

RETURN OFFERS TO :
RETOURNER LES OFFRES À :
 Bid Receiving - Réception des soumissions:
 Email : 307Soumissions.GEN-QUE@CSC-SCC.GC.CA

REQUEST FOR A STANDING OFFER
DEMANDE D'OFFRE À COMMANDES

Regional Master Standing Offer (RMSO)
 Offre à commandes maître régionale (OCMR)

Canada, as represented by the Minister of the
 Correctional Service of Canada, hereby requests a
 Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre du Service
 correctionnel Canada, autorise par la présente, une
 offre à commandes au nom des utilisateurs identifiés
 énumérés ci-après.

Comments — Commentaires :

Vendor/Firm Name and Address —
Raison sociale et adresse du fournisseur/de
l'entrepreneur :

Telephone # — N° de Téléphone : _____

Fax # — No de télécopieur : _____

Email / Courriel : _____

GST # or SIN or Business # — N° de TPS
 ou NAS ou N° d'entreprise :

Title — Sujet: Cleaning Services – Cowansville Institution	
Solicitation No. — N° de l'invitation 21301-25-4718561	Date: May 15, 2024
Client Reference No. — N° de Référence du Client 21301-25-4718561	
GETS Reference No. — N° de Référence de SEAOG	
Solicitation Closes — L'invitation prend fin at / à : 2 :00 pm On / Le : June 14, 2024	Time Zone Fuseau horaire EDT
Delivery Required — Livraison exigée : See herein – Voir aux présentes	
F.O.B. — F.A.B. Plant – Usine: Destination: X Other-Autre:	
Address Enquiries to — Soumettre toutes questions à: Adriana Salvatore, Regional Officer – Contracting and Material Services Email : Adriana.Salvatore@csc-scc.gc.ca	
Telephone No. – N° de téléphone: 514-234-5127	Fax No. – N° de télécopieur:
Destination of Goods, Services and Construction: Destination des biens, services et construction: Cowansville Institution 400 Avenue Fordyce Cowansville (QC) J2K 3N7	
Security – Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	
Instructions: See Herein Instructions : Voir aux présentes	
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur	

Name / Nom	Title / Titre

Signature	Date
(Sign and return cover page with offer/ Signer et retourner la page de couverture avec l'offre)	

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Security Requirement
4. Revision of Department name
5. Debriefings

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Former Public Servant
4. Enquiries - Request for Standing Offer
5. Applicable Laws
6. Bid Challenge and Recourse Mechanisms

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

1. Certifications Precedent to Issuance of a Standing Offer and Additional Information

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement
2. Insurance Requirements

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Identified Users
8. Call-up Procedures
9. Call-up Instrument
10. Limitation of Call-ups
11. Financial Limitation
12. Priority of Documents
13. Certifications and Additional Information
14. Applicable Laws

B. RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Proactive Disclosure of Contracts with Former Public Servants
5. Payment
6. Invoicing Instructions
7. Insurance – Specific Requirements
8. Ownership Control
9. Closure of Government Facilities
10. Tuberculosis Testing
11. Compliance with CSC Policies
12. Health and Labour Conditions
13. Identification Protocol Responsibilities
14. Dispute Resolution Services
15. Contract Administration
16. Privacy
17. Information Guide for Contractors

List of Annexes:

- Annex A - Statement of Work
- Annex B - Basis of Payment
- Annex C - Security Requirements Checklist
- Annex D - Insurance Requirements

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offer (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, 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 Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions, which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

2. Summary

- 2.1 Correctional Service Canada is looking for an Offeror who can provide housekeeping services to the institution of Cowansville located at the 400, Fordyce Avenue, Cowansville (QC) J2K 3N7 as and when required.

Period of the Standing Offer: The work is to be performed during the period from the date of award to August 31st, 2025, with the option to renew for two (2) additional one (1) year period.

3. Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 – Security, Financial and Insurance Requirements, and Part 7 – Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the Contract Security Program (CSP) of Public Works and Government Services Canada website.

4. Revision of Departmental Name

As this request for Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

5. Debriefings

Offerors may request a debriefing on the results of the request for Standing Offer process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for Standing Offer process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offer (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2023-06-08) Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

2. Submission of Offers

Offerors must submit their offer only to Correctional Service of Canada (CSC) by the date, time and at the bid submission email address indicated on page 1 of the request for standing offers (RFSO).

Section 06 Late offers of 2006 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 06 in its entirety.

Insert: 06 Late offers:

For offers submitted by email, Canada will delete offers delivered after the stipulated RFSO closing date and time. Canada will keep records documenting receipt of late offers by email.

Section 07 Delayed offers of 2006 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 07 in its entirety.

Insert: 07 Delayed offers:

Canada will not accept any delayed offers.

Section 08 Transmission by facsimile or by E-Post Connect of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 08 in its entirety.

Insert: 08 Transmission by email

- a. Unless specified otherwise in the RFSO, Offerors must submit their offer to the CSC bid submission email address indicated on page 1 of the RFSO document. This email address is the only acceptable email address for Offerors to submit their offer in response to this RFSO.

