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Bid Receiving/Réception des soumissions

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

**Email / Courriel :** DFO.Tenders-  
Soumissions.MPO@dfo-mpo.gc.ca

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans 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 services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : Pêches et Océans Canada

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

<b>Title / Titre</b> Janitorial services for the Canadian Coast Guard (CCG) Base in Seal Cove, Prince Rupert B.C.		<b>Date</b> February 6, 2024
<b>Solicitation No. / N° de l'invitation</b> 30004011A		
<b>Client Reference No. / No. de référence du client(e)</b> 30004011A		
<b>Solicitation Closes / L'invitation prend fin</b> <b>At / à :</b> 14 :00 EST (Eastern Standard Time / HNE (Heure Normale de l'Est) <b>On / le :</b> February 22, 2024		
<b>F.O.B. / F.A.B.</b> Destination	<b>Taxes</b> See herein — Voir ci-inclus	<b>Duty / Droits</b> See herein — Voir ci-inclus
<b>Destination of Goods and Services / Destinations des biens et services</b> See herein — Voir ci-inclus		
<b>Instructions</b> See herein — Voir ci-inclus		
<b>Address Inquiries to : / Adresser toute demande de renseignements à :</b> Paul Fortier, Contracting Specialist <b>Email / Courriel:</b> <a href="mailto:DFO.Tenders-Soumissions.MPO@dfo-mpo.gc.ca">DFO.Tenders-Soumissions.MPO@dfo-mpo.gc.ca</a> <b>CC:</b> <a href="mailto:paul.fortier@dfo-mpo.gc.ca">paul.fortier@dfo-mpo.gc.ca</a>		
<b>Delivery Required / Livraison exigée</b> See herein — Voir en ceci	<b>Delivery Offered / Livraison proposée</b>	
<b>Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur</b>		
<b>Telephone No. / No. de téléphone</b>	<b>Facsimile No. / No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	



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## PART 1. - GENERAL INFORMATION

### 1.1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work , the Basis of Payment , the Security Requirements Checklist, Insurance Requirements, Building Description and drawings , Cleaning Standards and Cleaning Equipment.

### 1.2. Summary

The Contractor must provide all necessary labour, supervision, the pre-approved and listed materials, tools, products and equipment (except when identified as supplied by RPSS Site Representative) necessary to provide professional cleaning services to CCG for the Seal Cove Base.

The contractor must ensure that all tasks, activities, deliverables and milestones are carried out and completed as the requirements detailed in the attached documentation.

Located in Prince Rupert, B.C., 1600 kilometers north of Vancouver on the West Coast, the DFO / Canadian Coast Guard has a major facility housing "Aids to Navigation, Marine Communications and Helicopter operations". All operations at Seal Cove Base - Canadian Coast Guard, Fisheries and Oceans, - require janitorial services for the health and safety of approximately 80 employees.

The Base is comprised of six special purpose industrial buildings:

1. A Helicopter Operations Hangar,
2. Stores and Administration Building,
3. Industrial Shops Building,
4. Watchman's House/Shed
5. Marine Emergency Response Equipment Building / Real Properties Safety and Security (RPSS)
6. Marine Communications Operations Center (MCTS)

**ANNEX E** to this RFP document includes drawings and descriptions of the six (6) buildings forming the CCG Seal Cove Base.

**ANNEX F** to this RFP document includes cleaning standards for the CCG Seal Cove Base.

**ANNEX G** to the RFP document includes required cleaning equipment to be used at the CCG Seal Cove Base.



**1.2.1.** "There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website".

### **1.3 Procurement Strategy for Indigenous Business**

#### **1.3.1 Conditional Set-Aside under the Federal Government Procurement Strategy for Indigenous Business (PSIB)**

This is an open tender. However, it will be conditionally set-aside under the Government of Canada's Procurement Strategy for Indigenous Business (PSIB) if two or more bids have been received by Indigenous businesses who are certified under the Procurement Strategy for Indigenous Business (PSIB) criteria and who may be listed in the Government of Canada's Indigenous Business Directory (<https://www.sac-isc.gc.ca/eng/1100100033057/1610797769658>).

If your Indigenous business is not yet registered in the Indigenous Business Directory, please do so at the link provided above. If bids from two or more Indigenous businesses are compliant with the terms of the Request for Proposal, the contracting authority will limit the competition to those Indigenous businesses and will not consider bids from any non-Indigenous businesses that may have been submitted.

If the bids from the Indigenous businesses are found to be non-compliant or non-responsive or are withdrawn, such that fewer than two compliant bids from Indigenous businesses remain, bids from all of the non-Indigenous businesses that had submitted bids will then be considered by the contracting authority.

### **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 or by telephone.



## PART 2. - BIDDER INSTRUCTIONS

### 2.1. Standard Instructions, Clauses and Conditions

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

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

#### Technical Difficulties of Bid Transmission

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where a Bidder has commenced transmission of its bid through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the bid solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:

- i. The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; OR
- ii. The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time.

#### Completeness of the Bid

After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.



**Completeness of the Bid Checklist**

Bids will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

Complete (Y/N)	Action Taken
	Certifications and securities required at bid closing are included.
	Bids are properly signed, that the bidder is properly identified.
	Acceptance of the terms and conditions of the bid solicitation and resulting contract.
	All documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
	All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions 2003 (2023-06-08) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the Ineligibility and Suspension Policy. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names“.

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

- Delete: 60 days
- Insert: 120 days

**2.1.1. SACC Manual Clauses**

**2.2. Submission of Bids**

Bids must be submitted by the February 22, 2024, 14:00 ET (Eastern Time) via Email indicated on page 1 of the bid solicitation.

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

**2.3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than **seven (7)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except



where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

#### 2.4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia (BC).

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

#### 2.5. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **seven (7)** days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

#### 2.6. Bidders' Conference

#### 2.7. Mandatory Site Visit

It is mandatory the the bidder or a representative of the bidde visit the work site. Arrangements have been made for the site visit to be held at 2501Seal Cove Road, Price Rupert, British Columbia V8J 3R1 on **February 9, 2024**. The site visit will begin at 09:00 AM. The site visit will begin at 9:00 a.m. in the conference room of the administration building.

Bidders must communicate with the Contracting Authority no later than **February 8, 2024** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sin an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given as alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the visit will be included as an amendment to the bid solicitation.

#### 2.8. Basis for Canada's Ownership of Intellectual Property

#### 2.9. 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)

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain





federal contracts under \$30,300 for goods and \$121,200 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

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



## PART 3. - BID PREPARATION INSTRUCTIONS

### 3.1. Bid Preparation Instructions

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

- Section I:**      **Technical Bid** (one soft copy in PDF format)  
**Section II:**     **Financial Bid** (one soft copy in PDF format)  
**Section III:**    **Certifications** (one soft copy in PDF format)

#### **Important Note:**

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

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

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

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

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

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

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

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.



## **Section II: Financial Bid**

**3.1.1.** Bidders must submit their financial bid in accordance with the [ANNEX B](#) Basis of Payment.

### **3.1.2. SACC Manual Clauses**

## **Section III: Certifications**

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

### **3.1.3. Bidder's Proposed Sites or Premises Requiring Safeguarding Measures**

**3.1.3.1.** As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

**3.1.3.2.** The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 6, Security, Financial and Other Requirements.



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

**4.1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the mandatory technical criterion and the 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**

No.	Mandatory Criteria	Proposal Page No.
M1	Bidder must provide with their bid a valid WCB Clearance Letter.	
M2	Bidder must demonstrate at least 5 years' experience in the field of janitorial service. Bidders <u>must</u> specify date start and finish (month/year), name of facility work carried out, and a brief description of work tasks for each example. Bidder Must Submit Complete Table 1	
M3	Bidder must provide the name(s) of proposed cleaning resource(s) personnel performing the regular tasks and the name of the proposed resource(s) personnel performing the Extra Tasks.	
M4	The Bidder must provide documentation 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 all conditions including Insurance Requirements.	
M5	The Bidder must provide proof that each proposed cleaning resource personnel have at least 3 years' experience in the field of janitorial services. Bidders <u>must</u> specify date start and finish (month/year), name of facility work carried out, and a brief description of work tasks for each example. All Bidders Must Submit Completed Table 2	
M6	The Bidder must provide local municipal business license.	

**Basis of Selection**

The contractor will be selected on the basis of lowest bid, provided they meet all the Mandatory Criteria outlined above.

**Table 1**



Company Name	Start Date Month & Year	End Date Month & Year	Facility Work Carried Out	Description of Work Tasks
<i>Example – Star Cleaning</i>	<i>April 1990</i>	<i>June 2010</i>	<i>Alcatraz</i>	<i>Interior cleaning including floors-wash/wax, windows, .....</i>

**Table 2**

Proposed Resource	Start Date Month & Year	End Date Month & Year	Employer at the Time	Facility Work Carried Out	Description of Work Tasks
<i>Example – Mary Jane</i>	<i>April 2000</i>	<i>June 2010</i>	<i>Star Cleaning</i>	<i>Alcatraz</i>	<i>Interior cleaning including floors-wash/wax, windows, .....</i>
<i>Example – Mary Jane</i>	<i>June 2010</i>	<i>October 2020 / Present</i>	<i>Star Cleaning</i>	<i>Area 51</i>	<i>Interior cleaning including floors-wash/wax, windows, .....</i>

**4.1.2. Financial Evaluation**

**4.1.2.1. Mandatory Financial Criteria**

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

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.



Refer to **ANNEX B** Basis of Payment Basis of Selection

#### **4.1.3. Mandatory Technical Criteria**

*SACC Manual* Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

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



## PART 5. - CERTIFICATIONS 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 procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2. Security Requirements – Required Documentation

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

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



Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### 5.2.3. Additional Certifications Precedent to Contract Award

#### 5.2.3.1. Rate or Price Certification

SACC Manual clause [C0003T](#) (2008-12-12), The Bidder certifies that the price proposed is based on costs computed in accordance with *Contract Cost Principles* 1031-2, and includes an estimated amount of profit of \$\_\_\_\_\_

#### 5.2.4. Former Public Servant

**SACC Manual clause [A3025T \(2020-05-04\)](#)**, 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.



### ATTACHMENT 1 TO PART 5 PERSONNEL IDENTIFICATION FORM

Contract / file number: \_\_\_\_\_

**PROJECT TITLE:**

Company Name:	
Address:	
Telephone number:	
Fax number:	
<b>PWGSC file or Certificate #:</b>	

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

Resource Person working on this project	Date of birth YYYY/MM/DD	PWGSC file or certificate #	Security Level	Meet	Does not Meet	Comments

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

**(For Official Use)**

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

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

- I approve
- I do not approve based on:

\_\_\_\_\_

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

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



## PART 6. - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1. 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 7 - Resulting Contract Clauses;
2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
  - (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses.
  - (b) the Bidder's security capabilities must be met as indicated in Part 7 - Resulting Contract Clauses;
3. 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.

### 6.2. Financial Capability

SACC Manual clause [A9033T](#) (2012-07-16) Financial Capability:

1. The Bidder must have the financial capability to fulfill this requirement. To determine the Bidder's financial capability, the Contracting Authority may, by written notice to the Bidder, require the submission of some or all of the financial information detailed below during the evaluation of bids. The Bidder must provide the following information to the Contracting Authority within fifteen (15) working days of the request or as specified by the Contracting Authority in the notice:
  - a. Audited financial statements, if available, or the unaudited financial statements (prepared by the Bidder's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Bidder's last three fiscal years, or for the years that the Bidder has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
  - b. If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Contracting Authority, the Bidder must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Contracting Authority requests this information.
  - c. If the Bidder has not been in business for at least one full fiscal year, the following must be provided:
    - i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
    - ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Contracting Authority requests this information.
  - d. A certification from the Chief Financial Officer or an authorized signing officer of the Bidder that the financial information provided is complete and accurate.



- e. A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Bidder outlining the total of lines of credit granted to the Bidder and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Contracting Authority requests this information.
  - f. A detailed monthly Cash Flow Statement covering all the Bidder's activities (including the requirement) for the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures on a monthly basis, for all the Bidder's activities. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
  - g. A detailed monthly Project Cash Flow Statement covering the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures, for the requirement, on a monthly basis. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
2. If the Bidder is a joint venture, the financial information required by the Contracting Authority must be provided by each member of the joint venture.
  3. If the Bidder is a subsidiary of another company, then any financial information in 1. (a) to (f) above required by the Contracting Authority must be provided by the ultimate parent company. Provision of parent company financial information does not by itself satisfy the requirement for the provision of the financial information of the Bidder, and the financial capability of a parent cannot be substituted for the financial capability of the Bidder itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.
  4. **Financial Information Already Provided to PWGSC:** The Bidder is not required to resubmit any financial information requested by the Contracting Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
    - a. the Bidder identifies to the Contracting Authority in writing the specific information that is on file and the requirement for which this information was provided; and
    - b. the Bidder authorizes the use of the information for this requirement.

It is the Bidder's responsibility to confirm with the Contracting Authority that this information is still on file with PWGSC.

5. **Other Information:** Canada reserves the right to request from the Bidder any other information that Canada requires to conduct a complete financial capability assessment of the Bidder.
6. **Confidentiality:** If the Bidder provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the [Access to Information Act](#), R.S., 1985, c. A-1, Section 20(1) (b) and (c).
7. **Security:** In determining the Bidder's financial capability to fulfill this requirement, Canada may consider any security the Bidder is capable of providing, at the Bidder's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).



### **6.3. Bid Financial Security**

#### **6.3.1. SACC Manual Clauses**

*SACC Manual* clause [E0003T](#) (2014-09-25 ) Security Deposit – Bid and Contract Financial Security Required

*SACC Manual* clause [E0008T](#) (2018-06-21 ) Security Deposit Definition – Bid

### **6.4. 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 7. - RESULTING CONTRACT CLAUSES

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

### 7.1. Statement of Work

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

### 7.2. Standard Clauses and Conditions

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

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

#### 7.2.1. General Conditions

[2035](#) (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Subsection 12 of [2035](#) (2022-12-01) General Conditions - Higher Complexity - Services - Invoice Submission, is amended as follows:

Delete: [2035 12](#) (2013-03-21), Invoice Submission  
Insert: **Invoice Submission**

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



4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

#### 7.2.1.1. Suspension of the Work

The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section 29 or section 30.

When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.

When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

#### 7.3. Security Requirements

- The supplier and its personnel who require access to PROTECTED information/assets must each hold and maintain a valid **RELIABILITY STATUS** issued by Canada and approved by Fisheries and Oceans Canada.
- The supplier and all individuals assigned to work on the contract MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts which contain security requirements are not to be awarded without the prior written permission of Fisheries and Oceans Canada.
- The supplier must comply with any other security requirements set by Fisheries and Oceans Canada that are contained in this contract and any security attachment.

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

7.3.1.1. Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

7.3.1.2. The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

#### 7.4. Term of Contract

##### 7.4.1. Period of the Contract

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



**7.4.2. Option to Extend the Contract**

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

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

**7.5. Authorities**

**7.5.1. Contracting Authority**

The Contracting Authority for the Contract is:

Name: Paul Fortier  
 Title: Contracting Specialist  
 Department of Fisheries and Oceans Canada  
 Directorate: Materiel and Procurement Services  
 Address: 200 Kent Street, Ottawa, ON K1A 0E6

Telephone: 613-596-9926  
 Facsimile: N/A  
 E-mail address: [paul.fortier@dof-mpo.gc.ca](mailto:paul.fortier@dof-mpo.gc.ca)

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

**7.5.2. Project Authority *(to be inserted at Contract award)***

The Project Authority for the Contract is:

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

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





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

The Contractor's Representative for the Contract is:

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

**7.6. Proactive Disclosure of Contracts with Former Public Servants**

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

**7.6.1. Basis of Payment**

**7.6.2. Limitation of Expenditure**

**7.6.3.**

1.Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are \_\_\_\_\_ (insert "included", "excluded" or "subject to exemption") and Applicable Taxes are extra.

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

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

whichever comes first.

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

**7.6.4. Electronic Payment of Invoices – Contract**

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

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



## 7.7. Invoicing Instructions

- 7.7.1. The Contractor must submit invoices in accordance with subsection 7.2.1 entitled “Invoice Submission” above. Invoices cannot be submitted until all work identified in the invoice is completed.
- 7.7.2. Payments will be made provided that the invoice(s) are emailed to DFO Accounts Payable at [DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca](mailto:DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca) with a cc to: [gary.lindsay@dfo.gc.ca](mailto:gary.lindsay@dfo.gc.ca) and provides the required information as stated in subsection 7.8.1 above.

## 7.8. Certifications and Additional Information

### 7.8.1. Compliance

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

### 7.9.3 SACC Manual Clauses

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

SACC Manual clause [A3050C](#) (2014-06-26), Cost Submission – Limitation of Expenditure or Ceiling Price

## 7.9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Prince Rupert, British Columbia (BC).

## 7.10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4013](#) (2022-06-20) Compliance with on-site measures, standing orders, policies, and rules;
- (c) [2035](#) (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.
- (d) Annex A, Statement of Work
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List
- (g) Annex D, Insurance Requirements
- (h) Annex E, Building Descriptions and Drawings
- (i) Annex F, Cleaning Standards
- (j) Annex G, Cleaning Equipment
- (k) the Contractor's bid dated \_\_\_\_\_



### 7.11. Foreign Nationals (Canadian Contractor)

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

### 7.12. Insurance OR Insurance Requirements

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

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

- 7.12.1.** 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.

