



**RETURN BIDS TO:
RETOURNER LES
SOUMISSIONS À :**

Bid Receiving/Réception des
soumissions

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

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

**REQUEST FOR
PROPOSAL
DEMANDE DE
PROPOSITION**

Proposal to: Fisheries and
Oceans Canada

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

Proposition à : Pêches et
Océans Canada

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

Title / Titre Janitorial Services – CCGC Sydney, N.S.		Date May 28 th , 2024
Solicitation No. / N° de l'invitation 30004075		
Solicitation Closes / L'invitation prend fin At / à : 14 :00 EDT (Eastern Daylight Time) / HAE (Heure Avancée de l'Est) On / le : June 25 th 2024		
F.O.B. / F.A.B. Destination	Taxes See herein — Voir ci- inclus	Duty / Droits See herein — Voir ci- inclus
Destination of Goods and Services / Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to : / Adresser toute demande de renseignements à : Charles Nwachukwu – Senior Contracting Officer Email / Courriel: DFO.tenders-soumissions.MPO@dfo-mpo.gc.ca and Charles.Nwachukwu@dfo-mpo.gc.ca		
Delivery Required / Livraison exigée See herein — Voir en ceci	Delivery Offered / Livraison proposée	
Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur		
Telephone No. / No. de téléphone	Facsimile No. / No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

- (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;
 - b) *Contract Security Manual* (Latest Edition).

1.2 Statement of Work

The Work to be performed is detailed under Annex A – Statement of Work.

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the Canada-Chile Free Trade Agreement (CCFTA), Canada-Colombia Free Trade Agreement, Canada-Peru Free Trade Agreement (CPFTA), World Trade Organization-Agreement on Government Procurement (WTO-AGP), Canada-Panama Free Trade Agreement, Canada-Korea Free Trade Agreement (CKFTA), Canada - Ukraine Free Trade Agreement (CUFTA), Canada - European Union Comprehensive Economic and Trade Agreement (CETA), Canada-Honduras Free Trade Agreement, the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), and the Canadian Free Trade Agreement (CFTA).



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Technical Difficulties of Bid Transmission

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

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

Completeness of the Bid

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

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

1. That certifications and securities required at bid closing are included.
2. That bids are properly signed, that the bidder is properly identified.
3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.



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5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

2.2 Submission of Bids

Bids must be submitted by the date, time indicated on page 1 of the bid solicitation to both email addresses indicated on Page 1 of the bid solicitation.

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$33,400 for goods and \$133,800 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.



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

2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Canadian Coast Guard College, 1190 Westmount Road, Sydney, Nova Scotia on June 5th 2024. The site visit will begin at 12:30 ADT., in Conference Room E222.

Bidders must communicate with the Contracting Authority no later than June 3rd 2024 14:00 ADT to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

Agenda:

- a. Record attendees (Attendees to sign in upon their arrival)
- b. Call to order and introduction of the Real Property Safety and Security (RPSS) team. (1300 Hrs.)
- c. Explain chain of command, roles and responsibilities of the RPSS and the Canadian Coast College (CCGC) staff.(1315 Hrs.)
- d. College Facilities Site Tour: (1330-1430 Hrs.)
- e. CCG Equipment inspection (1430-1500 Hrs.)
- f. Please note all questions following the site visit, **MUST** be sent to the Contracting Authority and will be responded to as an addendum.
- g. adjournment and thank you (1500- 1520 Hrs.)



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

Important Note:

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

Pricing Schedule detailed in Attachment 1 to Part 3.

Section III: Certifications

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



ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid. Customs duties are included and Applicable Taxes are excluded.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\text{(Hours worked} \times \text{applicable firm per diem rate)} \div 7.5 \text{ hours}$$

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

Professional Services and Associated Costs - For the provision of all professional services, including all associated costs necessary to carry out the required work as described in the statement of work.