- b. Offerors may transmit their offer at any time prior to the RFSO closing date and time.
- c. Offerors should include the RFSO number in the subject field of their email.
- d. Canada will not be responsible for any failure attributable to the transmission or receipt of the offer by email including, but not limited to, the following:
 - i. Receipt of a garbled, corrupted or incomplete offer;
 - ii. Availability or condition of the email service;
 - iii. Incompatibility between the sending and receiving equipment;
 - iv. Delay in transmission or receipt of the offer;
 - v. Failure of the Offeror to properly identify the offer;
 - vi. Illegibility of the offer;
 - vii. Security of offer data;
 - viii. Failure of the Offeror to send the offer to the correct email address;
 - ix. Connectivity issues; or
 - x. Email attachments that are blocked or not received even though the Offeror's email has been successfully delivered.
- e. CSC will send an acknowledgement of receipt of the Offeror's email by email from the bid submission email address provided for the submission of offers. This acknowledgement will confirm only the receipt of the Offeror's email and will not confirm if all of the Offeror's email attachments have been received, may be opened nor if their contents are readable. CSC will not respond to follow-up emails from Offerors requesting confirmation of attachments.
- f. Offerors must ensure they are using the correct email address for offer submission and should not rely on the accuracy of copying and pasting the email address from the RFSO cover page.
- g. A offer transmitted by an Offeror to the CSC bid submission email address constitutes the Offeror's formal offer, and must be submitted in accordance with section 05 of 2006, Standard Instructions - Request for Standing Offers Goods or Services - Competitive Requirements.
- h. Offerors are to note that CSC's email system has a limit of 10 MB per single email message. CSC's email system will reject emails with the following attachments: batch files, executable files, and image files in the following formats: JPEG, GIF, TIFF. Canada will not accept encrypted emails or emails that include attachments with passwords.

Section 09 Customs clearance of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is deleted in its entirety.

CSC recommends that offerors submit their response to the requirements of this request for standing offer in typewritten format.

Offerors must ensure that any handwritten information included in their offer is clearly legible in order to allow CSC to complete the offer evaluation. CSC reserves the right, at its sole and entire discretion, to disregard any handwritten information which it determines to be illegible when assessing whether offers comply with all of the requirements of the request for standing offer including, if applicable, any and all evaluation criteria.

3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is

completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension?

YES () NO ()

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES () NO ()

If so, the Offeror 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;
- number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

4. Enquiries - Request for Standing Offer

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) business days before the Request for Standing Offer (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Quebec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.

6. Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including standing offer award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Standing Offer Authority. The [CanadaBuys](#) website, under the heading "[Following up on a bid](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombud (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

CSC requests that offerors provide their offer in separate sections as follows:

Section I: Technical Offer: **one (1) electronic copy in PDF format** (*does not apply*)

Section II: Financial Offer: **one (1) electronic copy in PDF format**

Section III: Certifications: **one (1) electronic copy in PDF format**

Prices should appear in the financial offer only. No prices should be indicated in any other section of the offer.

Offerors should submit their technical offer and financial offer in two (2) separate documents.

In order to assist Canada in meeting the objectives of the [Policy on Green Procurement](#), when feasible Offerors should:

- 1) Include all environmental certification(s) relevant to your organization (such as ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.).
- 2) Include all third party environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (such as Canadian Standards Association (CSA Group), Underwriters Laboratories (ULSolutions); Forest Stewardship Council (FSC), ENERGYSTAR, etc.).

Section I: Technical Offer (*does not apply*)

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of CSC will evaluate the offers.

1.1. Technical Evaluation *(does not apply)*

1.1.1 Mandatory Technical Criteria

Offers will be evaluated to determine if they meet all mandatory technical criteria outlined in Annex D. Offers not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.2 Financial Evaluation

1.2.1 Evaluation of Price - Offer

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

Offers containing a financial offer other than the one requested at **Article 3. Section II: Financial Offer** of **PART 3 – OFFER PREPARATION INSTRUCTIONS** will be declared non-compliant.

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

Tie-breaking method for identical bids:

If two technically compliant bids have submitted the same price, the Standing Offer will be awarded to the technically compliant bid that was received first according to the date and time the bidder transmitted the email to the CSC contact person as indicated on page 1.

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a Standing Offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

1. Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

1.1 Integrity Provisions – Declaration of Convicted Offenses

- A) Subject to subsection B, by submitting an offer in response to this request for standing offer (RFSO), the Offeror certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
 - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - iii. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
 - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
 - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
 - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where an Offeror is unable to provide any of the certifications required by subsection A, it must submit with its offer the completed [Integrity Declaration Form](#). Offerors must submit this form to Correctional Service of Canada with their offer.

1.2 Integrity Provisions – Required documentation

List of names: all Offerors, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- vii. Offerors that are corporate entities, including those submitting an offer as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- viii. Offerors submitting an offer as sole proprietors, including sole proprietors submitting an offer as joint ventures, must provide a complete list of the names of all owners; or
- ix. Offerors that are a partnership do not need to provide a list of names.

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____

OR

- The Offeror is a partnership

During the evaluation of offers, the Offeror must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the offer.

1.3 Security Requirements – Required Documentation

In accordance with the requirements of the Contract Security Program of Public Works and Government Services Canada, the Offeror must provide a completed Application for Registration (AFR) form to be given further consideration in the procurement process.

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

1.4 Status and Availability of Resources

SACC Manual clause [M3020T](#) (2016-01-28) Status and Availability of Resources - Offer

1.5 Language Requirements - French Essential

By submitting an offer, the Offeror certifies that, should it be awarded a standing offer as result of the request for a standing offer, every individual proposed in its offer will be fluent in French. The individual(s) proposed must be able to communicate orally and in writing in French without any assistance and with minimal errors.