### 7.13. SACC Manual clause)

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

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

### 7.14. Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".
- (e) **Dispute Resolution (i.e. "mediation") clause**, The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, *either Party* may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca)
- (f) **Review of complaint clause re: contract "administration"**, The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).



## 7.18 Environmental Considerations

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

a) Paper consumption:

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

b) Travel requirements:

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



## **ANNEX A - STATEMENT OF WORK**

### **1.0 Title**

Janitorial services for the Canadian Coast Guard (CCG) Base in Seal Cove, Prince Rupert B.C.

### **2.0 Objectives of the Requirement**

Fisheries and Oceans Canada (DFO) has a requirement for Janitorial services at our Canadian Coast Guard Base in Seal Cove, Prince Rupert, BC. This Request for Proposal (RFP) is to contract with a cleaning firm capable of providing Janitorial Services to meet requirements of this statement of work (SOW) and the attached documentation.

### **3.0 Scope of Work**

The Contractor must provide all necessary labour, supervision, the pre-approved and listed materials, tools, products and equipment (except when identified as supplied by RPSS Site Representative) necessary to provide professional cleaning services to CCG for the Seal Cove Base.

The contractor must ensure that all tasks, activities, deliverables and milestones are carried out and completed as the requirements detailed in the attached documentation.

### **4.0 Building(S) Requiring Janitorial Services**

Located in Prince Rupert, B.C., 1600 kilometers north of Vancouver on the West Coast, the DFO / Canadian Coast Guard has a major facility housing "Aids to Navigation, Marine Communications and Helicopter operations". All operations at Seal Cove Base - Canadian Coast Guard, Fisheries and Oceans, - require janitorial services for the health and safety of approximately 80 employees.

The Base is comprised of six special purpose industrial buildings:

1. A Helicopter Operations Hangar,
2. Stores and Administration Building,
3. Industrial Shops Building,
4. Watchman's House/Shed
5. Marine Emergency Response Equipment Building / Real Properties Safety and Security (RPSS)
6. Marine Communications Operations Center (MCTS)

Appendix A to this RFP document includes drawings and descriptions of the six (6) buildings forming the CCG Seal Cove Base.

**Note:** There is one elevator located in the Marine Communications Operations Center

### **5.0 Exclusions from this Contract**

- A Fabric Maintenance Program (not associated with this contract).



- Grounds Maintenance - other than litter pick-up and cleaning of all entrances and exits to main sidewalks where they exist, including loading docks.
- Entry Mat Cleaning (other than vacuuming)

### **Space Exclusions from the Cleaning Service**

Electrical rooms, mechanical rooms and secured storage are off limits.

### **Details Related To Our Site Floor Plans including Cleaning Schedule**

Site floor plans are color coded by means of a 'cleaning symbol legend' identifying the areas requiring cleaning.

#### **BLUE – Daily – Monday to Friday**

Daily cleaning includes total compliance with the site current Cleaning Standards document and the Daily cleaning task schedule (Appendix B). Daily cleaning will also include weekly and monthly rotational work (**Quad Cleaning**) as required may require completion on weekends.

#### **PINK - Daily - 7 days a week**

Areas that require cleaning 7 days a week. These areas consist of:

1. Marine Communications Operations Center (MCTS)
2. Watchman's' House/Shed (security) and their washroom located at the side area of the Marine Emergencies Response Equipment Building

In the case of the MCTS – Contractor Staff / Supervisor are to report to the Area Supervisor (to be identified after contract award) first before proceeding.

#### **GREEN - Quad cleaning areas**

Pre-scheduled on weekdays and must be carried out at the front end of the work shift starting at approx. 3PM. Cleaning will also take place on the weekends and must be carried out at the start of the work shift starting at approx. 8:30AM, ending at 12:30 PM.

**Note:** All sides of glass is included in the Quad and Task schedules cleaned monthly and/or maintained to the standard including ledges, frames and the removal of cobwebs litter etc. Hose bibs are located around the buildings. Entrance glass to all space must be maintained clean daily.

### **6.0 Specific Monthly Cleaning**

**1st. week of every month** – The Contractor must wash all walls in locker rooms, washrooms and their access corridors



### **Specific Months**

**March, June, September** - The Contractor must clean all first floor exterior (non-quad) and all level interior windows inside and out as well as all glass dividers.

**December** - The Contractor must clean all interior windows inside and exterior (first floor only for exterior) as well as all glass dividers.

**June- All window coverings including blinds will be removed by RPSS maintenance to be professionally cleaned and reinstalled once returned.**

### **7.0 Cleaning Standards and Task Schedules**

Cleaning Standards and Task Schedules are described in Appendix B to this RFP . This Appendix describes the required tasks and CCG's expectations. The Contractor and the assigned resources are expected to be familiar of CCG's expectations described in this Appendix.

### **8.0 Hours of Work**

The cleaning hours are to be continuous and are restricted, other than in case of, pre-approval or in the case of an emergency, to start at 3 p.m. and end at 11:30 p.m. (allowing for a ½ hour unpaid, meal break) Monday to Friday. The MCTS, the Watchman's' House (security) and their washroom located at the side area of the Marine Emergencies Response Equipment Building requires cleaning on Saturdays and Sundays as well. Weekend hours are 8:30am to 12.30 pm. The Contractor must provide sufficient resources to meet the schedules, performance and standards of this requirement. The resources on site must work shifts which represent the full cleaning hours 'start to finish' as stipulated in the Hours of Work section and to be given the appropriate breaks according to current labor Standards (if applicable) and as well a ½ hour unpaid meal break for shifts that are longer than five (5) continuous hours. Unless otherwise stipulated all Contractor resources must be assigned full time shifts and all shifts must be fully supervised by the Contractor's site supervisor.

All hours on site by the Contractor's must be spent solely on work related to this requirement only. Failure to meet the cleaning hours and requirements on any given day must be rectified by providing the equal and additional hours on the next cleaning day. Further, any changes to the committed resources/hours must be pre-approved by the RPSS representative.

### **9.0 Contractor Site Supervisor**

If an employee of the Contractor is designed to be the Site Supervisor then the employee must act as a liaison person between RPSS and the Contractor for the purposes of:

- decision-making in matters of priority in the execution of the cleaning duties
- supervising to ensure that the cleaning tasks are performed in accordance with the contract specifications;



- liaise with RPSS to resolve any issues or concerns associated with the work described in the Contract;
- advise the RPSS when cleaning products need to be ordered;
- overseeing the conduct/deportment of the Contractor's employees;
- being on site whenever cleaning activities are being performed;
- daily inspection of the site; and
- must wear a distinctive identifier informing staff as Site Supervisor.

#### **10.0 Closure of Government Offices**

Work is not to be performed on the following Statutory Holidays observed by the Federal / Provincial Government:

1. New Year's Day, (January 01 or next business day)
2. Good Friday,
3. Family Day,
4. Victoria Day,
5. Canada Day, (July 01 or next business day),
6. Municipal holiday (1st Monday in August)
7. Labor Day,
8. Thanksgiving Day,
9. Remembrance Day, (November 11 or next business day)
10. Christmas Day (December 25th or next business day) and
11. Boxing Day (December 26th or next business day).





### 11.0 Cleaning Tasks and Schedule

D=Daily, W=Weekly, M=Monthly

Tasks Refer to Appendix F -Standards for further details)				
Section 101	FOYERS, WAITING AREAS, ROOMS, OFFICES, CORRIDORS, ETC. (OPEN AREAS & ENCLOSED)			
.1	EMPTY WASTE AND RECYCLE BASKETS	D	LINERS in place	D
	-RECYCLABLES AND WASTE CAN BE DIPOSED OF USING THE ON SITE BINS AND RECYCLING AREAS	D	BASKETS clean	D
.2	DESKS /SIDES / UNDER	D	BOOK CASES / CABINETS	D
	TELEPHONES	D	CHAIR FRAMES	D
	VINYL CHAIRS	D	FILE CABINETS	D
	VACUUM FABRIC	D	COMPUTER SCREENS /KEY BOARDS	D
		D	LAMPS	D
	BRIC A BRIC	D	STAPLERS ETC..	D
	PICTURES-WALL	D	PICTURES-FREE STANDING	D
.3	WINDOW SILLS	D	PARTITION LEDGES	D
	CHALK / WHITE BOARDS	D	BASE BOARDS	D
	RADIATORS			
.4	FLOORS WET CLEAN	D		
.5	VACUUM CARPET	D	UNDER CHAIR MATS	D
	VACUUM CARPET EDGES	D	SPOT CLEAN CARPET	D
	VACUUM UNDER FURNITURE (IF POSSIBLE)	D	T-MATS-OVER AND UNDER	D



.6	SPOT CLEAN WALLS	D	SPOT CLEAN WINDOW GLASS	D
	SPOT CLEAN DOORS	D	PARTITION GLASS-SPOT CLEAN	D
.10	SMALL APPLIANCES	D	INSIDE MICROWAVES	D
	KICK PLATES / GRILLES	D	KNOBS / SWITCH PLATES	D
201	<b>WASHROOMS, SHOWER ROOMS, LOCKER ROOMS, FITNESS ROOMS</b>			
.1	BASINS	D	TOILETS /URINALS	D
	PLUMBING FIXTURES	D	WALLS	D
	EXPOSED PIPES	D	ALL TOUCHABLE SURFACES (LOCKERS,DOORS,HANDLES,SWITCHE S,ETC)	D
		D		D
.2	REMOVE LINERS, CLEAN AND REPLACE	D	EMPTY WASTE RECEPTACLES	D
		D		D
.3	CLEAN ALL SURFACES (INCLUDING TISSUE HOLDERS,DIPENSERS ATTACHEMENTS AND HARDWARE OF VARIOUS TYPES	D	FILL ALL DISPENSERS	D
		D		D
.4	CLEAN ALL SURFACES (INCLUDINGPARTITIONS,MODE STY PANELS, WALLS,DOORS, LEDGES, VENTS, GRILLES, KICK PLATES)	D	CLEAN INTERIORS OF EMPTY LOCKERS	D
	CLEAN ALL LOCKER SURFACES	D	KNOBS / SWITCH PLATES	D
.5	CLEAN ALL SURFACES (INCLUDING MIRRORS, WINDOWSSHelves, BRIGHT WORK, FLUSHOMETERS, PIPING, TIOLET SEAT HINGES))	D		D
.6	CLEAN ALL FLOORS AND STEPS	D	POUR WATER IN FLOOR DRAINS WEEKLY	W
.7	SCRUB FLOORS WITH DETERGENT	W	RE-COAT SEALER/FINISH	W
.8	WASH WALLS - SHOWERS AND SHOWER ROOMS	D		
	WASH WALLS - RESTROOMS	W		
301	<b>STAIRWAYS AND LANDINGS</b>			
.1	CLEAN ALL SURFACES (handrails, ledges, railings, baseboards, banisters etc)	D	DUST WALLS, CEILINGS, EXPOSED PIPES AND CROSS BEAMS ETC	D
	SPOT CLEAN WALL AND GLASS SIDINGS	D	VACUUM CARPETED STAIRS AND RISERS	D



	SPOT CLEAN CARPETED STAIRS	D	WASH WALLS (from the bottom up) washable ceilings and appurtenances.	D
	CLEAN WASHABLE SURFACES (stairs, risers, nose cones, landings, risers etc)	D		D
<b>302</b>	<b>RESILIENT AND NON-RESILIENT FLOORS</b>			
.1	SCRUB FLOORS	D	BURNISH ALL SURFACES	W
	SCRUB AND RE-COAT WEAR AREAS	W	REFINISH ALL FLOORS AS REQUIRED (see cleaning standards)	W
	CLEAN GROUT IF NEEDED	W		



<b>303</b>	<b>CARPETS AND MATTING</b>			
.1	VACUUM ALL CARPETS AND MATTING	D	EXTERIOR MATS - CLEAN SURFACE AND DRY UNDERNEATH	D
	PILE LIFT ALL CARPET AND MATTING (MONTHLY IN QUAD AREAS)	W	SPIN CLEAN ALL CARPET FOOT TRAFFIC (IN WINTER AND RAINY SEASON EVERY TWO WEEKS)	W
<b>304</b>	<b>CEILINGS AND WALLS</b>			
REFER TO INDIVIDUAL AREAS AND CLEANING STANDARDS				
<b>305</b>	<b>VENETIAN / VERTICAL/MYLAR BLINDS AND DRAPES</b>			
REFER TO INDIVIDUAL AREAS AND CLEANING STANDARDS				
<b>306</b>	<b>VERTICAL SURFACES, HIGH CLEANING</b>			
.1	CLEAN ALL SURFACES	D		
<b>307</b>	<b>VERTICAL SURFACES, HIGH CLEANING</b>			
.1	DUST EXTERIOR OF LIGHT LENSES, CEILING AREAS, AIR AND WALL VENTS	M	WASH ALL INTERNAL LIGHT FIXTURES	M
	OPEN LIGHT LENS AND REMOVE AND DEBRIS	M		
<b>309</b>	<b>STORAGE AREAS</b>			
.1	CLEAN FLOORS	M	DUST ALL SURFACES - LIGHT FIXTURES, OVERHEAD BEAMS, LEDGES, PIPES, SHELVING ETC	M
<b>310</b>	<b>CLEANERS CLOSETS AND PROVIDED SPACE</b>			
.1	ALL ITEMS/SURFACES CLEANED DAILY AS PER CLEANING STANDARDS	D		
<b>307</b>	<b>BUILDING EXTERIOR AND FURNISHINGS</b>			
.1	EMPTY AND CLEAN ALL WASTE/ASH RECEPTABLES AND REPLACE LINERS/SAND	D	REMOVE/CLEAN ALL WASTE FROM LOADING DOCKS, WALKWAYS/PATIO AREAS	D
	PRESSURE WASH LOADING DOCKS/WALKWAYS AS NEEDED	M		



## 12.0 Quad Cleaning

### **a) Definition:**

'Quad' cleaning is especially designed to reduce the gross dust and soil load of inadequate cleaning and involves the CCG client in maintaining their personal workspace. It requires detail cleaning and must be started at 3PM to enable reasonable lighting and adequate time after completion for the Contractor's site supervisor to inspect and deal with any work that requires immediate attention.

'Quad' cleaning includes the detailed cleaning of the 'Quad' scheduled assigned space.

'Quad' cleaning includes total compliance with the site current Cleaning Standards document and the site 'Quad' cleaning task schedule. Quad cleaning is a combination of thorough daily and rotational cleaning of any given office space.

### **b) Tasks:**

Quad cleaning includes but is not limited to:

- Germicidal cleaning of all touch plates, push bars, light switch plates, and cleaning telephone mouth/ear piece and cradle.
- Spot cleaning and vacuuming of any fabric wall coverings, vacuuming of all fabric furniture.
- Spot cleaning and vacuuming of carpet wall to wall, washing of cleared desks or if not cleared all exposed areas, washing of all clear areas of cabinets and book shelving, washing of all other washable surfaces.
- All washable surfaces include but is not exclusive to chair legs and wheels, sides of desks, glassed pictures, white boards etc.
- When the office or area is detail cleaned it is cleaned ceiling to floor high dusting (doors, frames, picture frames, ledges etc there is nothing left unclean.
- There are no spots on carpets or furniture etc. other than those specific functions that are scheduled throughout the month on the Quad cleaning day all the rotational and daily work is done thoroughly, done right and on schedule.



<b>All Quad scheduled rooms which are found inaccessible or where access is denied must be reported daily to RPSS</b>			
Quad cleaning is to be carried out at the beginning of the cleaning shift			
<b>1st. Week of the Month</b>			
<b>308</b>	Window glass interior	<b>M</b>	Window glass exterior <b>M</b>
<b>308</b>	Partition Glass both sides	<b>M</b>	No cobwebs, litter <b>M</b>
<b>2nd. Week of the Month</b>			
<b>305</b>	Blinds dusted	<b>M</b>	Verticals vacuumed <b>M</b>
<b>307</b>	Light lenses dusted	<b>M</b>	No bugs in lights <b>M</b>
<b>3rd. Week of the Month</b>			
<b>304</b>	All partition surfaces washed	<b>M</b>	Door and frames washed <b>M</b>
<b>101</b>	Fabric dividers vacuumed	<b>M</b>	Fabric dividers spot cleaned <b>M</b>
<b>202</b>	Wash walls - locker rooms, washroom access corridors, washer/dryer rooms	<b>M</b>	
<b>4th. Week of the Month</b>			
<b>304</b>	Radiator covers washed	<b>M</b>	Spin clean all carpet foot traffic areas (summer months) <b>M</b>
<b>303</b>	Carpet pile lifted	<b>M</b>	Overhead pipes, ledges and beams dusted <b>M</b>



## 13.0 Reporting Requirements

### **a) Cleaning Schedules**

**Within 7 calendar days** following contract award the Contractor must provide RPSS with the detailed cleaning schedules for the site. The Schedules must encompass all cleaning requirements for each building separately. These schedules must accurately reflect the daily cleaning requirements as a daily checklist and quad cleaning details outlined in Appendix F. **Schedules and checklist must be POSTED in the cleaning closets provided to the Contractor and be designed to allow the cleaning staff to check off the duties as completed.** Copies of all completed schedules and daily checklist are to be provided to RPSS upon request.

### **b) Timesheets**

A log book or time clock must be used to record start and finish times for each Contractor resource. The log book must be completed and updated by the contractor on a daily basis. If cleaning requirements identified are not completed on a timely basis, the Contractor must provide an explanation in the logbook. The log sheet will be submitted to RPSS monthly and / or any time it is requested. Entries must be legible and dated.