The level of effort by the Contractor to clean this facility properly requires a 7.5 hour work day. (not including a ½ hour unpaid, meal break)

Table 1:

INITIAL CONTRACT PERIOD – DATE OF CONTRACT AWARD TO MARCH 31, 2027			
Description	All-Inclusive Firm Daily Rate (A)	No. of Days (Estimated) (B)	Extended Cost (A x B)
Regular Scheduled Cleaning Monday to Friday 8:00am – 4:00pm	\$	1065	\$
Regular Scheduled Cleaning Monday to Friday 4:00pm to 12:00am	\$	1065	\$
Extra Work Rate Monday to Friday 8:00am – 4:00pm (Cleaner)	\$	1065	\$
Extra Work Rate Monday to Friday 8:00am – 4:00pm (Supervisor)	\$	1065	\$
Total - (A x B)			\$



TABLE 2:

LIST OF CONSUMABLES : INITIAL CONTRACT PERIOD – DATE OF CONTRACT AWARD TO MARCH 31, 2027			
#	Item Description	Requested Pack Size	Unit Price
1	Compostible Garbage Bags	Pack of 85	\$
2	Toilet Tissue	Pack of 12	\$
3	Hand Towel	Pack of 12	\$
4	Liquid Germicidal Soap	1lt	\$
5	Mentruual Products *	Pack of 500	\$
6	Liquid Hand soap	1lt	\$
7	Disposable gloves	Pack of 50	\$
8	Heavy Duty Bags	Pack of 50	\$
9	Gloves: Disposable	Pack of 50	\$
TOTAL			\$

TABLE 3:

OPTION YEAR 1 – APRIL 1, 2027 TO MARCH 31, 2028			
Description	All-Inclusive Firm Daily Rate (A)	No. of Days (Estimated) (B)	Extended Cost (A x B)
Regular Scheduled Cleaning Monday to Friday 8:00am – 4:00pm	\$	355	\$
Regular Scheduled Cleaning Monday to Friday 4:00pm to 12:00am	\$	355	\$
Extra Work Rate Monday to Friday 8:00am – 4:00pm (Cleaner)	\$	355	\$
Extra Work Rate Monday to Friday 8:00am – 4:00pm (Supervisor)	\$	355	\$
Total - (AxB)			\$



TABLE 4:

LIST OF CONSUMABLES : INITIAL CONTRACT PERIOD – APRIL 1, 2027 TO MARCH 31, 2028			
#	Item Description	Requested Pack Size	Unit Price
1	Compostible Garbage Bags	Pack of 85	\$
2	Toilet Tissue	Pack of 12	\$
3	Hand Towel	Pack of 12	\$
4	Liquid Germicidal Soap	1lt	\$
5	Mentrual Products *	Pack of 500	\$
6	Liquid Hand soap	1lt	\$
7	Disposable gloves	Pack of 50	\$
8	Heavy Duty Bags	Pack of 50	\$
9	Gloves: Disposable	Pack of 50	\$
TOTAL			\$

TABLE 5:

OPTION YEAR 2 - APRIL 1, 2028 TO MARCH 31, 2029			
Description	All-Inclusive Firm Daily Rate (A)	No. of Days (Estimated) (B)	Extended Cost (A x B)
Regular Scheduled Cleaning Monday to Friday 8:00am – 4:00pm	\$	355	\$
Regular Scheduled Cleaning Monday to Friday 4:00pm to 12:00am	\$	355	\$
Extra Work Rate Monday to Friday 8:00am – 4:00pm (Cleaner)	\$	355	\$
Extra Work Rate Monday to Friday 8:00am – 4:00pm (Supervisor)	\$	355	\$
Total - (AxB)			\$



TABLE 6:

LIST OF CONSUMABLES : INITIAL CONTRACT PERIOD – APRIL 1, 2028 TO MARCH 31, 2029			
#	Item Description	Requested Pack Size	Unit Price
1	Compostible Garbage Bags	Pack of 85	\$
2	Toilet Tissue	Pack of 12	\$
3	Hand Towel	Pack of 12	\$
4	Liquid Germicidal Soap	1lt	\$
5	Mentrual Products *	Pack of 500	\$
6	Liquid Hand soap	1lt	\$
7	Disposable gloves	Pack of 50	\$
8	Heavy Duty Bags	Pack of 50	\$
9	Gloves: Disposable	Pack of 50	\$
TOTAL			\$