1.6 Certification:

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer.

2. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a Standing Offer as a result of the request for Standing Offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

2. Security Requirement

2.1 The following security requirements (SRCL and related clauses provided by CSP) apply to and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE No. 21301-25-4718561

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C – Security requirements check list;
 - b) *Contract Security Manual* (Latest Edition).

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

As this Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

[2005](#) (2022-12-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of award to August 31st, 2025.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional periods of one (1) year each, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority at any time before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Adriana Salvatore
Title: Regional Officer
Correctional Service of Canada
Regional Services Center
Branch/Directorate: **Contracting and Materiel Services**

Telephone : 514-234-5127
E-mail : Adriana.Salvatore@csc-scc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, the Standing Offer Authority is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority *(To Be Inserted at Standing Offer Award)*

The Project Authority for the Standing Offer is:

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

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

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative *(to be completed immediately)*

The Offeror's Representative for the Standing Offer is:

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

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

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 Offeror 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.

7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Correctional Service of Canada
Quebec Region
Cowansville Institution

8. Call-up Procedures

9. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the Call-up Against a Standing Offer form or an electronic version.

10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$_____ (*To Be Inserted at Standing Offer Award*) (Applicable Taxes included).

11. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$_____ (*To Be Inserted at Standing Offer Award*) (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

12. 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 call-up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2022-12-01) General Conditions - Standing Offers - Goods or Services;
- d) the supplemental general conditions [4013](#) (2022-06-20) Compliance with on-site measures, standing orders, policies, and rules;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;

- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer dated _____ *(To Be Inserted at Standing Offer Award)*.

13. Certifications and Additional Information

13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

13.2 Status of Availability of Resources – Standing Offer

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

14. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Quebec.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

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

Subsection 5. Audit of the General Conditions is deleted in its entirety and replaced with the following:

5. Audit

The Contractor must maintain such records, and Canada and its authorized representatives will have the right to examine such records, at all times during the term of this Contract and for a period of seven years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. Should an examination reveal any overpayments by Canada, these will be claimed by Canada and immediately repaid by the Contractor.

[4013](#) (2022-06-20) – Compliance with On-Site Measures, Standing Orders, Policies, and Rules

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

3. Term of Contract

3.1 Period of the Contract

The work must be completed in accordance with the call-up against the Standing Offer.

4. 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 Offeror 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.

5. Payment

5.1 Basis of Payment

Payments will be made in accordance with Annex B – Basis of Payment

5.2 Limitation of Expenditure

1. Canada's total liability to the Offeror under the Contract must not exceed \$ _____ (*To Be Inserted at Standing Offer Award*). Customs duties are included, and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Offeror unless

these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Offeror 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 Offeror 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 Offeror 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 Offeror must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Offeror does not increase Canada's liability.

5.3 Monthly Payment

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

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

5.4 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause [C0710C](#) (2007-11-30), Time and Contract Price Verification

5.4.1 Audit

SACC Manual clause [C1004C](#) (2022-12-01), Auditing

Canada reserves the right to recover amounts and make adjustments to amounts payable to the Contractor where an examination of the Contractor's records has identified amounts allocated to the Contract that are not in accordance with the Contract terms.

Where the results of an examination indicate that an overpayment by Canada has occurred, such overpayment is due and payable on the date indicated in the notice of overpayment.

5.4.2 Discretionary Audit

SACC Manual clause [C0705C](#) (2010-01-11), Discretionary Audit

5.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

5.6 Electronic Payment of Invoices – Contract

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

- (a) MasterCard Acquisition Card;
- (b) Direct Deposit (Domestic and International).

Note to bidders: This clause will be deleted from the resulting contract clauses if the Offeror does not accept payment by MasterCard Acquisition Card.

5.7 Direct deposit request

All new suppliers have to sign up for Direct Deposit to receive their payment. All “**IFMMS Supplier Record Request / Revisions**” CSC / SCC 1400-03 (R-2014-06) form, must be sent to GEN-QUE307Fournisseurs@CSC-SCC.GC.CA.

6. Invoicing Instructions

The Offeror must submit invoices in accordance with the section entitled “Invoice Submission” of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

All the invoices must be sent with a copy of the timesheet to confirm the work time claimed.

The original must be forwarded at the following address for certification and payment:

Email: *(To Be Inserted at Standing Offer Award)*

7. Insurance – Specific Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

8. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- 8.1 The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- 8.2 The Contractor must advise the Minister of any change in ownership control for the duration of the contract.
- 8.3 The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister must have the right to treat this Contract as being in default and terminate the contract accordingly.
- 8.4 For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

9. Closure of Government Facilities

- 9.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.
- 9.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

10. Tuberculosis Testing

- 10.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.
- 10.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 10.3 All costs related to such testing will be at the sole expense of the Contractor.

11. Compliance with CSC Policies

- 11.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 11.2 Unless otherwise provided in the contract, the Contractor must obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 11.3 Details on existing CSC policies can be found on the [CSC website](#) or any other CSC web page designated for such purpose.

12. Health and Labour Conditions

- 12.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.
- 12.2 The Contractor must comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and must also require compliance of same by all its subcontractors when applicable.
- 12.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity must forthwith notify the Project Authority or His Majesty.
- 12.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor must be furnished by the Contractor to the Project Authority or His Majesty at such time as the Project Authority or His Majesty may reasonably request."

13. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

- 13.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;
- 13.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;
- 13.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify themselves as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and
- 13.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

14. Dispute Resolution Services

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 Ombud (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [the Office of the Procurement Ombud email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombud website](#). For more information on OPO's services, please see the [Procurement Ombud Regulations](#) or visit [the Office of the Procurement Ombud website](#).

15. Contract Administration

The Office of the Procurement Ombud (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 [the Office of the Procurement Ombud email address](#), by telephone at 1-866-734-5169, or by web [the Office of the Procurement Ombud website](#). For more information on OPO's services, please see the [Procurement Ombud Regulations](#) or visit [the Office of the Procurement Ombud website](#).

16. Privacy

- 16.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1885, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.
- 16.2 All such personal information is the property of Canada, and the Contractor must have no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor must have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

17. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: www.bit.do/CSC-EN.

ANNEX A

STATEMENT OF WORK

1. SCOPE OF WORK:

The Contractor is responsible for performing the housekeeping at Cowansville Institution for the indicated areas and according to the maintenance frequency detailed below.

Moreover, upon request (as required), additional cleaning in the areas will be added depending on their use. This maintenance must be performed within twenty-four (24) hours immediately following receipt of the request by the authorized representative.

MAINTENANCE FREQUENCY

The Contractor is responsible for performing the maintenance of security posts for the following areas **seven (7) days a week** (including weekends and statutory holidays).

- **Building 1:** - Control of main entrance and control of the M CCP
 - SAS outside the main entrance.
- **Building 2:** Central Control
- **Tower #5**

The Contractor is responsible for performing the maintenance of security posts for the following areas **five (5) days a week** (on a Monday-to-Friday schedule).

- **Tower #2**
- **Guardhouse service entrance #20**
- **Building A1-Training centre**

The Contractor is responsible for performing maintenance in the following areas **one (1) time per week** (Monday to Friday).

- **Building A-4 (store)**
- **Building A-5 (thermal power plant)**

ON-CALL MAINTENANCE

The Contractor is responsible for performing the maintenance of **any other additional sector** at the request of the **Chief of Institutional Services (CIS)**. The work must be performed within twenty-four (24) hours immediately following receipt of the call by the CIS or his designate.

2. WORK DESCRIPTION

The areas indicated above shall be cleaned between 8:00 and 18:00. In special cases, Correctional Service Canada may, with the Contractor's agreement, perform work outside these hours.

Cleaning equipment, such as toilet paper, brown paper, garbage bags, hand soap dispensers and carpets, will be available to the Contractor in each area and will be provided by Correctional Service Canada.

Correctional Service Canada will place visit forms that will be clearly visible in each location included in these specifications. This logbook must be signed and dated by the Contractor or its employee at each visit.

The Contractor agrees to provide a list of trained employees who can perform the work and who have been approved in advance for a CISD reliability status.

Employees who have received their security check will enter at the main entrance (reception) and will be issued an ID card at each visit. They must leave this card at the reception desk when they leave.

Designated persons shall undergo regular search procedures at the main entrance in the manner prescribed by the policies of Correctional Service Canada.

Designated persons shall not, under any circumstances, bring contraband or unauthorized objects into the institution. Contraband is prescribed by Correctional Service Canada policies and includes, but is not limited to, cellphones, pagers, USB keys, laptops, tools, tobacco products.

3. LOCATIONS TO MAINTAIN

The Contractor agrees to maintain all the physical premises that are part of these specifications. Furthermore, the Contractor shall provide the trained labour required to perform the work defined in these specifications and the contract documents.

3.1 ADDITION OR REDUCTION

During the term of the standing offer, the Manager may make changes to the original maintenance specifications. These amendments may take different forms but have one thing in common, in that they influence the total bid price for the technical specifications (routine and monthly work) of the standing offer (more or less).

The Manager is responsible, with the approval of the contracting officer, for determining the monetary impact of the required amendments and for advising the Contractor when submitting the new maintenance specifications.

3.2 MANAGEMENT OF THE CONTRACTOR'S STAFF

3.2.1 The Contractor is solely responsible for managing its staff.

3.2.2 It is responsible for training its staff in the work methods.

3.2.3 The Contractor accepts all responsibility for the actions of its staff during contract performance.

3.2.4 The Contractor shall respect its obligations towards its employees with regard to occupational health and safety.

3.3 STATE OF THE PREMISES

At the time the standing offer is awarded to the Contractor, he must come and see the place before the start of the first services. It is understood that the Manager will not agree to pay the Contractor any additional money in the event that the previous Contractor made errors and/or omissions in maintaining the premises.

In the event the Contractor notices any anomalies or deficiencies, it shall notify the Manager, in writing, within thirty (30) days of the standing offer award, so that he will not be held liable at a later date.

3.4 INTEGRITY OF STAFF

3.4.1 Upon signing the standing offer, the Contractor shall provide a complete list of its employees who have undergone the required security screening and who will be assigned to the standing offer. The list must be accompanied by a copy of the valid security clearance for each employee. This list is subject to the Manager's approval, who reserves the right and privilege to request a review. Moreover, the Contractor shall notify the Manager of any amendments made to this list.