### **c) Cleaning Inspections**

Every Friday by close of business, the Contractor's Site Supervisor must perform and submit detailed cleaning inspections, based on DFO current cleaning standards – See Appendix F Cleaning Standards - of all of the week's work – building by building-for the entire site for review and approval by RPSS. Cleaning functions that are carried out on a less frequent basis as well as project work must be recorded daily in the communication book.

RPSS will determine if any of the work has not been completed to the required cleaning standards and if this should occur the Contractor must, outside of the regular assigned hours, supervise additional work hours, at no cost to Canada, to complete the work to the satisfaction of RPSS in accordance with the Cleaning Standards.

### **d) Ad Hoc Reporting**

The Contractor's Site Supervisor must immediately inform RPSS of any issues/concerns/difficulties associated with the work required and when appropriate identify solutions.



#### **e) Floor work reporting**

The Site Supervisor must maintain current, on site, records of all floor work. This includes the date, product name, number of coats of sealer, finish and scrub and re-coat records.

#### **14.0 Project Management Control Procedures**

RPSS will oversee progress, address any concerns, discuss and manage ongoing efforts with the Contractor representative.

#### **15.0 Change Management Procedures**

RPSS is the representative for DFO / CCG and is responsible for all matters concerning the technical content of the work under the contract. Technical matters may be discussed with RPSS; however 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. All work in excess of or outside of this contractual agreement will need approval from RPSS and billed separately from this contract.

#### **16.0 Language of Work**

The Language of work for this requirement is English.

#### **17.0 DFO Support**

It is the responsibility of Fisheries and Oceans Canada to provide access and keys to site areas to the authorized Contractor personnel.

DFO will provide janitorial storage area for the Contractor. This area is at the disposal of the Contractor and must be maintained in a tidy manner at all times, as approved by RPSS. No refuse is to be stored in this area. The storage area is to be cleaned thoroughly and will be inspected as deemed necessary by RPSS.

DFO will provide all cleaning supplies and chemicals as described in section 20 ( Miscellaneous subsection t).

DFO will ensure that employees at the site:

- Clear their desk in preparation of the once a week washing of all surfaces.
- Promptly report deficiencies following their cleaning day.





## 18.0 Contractor Responsibilities

- The Contractor's resources must sign in and sign out of the Facility as this will account for the Contractor's hours.
- The Contractor must notify RPSS immediately of any apparent break in or damage to the premises.
- The Contractor must promptly notify RPSS of needed repairs and/or damages to carpet flooring and walls.
- The Contractor must follow all Canada Labor Code requirements
- All waxes, polishing oils, etc., must be kept in tightly sealed containers, and stored in separate shelving from rags and other cleaning materials
- Smoking by any staff is prohibited on Federal properties.
- The Contractor is responsible for the locking and security of the buildings once the Contractor has finished their services.
- The Contractor must report any deficiency with any equipment used by the Contractor which has been supplied.

Failure to provide services as described in this SOW, monthly time sheets, monthly log service sheets and daily checklist sheets with monthly invoice may result in contract payments being delayed until proper documentation has been received. RPSS will verify the documentation prior to approving payment monthly.



### **c. Floor Work**

Floors will require stripping and refinishing every three years or upon request. The scheduling of the stripping and refinishing may require coordination with RPSS to avoid any space disruption and for most areas be scheduled on weekends. Once refinished the Contractor must maintain the floor surfaces to the cleaning standards

## **19.0 Miscellaneous**

### **a. Brooms And Dustpans**

Must be supplied and labeled for each separate shop area and wherever else needed to ensure that there is no transfer of soil, grease etc. from one area to another or from a shop floor to an office floor.

### **b. Energy Conservation**

The Contractor must limit energy consumption by establishing efficient work patterns and by turning electrical equipment off and lights out when not required.

### **c. Equipment and Equipment Manual**

The Contractor must maintain a manual on all major equipment serial numbers etc. on site and this manual must always be present in the Cleaning Room in the Administration Building. Contractor own equipment that is pre-approved and used for the site on a regular basis must remain on site at all times. Any equipment removed for repair and replaced for an interim period must be recorded in the Cleaning Contract communications book in the office of the RPSS.

### **d. Equipment on Site**

Other than any equipment listed, provided by the client, no site equipment such as giraffe ladders may be used without the express permission of RPSS. In carrying out the work the Contractor must plan to provide all basic minor equipment including ladders, brooms etc.

### **e. Lost And Found**

The Contractors' resources must return any found articles on site to Security prior to the end of any shift.

### **f. Site Access**

Access keys to all site areas that require cleaning will only be provided to authorized Contractor personnel holding a security pass. **Keys are to be picked up and surrendered to Security daily.** Any vehicles, bags (other than a small purse) or containers being brought **onto or leaving** the site must be made available for inspection by our security staff, DFO security staff or Commissionaires under direction from DFO.



#### **g. Assigned Breaks**

The Contractor must assign coffee and unpaid meal breaks for all their staff on site. Any and all food and drink (other than water) consumption during any scheduled break must take place **in the lunchroom in the shops complex** or, weather permitting, a selected outside patio. No coffee or food consumption is permitted in any other space within the complex. Microwave access is available in the lunchroom for staff use however no other cooking of meals is permitted on the site.

#### **h. Communications**

A communications book will be available in the RPSS site supervisor's office used for communication in writing between the Contractor and RPSS to record damages, issues, deficiencies in site finishes such as floors, walls etc and to record when RPSS supplied material stocks are low.

The Contractor's Site Supervisor must be provided with a cellular phone and must respond to calls from the facility within 5 minutes from received call. For the safety of the cleaning staff, all must be provided with the ability to communicate with the Site Supervisor. Should an emergency occur where an employee of the company has to leave the site for any reason they must first sign out (if possible) through facility security.

#### **No Sub-Contracting**

No sub-contracting of other services is permitted by the contractor unless pre-approved through the RPSS Site Representative.

#### **i. Safety of Contractor Resources**

Worksafe BC requires all workers to be knowledgeable of all workplace hazards and the precautions that must be taken to ensure safe work practices are maintained. The Contractor must ensure that its resources receive regular training and instruction certificates in **W.H.M.I.S. and Universal Precautions** and that such certificates remain valid for the duration of the contract. Contractor resources must be equipped with appropriate tools, clothing and spill clean-up supplies so that they can work in a safe and healthy manner. In addition to the general safety precautions that normally accompany the work, Contractor resources may also be at risk of exposure to rodent and fowl droppings.

#### **j. Replacement Resources**

All replacement resources must be trained at the Contractor's expense until they can execute in a professional manner all the cleaning procedures outlined in this document. The Contractor must



notify RPSS in writing at least five (5) business days in advance that it is proposing a replacement resource. All replacement resources must have the appropriate security clearance before accessing the facility..

#### **k. Training**

The Contractor, at no cost to Canada, must provide annually from the contract award date, W.H.M.I.S. and Universal Precaution training re-certificates for all staff assigned to the site and for the window cleaner (when required) a current Fall Arrest certificate. The Contractor must provide proof of this training.

#### **l. Work Wear**

The Contractor must ensure that all persons carrying out the work comply with Worksafe BC PPE requirements for the full term of the contract. The contractor must also wear clean work wear and have a picture ID clearly displaying the resource's first name.

#### **m. Waste**

The Contractor is responsible to ensure that any and all waste generated or collected during the cleaning operation will be disposed of into the on-site garbage or recycling bins provided. Neither printed or copied written material, nor recyclable materials are to be removed from the site by the Contractor or their employees.

#### **Energy Conservation**

The contractor is expected to limit energy consumption by establishing efficient work patterns by turning electrical equipment off and lights out when not required.

#### **n. Microfiber**

The Contractor must use specified color-coded Microfiber cleaning cloths including the chamois style for glass and window cleaning. White terry cloths may only be used in the tamping process for fabric and carpet spotting procedures.

Other than where a rough floor exists where a special rough floor looped, launderable wet mop may be required, the requirement of dry and wet mopping is to be carried out using Microfiber dry and wet pads. No cloths or pads are permitted to be re-dipped in any cleaning solution. All must be set aside and laundered after use. Disposable cloths are required for cleaning vinyl with the waterless hand cleaner.



**o. Mold and Mildew**

Using gloves and a respirator and only for minor mold/mildew cleanup (10 square feet or less) the area is to be tank sprayer misted with our **germicidal** detergent at **1 oz. per gallon** of water until the entire mold surface is thoroughly wetted throughout its mass. Our germicidal detergent must stay in contact with the mold/mildew for a minimum of 10 minutes before it is removed. Misting with a tank sprayer is critical to prevent any of the spores from becoming airborne. All waste is to be double bagged and disposed of. All non-disposable tools/equipment must be washed with our germicidal detergent at 1oz. per gallon of water maintaining the minimum 10-minute contact time. Upon completion thoroughly wash hands and face.

**Note:** Instances of larger contaminated areas or where the mold/mildew returns are to be reported immediately to RPSS.

**p. Washroom/Locker Room**

Access is prohibited any time these areas are in use.

**n) Washer And Dryer**

The Contractor will have use of the on-site washer and dryer. No cleaning cloths, mops/pads etc. may be left in a wet condition over a shift as there are other users of the machines. Laundry products and dryer balls (no bleach or fabric softener) are to be supplied by the RPSS. No chemical sheets or softeners can be used to aid in the drying of Microfiber products.

**q. Work Benches**

Various workbenches are located throughout the DFO/CCG site in all buildings. Nothing is to be touched, moved or tampered with on any workbench onsite at any time.

**r. Vacuum Cleaners**

The Contractor must supply disposable paper bags which must be replaced when ½ full. Used bags will be placed in the appropriate external waste holding container while fabric filters are to be maintained clean and if launderable, **laundered every Friday**.

**s. SUPPLIES PROVIDED BY THE DEPARTMENT**

RPSS will provide the following supplies for distribution/use by the Contractor's staff throughout the site. **It is the Contractor's responsibility to advise the RPSS when stock levels are low.**

The Site Supervisor must maintain current on-site records of all chemical and paper product distribution, by building, throughout the site. The Site Supervisor will submit a written request to RPSS at least 6 weeks in advance to ensure adequate supplies are delivered to the site.



## Supplies

Toilet  
tissue  
Tampons  
Paper  
towels

Plastic bag liners for the site waste and recycling receptacles (if applicable).

Paper products for restrooms and kitchens are not to be used for cleaning and must not be left stacked in any areas other than assigned space.

## Chemical Supplies

Chemicals will be dispensed through a controlled dispensing system or process throughout the site. The following chemicals are provided by the facility to ensure environmental compliance.

- Germicide detergent - Ultra Sept 885- dispensed
- Detergent-light duty -'Cleaner Conditioner'- dispensed
- Detergent-heavy duty- Ultra Chem Heavy duty detergent-dispensed
- Hand and body soap for installed dispensers- showers- Deb
- Hand soap for installed dispensers
- Hand sanitizer for installed dispensers
- Temp Paste cleaner - stainless steel, counters, sinks, water fountains etc.
- Carpet and upholstery spot cleaning dilute 'Clean' at a 1-10- dilution
- Floor stripper - Ultra Chem Strip X (for removal of non-Ultra Chem floor finishes)
- Neutralizer- Ultra Chem
- Floor Sealer-Ultra Chem
- Floor Finish-Ultra Chem High Gloss Flex Gold
- Waterless Hand Cleaner-cleaning vinyl (Permatex from Acklands)
- Urinal maintainers – if needed



**ANNEX B- BASIS OF PAYMENT**

Cleaning Staff Monday to Friday 3pm – 11:30pm - Total of 8 hr. daily working hours.

\_\_\_\_\_ # of **full time staff** (excluding the supervisor)

Hourly rate excluding benefits \$ \_\_\_\_\_

The total # of **8.5 hour days** committed **over the 12 months contract excluding the (#) \_\_\_\_\_ stat Holidays which fall during the Mon-Fri schedule is \_\_\_\_\_.**

Cleaning Supervisor Monday to Friday 3pm – 11:30pm - Total of 8 hour daily working hours.

Hourly rate excluding benefits \$ \_\_\_\_\_

The total # of 8.5 hour days committed **over the 12 months contract excluding the (#) \_\_\_\_\_ stat Holidays which fall during the Mon-Fri schedule is \_\_\_\_\_.**

**Statutory Cleaning Staff 4 Hours 9am-1pm - 1 Person**

This calculation is based on the **8** (Total of 4 daily working hours) statutory days requiring coverage in the 12 months of the contract.

Hourly rate excluding benefits \$ \_\_\_\_\_

32 working hours (8 statutory workdays) for the 12 months is \$ \_\_\_\_\_.

Cleaning Staff Saturday and Sunday 8:30am-5:00pm- Total of 8 hour daily working hours

\_\_\_\_\_ # of **full time staff** excluding the supervisor

Hourly rate excluding benefits \$ \_\_\_\_\_

The total # of **8.5 hour** working days committed **over the 12 months contract excluding the (#) \_\_\_\_\_ stat Holidays which fall on a Saturday or Sunday schedule is \_\_\_\_\_.**

Cleaning Supervisor Saturday and Sunday 8:30- 5:00 pm - Total of 8 hour daily working hours



**Hourly rate excluding benefits \$\_\_\_\_\_**

The total # of 8.5 hour working days committed **over the 12 months contract excluding the (#)\_\_\_\_\_ stat Holidays**  
**which fall on a Saturday or Sunday schedule is\_\_\_\_\_.**





**ANNEX C - SECURITY REQUIREMENTS CHECK LIST**



Government of Canada  
Gouvernement du Canada

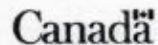
Contract Number / Numéro du contrat Req. 30004011
Security Classification / Classification de sécurité Unclassified

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Fisheries and Oceans Canada		2. Branch or Directorate / Direction générale ou Direction RPSS / Seal Cove Base
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 Service: Cleaning and Housekeeping of Multiple Buildings at Seal Cove Base		
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 commerciales sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Etranger <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"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A 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"/>

Security Classification / Classification de sécurité Unclassified
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TBS/SCT 350-103 (2004/12)





Government of Canada / Gouvernement du Canada

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Security Classification / Classification de sécurité Unclassified

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

No / Non  Yes / Oui

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

No / Non  Yes / Oui

**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?  
If Yes, will unscreened personnel be escorted:  
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non  Yes / Oui  
 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**

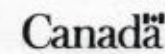
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ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

Contract Number / Numéro du contrat Req. 30004011
Security Classification / Classification de sécurité Unclassified

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉ et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.
12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité Unclassified
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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat Req. 30004011
Security Classification / Classification de sécurité Unclassified

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Gary Lindsay		Title - Titre Facility Manager	Signature 
Telephone no. - N° de téléphone (250) 600-1040	Facsimile - Télécopieur	E-mail address - Adresse courriel gary.lindsay@dfo-mpo.gc.ca	Date 2023-02-15
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Christian Guay		Title - Titre Security In Contracting Officer	Signature guay, christian <small>Digitally signed by guay, christian Date: 2023.02.20 14:32:44 -05'00'</small>
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date
<b>15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?</b> Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date
<b>17. Contracting Security Authority / Autorisé contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date

Security Classification / Classification de sécurité Unclassified
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## ANNEX D - INSURANCE REQUIREMENTS

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



## ANNEX E – BUILDING DESCRIPTION AND DRAWINGS

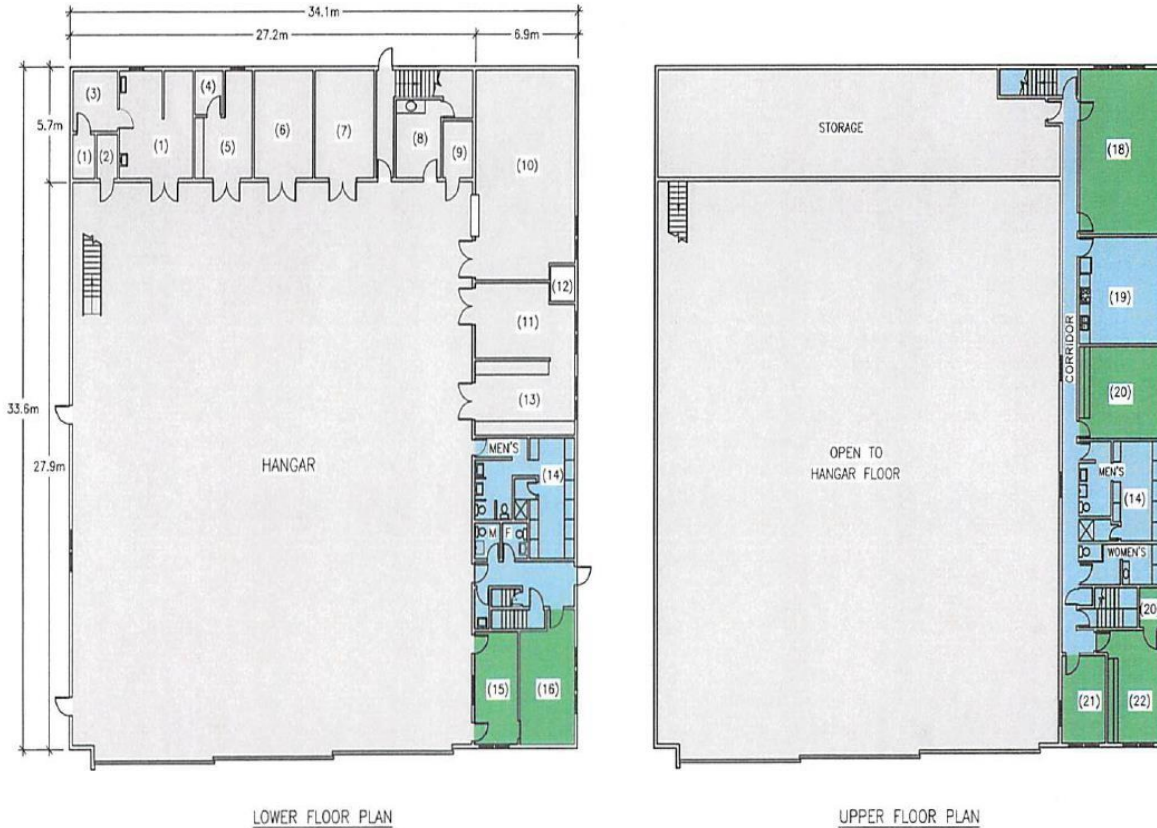
### Building Descriptions Canadian Coast Guard Base Seal Cove, Prince Rupert

