _____

Telephone: _____
 Facsimile: _____
 E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, and profit, in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$_____ (*amount inserted at contract award*). Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- when it is 75% committed, or
- four months before the contract expiry date, or
- as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.



If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.8 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. Each invoice must be supported by:
 - a. a copy of time sheets to support the time claimed;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*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;
- (b) the general conditions 2010C (2022-12-01), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____.

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

CFIA Lethbridge is an Animal research facility hosting multiple science programs. The original Lab was built in the early 1900's with its newest and occupied Lab built in 1987.

CLEANING CONTRACT GUIDELINES

1.0 LOCATION

The requirements of this contract must be conducted at the following place of business:
CFIA/ Lethbridge Laboratory

2.0 INSPECTION

The Contractor must notify the CFIA representative when each major frequency cleaning operation (3 months frequency or greater) listed on the schedule of operations is completed. Inspections of the work will be carried out on a frequent basis to ensure duties are being performed to the required specifications.

3.0 SAFETY

The Contractor must take care, at all times to protect its employees, tenants, and all other persons on the premises from any harm and shall comply with all applicable safety standards and regulations recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction including the Lethbridge Laboratory's safety Program.

4.0 MATERIALS

CFIA Lethbridge will provide all supplies and equipment such as, but not limited to, pails, carts, mops, brooms, chemical products, floor finishing products, disinfectants, garbage bags, floor finishing and polishing equipment, vacuum cleaners, ladders, etc. to enable contractor to meet the specifications of the contract. The Contractor must ensure that all chemicals used for cleaning operations are used as intended by the manufacturer. The Contractor must ensure that all chemicals are mixed according to manufacturers' recommendations. The Contractor is responsible for any damage caused by chemicals or materials in the event of misuse or spills.

5.0 SPACE

5.1 CFIA will supply the Contractor with one lockable janitorial storage rooms, for storage of equipment and supplies.

5.2 The Contractor must not list, publicize or use in any fashion, for business purposes, the address of the building that this contract is being carried out in.

5.3 The Contractor is responsible for the safety of all equipment and supplies stored in this space, unless signs of physical break and entering are noticeable. The Contractor is responsible for the safe and efficient operation of all equipment provided by CFIA Lethbridge and will be held responsible for any repairs as a result of misuse. All repairs will then be carried out to the satisfaction of the CFIA or by the CFIA and charged back to the Contractor.



6.0 ACCESS

- 6.1 Only those The Contractor resources whose names appear on the Contractor's payroll that have a valid security clearance and are required to perform duties described in the Statement of Work shall be allowed access to the work site. No other persons accompanying the The Contractor resources will be allowed on site unless they are escorted by a CFIA representative.
- 6.2 CFIA Lethbridge will supply the Contractor with one copy of a janitorial room master key and one security access card for each The Contractor resource that is working at this site for the duration of this contract. These items must be fully protected at all times. Keys must not leave the building at any time. The Contractor must immediately notify CFIA representative if any security cards or keys are lost or stolen.

7.0 THE CONTRACTOR RESOURCES

- 7.1 This contract requires 2 full time resources 8 hours a day. Hours of operation are from 6:30 am – 4:30pm excluding Holiday's. At least one of the two resources are required to stay Until 4:30pm.
English is essential.
- 7.2 The Contractor must give the CFIA representative 24 hrs. notice prior to a new qualified The Contractor resource Entering the building.
- 7.3 The Contractor resources must be capable of communicating clearly in English, both oral and in writing.
- 7.4 The Contractor must provide a written report to CFIA immediately after an accident, if one occurs. The report must state the person(s) involved, date, time, cause and action taken.
- 7.5 The Contractor resources must be neatly dressed and of tidy appearance and use closed toe footwear.

8.0 GENERAL CONDITIONS

- 8.1 CFIA will supply a log in the Custodian's room and the Contractor must maintain it by recording, on a daily basis, all of the work performed " other than the normal" day-to-day cleaning. Any entries into this log book must be dated and initialed by the Contractor. The log must be made available for inspection by the CFIA. CFIA will use this log book to note any comments to the Contractor such as additional cleaning requests.
- 8.2 Quality standards must be strictly adhered to. Inspections made by the Agency representative will be the basis of these standards.
- 8.3 All routine cleaning must be performed during the hours between Monday to Friday with a starting time of 7:00am and a finishing time of 4:30pm or what is deemed necessary to perform the work required in this contract. All or any extra cleaning operations must be scheduled to limit the inconvenience to the CFIA or its occupants. The Contractor may enter the building no earlier than 6:30am , (unless agreed on previously), Monday-Friday and must have all "areas" cleaned by 4:30pm. All alternate frequency cleaning three (3) months and greater are to be pre-arranged and verified with the CFIA before and after the task is performed. Alternate frequency cleaning is



in addition to regular routine cleaning and must also be done after regular working hours. A notice of two weeks (2) will be given if deemed necessary by the CFIA to change custodians "starting time".