TOTAL BID PRICE:

	INITIAL YEAR: TABLE 1 + TABLE 2	OPTION YEAR 1: TABLE 3 + TABLE 4	OPTION YEAR 2: TABLE 5 + TABLE 6	TOTAL EVALUATED PRICE
YEAR TOTALS	\$	\$	\$	\$

EXTRA WORK RATES:

PLEASE NOTE THAT THROUGHOUT THE ENTIRE TERM OF THIS CONTRACT THE EXTRA WORK RATE WILL BE THE RATE USED WHEN CALCULATING THE COST FOR PROJECT WORK THAT MAY OCCUR UNDER THIS CONTRACT.

THE RPSS SITE REPRESENTATIVE RESERVES THE SOLE RIGHT TO CALCULATE THE TIME NECESSARY TO PERFORM THE ANY ADDITIONAL TASKS TO THE DESIRED STANDARD REQUIRED. THE 'EXTRA WORK RATE' MUST INCLUDE ALL BENEFITS.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Annex D, Evaluation Criteria

4.1.1.2 Point Rated Technical Criteria

Refer to Annex D, Evaluation Criteria

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) – (2014-06-26), Evaluation of Price-Bid, applies to and forms part of the solicitation.

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price (60/40)

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation; and
 - (b) meet all the mandatory evaluation criteria; and
 - (c) obtain the required minimum of 30 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 60 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.



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

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



PART 5 - CERTIFICATIONS

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions – Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Security Requirements – Required Documentation

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

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



hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

5.2.3 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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

The Bidder must provide the Contracting Authority with a completed Annex F titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Annex F Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.1 Status and Availability of Resources

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

5.2.4.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

5.2.4.3 Personnel Identification Form (PIF)

Bidders must complete the Personnel Identification Form found in Attachment 1 to Part 5.

5.2.4.4 List of Names for Integrity Verification Form

Bidders must complete the List of Names for Integrity Verification form found in Attachment 2 to Part 5.

5.2.4.5 Contractor's Representative

The Contractor's Representative for the Contract is: **(To Be Inserted at time of Award)**

Name: _____
 Title: _____
 Address: _____
 Telephone: _____
 Facsimile: _____
 E-mail: _____



5.2.4.6 Supplementary Contractor Information

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

- b) The status of the Contractor (individual, unincorporated business, corporation or partnership:

- c) For individuals and unincorporated businesses, the Contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

- d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

5.2.5 Former Public Servant

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

Definitions

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

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



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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

The following certification must be signed by the Contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory



ATTACHMENT 1 TO PART 5

PERSONNEL IDENTIFICATION FORM

Contract / file number:	30004075
--------------------------------	-----------------

PROJECT TITLE: Janitorial Services – CCGC – Sydney, NS.

Company Name:	
Address:	
Telephone number:	
Email:	
PWGSC file or Certificate #:	

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

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

Contractor's Authorized Signatory : _____ **Date:** _____

(For Official Use)

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

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

- I approve
- I do not approve based on:

Contracting Security Authority: _____

Date: _____



**ATTACHMENT 2 TO PART 5
LIST OF NAMES FOR INTEGRITY VERIFICATION FORM**

Requirements

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

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

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

List of names for [integrity verification form](#)



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

Security requirement for Canadian supplier: Public Works and Government Services Canada file # Common-Professional Services Security Requirement Check List #2

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid Reliability Status, granted or approved by CISD/PWGSC
3. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC
4. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C
 - b. Industrial Security Manual (Latest Edition)

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

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

6.3.1 General Conditions

6.3.1.1 2010C (2022-12-01) General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.3.1.2 Subsection 10 of 2010C (2022-12-01) General Conditions - Services (Medium Complexity) – Invoice submission, is amended as follows:

Delete: 2010C 10 (2013-03-21) Invoice submission
Insert: **Invoice submission**



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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract award to March 31, 2027.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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