#### Color Legend

- BLUE Daily – Monday to Friday
- PINK Daily - 7 days a week
- GREEN Quad cleaning areas
- GREY No access or requirement for regular cleaning

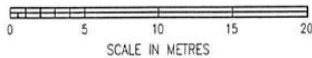


**Prince Rupert Base, Helicopter Hangar**



**NOTES:**

Drawing produced from and replaces BCIP Chart 3.10 and updated from March 97 trip



**ROOM LEGEND**

- |                        |                       |
|------------------------|-----------------------|
| 1) PAINT STORAGE/SHOP  | 12) MECH. (SPRINKLER) |
| 2) OIL STORAGE         | 13) ENGINE SHOP       |
| 3) STORAGE (FLAMMABLE) | 14) LOCKER ROOMS      |
| 4) BATTERY CHARGING    | 15) CHIEF ENGINEER    |
| 5) ELECTRICAL SHOP     | 16) PASSENGER WAITING |
| 6) ELECTRICAL ROOM     | 17) TRAINING ROOM     |
| 7) MECHANICAL ROOM     | 18) LUNCH ROOM        |
| 8) FIRST AID           | 19) PILOTS READY ROOM |
| 9) TOOL CRIB           | 20) FAC'S & COPIER    |
| 10) PARTS & STORAGE    | 21) CHIEF PILOT       |
| 11) MACHINE SHOP       | 22) GENERAL OFFICE    |

**CANADIAN COAST GUARD  
PACIFIC REGION  
FACILITIES ENGINEERING**

**PRINCE RUPERT BASE  
HELICOPTER HANGAR**

Date: 97-07-15

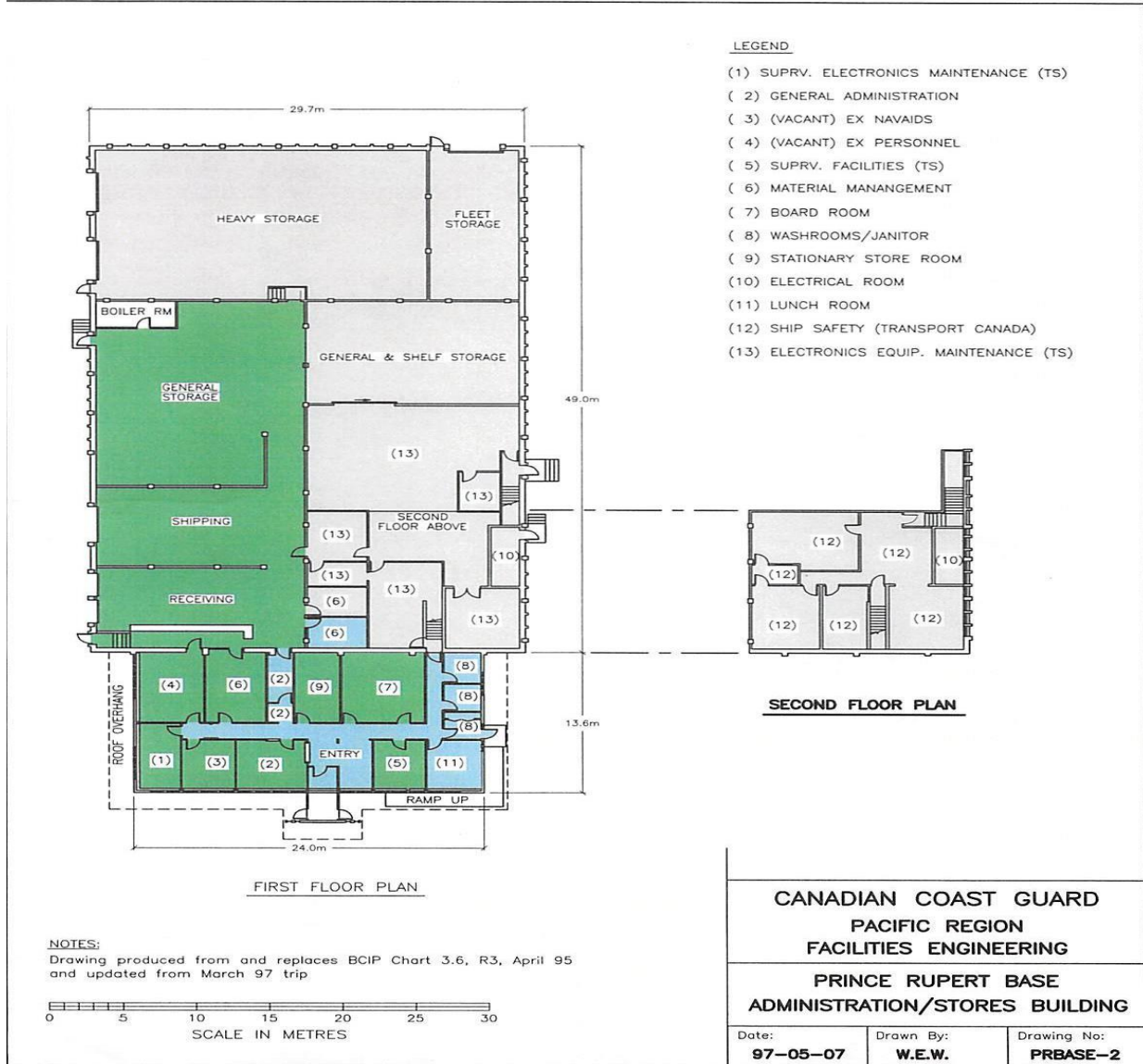
Drawn By: W.E.W.

Drawing No: PRBASE-5

The helicopter hangar provides the work and storage areas necessary for the repair and maintenance for helicopters stationed at the Prince Rupert Base. Training, staff rooms and office space is provided on a two level section of the building. Specialized workspaces, parts storage and maintenance engineering offices are included in the ground level of the building. A large mezzanine storage area is located at one end of the hangar that will not require janitorial services. The approximate area to be cleaned is 360 square meters, scheduled for Janitorial services Monday-Friday.



# Stores and Administration Building

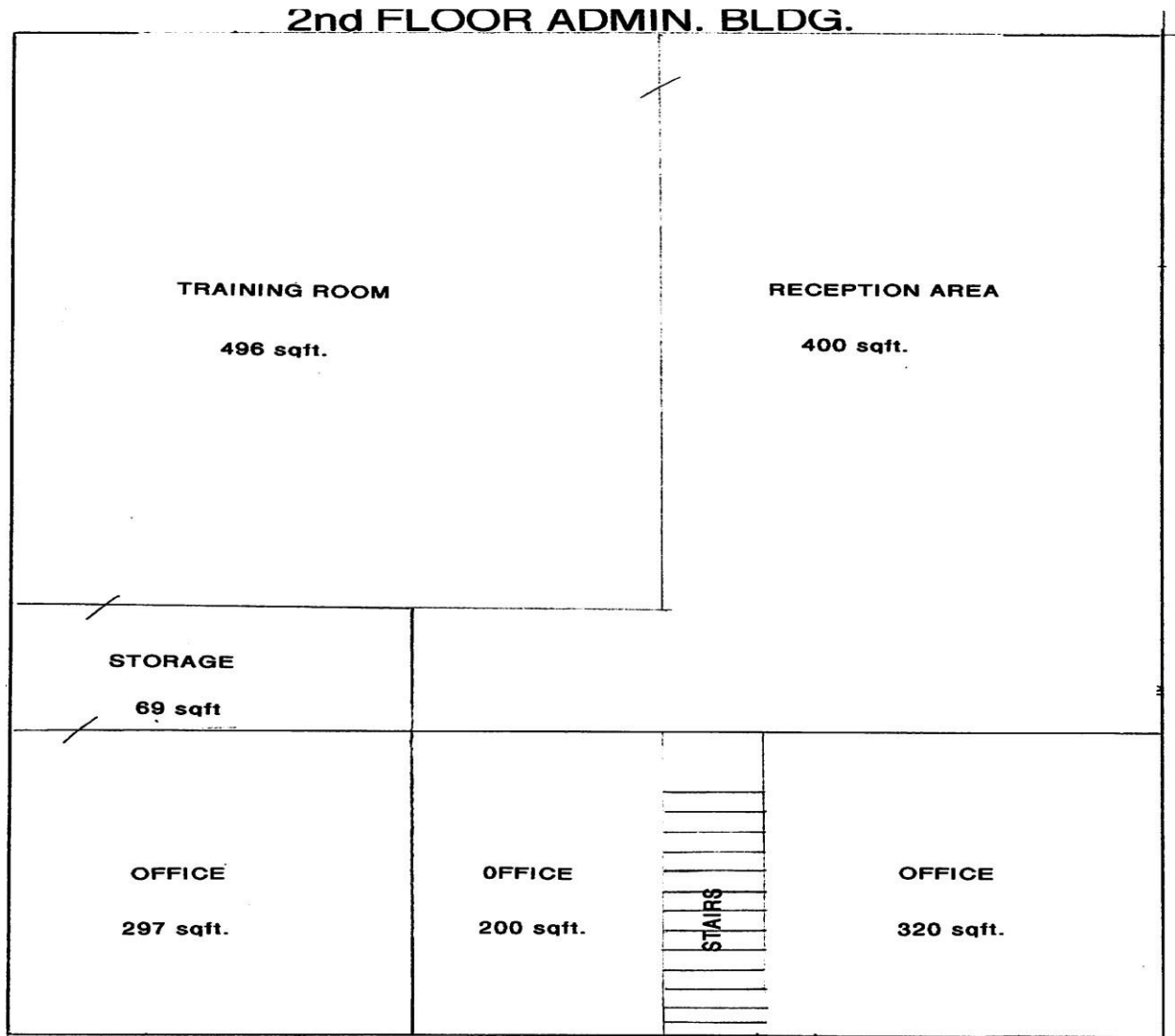


A two level building that houses administration offices, meeting rooms, washrooms, site reception, receivables and stored goods for the Northern Region of the Canadian Coast Guard, Light station Operations and Fisheries Protection Operations. Approximately 1000 square meters of floor area to be cleaned scheduled for Janitorial services Monday-Friday.





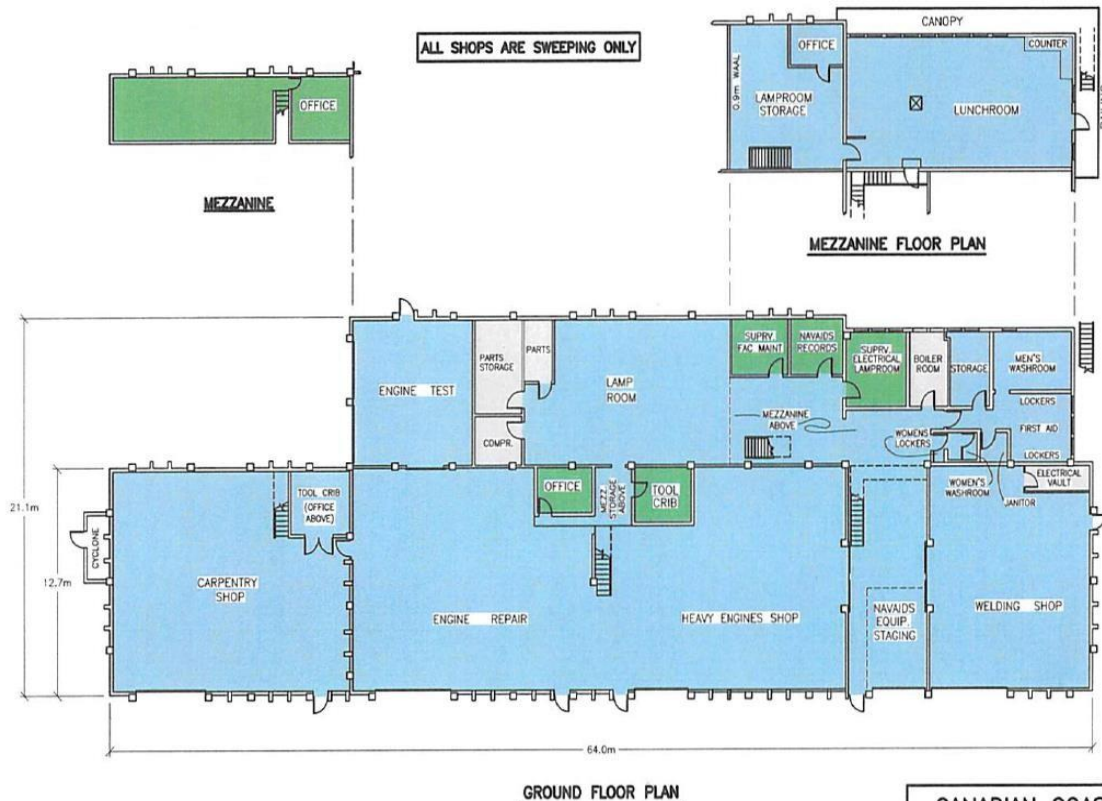
2<sup>ND</sup> Floor Admin Building



The second floor of the admin building is 166 square meters consisting of a training room, reception area, three (3) offices and a storage room. Janitorial services scheduled for janitorial services Monday-Friday



# Industrial Shops Building



**NOTES:**  
 Drawing produced from and replaces BCIP Chart 3.9, R1, October 95  
 and updated from March 97 trip

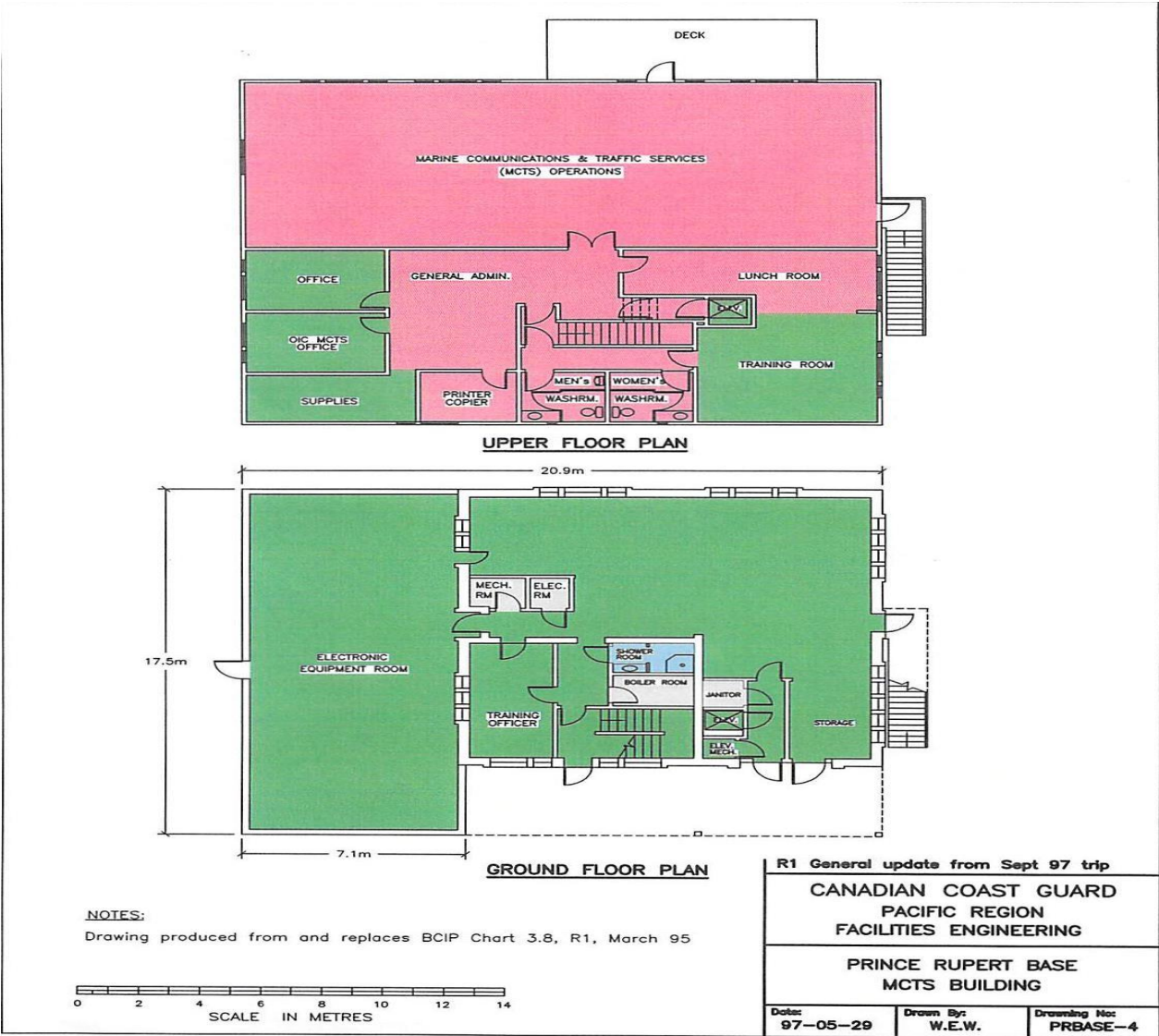


CANADIAN COAST GUARD PACIFIC REGION FACILITIES ENGINEERING		
PRINCE RUPERT BASE WORKSHOP BUILDING		
Date: 97-05-12	Drawn By: W.E.W.	Drawing No: PRBASE-3