- 8.4 Alternate frequency cleaning (3) months or greater must be carried out in such a manner that no more than 50% of the building will be illuminated while cleaning operations are underway during unoccupied hours, i.e., work must be completed on each floor, or section of floor, and lights switched off, before proceeding to the next floor or section of floor to commence operations in that area. Where individual offices are equipped with light switches, lights are to be turned on when entering to clean the office, and switched off, immediately upon leaving the office.
- 8.5 **Lockable doors to all spaces must be kept locked at all times, and must never be "propped" open other than to carry something through.**
- 8.6 The Contractor must maintain on-site supervision to ensure that all requirements of this contract are fulfilled. The Contractor must provide the CFIA with a 24hr emergency contact number and immediately address any of the CFIA concerns that fall within the scope of the contract specifications.
- 8.7 **Under no circumstance is the Contractor to remove anything from the building without prior approval from the CFIA representative.**
- 8.8 CFIA Lethbridge Laboratory is a smoke-free workplace.
- 8.9 The Contractor must not use any CFIA equipment such as, but not limited to, fax machines, audio visual equipment, computers, tools, photocopiers, etc. The Contractor is only authorized to use equipment and supplies issued to him/her by CFIA.
- 8.10 The Contractor must not remove any papers or boxes on the floor in labs or office areas. Boxes outside of these areas (hallways etc.) unless clearly marked as "**KEEP**", is deemed garbage and can be disposed of / recycled. Cleaning must be done around these items unless told otherwise.
- 8.11 CFIA will provide all waste disposal services. The Contractor must deposit waste in designated container(s).
- 8.12 The Contractor must provide a written report to the CFIA if any damage has occurred to the CFIA's property from said Contractor. The Contractor must make good any damage at no expense or inconvenience to CFIA.

9.0 NON CONTRACT AREAS

The following areas listed are not in this cleaning contract:

- A. Crawl Space
- B. Upper Mechanical Room
- C. Lower Mechanical Room
- D. Facility Maintenance
- E. All Service Core Rooms
- F. BioSecurity Area
- G. Incinerator Area

10.0 RESTRICTED AREAS

Rooms listed below are considered off limits and for no reason are the Contractor resources allowed in by any means unless by appointment or escort with the facilities manager.



- A. Post Mortem Room 437
- B. Rabies suite Room 442
- C. Multi use suite room 402
- D. Animal 500wing

11.0 CLEANING AND RESPONSIBILITIES OF THE CONTRACTOR (CORE SERVICES)

The Contract must clean approximately 4800 square meters as specified below.

CFIA Lab has a building footprint of 8759 Square metres , of this space 4,500 square metres require cleaning. Additionally , there is a government services building (GSB) which has a footprint of 1375 square metres, of this space 300 square metres require cleaning.

- 1.0 **EXTERIOR GENERAL** – Standard Practice and Frequency:
 - 1.1 Polish ornamental work, metal entrance doors of the building daily.
 - 1.2 Glass on entrance doors to be cleaned on both sides daily or as necessary.
 - 1.3 Cobwebs, dead insects, etc. to be removed from entrances of building twice weekly or as required.
 - 1.4 Empty outside cigarette containers at front and back entrances weekly and dispose of ashes directly into outside dumpster container to minimize fire hazard.
 - 1.5 Monthly clean all 1st floor interior and exterior glass in the main entrances area using soap, water and window squeegee method.
- 2.0 **INTERIOR GENERAL** – Where applicable, cleaning shall be done as follows for the day:
 - 2.1 All rooms shall be cleaned daily, with the following exception:
 - 2.2 High ledges, tops of partitions, pipes and other high areas (6') where dust collects to be dusted four (4) times per year, i.e., July, October, January and April.
 - 2.3 Notice boards and display show cases to be cleaned once a month, glass to be kept clean.
 - 2.4 Fire hose cabinets, fire extinguishers and notice boards to be dusted and cleaned weekly.
 - 2.5 Spare.
 - 2.6 Door kick plates and hand plates to be washed daily, using germicidal disinfectant solution.
 - 2.7 All entrance and cupboard doors and frames to be kept free of all marks.
 - 2.8 Coat space – shelves for hats, boots, shoes, etc., to be cleaned daily.
 - 2.9 Painted steel and wood doors and door frames throughout the building to be cleaned of finger marks and other dirt daily, washed with an approved cleaner once a month.
 - 2.10 Filing cabinets to be cleaned and washed weekly.
 - 2.11 Ledges, window sills, mouldings to be dusted weekly with a damp cloth using germicidal disinfectant solution.
 - 2.12 All doors and door frames to be kept clean and free of all marks.
 - 2.13 All radiators to be dusted weekly and steel covers to be cleaned with a damp cloth using germicidal disinfectant solution weekly.
 - 2.14 Wipe all telephone handsets using a damp cloth and the germicidal disinfectant solution provided, weekly or as required.
 - 2.15 All fabric, painted, brick, plaster, ceramic, wood panel walls to be kept free of marks.
 - 2.16 Brick walls to be lightly dusted every three months.
 - 2.17 Mouldings, ledges, cupboards, wall fixtures, open shelves, to be dusted weekly.
 - 2.18 All window sills, frames, doors and baseboards to be dusted weekly.
 - 2.19 Dusting of all fire hose cabinets throughout the building on a monthly basis.
- 3.0 **ENTRANCE AND LOBBIES** shall be cleaned daily as follows:
 - 3.1 Glass doors to be cleaned daily on both sides and glass windows around main 1st floor atrium entrance to be cleaned once a week on both sides. (Interior and exterior)
 - 3.2 Entrances and lobbies to be kept free of debris and cleaned daily to ensure a clean floor.
 - 3.3 Dust and clean coffee tables daily.