The Contractor is responsible for keeping its list of employees with a security clearance up-to-date for security verification purposes. The Contractor's staff that requires access to protected information, assets or sensitive worksites must all hold a valid Reliability Status issued or approved by the Security Department of Correctional Service Canada (CSC). Any employee who does not comply with the security standards will be denied access to the institution at the Contractor's expense.

3.4.2 The Contractor shall ensure that none of its employees leave the building with anything that does not belong to them, including found items.

3.4.3 Moreover, the Manager reserves the right to search any package or container belonging to employees, their equipment or their storage facilities (lockers or locker rooms) on the building premises. These searches will be conducted by the manager of security or by his authorized staff.

3.4.4 Neither the Contractor nor any of its employees may perform any work in the workplace other than as defined herein.

3.4.5 The Contractor shall ensure that its employees comply with the regulations relating to the confidentiality of building information or any other written or verbal information.

3.5 WORKFORCE

3.5.1 Competency

The Contractor shall provide all the qualified labour for the proper execution of the work and shall comply with the regulations throughout the duration of the standing offer. A list of regulations will be provided to the Contractor if required.

3.5.2 Instructions

All questions related to the technical aspects of the work shall be discussed and addressed with the Manager.

3.5.3 Contact with users

The Contractor's staff shall under no circumstances communicate with the inmates, inconvenience the occupants of the building or CSC employees. If there are problems in this respect, the Manager shall be notified; the same applies if the Contractor's employees are inconvenienced.

3.6 WORK METHODS

3.6.1 General

The Contractor shall use the cleaning methods that it deems most appropriate for performing the work, except for maintaining the floors (resilient surfaces), where it shall generally employ the buffing method.

All work that requires the use of alkaline products must be done with care, ensuring that at the end of the work, cleaned surfaces are neutralized. For general and complete cleaning of the carpets, the Contractor's employees shall allow for a period long enough for the carpets to completely dry.

3.6.2 Restrictions

The Contractor's employees shall not move any paper, document or object left on desks or other furniture. Under no circumstances are the Contractor's employees permitted to open the drawers of desks, filing cabinets or other furniture.

It is strictly forbidden to place chairs, wastebaskets and other things on desks or tables unless they are covered with a suitable protective cloth. Under no circumstances is the Contractor's staff to use office equipment such as tables, filing cabinets, chairs, etc. as scaffolding to perform work or for any other purpose. In addition, employees are never allowed to use phones or other items left on desks for personal purposes. Electrical, computer and telephone devices must not be unplugged at any time.

3.6.3 Prohibition from unlocking doors

At no time shall the Contractor's employees unlock the door for anyone. If necessary, they must direct these persons to the building manager. The Contractor must take the necessary measures so that no door or window remains unlocked or open in the absence of the employee (except for certain exceptions requested by the manager).

3.7 FOUND OBJECTS

The Contractor's employees shall hand over any objects found to the supervisor. He will give it to the building's security officer.

3.8 BREAKS AND DEFECTS

3.8.1 Breaks

The Contractor shall notify the Manager or his designated representative, as soon as possible, of the damages caused (accidentally or not) by its employees.

3.8.2 Defects

While cleaning, employees shall note defects in the equipment or building and notify the supervisor, who will then notify the building manager as soon as possible depending on how serious the defects are.

During the winter, the Contractor shall immediately notify the building manager of any premises in which a window has been left open in a way that makes the area abnormally cold.

3.8.3 Operating procedures

The Contractor shall be careful not to disrupt the building activities. It shall perform its cleaning services according to a schedule that allows for building activities to run smoothly. The Contractor shall respect the Manager's techniques and requirements to perform its cleaning services in the specialized services.

3.8.4 Safety inspection

At all times, the Manager representing Correctional Service Canada shall be entitled to inspect the Contractor's premises and equipment. The Manager has the right to make the recommendations deemed appropriate; the Contract must respect and follow these immediately, despite the maintenance activities described in the technical specifications.

4.0 STANDARD REQUIREMENTS FOR HOUSEKEEPING QUALITY

4.1 QUALITY MANAGEMENT

4.1.1 Preamble

Following the standing offer award, the Contractor shall deliver quality services in accordance with the standard requirements described below. The process of quality management proposed below is to monitor the performance of the work to meet the objectives set. The application of this process will be gradual because it will be subject to a trial period of one (1) month at the beginning of the standing offer. This

mechanism also specifically establishes the protocol to follow when the Contractor does not respect its commitments regarding the quality of services.

4.1.2 Quality control of routine and monthly work

The Manager will, unilaterally or jointly with the Contractor (as decided by the Manager), inspect the site in accordance with the quality control form. The inspection frequency is solely under the responsibility of the Manager. He undertakes to submit the inspection results to the Contractor.

4.1.3 Non-compliant results

In the event that the quality control report produced by the Manager shows results that do not meet the tolerance thresholds, the Contractor is then considered to be in default. If this is the first instance of default, the Contractor will receive a written notice from the Manager requesting the required adjustments to meet the tolerance thresholds. However, the remedial work must be completed within forty-eight (48) hours. In the event that not all of the requested adjustments have been completed correctly within the required time, a non-fulfillment report will be completed and shared with the Contractor and the Contracting Authority by email or fax. In addition, the Contractor must correct the deficiencies within forty-eight (48) hours upon receiving the notice of non-compliance.

4.2 DEFINITION OF STANDARDS

The Manager and the Contractor undertake to rely on the standard requirements for quality assessment.