6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Charles Nwachukwu
 Title: Senior Contracting Officer
 Department: Fisheries and Oceans Canada
 Directorate: Materiel and Procurement Services
 Address: 200 Kent Street, Ottawa, Ont. K1A 0E6
 Telephone: 403-809-9785
 E-mail address: Charles.Nwachukwu@dfo-mpo.gc.ca

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

6.5.2 Project Authority (to be inserted at Contract award)

The Project Authority for the Contract is:

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

 Telephone: ____-____-_____
 E-mail address: _____

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

6.5.3 Contractor's Representative (to be inserted at Contract award)

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

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



6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment – Fixed Time Rates – Limitation of Expenditure

The Contractor will be paid for the Work performed, in accordance with the Basis of Payment at Annex B, to a limitation of expenditure of \$ TBD_____. Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ TBD _____. 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 Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability

6.7.3 Methods of Payment – Monthly Payment

Canada will pay the Contractor 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; and
- c. the Work performed has been accepted by Canada.



6.7.4 Electronic Payment of Invoices – Contract

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

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

6.8 Invoicing Instructions

6.8.1 The Contractor must submit invoices in accordance with subsection 6.3.2.1 entitled “Invoice Submission” above. Invoices cannot be submitted until all work identified in the invoice is completed.

6.8.2 Payments will be made provided that the invoice(s) are emailed to DFO Accounts Payable at DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca with a cc to: **(TBD)** and provides the required information as stated in subsection 6.8.1 above.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

The jurisdiction indicated in the above clause may change depending on the jurisdiction chosen by the contractor.

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [2010C](#) (2022-12-01) Services (Medium Complexity)
- (c) Annex A, Statement of Work (Including all appendices);
 - a. Appendix 1 of Annex A, DFO Recycling Composting Program;
 - b. Appendix 2 of Annex A, Cleaning Standard
 - c. Appendix 3 of Annex A; Cleaning Matrix
 - d. Appendix 4 of Annex A; Inspector Report Contractor Performance Evaluation
 - e. Appendix 5 of Annex A, Exit Door List, Showing Areas of Snow Clearing
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Check List
- (f) Annex D, Evaluation Criteria;



- (g) Annex E, Insurance Conditions;
- (h) Annex F, Federal Contractors Program for Employment Equity - Certification
- (i) The Contractor's bid dated _____ **(to be filled in at contract award)**

6.12 Insurance - Specific Requirements

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

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

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

6.13 SACC Manual Clauses

SACC Manual clause [A9068C](#) (2010-01-11) Government Site Regulations applies to and forms part of the Contract.

SACC Manual clause [A3015C](#) (2014-06-26), Certification - Contract applies to and forms part of the Contract

6.14 Dispute Resolution

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



administration of a federal contract, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.

6.15 Environmental Considerations

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

a) Paper consumption:

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

b) Travel requirements:

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



ANNEX A STATEMENT OF WORK

1.0 Title

Janitorial, Maid and Pot Washing Services for Canadian Coast Guard College.

2.0 Background

Real Property Safety and Security (RPSS), Dept. of Fisheries and Oceans (DFO) requires cleaning services for the Canadian Coast Guard College (CCGC) in Sydney Nova Scotia. Professional cleaning service is required on a daily basis as the CCGC is a 24/7 operation with many students, staff and guests living at the facility.

3.0 Site Description

The site is located at 1190 Westmount Rd. Sydney NS. The property is entirely developed and secured by 24/7 on site security. The facility is comprised of sixteen buildings with a combined area of 396,414 sq. ft.

3.1 Janitorial Building (Drawings attached)

1. Cabot Building; Academic, offices, shipping and receiving, maintenance, kitchen. 129,724 sq. ft.
2. West Tunnel; egress and hallway, 2131 sq. ft.
3. East Tunnel; egress and hallway, 1636 sq. ft.
4. Arctic/Atlantic; offices, 35,594 sq. ft.
5. Great Lakes/Pacific; Residence, offices, 31,393 sq. ft.
6. Saguenay; Residence, 31,312 sq. ft.
7. Telecom offices, operational areas, 30,431 sq. ft.
8. St. Laurent; Residence, 22,451 sq.ft.
9. Alert; Residence, academic, office, security, utility, 21,660
10. D'Iberville, Gym, pool, office, utility, 34,997 sq.ft.
11. Louis St. Laurent, academic, industrial training, offices, utility, 34,383 sq.ft.
12. Hopkins; training, offices, 6329 sq. ft.
13. Foster; training, boat storage, 8,125 sq. ft.
14. Gate House; security, 60 sq. ft.