- 3.4 Return furnishings to original positioning and "straighten up all accessories".
- 3.5 Doors handles, push bars, etc. of stainless steel to be cleaned of finger marks and other dirt marks daily or as required.
- 3.6 Spare

- 4.0 **WASHROOMS** – shall be cleaned as follows each day: (**Very Important!!!**)
- 4.1 Floors to be swept daily and washed with a germicidal cleaner.
- 4.2 Toilet seats, bowls, urinals, showers and wash basins to be cleaned thoroughly and disinfected each day
- 4.2.1. Showers to be washed daily and glass etc. scrubbed weekly at minimum or more often if required.
- 4.3 Body contact points in the washrooms such as water taps, receptacles and dispensers, door plates, toilet seats and flush valves to be disinfected each day. All chrome and bright work to be polished daily.
- 4.4 Dispensers, receptacles, mirrors, shelves and all exposed piping to be dusted and cleaned each day.
- 4.5 Sani-cans to be emptied, washed and disinfected each day and sani-bags to be replaced.
- 4.6 Toilet partitions to be dusted and cleaned weekly.
- 4.7 Walls to be washed daily around urinals and toilets.
- 4.8 Wastepaper etc. to be removed each day.
- 4.9 Liquid soap containers, toilet paper, paper towels to be replenished daily or as required.
- 4.10 Refuse receptacles to be washed and disinfected weekly.
- 4.11 Floors to be done the same as outlined in 7.0 to 7.6.

- 5.0 **RUGS, CARPETS AND SLUSH MATS** – shall be cleaned as follows:
- 5.1 Rugs and carpets are to be vacuumed each day, and corners to be kept clean.
- 5.2 Spots to be removed on a daily basis, if possible. Spots which cannot be removed by normal means, shall be reported to the owner.
- 5.3 Slush mats at entrances are to be vacuumed daily. (These are contracted out weekly)
- 5.4 All carpets are cleaned on an annual basis, time and date to be arranged by Facility Manager. Carpets must be vacuumed clean before this is done. Work will be completed on an evening or Saturday. (See section 4 for optional pricing request) C.F.I.A., Saskatoon will cover all costs associated with the contracted carpet cleaner, this can be done as an extra to this contract.

- 6.0 **BLINDS AND WINDOW COVERINGS:**
- 6.1 Both sides of blinds shall be kept clean and free of dust twice per year.
- 6.2 Window frames and adjoining area shall be kept free of dust weekly.
- 6.3 Spare

- 7.0 **FLOORS in OFFICES, CORRIDORS, LABORATORIES and SHIPPING/RECEIVING AREA:**
- 7.1 All floors (painted, tiled, linoleum, epoxy or non-slip, etc.) are to be swept each day using a dust control method.
- 7.2 Scrub/damp mop all floors using the provided automated scrubbing /washing floor machine and germicidal floor washing solution daily.
- 7.3 Using burnishing pad, burnish all waxed tiled and linoleum floor surfaces to keep floors looking shiny and wax surface hard this is required or no less then weekly.
- 7.4 After burnishing, sweep all areas using the dust control method.
- 7.5 All tiled and linoleum floors are to be **refinished** (stripped, double rinse, neutralized, sealed and waxed) no less than once (1) per year. (Minimum one (1) coat of floor sealer and minimum two (2) coats of floor finish wax, more if necessary to provide proper finish. (Months of September .or October)
- * Flooring manufacturer maintenance instructions must be referenced for all refinishing activities.