4.2.1 Washrooms, showers and baths

Garbage pick-up

- Paper and waste bins should be emptied, garbage bags replaced as necessary, and outer and inner surfaces properly wiped.

4.2.2 Spot cleaning

- Walls, doors, frames and glass partitions must be immaculate.

4.2.3 Wet wiping

- Mirrors and glassware must be wiped with a damp cloth.

4.2.4 Supplies

- All dispensers must be refilled.

4.2.5 Sanitary napkin containers

- All sanitary napkin bags must be replaced.
- All containers must be odourless and stain-free.

4.2.6 Plumbing fixtures

- Exposed sinks and piping must be dust, dirt and stain-free.
- Flush valves, toilet seats, bowls and urinals should be thoroughly cleaned.
- Plumbing fixtures and outlets must be stain-free, without accumulation of soap, dust or mould.

4.2.7 Dispensers, walls, stall partitions, doors, shelves, mirrors and ledges

- All dispensers, shelves, ledges and shelf brackets must be free of marks, dust and stains.
- All mirrors must be clean.
- Walls, stall partitions and doors should be free of dust, marks, graffiti, as well as mop streaks, and fittings should be mildew-free.

4.2.8 Floors

The floors shall be maintained according to the description in sections "3.6.1 General" and "4.2.13 Disinfection of areas that could spread disease."

4.2.9 Cleaning and polishing

- Glass, wood and metal surfaces must be clean and free of any marks and dirt.
- Walls must have no marks up to head height.
- The frames, windows and adjacent surfaces must be free of dust.

4.2.10 Fans and diffusers

- The fans and diffusers must be dusted.
- The fan frame must be wiped properly.

4.2.11 Exhaust fan

- The wall surface of the fan must be dust-free.

4.2.12 Wall and ceiling junction

- Wall and ceiling junctions must be free of spider webs.

4.2.13 Disinfection of areas that could spread disease

Spaces including, but not limited to, bathrooms, showers and cloakrooms must be cleaned and disinfected with a germicidal detergent using proper hygiene technique. Floors, walls, shower curtains, soap dishes, floor grills and anti-slip mats must be free of residue, soap, debris and other dirt. A disinfectant solution must be poured into all floor drains to control odours and bacteria that grow there.

5. SPECIAL CONDITIONS

5.1 CLARIFICATION

5.1.1 The technical specifications are only a minimal database used to ensure the cleanliness of the premises. The tasks and their frequency indicate the required quality.

5.1.2 Regardless of the specifications and frequencies, the Contractor is responsible for maintaining all the premises in a state of cleanliness that respects trade practices. The Contractor shall adjust its work routes according to the seasons and in the event of area reorganization. During area reorganization, a reduction of work could be expected. However, an overload must be absorbed after the reorganization to do a thorough cleaning before the staff moves.

5.1.3 No compensation will be granted during this standing offer to fill a temporary extra workload (reorganization, construction, repair) unless an exceptional situation arises.

5.2 WORK SCHEDULE, LOGBOOK AND TIME SHEET

5.2.1 If the Manager requires it, the Contractor shall change the schedule and its employees' shift with five (5) days' notice.

5.2.2 Each of the Contractor's employees shall sign the daily attendance logbook upon their arrival and departure from the building.

Any employee who leaves work for any reason must sign the logbook and indicate the time of departure. If he returns to work, he must sign the log book again.

5.3 WASTE

5.3.1 Non-recyclable waste

The Contractor shall collect all the waste and transport it to the waste disposal centre determined by the Manager. With respect to disposing of waste or transporting it outside, it is the Contractor's responsibility to check with the services concerned and to comply with their schedule.

5.3.2 Recyclable waste

For recyclable waste, the Contractor shall empty the recovery containers daily and transport the recycling to the locations specified by the Manager.

5.4 CLEANING PRODUCTS, HYGIENE SUPPLIES AND WASTE BAGS

5.4.1 Cleaning products

The Contractor shall use all the equipment and all the products necessary to properly clean.

Cleaning equipment will be available to the Contractor in each area, as will toilet paper, brown paper, waste bags, hand soap for dispensers and carpets, which will be provided by Correctional Service Canada.

Any cleaning product container must be identified with a label.

5.4.1.1 Prohibited uses

- No acid product shall be used unless authorized by the Manager;
- No abrasive powder shall be used.

5.4.1.2 Regulations and laws for cleaning products

- The Contractor is required to comply with the internal and governmental regulations and laws that apply to occupational health and safety; all products used or stored on site must have their material safety data sheets. Products must be clearly identified; the Contractor shall ensure that all employees are trained in occupational health and safety to meet WHMIS requirements.