The Workshop's complex provides the work area necessary for the repair and maintenance of light station and navigational aid infrastructure. Workspaces have large overhead door access, high ceiling industrial workspaces that include industrial shop machines for carpentry, welding, engine repair, metal fabrication, electrical repair and testing, navigation equipment repair and overhaul. The building has a locker room, large washroom, showers, and wash-up sinks. A large lunchroom, several small offices and tool rooms and industrial equipment storage are also within the building envelope. The approximate area to be cleaned is 1400 square meters, scheduled for janitorial services Monday-Friday



**MCTS BUILDING**

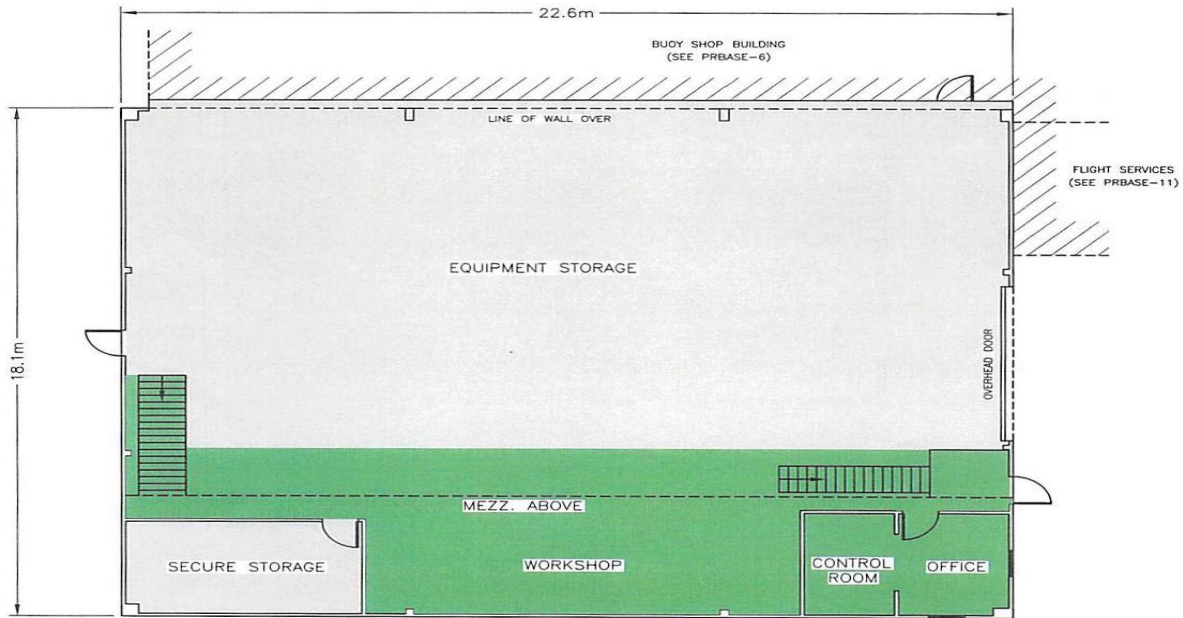


This building houses the Marine Transportation Communication Service for the Northern Region of the Canadian Coast Guard operating from Prince Rupert. The building has two floors. The lower floor houses the Electronics Repair Shop, one small office, a washroom, a small elevator and electronic equipment room. On the second level there are several offices, break room, washrooms, locker room, kitchen, training room and a large operations room. The Operations Room is active 24 hours a day. The Janitorial staff must comply if requested by one of the Operations staff to leave the room regardless of the cleaning task being performed.

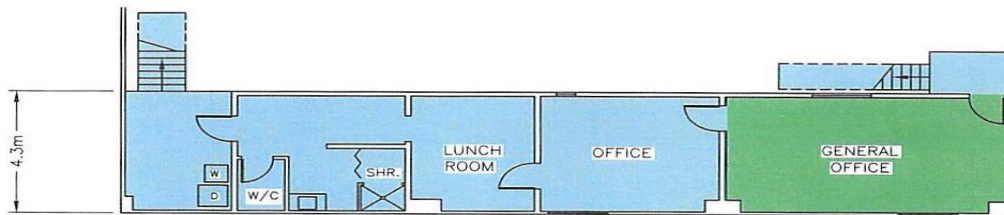
Cleaning tasks omitted in this circumstance can be made up the following day without penalty to the Janitorial contractor. Specific areas of this building are scheduled for janitorial services 7 days a week while other areas are scheduled for Janitorial services Monday-Friday.



# Marine Emergency Storage Building



**GROUND FLOOR PLAN**



**MEZZANINE FLOOR PLAN**

**NOTES:**  
Drawing produced from and replaces BCIP Chart 3.12, R3, February 96

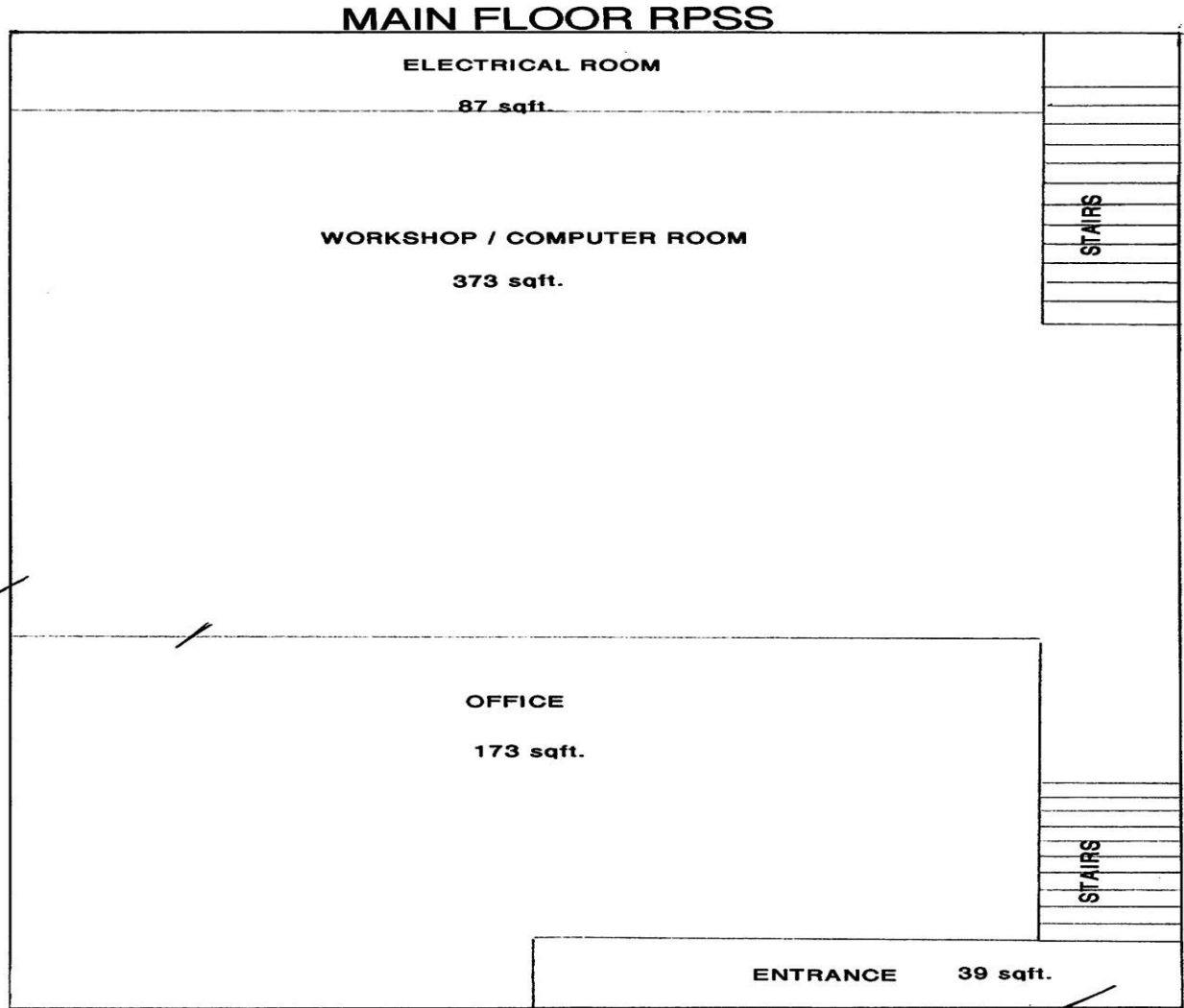


<b>CANADIAN COAST GUARD PACIFIC REGION FACILITIES ENGINEERING</b>		
<b>PRINCE RUPERT BASE MARINE EMERGENCIES STORAGE BUILDING</b>		
<b>Date:</b> 97-05-29	<b>Drawn BY:</b> W.E.W.	<b>Drawing No:</b> PRBASE-7

The Marine Emergencies Storage Building provides storage of emergency response materials and equipment for the North Coast area. Portions of the complex have been partitioned to provide administration offices for the Prince Rupert area. The approximate area to be cleaned is 140 square meters, scheduled for Janitorial services Monday-Friday.



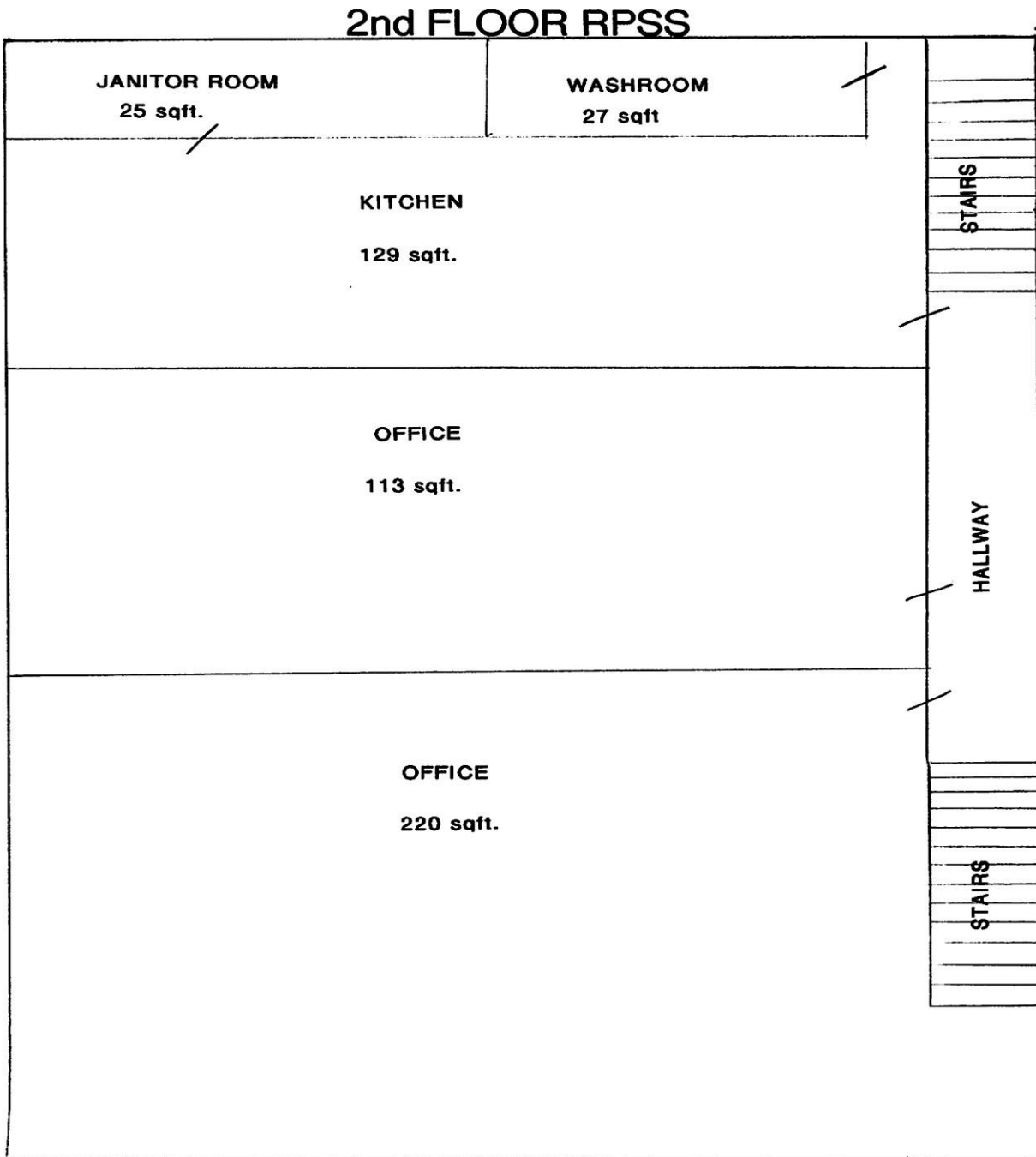
**Real Property, Safety and Security**



The Real Properties area consist of two (2) floors taking up one side of the ER building. RPSS (Real Property Safety and Security) has three (3) offices, a workshop/ computer area, one kitchen, a washroom and a janitor room totaling 116 square meters. RPSS is responsible for the operations and maintenance of Seal Cove Base and Sour Dough Bay. The building requires janitorial services Monday-Friday.



**2<sup>ND</sup> FLOOR (RPSS)**



The second floor of the RPSS building would be the same as the main floor listed above. Required janitorial services would be scheduled for Monday – Friday.



**ANNEX F-Cleaning Standards**

**INTERIOR OF BUILDING**

Includes all entrances, lobbies, waiting areas, rooms, corridors (open and closed areas), offices, file/copy rooms, meeting and conference rooms, classrooms, computer areas, hangers, common areas, stairways, coffee/lunch room areas and/or rooms, shops and all other spaces throughout the complex.

101	Tasks	Results Required
.1	<p><b>Empty/clean</b> all waste holding receptacles and containers.</p> <p>The use of and daily replacement of liners is mandatory for all washroom, wet waste areas, first aid room, break area receptacles etc., whereas separate or special liners may be provided for recyclables.</p> <p><b>Note:</b> As directed, the recyclables and shredded material are transported to the designated space in Stores.</p> <p>Where waste shredded or recyclable material needs to be emptied on a non-Quad day it will be left outside that office door in the hallway.</p>	<p>All waste, recyclable holding receptacles or containers are clean and in their correct place. No waste or recyclable holding containers or baskets were placed upon desks or tables during cleaning operations.</p> <p>All shredded and recyclable goods were transported as designated.</p> <p>Any office waste or recycling containers left in the hallway are emptied and cleaned and the clean container placed inside the door of that office.</p>
	<p>Recyclables/Shredding containers are to be cleaned and returned to their designated place.</p> <p>For health and safety reasons, no person is permitted to handle or sort any waste or recyclables with bare hands. <b>Puncture proof gloves</b> are to be used in the handling of all waste. Liners being removed from containers are to be done ensuring no body contact.</p>	<p>Recyclable/shredded holding containers are clean and in their designated place.</p> <p>All recyclables were handled safely and transported to the designated areas.</p>
	<p>Sharps other than those for metal recycling are to be noted along with the location in the communication book in the office of the RPSS.</p>	<p>Any sharps are stored in a safe manner and were recorded as directed.</p>
.2	<p><b>Clean</b> all furniture, frames, legs and wheels, trim, wood, plastic, vinyl, leather (e.g. TVs, credenzas, book cases, picture frames, desks, file cabinets, tables, furniture glass etc.) inclusive of desk lamps, fans and all client accessories such as staplers, ceramics, ornaments free standing and wall hung pictures including frames, etc. vinyl-using waterless hand cleaner, etc.</p>	<p>All furniture including the frames and wheels are free of dust and debris and presents an overall clean appearance, fixtures, telephones, glass tops, desks, accessories, vinyl, Plexiglas, Lexan, leather, etc., are free of finger marks, spots and stains, with no dust or streak marks present and in its correct location.</p> <p>Vinyl was cleaned using waterless hand cleaner and well wiped leaving no visible residue.</p>
.2	<p><b>Clean</b> computer screens, keyboards.</p> <p>Do not, unless directed by the Facilities Manager, clean etc. any items that could be damaged or de-programmed.</p> <p><b>Note:</b> Canadian Coast Guard arranges for the scheduled professional cleaning of keyboards and electronic computer equipment.</p>	<p>Computers, screens and keyboards were dry dusted and nothing was de-programmed.</p> <p>The Facilities Manager has been advised by notation in the communications book of any computer keyboards etc. that require deep cleaning.</p>
	<p><b>Clean exterior/interior</b> of fire cabinets inc. glass</p>	<p>Fire hose cabinetry is clean</p>