7.6 Tiled and/or linoleum flooring must be maintained properly by a qualified floor finisher to maintain the shine and cleanliness throughout the year to the next refinishing cycle. Failure to maintain this will result in voiding of the contract.

8.0 WALLS and PARTITIONS

- 8.1 Interior walls and partitions to be spot cleaned of finger marks and dusted weekly. Ledges, mouldings and other protrusions to be dusted daily.
- 8.2 Base boards (Inside corners) and quarter-rounds to be dusted daily and under no circumstances allowed to get dirty from mop streaks, wash accumulations or splash marks.
- 8.3 Spare.
- 8.4 Major wall washing once a year ie., at beginning of contract year (EXTRA see section 4 for pricing), using germicidal cleaner.

9.0 INTERIOR and EXTERIOR GLASS DOORS

- 9.1 Interior glass doors to be washed/cleaned weekly.
- 9.2 Interior glass partitions to be washed weekly.
- 9.3 Interior and exterior glass on the doors located at the main entrance and throughout facility shall be cleaned daily.

10.0 OFFICE FURNITURE and FIXTURES

- 10.1 Only cleared office furniture to be dusted and wiped on the horizontal surfaces each day, using the proper dust control method.
- 10.2 Exposed vertical surfaces of furniture to be dusted weekly, chrome /painted edges and legs to be damp wiped daily.
- 10.3 Empty shelving to be dusted weekly including mailboxes.
- 10.4 Telephone and communications equipment to be damp wiped weekly using an approved germicidal cleaning solution, (handset only)
- 10.5 Book cases to be dusted weekly. Books should not be removed.
- 10.6 Glass panels/doors on book cabinets and storage cabinets in laboratories are to be cleaned on both sides once (2) per year.
- 10.7 Upholstered furniture to be vacuumed once a week .Vinyl/Leather upholstered furniture to be dusted and all finger marks to be removed each day, damp wiped once a week.

11.0 WASTEPAPER BASKETS, (other then bathrooms and lunchroom)

- 11.1 To be emptied daily, dusted on both sides, inside and outside.
- 11.2 Inside and outside surfaces of all garbage receptacles to be washed every month (beginning of month) using an approved germicidal cleaning solution (4.10).

12.0 CEILINGS, (outside of labs only) shall be cleaned as follows:

- 12.1 All ceilings are to be kept free of foreign substances cob webs etc. use broom for cob webs.

13.0 Exterior ASHTRAYS and Exterior Waste Receptacles,

- 13.1 Debris to be removed and emptied weekly.

14.0 CONTRACTOR'S SPACE, (Janitorial Rooms)

- 14.1 To be kept clean at all times and serviced as per corresponding areas in the building, daily.
- 14.2 To be kept free of debris and all equipment and materials to be stored in here, daily.
- 14.3 Floors to be swept and washed, daily or as needed.
- 14.4 Slop sinks to be washed and disinfected, daily.



- 14.5 Mops and mop heads to be cleaned and rinsed daily and hung to dry daily.
- 14.6 All equipment used for cleaning to be kept clean at all times, scrubber, mops, floor machine, pails, buckets etc.
- 14.7 Rental dust mops for cleaning floors to be put in laboratory wash bin in Wash Up room weekly

15.0 **WASTEPAPER AND REFUSE**

- 15.1 All wastepaper and refuse collected under this contract shall be disposed of in the designated garbage room / exterior garbage bin located outside the back entrance daily. This area shall be kept neat and orderly at all times.
- 15.2 CFIA staff will be responsible to empty their own fine paper collection inside their offices and labs into one of the designated blue bins.

16.0 **CLASSIFIED OR SPECIAL AREAS**

- 16.1 Clean the following areas as per corresponding areas in the building. Arrange cleaning service by appointment with the room head posted on the door, as required and not more than monthly as per the previous instructions.

17.0 **CONTRACTORS RESPONSIBILITY**

- 17.1 The Contractor must ensure that each resource is formerly instructed so that they do not tamper with or unplug electrical or scientific equipment, computers and office equipment. If an emergency arises during the time the CFIA staff are not present, they will contact the emergency contact person by telephone as quickly as possible. In no way are they to try to repair any item or to shut off any alarm etc. Contact person on call immediately.
- 17.2 Under no circumstances shall unauthorized persons be admitted on the premises while the Contractor is performing these duties, this will allow for immediate dismissal.
- 17.3 The Contractor will be given a security pass for "alternate frequency" after hours work, this will involve operation of an access control system. It is the Contractors responsibility to provide supervision for all of their resources. A minimum of three (3) days of cleaning duty, at this Facility, shall be completed before allowing general cleaning staff to work alone in this facility after-hours.
*Janitorial cleaning staff working after hours must have a "buddy system" in place in case of emergency.
- 17.4 It is the responsibility of the Contractor to make sure that all resources are familiar with the cleaning frequencies and standards as detailed in this specification. A copy of this contract shall be posted in Janitorial room 109.