6. Technical specifications by prototype

LOCATION: **BUILDING 1 (approximately 1 hour)**

ROUTINE

In order to cooperate with on-site staff in maintaining cleanliness, perform regular maintenance at the indicated frequency, unless otherwise noted if necessary:

- Clean work surfaces, wash and/or dust the filing cabinet;
- Clean phones, computers and keyboards, photocopier and printer, microwave;
- Disinfect door handles;
- Clean seats or chairs;
- Empty garbage bins;
- Sweep and wash floors;
- Wash windows (except the exterior of the visit room overlooking the yard);
- Wash and disinfect washrooms and sinks;

FREQUENCY
7 days a week
(including weekends
and holidays)

LOCATION: **BUILDING 2 (approximately 20 minutes)**

ROUTINE

In order to provide users with a service suited to the recognized requirements, perform regular maintenance at the indicated frequency unless otherwise noted if necessary:

- Empty garbage bins;
- Clean counters and offices;
- Clean the telephone;
- Clean seats or chairs;
- Disinfect door handles;
- Clean the sink, tap, check paper towels and hand soap (refill as needed);
- Clean the counter window;
- Sweep and wash the floor;
- Wash and disinfect toilet and sink;

FREQUENCY
7 days a week
(including weekends
and holidays)

LOCATION: **TOWER 5 (approximately 30 minutes)**

ROUTINE

In order to aid in user comfort, perform regular maintenance at the indicated frequency unless otherwise noted if necessary:

- Clean the counter and the glass window;
- Disinfect door handles;
- Clean seats or chairs;
- Wash windows (except the exterior of those overlooking the yard);
- Sweep and wash the floor and the stairs (in the winter, vacuum the carpets);
- Wash and disinfect toilet and sink;
- Empty garbage bins;
- Clean the telephone;

FREQUENCY
7 days a week
(including the weekend
and holidays)

LOCATION: **TOWER 2 (approximately 20 minutes)**

ROUTINE

In order to aid in user comfort, perform regular maintenance at the indicated frequency, unless otherwise noted if necessary:

- Clean the counter and the glass window;
- Disinfect door handles;
- Clean seats or chairs;
- Wash windows (except the exterior of those overlooking the yard);
- Sweep and wash the floor (in the winter, vacuum the carpets);
- Wash and disinfect toilet and sink;
- Empty garbage bins;
- Clean the telephone;

LOCATION: GUARDHOUSE 20 (approximately 35 minutes)

FREQUENCY

5 days a week
(Monday to Friday)

ROUTINE

In order to cooperate with on-site staff in maintaining cleanliness, perform the regular maintenance at the indicated frequency, unless otherwise noted if necessary:

- Clean the accessories and other surfaces, including the doors and door handles;
- Sweep and wash the floor;
- Wash and disinfect toilet and sink;
- Fill dispensers' supplies;
- Empty garbage bins;
- Deep clean and disinfect floors, walls and separating partitions.
- Clean seats or chairs;
- Wash windows

LOCATION: BUILDING A1 (approximately 1 hour)

FREQUENCY

5 days a week
(Monday to Friday)

ROUTINE

In order to provide users with a service suited to the recognized requirements, perform regular maintenance at the indicated frequency unless otherwise noted if necessary:

- Clean the bathrooms;
- Clean the entrance to the building;
- Disinfect door handles;
- Clean cabinet doors;
- Check paper towels and soap (refill as needed);
- Empty garbage bins;
- Sweep and wash the floor;
- Clean classrooms according to use and availability.

FREQUENCY

5 days a week
(Monday to Friday)

Note: The presence of a civilian staff member or CX is required for this room.

LOCATION: **BUILDING A4 (approximately 45 minutes)**

ROUTINE

In order to provide users with a service suited to the recognized requirements, perform regular maintenance at the indicated frequency, unless otherwise noted if necessary:

- Empty office and staff kitchen garbage bins;
- Clean counters;
- Clean washrooms, sinks, valves;
- Fill dispensers with supplies;
- Disinfect door handles;
- Sweep and wash the floor at the reception, kitchenette and offices.

FREQUENCY
1 day per week

LOCATION: **BUILDING A5 (approximately 20 minutes)**

ROUTINE

In order to provide users with a service suited to the recognized requirements perform regular maintenance at the indicated frequency, unless otherwise noted if necessary:

- Empty garbage bathrooms;
- Clean counters;
- Clean toilets, faucets, sinks, showers;
- Fill dispensers with supplies;
- Disinfect door handles;
- Sweep and wash bathroom floors.

FREQUENCY
1 day per week

ANNEX B

PROPOSED BASIS OF PAYMENT

The following basis of payment will apply to any call-up issued against this Standing Offer.

1.0 Services Provided with a Fixed Time Rate to a Maximum Price:

For services requested by Canada, Canada will pay the Contractor up to the Maximum Price, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive hourly rates set in this Annex, Applicable Taxes extra.

2.0 Rates

FIRM PERIOD: FROM THE DATE OF AWARD TO AUGUST 31ST, 2025.

<u>SECTION A – FIRM PART</u> <u>CLEANING SERVICES</u>	
The Contractor will carry out housekeeping activities on buildings 1-2 and tower 5 at a frequency of SEVEN (7) DAYS/WEEK (Including weekends and holidays). The Contractor will carry out housekeeping activities on tower 2, gatehouse 20 and building A1 at a frequency of FIVE (5) DAYS/WEEK. The Contractor will carry out housekeeping activities of buildings A4 and A5 at a frequency of ONE (1) DAY/WEEK.	
\$ _____ / HOUR (1300 hours approximately)	\$ _____ ANNUAL TOTAL
<u>SECTION B –VARIABLE PART (ON CALL)</u> <u>CLEANING SERVICES</u>	
Any other additional sector (200 hours approximately per year)	\$ _____ / HOUR

3.0 Options to Extend the Standing Offer Period:

Subject to the exercise of the option to extend the Standing Offer period in accordance with Article <To Be Inserted at Contract Award> of the original Standing Offer, Options to Extend the Standing Offer, the Contractor will be paid the firm all inclusive Hourly Rate(s), in accordance with the following table, Applicable Taxes extra, to complete all Work and services required to be performed in relation any call-up issued as a result of the Standing Offer extension.