3.2 Maid Service and Pot Washing Building (Drawings attached)

1. Cabot Building; kitchen.
2. Atlantic; Residence
3. Mirimichi; Residence
4. Mackenzie; Residence

4.0 Work Schedule

The minimum level of staffing required for regular cleaning is to be determined by the Contractor, provided that the standard and frequency of cleaning meets the requirements of Annex A-2, and Annex A-3 contained in this package.

Scheduled work will not interfere with day to day operations of academic or other operational areas. Hours of work will be 0800 – 1600 Hours, Monday – Friday.

Classroom and Office areas to be cleaned between the hours of 1600hrs-2400hrs

Dishwashing services outlined in Annex A-3.2 to be performed between 0700 -1900 hrs., Monday – Sunday.

Hotel room cleaning as outlined in Annex A-3.2 to be performed 0800 – 1600 hrs., Monday to Friday



Contractor will not work “after hours” unless requested and approved in writing by the RPSS Site Representative.

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

1. New Year's Day,
2. Good Friday,
3. Victoria Day,
4. July 1st,
5. Municipal holiday (1st Monday in August)
6. Labour Day,
7. Thanksgiving Day,
8. Remembrance Day,
9. Christmas Day and
10. Boxing Day.

The Contractor will be required to provide cleaning services on Family Day (3rd Monday of February) at its regular rates as the Federal Government does not observe this Holiday.

5.0 General Requirements

5.1 Description of Work

Scope of work under this Contract comprises the provision of all labour, materials, tools, supervision and equipment necessary for complete and satisfactory janitorial , maid and pot washing services as specified herein located at Canada Coast Guard College, Westmount, Cape Breton, Nova Scotia.

5.2 Inspection

Work inspection will occur monthly at random intervals. **All work that has to be redone will be a cost borne by the Contractor and not billed to DFO.**

5.3 Licenses, Codes and Legislated Requirements

The Contractor must obtain and maintain all permits, licenses and certificates of approval required for the Work to be performed under any applicable federal, provincial or municipal legislation. The Contractor is responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor must provide a copy of any such permit, license or certificate to Canada.

The RPSS Site Representative may issue a “stop work order” if non-compliance of health and safety regulations is not corrected immediately or within posted time. The Contractor will be responsible for any costs arising from such a “stop work order”.

6.0 Department Responsibilities

- 1) The Department will provide locked janitorial storage areas for the Contractor. This area is at the disposal of the Contractor and must be maintained in a tidy manner at all times, as approved by Project Authority. No refuse is to be stored in this area. The storage area is to be cleaned thoroughly and will be inspected by the PA during the Contract period.
- 2) The Department will provide electric power and hot and cold water for use by the Contractor in the performance of this work.
- 3) The Department will conduct regular inspections to ensure all cleaning is performed to standards and schedule detailed in Annex A-2 and A-3. All deficiencies will be immediately communicated to the on-site supervisors for correction.
- 4) Where the on-site supervisor fails to correct, disagrees with, or refuses to correct deficiencies the Department will contact the Contractor's representative immediately to initiate corrective action.
 - a. Scheduled work will not interfere with day to day operations of academic or other operational areas.