18.0 **C.F.I.A. RECYCLING POLICY:**

- 18.1 The Contractor must comply with C.F.I.A. Lethbridge recycling policy.
- 18.2 The Contractor must break down all corrugated cardboard boxes daily and if there is room put this into the outside recycling container.



19.0 **SCOPE OF WORK (MATRIX)** – CFIA Lethbridge

		Frequency										
	SERVICE REQUIRED	D A I L Y	T W I C E W E E K L Y	W E E K L Y	2 W E E K S	M O N T H L Y	2 M O N T H S	3 M O N T H S	4 M O N T H S	6 M O N T H S	Y E A R L Y	A S R E Q U I R E D
ITEM #	Requirements:											
1	EXTERIOR GENERAL:											
1.1	Polish ornamental work	X										
1.2	Sweep/Remove debris from main entrances and walks	X										X
1.3	Clean glass-Entrance doors (both sides)	X										
1.4	Sweep/wash Ship/Receiving, garbage room / machine scrub	X						X				X
1.5	Remove cobwebs from entrance		X									X
1.6	Empty outside cigarette containers			X								X
1.7	Clean all 1 st floor interior and exterior glass in the main entrance of atrium area using soap, water and window squeegee method					X						X
2	INTERIOR GENERAL:											
2.1	All rooms cleaned daily	X										
2.2	July/Oct/Jan/Apr.-Major dusting high areas 6'							X				
2.3	Notice boards, cabinets etc.-dust					X						
2.4	Fire hose cabinets and fire extinguishers			X								
2.5	Spare											
2.6	Door kick plates & hand plates	X										
2.7	Entrance & Cupboard doors-free of marks											X
2.8	Coat space organized daily, boot trays cleaned daily	X										X
2.9	Doors, door frames cleaned daily & washed monthly	X				X						
2.1	Filing cabinets to be cleaned weekly			X								X



2.11	Dust window sills, ledges & mouldings		X																
2.12	Door, door frames spot cleaned daily	X																	
2.13	All radiators, steel covers cleaned weekly		X																
2.14	Wash telephone handsets		X																X
2.15	All walls, (Brick, plaster) kept free of marks																		X
2.16	Brick walls –dusted quarterly									X									
2.17	Mouldings, ledges, open shelves & wall fixtures dusted		X																
2.18	Window sills, frames, doors & baseboards dusted		X																
2.19	Dust fire hose cabinets							X											
3	ENTRANCE AND LOBBIES:	X																	
3.1	Glass doors cleaned daily & side windows weekly	X	X																
3.2	Entrance lobbies cleaned daily	X																	
3.3	Dust coffee tables	X																	
3.4	Straighten up all furniture & accessories	X																	
3.5	Door handles, push bars, etc. of stainless steel cleaned weekly or as required	X																	X
3.6	SPARE																		
3.7	Clean all 1 st floor interior and exterior glass in the main entrances							X											
4	WASHROOMS: - cleaned daily(IMPORTANT)	X																	
4.1	Floors, dusted, mopped & washed with appropriate cleaner	X																	
4.2	Toilet seats, bowls, urinals, showers, wash basins to be cleaned & disinfected, showers cleaned as required glass doors included	X																	
4.3	Body contact points – all chrome & bright work, disinfected	X																	
4.4	Dispensers, receptacles, mirrors, - dusted & cleaned	X																	
4.5	Sani cans, emptied, washed & disinfected	X																	
4.6	Toilet partitions dusted & cleaned		X																



4.7	Walls washed around urinals	X																	
4.8	Waste paper, etc. removed daily	X																	
4.9	Replenish liquid soap, paper towels & toilet paper	X																	
4.1	Refuse receptacles washed, disinfected			X															X
4.11	Floor mopped/dust method & washed daily	X											X	X					
4.12	Inspect / replenish and touch-up washrooms daily	X																	X
5	RUGS, CARPETS & SLUSH MATS:																		
5.1	Rugs, carpets, corners vacuumed	X																	
5.2	Spots removed from carpets	X																	
5.3	Vacuum slush mats	X																	
5.4	As and when required cleaning (EXTRA)																		X

12.0 ADDITIONAL TASKS REQUIRED ON “AS AND WHEN REQUIRED” BASIS

The Contractor must obtain the CFIA approval before starting the work listed below.