101 Continued	Tasks	Results Required
.2 cont	<b>Vacuum</b> fabric upholstered furniture etc.	Fabric furniture including the frames and wheels are free of dust and debris and presents an overall clean appearance.
	<b>Spot clean</b> all fabric and vinyl, etc.	All fabric and vinyl, etc. furniture is free of spots and stains.
	<b>Clean with germicidal detergent</b> : all telephones, furnishings and fittings in public access areas, all surfaces of beds and washable mattresses in areas such as First Aid room.	Special attention was given to the mouth, earpieces and cradle of telephones, whereas the touch pad of office phones was cleaned carefully and no de-programming occurred.  Clean cleaning cloths with germicidal detergent were used.
.2	<b>Dust/Clean</b> all appurtenances, overhead pipes and cross supports.	The surfaces are free of visible dust.
.2	<b>Vacuum</b> fabric dividers. <b>Spot Clean</b> non-fabric dividers. <b>Clean</b> divider frames and supports.	Fabric and non-fabric dividers including frames and supports are free of dust and debris and presents an overall clean appearance.
.3	<b>Clean</b> window sills, partition ledges, baseboards and all other surfaces which could reasonably be cleaned from a standing position including brushes, blackboard ledges, cleared whiteboards and blackboards, wall louvers, moldings, radiators, etc.  <b>Note:</b> In cleaning white boards, only approved cleaning tools and a small amount of Temp paste with a clean wetted cloth is to be used.	All surfaces are clean and free of finger marks, spots and stains, with no dust, streaks or debris present.  In cleaning blackboards and blackboard brushes, only approved cleaning tools were used.  In cleaning white boards, only approved cleaning tools and a small amount of Temp paste with a clean wetted cloth was used (i.e., no products such as Expo or abrasive cleaners were used).
.4	<b>Clean</b> all hard surface flooring including painted and unpainted concrete.  <b>Note:</b> If floors are rough, a Scruffy wet mop may be used, otherwise, the Microfiber dry and wet pads are to be used.	All floors are clean and free from debris, surface stains or detergent streaks. Special care and attention was paid to all corners and edges.  No cleaning solutions have collected against and under furniture legs and cabinets.
.5	<b>Vacuum</b> carpeted areas, including stairs and mats; moving all light furniture other than desks, screens, cabinets, etc.  Carpets, rugs and entrance mats shall be spot cleaned (rinsed if required), traffic lane vacuumed daily and all carpet must be vacuumed thoroughly wall to wall no less than weekly, using appropriate equipment and attachment tools.  <b>Pile lift carpet</b> no less than monthly in the carpeted <b>Quad areas and weekly in the carpeted daily clean areas.</b>  Permission will be required to pile lift in MCTS.  Any Spots or stains that cannot be removed are to be recorded in the communication book.  <b>Dust / Clean</b> "T" mats, etc.	All Carpet/matting is free of dust, debris, spots and stains. No soil or other matter was left in corners or around the edges of the carpet.  Carpet spot/stains were sprayed from the exterior perimeter into the center. The spot/stain was well tamped using clean white absorbent cloths.  All lightweight furniture and equipment moved during vacuuming operation was returned to their original locations.  Any Spots or stains that could not be removed were recorded inc. location, in the communication book  Under "T" mats, furniture, tables, chairs, bookcases, between file cabinets, behind doors, along baseboards and/or freestanding radiators are clean and free of debris.





101 Continued	Tasks	Results Required
.6	<p><b>Spot clean</b> and remove marks from walls, doors, woodwork, glass partitions and other similar surfaces.</p> <p><b>Note:</b> Any spots that could not be removed by normal means are to be recorded in the communication book.</p>	<p>No marks are visible.</p> <p>Any spots that could not be removed by normal means were recorded in the communication book.</p>
.7	<p><b>Clean</b> water fountains, water dispensing machines, eye wash stations, using Temp Paste followed by germicidal solution. Pay special attention to the spout and drains cleaning with small brush and Temp Paste followed by cleaning with germicidal detergent.</p>	<p>All surfaces are clean and free of spots, stains, streaks and smudges. Walls and floors around the item are clean and free from debris, spots and watermarks.</p>
.8	<p><b>Clean</b> all surfaces of elevators.</p> <p><b>Method:</b> Elevator tracks are to be wet cleaned as required to maintain a clean appearance.</p>	<p>All surfaces, interior and exterior are clean and free of debris, dust, finger marks, streaks, graffiti, etc. There is no soil in the tracks or rails.</p>
.9	<p><b>Clean</b> all counter tops, including splash backs, fronts and sides, all cupboard doors, hardware, exposed plumbing and cleared sinks</p> <p><b>Clean</b> all dispensers <b>inside and out</b> and restock.</p>	<p>All surfaces are clean and free of stains, dust, finger marks, streaks, spots, and free of odors.</p> <p>Dispensers are clean inside and out and have been restocked with approved products.</p>
.9	<p><b>Note:</b> the client maintains the day-to-day cleaning of the interior surfaces of their refrigerators.</p> <p><b>Special Schedule:</b> On the first available Quad Monday (non statutory) of the months of <b>January, April, July, and October</b> the interiors of all site refrigerators and common surrounding cupboards are to be thoroughly cleaned.</p>	<p>All exterior of appliances, fridges etc. were cleaned including the interior of microwaves.</p> <p>Interior of refrigerators and all common surrounding cupboards were cleaned as scheduled and no cover-up sprays or polishes were used.</p>
.10	<p><b>Clean</b> metal and metal painted surfaces, such as chrome, stainless steel, brass and similar finishes – including door knobs, push bars, kick plates, door grilles, vents, handrails, switch plates, railings, doors, exteriors of refrigerators, <b>microwaves- inside and out</b>, appliances, hot plates etc.</p>	<p>All surfaces are clean and free of streaks, finger marks, etc., bright and in a condition equal to that of the intended finish. Any brass was cleaned using approved brass cleaner.</p> <p>All hand touch surfaces were cleaned using germicidal detergent.</p>



**WASHROOMS, SHOWER ROOMS, LOCKER ROOMS, FITNESS ROOMS**

All washrooms, Locker rooms, shower rooms, washer and dryer area and other areas where sinks and/or dispensers are installed.

201	Tasks	Results Required
.1	<p><b>Clean</b> using germicidal detergent all basins-all sides, plumbing fixtures (including exposed pipes) polished chrome, brass or similar fixtures. <b>Temp Paste</b> is to be used to pre-clean sinks, counters etc. <b>NOT chrome</b>, followed by rinsing and then cleaning with germicidal detergent.</p> <p><b>Note:</b> The use of germicidal solution is mandatory for washroom locker and fitness room cleaning with particular attention to all hand touchable surfaces including lockers, equipment, door handles, light plate switches etc.</p>	<p>All interior and exterior surfaces of fixtures, washbasins, shower stalls, are clean and free of spots, stains, finger marks, soap scum, odours and mildew/mold. Chrome, brass, or similar surfaces are clean, bright, and free of finger marks, spots, and stains.</p> <p>In using the Temp Paste a cloth and scrub brush was used to ensure no stains or buildup around the drains.</p> <p>Germicidal detergent was used. All surfaces are clean.</p>
	<p><b>Note:</b> Separate cleaning cloths are to be used for the cleaning of washrooms, locker, change rooms, and each piece of fitness equipment, walls etc.</p>	<p>Clean, separate, cleaning cloths were used on all items. All surfaces are clean.</p>
	<p><b>All shower curtains where they exist</b> are to be removed laundered and re-hung <b>every weekend</b>.</p>	<p>Shower curtains where they exist were removed, laundered and re-hung as required every weekend.</p>
	<p><b>Clean toilets and urinals using</b> germicidal detergent solution. Where a need exists, a non-acid or food grade phosphoric acid bowl cleaner dispensed using only a flip, pop up top or a foaming trigger spray head may be used.</p> <p><b>Wash using wall washing equipment</b> 6 feet of the surrounding wall surfaces to include the back and sides and/or 6 feet of the surrounding areas of urinals.</p> <p><b>Note:</b> For the hand cleaning of urinals and toilets, only acrylic bowl swabs may be used.</p> <p><b>Note:</b> All leaks and plumbing problems, and all broken and poorly operating dispensers are to be communicated immediately to the RPSS.</p>	<p>All interior and exterior surfaces of fixtures, toilet seats, bases, bowls, urinals, exposed flush tanks, and piping are clean and free of spots, stains, finger marks, soap scum, odours and mildew/mold. Chrome, brass, and similar surfaces are clean, bright, and free of finger marks, spots, and stains. Wall areas surrounding urinals etc. are clean.</p> <p>No bowl cleaning tools with wire in their makeup were used. No tank drop cleaners/jells or tablets were used.</p> <p>All minor leaks and plumbing problems were listed in the communication book. All major leaks are to be communicated immediately.</p>
	<p><b>Odor counteraction-</b> urinal maintainers formulated with acids and detergents held in a mat frame may be used as necessary.</p>	<p>Urinals are free of objectionable odors, urinal maintainers (in disposable mats) are used as necessary.</p>
.2	<p><b>Remove liners, clean and replace liners.</b> All sanitary and waste receptacles are to be emptied daily, cleaned with germicidal detergent solution and relined.</p>	<p>All sanitary and waste receptacles are clean inside and out, and free of spots, stains, finger marks, odours and the liners were replaced.</p>



201 Continued	Tasks	Results Required
.3	<p><b>Clean all surfaces inside and out</b>, including all toilet tissue, soap, sanitizer and towel dispensers, holders, attachments and other hardware. Installed dispensers are to be kept fully stocked.</p>	<p>All dispensers of supplies/products are clean inside and out. Dispensers, holders, attachments and other hardware are free of finger marks, spots, stains, and odours.</p> <p>Dispensers are fully stocked with supplies/products.</p>
.4	<p><b>Clean</b> with detergent solution all partitions, modesty panels, walls including enamel surfaces, doors and ledges, vents, grilles, kick plates and ledges.</p> <p><b>Clean</b> all locker surfaces.</p> <p><b>Clean</b> the interiors of any empty lockers.</p>	<p>All surfaces and fittings are clean and free of dust, finger marks, streaks, smudges, mold or mildew.</p> <p>Wall washing procedures were carried out using effective wall washing tools/mops and procedures.</p> <p>Neither spot hand cleaning nor the use of sponges was used for the cleaning of wall surfaces.</p> <p>Walls and partitions are clean and free of finger marks, smudges, streaks, etc.</p> <p>Empty lockers are clean.</p>
.5	<p><b>Clean</b> all mirrors, windows, frames, counters, powder shelves and bright work, including flushometers, piping and toilet seat hinges.</p>	<p>Mirrors and frames, etc., are clean and free of finger marks, smudges, streaks, etc.</p> <p>Glass and mirror work were cleaned using water and a Microfiber chamois cloth or a squeegee and lambswool applicator. No paper products were used.</p>
.6	<p><b>Clean floors</b>, including any step-up areas, with detergent solution, ensure floor drains are not blocked.</p> <p>Pour clean water in floor drains weekly, where required, or as directed.</p>	<p>Floors, including corners, are clean and free of black marks, loose paper, water and mop marks; bases are clean, and all areas are free from obnoxious odours. Wall bases and other surfaces are free of watermarks and floor finish or water splashes.</p> <p>There is no odour emanating from floor drains.</p>
	<p>Following cleaning, the floors in change rooms, locker rooms, fitness room etc., are to be flat wet mopped using germicidal detergent solution.</p>	<p>Germicidal detergent solution and a microfiber flat mop was used for floors in areas where one could expect persons to be with bare feet.</p>
.7	<p><b>Scrub floors</b> and bases with detergent solution no less than weekly. Re-coat sealer/finish as required.</p>	<p>Floors as required are maintained with sufficient coats of our water base sealer and/or our finish, providing surface protection and an overall attractive appearance.</p>
.8	<p><b>Wall Washing ;</b></p> <p><b>Daily:</b> all showers/ rooms</p> <p><b>Weekly:</b> washrooms.</p> <p><b>Walls:</b> in locker rooms, washroom access corridors, areas where washer and dryers are located are <b>washed the first week of every month.</b></p>	<p>All shower and shower room surfaces were cleaned, scrubbed as required, rinsed, etc.</p> <p><b>Walls:</b> in locker rooms, washroom access corridors, areas where washer and dryers are located were <b>washed the first week of every month</b> in accordance with these standards.</p>



**STAIRWAYS AND LANDINGS**

301	Tasks	Results Required
	<b>Clean</b> handrails, ledges, railings, baseboards, and banisters, etc. Spot clean walls and glass sidings.	Handrails and walls are uniformly clean, free from dust, finger marks, smudges and soil.
	<b>Dust</b> walls ceilings, overhead pipes and cross beams etc.	Walls ceilings, overhead pipes, appurtenances, cross beams etc. are free of visible dust.
	<b>Vacuum</b> carpeted stairs and risers.	Stairs and risers are free of dust and debris and present an overall appearance of cleanliness.
	<b>Spot Clean</b> carpeted stairs and risers.	The carpeted landings, stairs, risers, etc. are free of spots, stains, etc..
	<b>Clean</b> washable surfaced stairs, nose cones, landings, and risers.	Stairs, landings, risers, etc., are clean and free of loose and caked soil, and surface stains. Wall bases and stair risers are free of watermarks and splashes from cleaning solution. Stair landings and adjacent areas present an overall appearance of cleanliness.
	<b>Dust</b> Walls, ceilings, overhead pipes, appurtenances, cross beams etc.	Walls ceilings, overhead pipes, appurtenances, cross beams etc. are free of visible dust.
	<b>Wash</b> walls (from the bottom up) washable ceilings and appurtenances. Where walls and ceilings are to be washed the walls are to be washed first.	After washing walls (from the bottom up) etc. all surfaces are clean and there is no evidence of the cleaning procedures.

**RESILIENT AND NON-RESILIENT FLOORS**

All floors (e.g., sheet vinyl, vinyl tile, corolon, tarquette, ceramic tile, raised computer flooring, painted and unpainted concrete etc.).

302	Tasks	Results Required
	<p><b>Prepare</b> floor by <b>scrubbing</b> prior to any system of maintenance.</p> <p><b>Note:</b> Only detergent solutions and under no circumstances any floor stripper is to be used on a <b>Marmoleum floor</b>. Consult your supplier for correct procedures should this flooring exist.</p>	Following scrubbing and neutralizing, no dust, soil, stains, etc., is visible, no evidence of muddying or rippling effect exists. Corners, bases and equipment, etc., are free of residue and the floor presents a uniform and overall appearance of cleanliness.
	<p><b>Burnish</b> all surfaces.</p> <p><b>Note:</b> Spray buffing method and procedures are <b>not permitted</b>.</p>	All hard finished surface areas have been burnished as required to maintain an overall attractive appearance. No spray buffing was carried out.



302 Continued	Tasks	Results Required
<p>. <b>Scrub and re-coat</b> wear areas.</p> <p><b>Note:</b> Washrooms are to be to be maintained in a pristine condition.</p> <p><b>Note:</b> In neutralizing the stripper/scrubbing solution our provided food grade acid neutralizer (not vinegar) is to be used.</p>	<p>After scrubbing, neutralizing, and re-coating using our products as required, the slip resistant finished area is free of streaks, mop strands, and marks, with no evidence of improper finish application. No heavy accumulation of finish exists adjacent to walls, baseboards, under doorways, fixtures and furniture. Floors are clean and bright-looking overall with a reflective sheen, including under furniture and equipment. Furniture and equipment have not been marred or damaged and furniture and equipment moved during operations has been returned to its original location. In appearance, all flooring exhibits a uniform sheen with reflective properties that are acceptable to the Site Authority. This level of floor care and appearance is maintained at all times.</p>	
<p><b>Refinish</b> all floors as required.</p> <p><b>Neutralize:</b> Following the wet vacuuming up of the stripper solution, the floor shall have been neutral rinsed, using our food grade acid neutralizer.</p> <p><b>Rinse:</b> Following the wet vacuuming up of the neutralizer solution, the floor shall have been rinsed at least twice with clear cool water, followed each time by wet vacuuming</p>	<p>After stripping, all soil, seal, finish and stains have been removed. All areas whether machine and/or hand cleaned, are free of soil, water streaks, mop marks and strings.</p> <p>Upon completion of the stripping process the floor is neutral in pH, presents an overall appearance of cleanliness, while walls, baseboards and other adjacent surfaces are free of solution splashing and scars from equipment.</p>	
<p><b>Buff:</b> Where a mop drag condition from standing fibers or impurities exists following the stripping and drying process, the use of a buffing pad followed by an additional clean clear rinse will be required.</p>	<p>Prior to the application of sealer or finish, the floor surface was smooth with no mop drag.</p>	
<p><b>Apply:</b> Our sealer, if required.</p>	<p>Sufficient coats of our sealer were applied to present an overall level appearance, allowing sufficient drying time between applications.</p>	
<p><b>Apply:</b> finish.</p> <p><b>Note:</b> Our low maintenance, durable, mar resistant finishes will be used.</p>	<p>Sufficient coats of our slip resistant finish (minimum of four) were applied to offer floor protection and an overall attractive appearance.</p>	
<p><b>Clean</b> grout if needed.</p> <p><b>Note:</b> Consult the supplier of our supplied cleaning chemicals if unsure as to how to proceed.</p> <p><b>Note:</b> Mix 32 ml. of our food grade Neutralizer per L. (4 oz. Per gallon) of water. Using a wet mop, lay the solution (on floor surface only – not walls or any metal surfaces), let stand for a minimum of 5 minutes. Agitate (do not splash). Pick up solution with a wet vacuum. Rinse floor area using a clean wet mop and warm water. Repeat procedure if required. Let dry. <b>Note:</b> if the grouted area has been improperly sealed with a solvent-based sealer such as a urethane, this must be removed by mechanical means before a proper cleaning procedure is used.</p>	<p>Grout is clean in appearance. No staining or soil build-up is visible.</p>	



**ALL CARPETS AND MATTING**

303	Tasks	Results Required
	<b>Vacuum</b> all carpet <b>and interior walk off mats. Exterior mats</b> –clean and dry underneath.	All carpet and interior and exterior matting throughout the site was vacuumed on a regular and consistent basis.
	<b>Spot clean</b> carpet <b>including matting.</b>	All carpet and matting was spot cleaned with the vacuuming program.
	<b>Pile Lift</b> all carpet and matting <b>weekly, (monthly</b> in quad areas) to relieve matting conditions. Pile Lift to raise the pile prior to <b>spin cleaning</b> to permit the removal of imbedded soil.	Carpets and matting were pile lifted and present an even, clean appearance, free of soil, spots, stains, grit and dust.
	<b>Spin/Bonnet Pad Clean</b> all carpet foot traffic areas a <b>minimum of monthly and during snow/wet weather at minimum every two weeks</b> by pre-spraying using our Ultra ‘Clean” at the recommended dilution. Pre-spray use a 175-300RPM scrubber with a clean dry spin/bonnet pad or thin line pad. Laundered pads.	The spin cleaning is carried out at a frequency that ensures that no traffic lanes are visible and is carried out immediately following the pile lifting.  Frequency was increased every 2 weeks during snow or wet weather  The pads were laundered after use.