7.0 Contractors Responsibilities

- 1) The Contractor must notify immediately the project authority or any other Fisheries and Oceans/Coast Guard staff member of any apparent break in or damage to the premises.
- 2) The Contractor must provide sufficient staff to perform all cleaning tasks detailed in Annex A-3 to the standard detailed in Annex A-2, as well as provide staff as and when requested to assist with routine kitchen cleaning duties at the CCGC Galley.
- 3) The minimum level of on-site supervision for this contract is one supervisor to coordinate the efforts of the cleaning staff and to act as a point of contact for RPSS, and one working supervisor to liaise with Campus Services daily and coordinate the hotel housekeeping duties.
- 4) The Contractor will supply all cleaning products to carry out the service of this Contract. Each product will be approved by the project authority prior to use. The project authority may reject any product, material or supply item used by the Contractor, and request a substitute.
- 5) All equipment provided by the Contractor must be specifically designated for commercial use. It must be in safe operating condition and intended for the task for which it is used. The PA has a right to reject unsafe or poor quality equipment.
- 6) Contractor is also responsible for disposal of all items which are marked "GARBAGE", weighing twenty five pounds or less not placed in a refuse container.
- 7) The Contractor will provide the project authority with all Workplace Hazardous Information Sheets (WHMIS) for all products being used along with Material Safety Data Sheets (MSDS).
- 8) The Contractor must promptly notify the project authority of needed repairs and/or damages to carpet flooring and walls
- 9) The Contractor will follow all Canada Labour Code.
- 10) All waxes, polishing oils, etc., must be kept in tightly sealed containers, and stored in separate shelving from rags and other cleaning materials.
- 11) All flammable materials and those subject to spontaneous combustion must be stored in metal containers with self-closing tight-fitting metal lids until materials can be safely used, in accordance with Dangerous Goods and WHMIS legislation.
- 12) No gasoline, highly flammable cleaning material, or any other highly flammable solvent will be permitted inside the buildings for cleaning under the terms of this contract.
- 13) Smoking by Contractor's staff during the performance of their duties is prohibited.
- 14) The Contractor will report any deficiency with any equipment used by the Contractor which has been supplied
- 15) The Contractor must keep areas neat and clean and odor-free at all times in accordance with applicable fire and health regulations.
- 16) Equipment must be kept odor-free and in good repair.
- 17) When an area is completed and unless otherwise instructed by the PA, the Contractor will leave the area in the following condition:
 - a. Offices – lights off, windows closed, doors locked.
 - b. Washrooms – lights off, windows closed.
- 18) Contractor is responsible to provide safety signs (e.g. WET FLOOR, WAXED FLOOR) where applicable, or upon request of FM.
- 19) Contractor is responsible to provide and make clearly visible, signs indicating ("JANITORS WORKING INSIDE") when washrooms are being cleaned.
- 20) The Contractor is responsible to meet all provisions of Annexes A-2 and A-3 detailing the schedule and standard of cleaning required.

8.0 Cleaning Equipment and Supplies

All equipment and supplies required for the discharge of all the services as set forth in this Scope of Work must be supplied by the Contractor. Any cost incurred for the procurement and operation of all such equipment and supplies will be considered to be included in the bid price.

The Contractor must provide materials of a disposable nature necessary for the maintenance of a hygienic and neat workplace. The Contractor must provide in sufficient quantities to satisfactorily carry out the Work.



9.0 WHMIS & MSDS

The Contractor must provide employees with WHMIS training prior to Contract award. Certification must be submitted to Project Authority within 10 days of Contract award notification.

A copy of Material Safety Data Sheets (MSDS) for all products used and stored must be submitted to the Project Authority (PA) and a copy kept in the janitorial storage rooms. These products are subject to approval of PA, and the PA has the right to refuse certain products. Any damage resulting from the use or misuse of each material will be assessed against the Contractor.

10.0 Safety Requirements Including Fire Safety

10.1 Applicable Safety Regulations

- 10.1.1 The Contractor must observe and enforce safety measures by complying with the requirements of the following statutes and authorities:
- 10.1.2 The Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
- 10.1.3 Most recent amendments to the National Fire Code of Canada.
- 10.1.4 In the event of conflict between any provisions of the aforementioned statutes or authorities, the most stringent provision will apply.