12.1 CARPET & UPHOLSTERY CLEANING

One time per year (October, after-hours) provide the services of a firm specializing in “steam extraction carpet and upholstery cleaning”. Clean all carpet tile, carpet broadloom, upholstered chairs, and furniture.

12.1.1 Refer to Carpet Cleaning Materials, Equipment and Location Schedule for:

- where operations specified in this Section and in the Task and Frequency Schedule are to be performed,
- any materials and equipment to be supplied by the CONTRACTOR
- hours of work during which the specified tasks shall be performed.

12.1.2 PERFORMANCE REQUIREMENTS

- .1 Dry vacuuming of carpet areas shall remove all grit, dust, loose and caked dirt.
- .2 Spot removing of carpet areas shall remove all isolated stains providing a uniform texture, colour and pattern throughout carpet area.
- .3 Rotary brush method of cleaning for high traffic areas shall remove stains and soiled appearance providing a uniform texture, colour and pattern throughout carpet area.
- .4 Steam clean/extraction method of cleaning all carpet shall remove all spots, stains, embedded and surface soil from all carpet areas providing a uniform texture, colour and pattern throughout carpet area.
- .5 Wet vacuuming of carpet areas shall remove all excess water, shampoo residues and carpet lint.



12.1.3 MAINTENANCE DATA

- .1 Obtain applicable maintenance data in the Facility Manager's possession for carpet materials scheduled to be cleaned.

12.1.4 TESTING

- .1 Examine carpet.
- .2 Determine material and method of installation.
- .3 Provide CFIA with a report of recommended method of cleaning that will optimize carpet service life.
- .4 Report any areas deteriorated beyond repair, worn, defective, thread bare areas and joints, and an assessment of carpet underpad.

12.1.5 MANUFACTURER'S INSTRUCTIONS

- .1 When available, follow carpet manufacturer's written instructions in the use of cleaning materials and methods for carpet type, material and installation.

12.1.6 CLEANERS QUALIFICATIONS

- .1 Carpet cleaning operations shall be by a firm specializing in professional steam extraction carpet cleaning with skilled machine operators appropriate to the cleaning method being employed.

12.1.7 FIELD TEST OF CLEANING METHOD

- .1 Prior to cleaning of complete carpet area or designated high traffic area, clean 1 m² for CFIA's inspection.
- .2 Use proposed method of cleaning being used for entire area, in the test area; including vacuuming procedures, detergents, spot removers and cleaning machine operation.
- .3 Do not proceed with cleaning of entire area(s) until CFIA has inspected test area.

12.1.8 MATERIALS

- .1 Cleaning equipment and supplies being used in carpet cleaning operations shall not be detrimental to carpet fibres, backings and underpads. Bleaching or bleeding of colours is not acceptable.

12.1.9 EXECUTION

ROTARY BRUSH METHOD: HIGH TRAFFIC AREA CLEANING

- .1 Refer to schedule for areas to be cleaned by this method.
- .2 Prior to shampoo application and rotary brushing, vacuum designated high traffic area.
- .3 Remove isolated spots and stains.
- .4 Apply carpet cleaning shampoo and detergents. Scrub carpet without creating pile distortion, overwetting of carpet or underpad.
- .5 Wet vacuum carpet in 2 directions:
 - a) against the grain of normal pile direction, and
 - b) in direction of normal pile grain.
- .6 Reduce pile distortion to a minimum.
- .7 Remove splash marks and detergent residues from bases.
- .8 Provide warning signs to wet/damp carpet areas until carpet is dry.

STEAM CLEAN/EXTRACTION METHOD: ALL CARPET AREAS

- .1 Refer to schedule for areas to be cleaned by this method.
- .2 Relocate furniture, equipment, fixtures and storage cartons to an area scheduled by Minister.
- .3 Dry vacuum entire floor area to be cleaned.
- .4 Remove isolated spots and stains.
- .5 Spray steam and apply cleaning shampoo and detergents to carpet without creating any pile distortion, overwetting of carpet or underpad.



- .6 In addition to extraction operation provided with application machine, wet vacuum carpet in 2 directions:
 - .1 against the grain of normal pile direction, and
 - .2 in direction of normal pile grain.
- .7 Reduce pile distortion to a minimum.
- .8 Remove splash marks and detergents residue from bases.
- .9 Return furniture, equipment, fixtures and storage cartons to their designated locations providing carpet protectors to metal feet and levellers on furniture. Do not place cardboard cartons on damp or wet carpet.
- .10 Provide warning signs to wet/damp carpet areas until carpet is dry.