OPTION #1: SEPTEMBER 1ST, 2025, TO AUGUST 31ST, 2026.

<u>SECTION A – FIRM PART</u> <u>CLEANING SERVICES</u>	
<p>The Contractor will carry out housekeeping activities on buildings 1-2 and tower 5 at a frequency of SEVEN (7) DAYS/WEEK (Including weekends and holidays).</p> <p>The Contractor will carry out housekeeping activities on tower 2, gatehouse 20 and building A1 at a frequency of FIVE (5) DAYS/WEEK.</p> <p>The Contractor will carry out housekeeping activities of buildings A4 and A5 at a frequency of ONE (1) DAY/WEEK.</p>	
\$ _____ / HOUR (1300 hours approximately)	\$ _____ ANNUAL TOTAL
<u>SECTION B –VARIABLE PART (ON CALL)</u> <u>CLEANING SERVICES</u>	
Any other additional sector (200 hours approximately per year)	\$ _____ / HOUR

OPTION #2: SEPTEMBER 1st, 2026, TO AUGUST 31st, 2027.

<u>SECTION A – FIRM PART</u> <u>CLEANING SERVICES</u>	
<p>The Contractor will carry out housekeeping activities on buildings 1-2 and tower 5 at a frequency of SEVEN (7) DAYS/WEEK (Including weekends and holidays).</p> <p>The Contractor will carry out housekeeping activities on tower 2, gatehouse 20 and building A1 at a frequency of FIVE (5) DAYS/WEEK.</p> <p>The Contractor will carry out housekeeping activities of buildings A4 and A5 at a frequency of ONE (1) DAY/WEEK.</p>	
\$ _____ / HOUR (1300 hours approximately)	\$ _____ ANNUAL TOTAL
<u>SECTION B –VARIABLE PART (ON CALL)</u> <u>CLEANING SERVICES</u>	
Any other additional sector (200 hours approximately per year)	\$ _____ / HOUR

4.0 Applicable Taxes

- (a) All prices and amounts of money in the Standing Offer are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- (b) The estimated Applicable Taxes of \$*<To Be Inserted at Standing Offer Award>* are included in the total estimated cost shown on page 1 of this Standing Offer. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Offeror agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes or due.

5.0 Electronic Payment of Invoices - Offer

Canada requests that Offerors complete option 1 or 2 below:

1. Electronic Payment Instruments will be accepted for payment of invoices.

The following Electronic Payment Instrument(s) are accepted:

- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);

2. Electronic Payment Instruments will not be accepted for payment of invoices.

The Offeror is not obligated to accept payment by Electronic Payment Instruments.

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

ANNEX C SECURITY REQUIREMENTS CHECK LIST

DSD-QUE5962



Government of Canada /
Gouvernement du Canada

Contract Number / Numéro du contrat 21301-25-4718561
Security Classification / Classification de sécurité Non-classifié

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Non-classifié

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No Yes
 Non Oui

If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No Yes
 Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
 Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

No Yes
 Non 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 Yes
 Non 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 Yes
 Non 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 Yes
 Non 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 Yes
 Non 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 Yes
 Non Oui



Contract Number / Numéro du contrat

21301-25-4718561

 Security Classification / Classification de sécurité
 Non-classifié
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	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET	
NA																	
Information / Assets Renseignements / Biens Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No
NonYes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No
NonYes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat 21301-25-4718561
Security Classification / Classification de sécurité Non-classifié

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Dany Pouliot	Title - Titre Surveillant, services en établissement	Signature Pouliot, Dany Signature numérique de Pouliot, Dany	Date Date: 2024.04.15 09:22:16 -04'00'
Telephone No. - N° de téléphone (450) 263-3073 poste 2223	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Dany.Pouliot@csc-scc.gc.ca	

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Dominic St-Denis	Title - Titre Security Analyst	Signature StDenis, Dominic Digitally signed by StDenis, Dominic DN: cn=CA, o=CSC, ou=CSC-SCC, cn=StDenis, Dominic Reason: I am the author of this document Location Date: 2024.04.15 11:00:16 -04'00' Full PDF Editor Version: 13.0.1	Date
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? 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
---	---	-------------------------------------

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Adriana Salvatore	Title - Titre Agente régionale d'approvisionnements	Signature Salvatore, Adriana Signature numérique de Salvatore, Adriana Date: 2024.04.15 12:55:47 -04'00'	Date
Telephone No. - N° de téléphone 514-234-5127	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Adriana.Salvatore@csc-scc.gc.ca	

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) APPROVED By Denis Lecompte at 1:30 pm, Apr 18, 2024	Title - Titre Lecompte, Denis	Signature Denis Digitally signed by Lecompte, Denis Date: 2024.04.18 13:30:55 -04'00'	Date
Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	

ANNEX D INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The offeror 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 Offeror'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 Offeror.
 - 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 Offeror and/or arising out of operations that have been completed by the Offeror.
 - 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 Offeror will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Offerors' Protective Liability: Covers the damages that the Offeror becomes legally obligated to pay arising out of the operations of a subofferor.
 - m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Offeror for liabilities arising from damages caused by accidental pollution incidents.

Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,*

*284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

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

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