**CEILINGS AND WALLS**

Ceilings, walls, transoms and other fixtures and fittings attached to walls and ceilings.

304	Tasks	Results Required
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<p><b>Dust</b> walls and ceilings, including appurtenances such as doors, trim, moldings, ledges, radiators, and grilles overhead pipes and bracings.</p> <p><b>Note:</b> in the case where the spot cleaning of common walls, doors frames and surfaces has not been maintained to our standard, the resulting factor is that <b>the contactor will at their own cost</b> be required to wash the surfaces.</p> <p><b>No wall or ceiling washing is required with the exception of all</b> washrooms, shower rooms, locker rooms and their adjacent hallways including all doors, frames, glass, vinyl, wood and metal surface.</p> <p>If walls are being washed for painting they are to be washed with TSP and rinsed well. <b>Note:</b> Walls to be overall uniformly clean.</p> <p><b>Note:</b> Walls only, are to be cleaned from the bottom up, staying within ½ inch of ceiling to prevent marks. <b>Note:</b> Wall washing procedures utilize professional and effective wall washing tools/mops or equipment. Hand cleaning or the use of sponges of any kind is not permitted for washing wall surfaces.</p>	<p>All walls and ceilings, including appurtenances such as doors, trim, moldings, ledges, radiators, and grilles overhead pipes and bracings were dusted.</p> <p>All spot cleaning has been carried out to comply with these standards.</p> <p>All work was completed within the contract requirements.</p> <p>If provided with a separate purchase agreement for wall washing, all applicable walls were, washed with TSP and rinsed well, using effective professional equipment.</p>
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304	Continued Tasks	Results Expected
	<p><b>Clean</b> all wood panel walls, including doors, frames, glass, vinyl, and metal.</p> <p><b>Note:</b> The method used to clean wood walls is to be pre-approved by the Facilities Manager.</p>	<p>All wood panel walls, including doors, frames, glass, vinyl, and metal are clean.</p>
	<p><b>Overhead doors</b> in Shops, Stores and Helicopter Hanger (separate cost) may be required to be washed both sides in <b>March, June, September and December</b>.</p> <p><b>Note:</b> The Facilities Manager will determine if a surface is washable.</p>	<p>If provided a separate purchase agreement overhead doors were washed as scheduled and reported in the communication book upon each completion.</p>

**VENETIAN BLINDS / VERTICAL/ MYLAR BLINDS/ DRAPERIES**

Venetian, PVC, aluminum and fabric blinds both vertical and horizontal (interior or exterior) and surrounding casings.

305	Tasks	Results Required
	<b>Dust</b> clean all washable surfaces	All tracks, pull rods, surfaces, casings and sills are free of dust, fingerprints, etc.
	<b>Vacuum</b> all surfaces of fabric blinds.	All fabric surfaces are free of dust.



<b>Vacuum</b> drapes/curtains.	Drapes/curtains and tracks are free of dust, neatly tracked and present an overall clean appearance.
<b>In June Remove-</b> and have professionally cleaned all draperies/ blinds, (including tapes and cords). <b>Reinstall. Report</b> when completed. <b>Clean</b> tracks, frames, etc.	In June all window coverings were cleaned. After the removal of the window coverings all frames, tracks, ledges etc. were washed prior to the re-installation of the window coverings.

**VERTICAL SURFACES, HIGH CLEANING**

Vertical and horizontal surfaces other than walls, high cleaning down to windowsills, partition ledges. All surfaces, including doors/frames, door grilles, ledges, charts, graphs, wall louvers, exposed pipes, switch plates and surrounding wall areas, clocks, extinguishers, etc.

<b>306</b>	<b>Tasks</b>	<b>Results Required</b>
	<b>Clean-</b> all surfaces	All surfaces are clean and free of dust, finger marks, smudges, stains, streaks, etc.





**LIGHT FIXTURES, PARABOLICS, AIR AND WALL VENTS, DIFFUSERS, EXHAUST VENTS AND FREE STANDING FANS**

307	Tasks	Results Required
	<p><b>Record</b> in the communication book any flickering or burnt out lights/tubes</p>	<p>All flickering or burnt out lights were recorded. The light lenses are free of debris, bugs/insects, etc.</p>
	<p><b>Dust</b> exterior of light lenses, including ceiling areas, air and wall vents. Lower lens and <b>remove</b> any <b>debris bugs/insects</b> etc. In the handling parabolic light covers, do <b>not touch</b> with <b>bare hands</b>, as this will mar the reflective properties. If lowering the light lens, be sure to have hands covered.</p>	<p>Exterior of fixtures and vents are free of dust, the interiors exhibit no debris and bugs/insects. No finger marks are visible from the dusting or lowering and reaffixing of the lens.</p>
	<p><b>Wash-</b> if scheduled all internal light fixtures. <b>Wash</b> complete air and wall vents, diffusers, free standing fans.</p>	<p>All internal light fixtures if scheduled were washed. All air and wall vents, diffusers, free -standing fans were washed. After washing the surfaces, blades are clean and free of stains, streaks etc. and the clean vent/fan covers are properly re-assembled.</p>

**WINDOWS / PARTITION GLASS / DISPLAY CASES – GLASS / PLEXIGLAS / LEXAN**

308	Tasks	Results Required
	<p><b>Clean</b> entrance(s) glass inside and outside, including frames, sashes, sills and moldings.</p> <p><b>Clean</b> all glass Plastic /Plexiglas/Lexan surfaces, including partitions</p> <p><b>Remove</b> all cobwebs, litter etc.</p> <p><b>Clean unless otherwise stated -all interior windows</b> and any interior glass dividers in <b>March, June, September</b> and <b>December</b>;</p> <p><b>Clean unless otherwise stated - all exterior windows</b> in <b>March, June</b> and <b>September</b>.</p> <p><b>ER/RPSS</b> - Clean the windows inside and out <b>every weekend</b>.</p>	<p>All exterior and interior entrance glass, frames and sashes are clean and free of soil, streaks and Watermarks, cobwebs, litter, tape and tape residue etc.</p> <p>There is no damage to the exterior building facings or shrubbery arising from the window cleaning.</p> <p>There is no damage to either the glazing compound or any special anti-glare coating that may be present on the glass surface.</p> <p>All interior/exterior windows were cleaned monthly. All interior glass dividers/partitions were cleaned monthly.</p> <p>No paper towels or abrasive products were used. When using a blade scraper on glass (only), the surface as well as the blade was wet first.</p>
	<p><b>Clean</b> all interior glass/Plexiglas, display cases etc., including frames, sashes, sills and moldings.</p> <p><b>Note:</b> The contractor is required to supply a product which identifies as safe for use on Plexi Glass and Lexan surfaces.</p>	<p>All interior glass/Plexiglas, Lexan display cases, frames are clean and free of finger marks, streaks, smudges, tape and tape residue, paint, etc.</p> <p>There is no damage to either the glazing compound or any special anti-glare coating that may be present on the glass surface.</p> <p>No paper towels or abrasive products were used. All furniture and equipment moved during cleaning operations is in their correct locations.</p>



**STORAGE AREA**

309	Tasks	Results Required
	<p><b>Clean</b> floors.</p> <p><b>Dust</b> light fixtures, overhead beams, ledges, pipes, exposed shelving, etc.</p>	<p>Surfaces are clean and free of soil, dust and debris and present an overall clean appearance.</p>

**CLEANERS' CLOSETS AND PROVIDED SPACE**

310	Tasks	Results Required
	<p><b>Clean</b> floors.</p>	<p>Floor areas are clean, dry, and free of soil, surface stains, mop streaks, etc.</p>
	<p><b>Clean</b> sinks.</p>	<p>Sinks are clean and free of offensive odors, etc.</p>
	<p><b>Empty, clean</b> waste containers/clean service carts.</p> <p><b>Prepare</b> cleaning carts for next day service.</p>	<p>Empty waste containers are clean and free of offensive odors.</p> <p>Cleaning cart and all cleaning tools are clean and set for the next days service</p>
	<p><b>Equipment</b> clean and orderly.</p>	<p>All equipment meets the included equipment standards, is clean, and materials, paper products, chemicals are stored neatly.</p>
	<p><b>Mops, Floor Pads, and cloths.</b></p>	<p>No soiled mops/pads or cleaning cloths are re-used, all have been removed and laundered on a daily used basis or bag-sealed for next day laundering.</p>
	<p><b>Tidy</b> room.</p>	<p>Such spaces are kept clean, neat and tidy, and free from offensive odours and debris at all times.</p>
	<p><b>Wash</b> walls with heavy-duty detergent solution, from the bottom up.</p> <p><b>Note:</b> Wall washing procedures utilize professional and effective wall washing tools/mops or equipment. Hand cleaning or the use of sponges of any kind is not permitted for washing wall surfaces.</p>	<p>Walls are uniformly clean with no streaks, soil spots or line marks on ceilings.</p>
	<p><b>Washer and Dryer-</b> site owned</p>	<p>Left clean</p>
	<p><b>Waste/recycling</b> is transported as instructed.</p>	<p>Waste is neatly stored when required.</p>



**BUILDING EXTERIOR and FURNISHINGS**

Main entrance, Loading docks, Truck Bays walkways, entrances, exits, walkways to the main sidewalks and furnishings adjacent to the external building access, any outside eating areas including benches and picnic tables.

311	Tasks	Results Required
	<p><b>Empty and clean</b> all waste/ash trash receptacles/urns, replace sand.</p> <p>For fire and safety, separate metal ash holding cans must at all times be used for any ashtray contents</p> <p>Maintain clean all entrances, exits areas, doors, door grills, floor grills and any recess pans.</p>	<p>Receptacles are clean inside and out and free of soil, marks, streaks, liners if any are replaced etc. Sand has been replaced and or urns emptied.</p> <p>All entrances/exits and their surfaces are maintained clean.</p>
	<p><b>Remove/clean all</b> waste or litter from loading docks, walkways to the sidewalks or grass areas, and all other patio areas.</p> <p><b>Clean</b> any patio furniture, benches etc.</p>	<p>All areas are clean and free of food, debris, litter cobwebs and debris.</p> <p>Any patio furniture was cleaned when weather permits their use.</p>
	<p><b>Pressure wash</b> loading docks, walkways as needed to maintain clean and attractive.</p>	<p>Loading docks and walkways were pressure washed. Surfaces and adjacent walls are free of marks, graffiti, gum, soil, etc. and present an overall clean appearance.</p>



**Cleaning Firms Topics and Instructions**

Topics	Instructions
<b>Chemicals that are Banned</b>	All products classified as “Consumer” products. No solvent seals or finishes, ammoniated strippers, mop-on/mop-off strippers, products containing d’limonene, nonylphenols (NPE’s), alkylphenols (APE’s), butyl or butyl by-products. No hydrochloric, hydrofluoric or sulphuric acids or ammonia. Armoral, Protectol, products containing Anionic optical brightners, Saddle Soap or like products. <b>No aerosol or trigger sprayer</b> dispensed cleaners or polishes. No Vinegar, Windex or like product, powdered cleansers, SOS or other aggressive damaging pads. No parazine blocks, or any other products that have been banned as detrimental by their chemical make up, lack of MSDS compliance, damage to surfaces or not pre-approved in writing by the Facilities Manager are permitted on, or for use in, the premises. <b>Except in those instances where they are designated for specific application by the British Columbia Centre for Disease Control No bleach, Phenolic or Hydrogen Peroxide based germicides are permitted for use.</b>

Topics (Continued)	Instructions
<b>Cleaning results</b>	It is recognized that in attaining the results required, supplies or equipment, over and above those specified by us as may be required and therefore, you are reminded that prior to having any alternative or additional supplies or equipment on Site, the written approval of our Facilities Manager must be obtained and that written approval must be on site in the MSDS binder.
<b>Carpet and Upholstery Spot Cleaning Product</b>	For carpet, matting and upholstery <b>spot cleaning</b> and <b>carpet spin cleaning</b> only our provided Ultra Chem ‘Clean’ product is permitted.
<b>Cleaning Carts</b>	All cleaning carts must be cleaned daily and set up ready for the next day service.



<b>Current ISO or current and Client/Worker Protection</b>	In protection of the client and workers <b>products</b> other than those which have been authorized in writing, as exceptions, found on site that and not listed as pre-approved based on Terra Choice/Green Seal will be immediately removed and disposed of, as can any items, equipment, supplies, etc., that have been banned by these Standards, or that the Facilities Manager deems as potentially harmful to persons, building surfaces, or the environment. Any and all costs associated with this removal will be the responsibility of the Contractor and the Contractor will be assumed to be in breach of the contract.
<b>Dusters</b> <i>Note:</i> Feather dusters, poly wool dusters or swiffers, are not permitted on or for use at the site.	Long handled dusters with a microfiber head may only be used for the removal of dust from high ledges walls etc.
<b>Equipment – Safe</b>	All cleaning equipment, ladders, etc. stored or used on site, are to be inspected regularly and maintained in a state acceptable to Facilities Manager as well as current WCB regulations and are to be CSA approved.
<b>Finish Mops</b>	Silk looped mops used in the application of floor sealers and finish may be rinsed clean and hung to dry.

<b>Topics (Continued)</b>	<b>Instructions</b>
<b>Lockable Space</b>	Where adequate lockable space has been provided, the approved products, minor and electrical equipment, such as vacuums, etc., utilized in the day-to-day delivery of the service are to be available for regular inspection, in the provided space.
<b>Mops/Pads and Cloths</b>  <i>Note:</i> Non-launderable including (straight string) mops of any kind are not permitted on or for use at the site.  <i>Note:</i> A wet vacuum must be used for large spill clean- up.  <i>Note:</i> Looped launderable wet mops specifically designed for rough flooring accompanied by a special floor pail and wringer for dealing with gross soil may be used if this condition exists.	Microfiber-(cleaning cloths, dry and wet mop pads, wall washing mops and extendable dusters must be of a launderable type. Laundered, (in a washing machine and for most dried in a dryer), clean, pads/mops and cloths must be on site in sufficient quantity at the start of each shift and/or cleaning function. Separate clean Microfiber cleaning cloths must be used for each area e.g. an office, a meeting room, a washroom etc. and within each area a separate side for each item cleaned. No re-dipping of cleaning cloths or mops/pads into cleaning solutions is permitted and all used must be set aside for laundering once all 8 sides of the cleaning cloth have been used. Separate floor pads must be used in each area of any floor cleaning procedure.
<b>Safe Equipment</b>	All cleaning equipment, ladders, etc. stored or used on site, are to be inspected regularly and maintained in a state acceptable to the Facilities Manager and to current WCB regulations and are to be CSA approved. Equipment repairs irrespective of how minor must be fixed immediately.
<b>Safe Identification of Hazards</b>	Any and all wet areas representing a slip hazard to a client must be clearly identified by the use of safety signs. Safety signs must be removed as soon as the hazard no longer exists.



<b>Supplies Equipment and Products Approval</b>	<p>Only the contract-listed <b>supplies and equipment</b> etc., which must, by the <b>Contractor's bid submission</b> be professional/industrial supplies and equipment which meet or exceed the specifications and requirements identified by the contract are permitted on, or for use in, the premises.</p> <p>Only our purchased or our approved chemicals (cleaning products) are permitted on, or for use in, the premises.</p>

### APPROVED PRODUCTS

All products used on this site require our pre-approval. The basic day-to-day cleaning products required are purchased by us and are to be used as per the manufacturers directions. Any approved products that are approved and contractor supplied must also be used as per the manufacturers directions.

### CLEANING INSPECTIONS

Every week based on our current cleaning standards, the site Supervisor is required to have carried out and submitted detailed cleaning inspections of all of the weeks work – building by building-for the entire site. The individual buildings inspections are to be submitted on Friday each week to the office of the RPSS. Cleaning functions that are carried out on a less frequent basis as well as project work is to be recorded daily in the communication book. The RPSS will determine if any of the work has not been completed to the standards and if this should occur the supervisor will be required to, outside of the regular assigned hours, to supervise additional work hours, at the cost of the Contractor, to complete the work to the satisfaction of the RPSS and these Standards.

### COMMUNICATION

It is a requirement on this site, that all persons who provide our cleaning services be able to; receive and carry out written and verbal English instructions, carry out requests that fall within the contracted agreement; to effectively relay in a timely manner any which fall outside the contracted agreement, such as flooding, building security problems, plumbing needs, etc. Further, it is mandatory that all persons are trained in all aspects of professional cleaning; be familiar with the site, the cleaning conditions of the contract and our Task Schedules and these Current Cleaning Standards all of which form part of the Contract.

The contractor must, in order to provide for emergency and after hour situations, supply a contact name and number that will meet these conditions on a 24-hour basis.