12.1.10 CLEAN-UP

- .1 Remove all cleaning materials, equipment and supplies from cleaned area

12.2 **WALL WASHING**

12.2.1 Complete wall washing of interior of all facility hallways on 1st & 2nd floor, corridors, public areas, loading dock hallway, (excluding lab areas) annually if required.

12.2.2 Germicidal disinfectant cleaner will be provided by CFIA, contractor responsible for all other supplies and equipment.

Work to be scheduled for "after-hours".

12.3 **FLOOR REFURBISHING**

12.3.1 Minimum of (2) coats of wax, more if necessary to maintain "wet look" floor finish. Deep scrub using floor machine and double rinse and neutralize prior to application of floor finish.

12.3.2 Flooring manufacturer maintenance instructions must be referenced for all refurbishing activities.



ANNEX B – BASIS OF PAYMENT

The Contractor will be paid the firm, all inclusive, rates/prices stated in the following tables.

CORE SERVICES CLEANING

CFIA Lethbridge Laboratory – Core Services	
Contract Period	Firm Monthly Rate
Initial Contract: April 01, 2024 - March 31, 2025	\$
Option Year 1: April 01, 2025 - March 31, 2026	\$
Option Year 2: April 01, 2026 - March 31, 2027	\$
Option Year 3: April 01, 2027 - March 31, 2028	\$
Government Services Building – Core Services	
Contract Period	Firm Monthly Rate
Initial Contract: April 01, 2024 - March 31, 2025	\$
Option Year 1: April 01, 2025 - March 31, 2026	\$
Option Year 2: April 01, 2026 - March 31, 2027	\$
Option Year 1: April 01, 2027 - March 31, 2028	\$



AS AND WHEN REQUIRED CLEANING

12.1 CARPET & UPHOLSTERY CLEANING		
Frequency - Annual	Cleanable Area	Firm Price
Initial Contract: April 01, 2024 - March 31, 2025	400 m ² x	\$
Option Year 1: April 01, 2025 - March 31, 2026	400 m ² x	\$
Option Year 2: April 01, 2026 - March 31, 2027	400 m ² x	\$
Option Year 3: April 01, 2027 - March 31, 2028	400 m ² x	\$

12.2 WALL WASHING		
Frequency - Annual	Cleanable Area	Firm Price
Initial Contract: April 01, 2024 - March 31, 2025	1000 m ² x	\$
Option Year 1: April 01, 2025 - March 31, 2026	1000 m ² x	\$
Option Year 2: April 01, 2026 - March 31, 2027	1000 m ² x	\$
Option Year 3: April 01, 2027 - March 31, 2028	1000 m ² x	\$

12.3 FLOOR REFURBISHING		
Frequency - Annual	Cleanable Area	Firm Price
Initial Contract: April 01, 2024 - March 31, 2025	600 m ² x	\$
Option Year 1: April 01, 2025 - March 31, 2026	600 m ² x	\$
Option Year 2: April 01, 2026 - March 31, 2027	600 m ² x	\$
Option Year 3: April 01, 2027 - March 31, 2028	600 m ² x	\$



ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

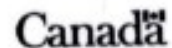
Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**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 CFIA	2. Branch or Directorate / Direction générale ou Direction RPEMD	
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 Janitorial		
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 Building Access		
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 checked="" type="checkbox"/> No / Non <input 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 checked="" 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"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
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 <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	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"/>

TBS/SCT 350-103(2004/12)

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

Special comments:
Commentaires spéciaux: _____

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

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

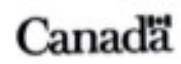
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ 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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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

Security Classification / Classification de sécurité
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APPENDIX A - PRICING SCHEDULE

Bidders must submit their financial bid in accordance with the Pricing Schedules detailed below.

PRICING SCHEDULE 1- CORE SERVICES CLEANING

Bidders must submit firm all inclusive rates/prices for cleaning operations as detailed in article 11 CLEANING AND RESPONSIBILITIES OF THE CONTRACTOR (Core Services) of the Statement of Work, cleaning equipment and materials supplied by CFIA.