### ENERGY CONSERVATION

The contractor is expected to limit energy consumption by establishing efficient work patterns and by turning electrical equipment off and lights out when not required.

### MICROFIBER

It is a mandatory requirement of the site that the specified color-coded Microfiber cleaning cloths including the chamois style for glass and window cleaning is used. White terry cloths may only be used in the tamping process for fabric and carpet spotting procedures. Other than where a rough floor exists where a special rough floor looped, launder able wet mop may be required, the requirement of dry and wet mopping is to be carried out using Microfiber dry and wet pads. No cloths or pads are permitted to be re-dipped in any cleaning solution. All must be set aside and laundered after use. Disposable cloths are required for cleaning vinyl with the waterless hand cleaner.

### MOULD AND MILDEW

Using gloves a respirator and only for minor mould/mildew clean up (10 square feet or less) the area is to be tank sprayer misted with our **germicidal** detergent at **1 oz. per gallon** of water until the entire mould surface is thoroughly wetted throughout its mass. Our germicidal detergent must stay in contact with the mould/mildew for a minimum of 10 minutes before it is removed. Misting with a tank sprayer is critical to prevent any of the spores from becoming airborne. All waste is to be double bagged and disposed of. All non-disposable tools/equipment must be washed with our germicidal detergent at



1oz. per gallon of water maintaining the minimum 10-minute contact time. Upon completion thoroughly wash hands and face.

**Note:** Instances of larger contaminated areas or where the mould/mildew returns are to be reported immediately to the Facilities Manager



## **ANNEX G-Cleaning Equipment Equipment required for Our Cleaning Contract**

**DFO will not accept the use of damaged or abused equipment of any kind. Any equipment which does not meet our standard of acceptance detailed in this document will at the request of RPSS be removed and replaced immediately.**

Where we specify **NEW** equipment, then all firms bidding must have new equipment upon contract award. There is no leniency. Where we state 'new' you will be required to submit the proof of purchase after acceptance of the bid but before your first billing period.

Equipment is subject to inspection at any time. All equipment purchased or supplied to our site must be CSA/ULC approved and be equipped with resilient bumpers and non-marking wheels





### CLEANING CARTS - FOR OUR MICROFIBER CLEANING PROCESS

- **IN NEW CONDITION**
- A requirement for our complex
- must be plastic in design,
- easy to clean
- fit in the storage areas provided
- acceptable styles are the plastic easy to clean body style.



The \*Rubbermaid cart, as an example, is able to hold tools and accessories including cloths, pads etc. (both clean and soiled) to make a Microfiber cleaning process effective

### WASTE HANDLING CART WITH WRAP AROUND CADDY

- **IN NEW CONDITION**
- must have a wraparound caddy
- all the pockets are the same size
- tall round shaped
- 32 gallon waste carrier
- on wheels.



For example \*Rubbermaid has an adequate pocket design It is ideal for scheduled work is to simply pick up waste, wash waste and recycling containers, spot cleaning glass or any other cleaning work that can be accomplished with microfiber cloths and a squirt bottle of germicide solution or detergent (depending on the work) for horizontal surface cleaning.

**The waste handling cart will not be adequate for washroom cleaning.**



### THE BACK PACK VACUUM

- **must not be more than 1 year old**
- must be in good, clean condition
- must be double walled
- must have disposable paper bag filters
- must be equipped with the following accessory tools:
  - the sidewinder hard floor tool
  - nylon brush
  - upholstery, drapery crevice and duster brush
  - carpet tool



We have spent a lot of time examining the issues that surround vacuuming. Filtration and debris containment have been our main focus. We are permitting the use of the Pro Team Super coach or equivalent Back pack vacuums for the Daily cleaning Monday to Friday.



### CANISTER VACUUM (OPTIONAL)

- **Not more than 2 years old and in pristine condition.**
- Complete with all brush multi surface tools  
drapes, corners, edges etc.
- micro-filter rated at 99.995% - standard filtration system ("Not Hepa") at 0.3µm rating in microns
- double walled paper bag filter with spare disposable bags
- must be on site at all times.



### CANISTER VACUUM

**MCTS operates 7 days a week other than Christmas day.**

- Dial down noise level below 50dB
- Not more than 1 year old
- Good clean working condition.
- Spare disposable bags must be on site at all times
- Dial down switch allowing drop in noise volume.
- MCTS requires the daily use of this vacuum

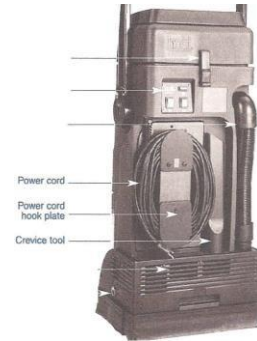


The NVQ-200 is built to an exacting standard. This type of vacuum is essential for any area where vacuum noise can cause disruption. Probably the most professional small machine. The Steel power head incorporates patented Microtec noise reduction system, plugged cables, giant filters, 4-wheel stability and stainless steel accessories



### UPRIGHT PILE LIFTER VACUUM –NEW – OWN OR RENT

- Liberator meets our requirements as a pile lifter.
- Monthly carpet maintenance required for our site.
- All carpets must be pile lifted monthly.
- The 'Host Carpet Cleaning' program is not permitted
- On site at all times.
- We do not permit a propane burnisher.



### AUTOMATIC FLOOR SCRUBBER- Not more than 4 years old

- scheduled hard floor surface cleaning includes warehouse
- an auto scrubber is required
- must dispense and scrub cleaning solution then in the same or additional pass, vacuum up the cleaning solution.



The size you propose will be based on the width of the areas to be cleaned in the most efficient way possible. We will provide on-site storage.



### **WET/DRY VACUUM**

- Not more than 4 years old
- good clean condition
- requirement for your wet floor cleaning operations
- in the dry mode can only be used for exterior services, such as the exterior of entrances etc.

### **LOW SPEED FLOOR MACHINE @175-300 rpm**

- Not more than 6 years old.
- Shall be in good working order and clean condition.
- Must have a clean and well maintained machine.
- Must be on site.
- Can be used in the required spin-cleaning process for carpet traffic lanes.
- Used for floor maintenance such as scrubbing smaller hard floor areas and in the process of removing any floor finish.

### **HIGH SPEED BURNISHER FLOOR MACHINE MUST OWN**

#### **THIS PIECE OF EQUIPMENT**

- Not more than 4 years old
- Good working order
- Clean condition
- high speed burnisher with a brush / pad rotation of 2.000 rpm or greater.





### FLOOR WASHING ONLY IF ROUGH FLOOR AREAS EXIST

(substitutes must have same features)

- WaveBrake 44qt. Down Press combo.
- Dirty water bucket for WaveBrake combo.
- wide band wet mop for wet mopping rough flooring. New yearly
- Fleecy material, super absorbent, mildew resistant and lint free.



### WALL WASHING EQUIPMENT

- Not more than 3 years old
- good, clean condition
- Small Microfiber pad, pad holder and pole combination.

There are a number of systems available however, preference requires final approval.

### GROUT CLEANING TOOL - NEW

- 9-1/2" Grout Scrub Brush complete with handle.
- Swivel connector with firm bristles.
- Shock, distortion and crack resistant.
- Secured tufts with stainless steel staples.





### WET FLOOR CLEANING SYSTEM - N

- Must have a solution control.
- Can be used for wall washing.
- Gravity feed is NOT acceptable
- Microfiber wet mop applicators



### NEW TECHNOLOGY

**Easy Grip Activator** Slight downward motion on top handle activates patented spray mechanism dispensing 5 ml stream of cleaning solution directly to the floor.

**Comfort Grip** High density rubber grip provides operator with excellent control over mop head movement.

**Heavy Gauge Steel Shaft** Provides an extremely strong, light weight frame. Total weight 2 lbs. with reservoir empty. 4 pounds with reservoir full.

**Integrated Reservoir** 24 oz fluid reservoir covers 3228 square foot floor space without re-filling. Semi-translucent tank is calibrated for visually checking solution levels. Suitable for refilling from a 24 oz refill bottle or dilution control hose.



**Pressure Grip Molded Reservoir Cap** Easy snap off, push on reservoir cap remains fixed to the mop frame when open preventing loss of parts.



**Adjustable Nozzle** Operator controls solution flow, output volume and direction.



Ball and socket joint rotates to set spray height. Positioned high above mop head for exceptional chemical coverage on floor.

**16.5 Inch Aluminum Mop Head** 16.5 x 3 inch solid aluminum mop head. Double lock connector design provides full rotation for traditional reverse figure 8 mop pattern.

### **The Integrity Microfiber Mop System offers a completely new delivery tool for all green cleaning programs.**

The movement towards green cleaning is gaining significant momentum as major manufacturers respond to ever increasing market demands. The growing awareness of the harmful effects of traditional cleaning compounds is driving a process to change to cleaning products that are significantly less harmful to the facility, cleaning personnel and the environment.

A problem occurs when new green chemicals are used with standard mopping equipment. Wringer buckets and string mops were designed to support traditional cleaning methods, mostly "swamping" the floor with water and powerful chemical surfactants to remove the soiling. Your return on investment in purchasing green chemicals is negated by the amount of product required to fill a 2 gallon wringer bucket and the amount of product wasted by dumping the residue water down the drain. The old technology does not support the new "software".

#### **Integrity Mop Green Benefits**

With the goal of "providing improved cleanliness with less effort and cost", the breakthrough features of the Integrity Mop have been designed to support and simplify daily maintenance operations and provide operators with a professional tool that magnifies the benefits of a green cleaning program.

#### **Integrated Fluid Reservoir**

Significant reduction volume of chemicals are required for standard floor cleaning tasks. Reduces water consumption as well as lowering the amount of water and chemicals introduced into sewage system. Completely enclosed system provides no off gassing of chemicals as found in open bucket systems. No chance for bucket tipping and flooding of the floor.

#### **Fully Integrated Pump Dispenser System**

Improved ergonomics reduces operator fatigue and muscle strain from handling heavy string mops and stressful wringer bucket procedures.





### **New Operator Controls**

Adjustable nozzle and fully pressurized dispensing provides ability to clean of areas that are difficult to access with standard mop equipment. This includes both horizontal and vertical surfaces.

### **Multi-Function Microfiber Pads**

Significant improvement in both soiling retention and water absorption. Provides improved cleanliness with less water remaining on the floor .Reduces slip and fall risks. Improves hygiene by designating separate cleaning pads for high contamination areas such as washrooms and laboratories.

### **Reduced Chemical Usage with Improved Results**

Utilizing only 1/3 ounce cleaning solution (1:64) per reservoir, the Integrity Mop covers over 3000 square feet of floor space before refilling. Only untainted cleaning solution is applied to the floor. Soiled bucket water and unused chemicals are completely removed from the cleaning process.



## DRY FLOOR CLEANING SYSTEM

- Telescoping Steel/Aluminum Pole
- Adjustable Height: 35 to 58 inch
- Solid Aluminum Mop Head 20 x 3.25 inch.
- Full Rotation Connectors-
- Reliable C-Ring
- Over-Lock Cap Locking Mechanism.

□

### GEN 1 - Blue INTEGRITY MICROFIBER DRY DUST PADS - NEW

- 70/30 Blend Polyester/Polyamide Nylon
- High grade split microfiber
- High density tufted terry construction
- 6 ml foam insert.
- Full Velcro backing.
- Length 20.5 inches. Width 5.5 inches. Dry Weight 3 oz.
- Rounded corners with polypropylene piping.
- “No Touch” strap

### GEN 2 - White INTEGRITY MICROFIBER DRY DUST PADS - NEW

- 80/20 polyester to polyamide nylon.
- High Pile microfiber with positive electrostatic charge.
- Nylon Style Velcro
- Edges sewed under on all four sides.

### Dry Pad Overview- Gen 2

- Electrostatic duster
- 80/20 microfiber material
- Generate positive electrostatic charge for efficient dusting

*36 & 48 inch Conversion Kit* - required for wide open spaces and wide hallways .



#### **MICROFIBER DUSTER NEW**

- can be bent
- ultra fine 100% microfibers.

#### **MICROFIBER SLEEVE REFILL- NEW**

- can be put on an extension handle.
- can be bent
- Ultra fine 100% microfibers.

#### **CLEANING CLOTHS - NEW - Germicidal application**

- Microfiber with active silver to prevent, remove and kill bacteria.

#### **CLEANING CLOTHS – NEW - General Cleaning**

- Very low-lint fabric.
- Non-woven structure.
- High chemical resistance

#### **WINDOW CLEANING CLOTHS – NEW - Interior Glass Cleaning**

- streak and fluff free.
- machine washable.

#### **PRESSURE WASHER - NEW**

- The PSI you select must guarantee no surface damage.
- Must Have All The Required Attachments.
- Surface cleaner.
- Rotating Dirt Blaster.
- Wash brushes - Push-on and water-propelled rotating brushes.



### **WINDOW WASHING EQUIPMENT - INTERIOR - MANDATORY**

- Microfiber “Golden Glove”
- Sleeve holder.
- Window pail.
- Razor scraper blade unit.
- Window squeegee.
- All metal replacement blades.

□

### **WINDOW WASHING EQUIPMENT - EXTERIOR**

- Flexible, long telescopic pole (up to 65')
- Hose lock connector.
- Internal Hose.
- Aluminum adapter.
- Multilink goose neck System



**BIDDERS MANDATORY EQUIPMENT**

The Bidder agrees to provide all the listed mandatory equipment from a supplier with maintenance available to carry out all of the work as outlined in the Canadian Coast Guard, Seal Cove Base, Prince Rupert, Cleaning Standards. Include all sizes, tools and attachments.

#S	EQUIPMENT	Specify number providing	SUPPLIER	COST
	Grout Cleaning Tool-Atlas Graham-Blue-complete with handle. New			
	I-Mop microfiber BLUE- use for wet pad application. New			
	I- Mop microfiber Gen 1 or Gen 2 Dry Dust pads- use for dry dusting application. New			
	Microfiber Duster tool complete with handle. Microfiber Duster Sleeve refill- New			
	Golden Glove-microfiber Window pail Window squeegee Razor blade scraper			
	Vielda Nano Tech Cleaning Cloths-use for germicidal applications. Specify Color New			
	<b>Vielda Quick Star Cleaning Cloths- use for germicidal and general cleaning applications specify color/application. New</b>			



#S	EQUIPMENT	Specify number providing	SUPPLIER	COST
	<b>Vielda Window Cleaning Cloths –use for interior glass cleaning. New</b>			
	<b>Microfiber cleaning cloths- for heavy duty cleaning- your choice</b>			
	<b>Atlas Graham Ruffstuff Wide band Rough Floor wet mop if needed</b>			
	<b>Kaivac Washroom Cleaning System</b>			



**BIDDERS PROPOSED EQUIVALENT EQUIPMENT**

In addition to providing all of the mandatory/required equipment, this contract acknowledges that in some cases alternative/equivalent equipment as listed may be proposed for this contract. The Bidder proposes the following equivalent equipment from a supplier with maintenance available. When the Bidder proposes 'equivalent' equipment the bidder guarantees that the proposed equipment is in fact equal to or better than the proposed equipment listed. Include all sizes, tools and attachments.

#S	EQUIPMENT	MODEL/YEAR/ tools and attachments	SUPPLIER	COST
	<b>Cleaning Carts-in as new condition Complete with solution holding pails</b>	<b>Equivalent to:</b>		
	<b>Waste Handling Carts- in as new condition- complete with wrap around holder</b>	<b>Equivalent to:</b>		
	<b>Back Pac Vacuum- in as new condition.</b>	<b>Equivalent to:</b>		
	<b>Canister Vacuum- in as new condition</b>	<b>Equivalent to:</b>		
	<b>Canister Vacuum –dial d below 50 db- in as new condition</b>	<b>Equivalent to:</b>		



#S	EQUIPMENT	MODEL/YEAR/ tools and attachments	SUPPLIER	COST
	<b>Upright Pile Lifter- Not more than 4 years old or New condition Rental</b>	Equivalent to:		
	<b>Power sweeper – In as new condition</b>	Equivalent to:		
	<b>Automatic Floor Scrubber No more than 4 years old. Good clean condition</b>	Equivalent to:		
	<b>Wet Dry Vacuum No more than 4 years old</b>	Equivalent to:		
	<b>Low Speed Floor Machine No more than 6 years old</b>	Equivalent to:		
	<b>High Speed Burnisher No more than 4 years old</b>	Equivalent to:		





#S	EQUIPMENT	MODEL/YEAR/ tools and attachments	SUPPLIER	COST
	If needed: Rubbermaid 7576-88 Floor Pail	Equivalent to:		
	If needed: Rubbermaid 9C74 add pail	Equivalent to:		
	Wall Washing Equipment No more than 3 years old	Equivalent to:		
	Pressure Washer with all required (as listed) attachments. New	Equivalent to:		
	I-Mop handle/dispensing and pad holder unit for wet cleaning. New	Equivalent to:		
	I-Mop handle and pad ho for dry cleaning. New	Equivalent to:		
	Window washing Equipm Exterior	Equivalent to:		



**BIDDERS PROPOSED ADDITIONAL EQUIPMENT**

The Bidder proposes the following additional equipment from a supplier with maintenance available. This includes all sizes, tools and attachments.

#S	EQUIPMENT	MODEL/YEAR/ tools and attachments	SUPPLIER	COST
	Ladders	Equivalent to:		
	Brooms Dustpans-interior Dustpans-exterior	Equivalent to:		
	Safety Signage	Equivalent to:		
	Toilet bowl caddy	Equivalent to:		
		Equivalent to:		
		Equivalent to:		
		Equivalent to:		