CFIA Lethbridge Laboratory – Core Services					
Contract Period	Cleanable Area	Firm Monthly Rate per m²	Firm Monthly Rate	Number of Months	Firm Annual Price
Initial Contract: April 01, 2024 - March 31, 2025	4,500 m ² x	\$_____ =	\$_____ x	12 =	\$
Option Year 1: April 01, 2025 - March 31, 2026	4,500 m ² x	\$_____ =	\$_____ x	12 =	\$
Option Year 2: April 01, 2026 - March 31, 2027	4,500 m ² x	\$_____ =	\$_____ x	12 =	\$
Option Year 3: April 01, 2027 - March 31, 2028	4,500 m ² x	\$_____ =	\$_____ x	12 =	\$
Sub Total Lethbridge Laboratory, Taxes Excluded					\$
Government Services Building – Core Services					
Contract Period	Cleanable Area	Firm Monthly Rate per m²	Firm Monthly Rate	Number of Months	Firm Annual Price
Initial Contract: April 01, 2024 - March 31, 2025	300 m ² x	\$_____ =	\$_____ x	12 =	\$
Option Year 1: April 01, 2025 - March 31, 2026	300 m ² x	\$_____ =	\$_____ x	12 =	\$
Option Year 2: April 01, 2026 - March 31, 2027	300 m ² x	\$_____ =	\$_____ x	12 =	\$
Option Year 1: April 01, 2027 - March 31, 2028	300 m ² x	\$_____ =	\$_____ x	12 =	\$
Sub Total Government Services Building, Taxes Excluded					\$
Pricing Schedule 1 Total Bid Price: Initial Contract Period plus Option Periods, Taxes Excluded					\$



PRICING SCHEDULE 2 - AS AND WHEN REQUIRED CLEANING

Bidders must submit firm all inclusive rates/prices for cleaning operations as detailed in article 12, ADDITIONAL TASKS REQUIRED ON "AS AND WHEN REQUIRED" BASIS of the Statement of Work.

12.1 CARPET & UPHOLSTERY CLEANING		
Frequency - Annual	Cleanable Area	Firm Price
Initial Contract: April 01, 2024 - March 31, 2025	400 m ² x	\$
Option Year 1: April 01, 2025 - March 31, 2026	400 m ² x	\$
Option Year 2: April 01, 2026 - March 31, 2027	400 m ² x	\$
Option Year 3: April 01, 2027 - March 31, 2028	400 m ² x	\$
Bid Price, Taxes Excluded		\$

12.2 WALL WASHING		
Frequency - Annual	Cleanable Area	Firm Price
Initial Contract: April 01, 2024 - March 31, 2025	1000 m ² x	\$
Option Year 1: April 01, 2025 - March 31, 2026	1000 m ² x	\$
Option Year 2: April 01, 2026 - March 31, 2027	1000 m ² x	\$
Option Year 3: April 01, 2027 - March 31, 2028	1000 m ² x	\$
Bid Price, Taxes Excluded		\$



12.3 FLOOR REFURBISHING		
Frequency - Annual	Cleanable Area	Firm Price
Initial Contract: April 01, 2024 - March 31, 2025	600 m ² x	\$
Option Year 1: April 01, 2025 - March 31, 2026	600 m ² x	\$
Option Year 2: April 01, 2026 - March 31, 2027	600 m ² x	\$
Option Year 3: April 01, 2027 - March 31, 2028	600 m ² x	\$
Bid Price, Taxes Excluded		\$

TOTAL ASSESSED BID PRICE:

PRICING SCHEDULE 1	
Total Bid Price: Contract Period plus Option Years 1 – 3, Taxes Excluded	\$
Applicable Taxes	\$
Total Bid Price	\$

PRICING SCHEDULE 2	
Total Bid Price: Contract Period plus Option Years 1 – 3, Taxes Excluded	\$
Applicable Taxes	\$
Total Bid Price	\$

TOTAL Bid Price	
Pricing Schedule 1 plus Pricing Schedule 2 Applicable Taxes Included	\$



APPENDIX "B" - SET-ASIDE FOR INDIGENOUS BUSINESS – CERTIFICATION

To be completed if the Bidder is an Indigenous Business

1. This procurement is set aside under the federal government Procurement Strategy for Indigenous Business. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, see Annex 9.4, Supply Manual.
2. The Bidder:
 - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
 - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:
 - i. () The Bidder is an Indigenous business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
OR
 - ii. () The Bidder is either a joint venture consisting of two or more Indigenous businesses or a joint venture between an Indigenous business and a non- Indigenous business.
4. The Bidder must check the applicable box below:
 - i. () The Indigenous business has fewer than six full-time employees.
OR
 - ii. () The Indigenous business has six or more full-time employees.
5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



OWNER CERTIFICATION - SET-ASIDE FOR INDIGENOUS BUSINESS

The Bidder must provide the following certification for each owner who is Indigenous:

1. I am an owner of _____ (*insert name of business*), and an Indigenous person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-aside Program for Indigenous Business".
2. I certify that the above statement is true and consent to its verification upon request by Indigenous Services Canada.

Printed name of owner

Signature of owner

Date