10.2 On the Job

- 10.2.1 The Contractor must ensure each employee maintains currency in WHMIS training.
- 10.2.2 The Contractor must ensure that employees have sufficient personal protective equipment (PPE) to guard them against the hazards to which they may be exposed in the performance of their duties.
- 10.2.3 All Contractor employees must wear proper PPE as denoted in the applicable safety instructions (WHMIS labeling, MSDS, equipment operating instructions, etc.) for the specific product or equipment they are using.

10.3 Safety Violations - Disciplinary Actions

- 10.3.1 All safety violations will be documented in the Contract file with copies sent to the Contractor and the Contracting Authority. Disciplinary actions are as follows:

Nature of Violation	Possible Disciplinary Action
First Violation of a safety regulation.	Verbal warning issued to the Contractor.
Second Violation of a safety regulation.	Written warning issued to the Contractor.
Third Violation of a safety regulation.	May result in termination of the Contract with a recommendation that the Contractor be denied the opportunity to tender on future RPSS-produced tenders.

Table 1 – Safety Violation Disciplinary Actions

10.4 Fire Safety Enforcement

- 10.4.1 Within the confines of CCGC, the prescription and enforcement of mandatory Fire Safety measures will be exercised under the authority of Property Manager RPSS.
- 10.4.2 The Contractor must cooperate with during routine inspections of the worksite and must immediately remedy any unsafe situations.
- 10.4.3 The Property Manager (RPSS) reserves the right to require the dismissal from site of persons deemed careless or otherwise in violation of the Fire Safety Requirements.

10.5 Fire Safety Briefing & Plan

- 10.5.1 The Property Manager (RPSS) must ensure that upon coming on-site, all Contractor personnel become familiar with and observe the applicable fire safety measures, including building fire orders and escape routes.



10.5.2 The Property Manager (RPSS) will provide direction for fire reporting including the Emergency Fire Report Telephone number and location of fire alarms at the worksite.

10.6 Smoking Precautions

10.6.1 In accordance with these Fire Safety Requirements particular to the work area and site, the Property Manager (RPSS) will designate hazardous areas as well as non-restricted areas where smoking may be permitted.

10.6.2 Smoking is prohibited in all buildings.

10.6.3 In all other areas, the Contractor will exercise care and comply with written or oral directives of the Property Manager (RPSS) for the use of smoking materials.

10.7 Reporting Fire Incidents

10.7.1 Report immediately all fire incidents as follows:

- a) Activate the nearest fire alarm;
- b) Call the Emergency Fire Report Telephone number (See Paragraph 10.7.4 below); and
- c) Telephone the Property Manager (RPSS).

10.7.2 Persons activating fire alarm must remain available to direct the Fire Department to the scene of the fire.

10.7.3 When reporting a fire by telephone, give the location of the fire and the name of the building. Be prepared to direct the Fire Department to the scene of the fire when they arrive.

10.7.4 EMERGENCY FIRE REPORT TELEPHONE NUMBER: 911

10.8 Flammable Liquids

10.8.1 The handling, storage and use of flammable liquids are to be governed and guided by the requirements established by the Base Fire Chief.

10.8.2 Flammable liquids such as gasoline, kerosene and naphtha may be kept for use in quantities not exceeding 45 litres provided they are stored in safe ventilated areas, designated by the Property Manager (RPSS), in safety cans bearing the Underwriter's Laboratory of Canada (ULC) or Factory Mutual seal of approval.

10.8.3 The Property Manager (RPSS) reserves the right to require removal from the site any storage containers not acceptable.

10.8.4 Transfer of flammable liquids must not be carried out within buildings or in the vicinity of any heat source.

10.8.5 Flammable liquids having a flash point below 38°C (100 °F), such as naphtha or gasoline, must not be used as solvents or cleaning agents.

10.8.6 Flammable waste liquids designated for disposal must be stored in approved containers not larger than forty-five (45) litres and located in a safe, ventilated area. Dumping or burning of flammable liquids on site is prohibited.

10.9 Hazardous Substances

10.9.1 Any work that entails the use of toxic or hazardous materials, chemicals or explosives, or otherwise creates a hazard to life, safety or health, must be carried out in accordance with the requirements of the National Fire Code of Canada, product use instructions, and measures prescribed by the Property Manager (RPSS).



11.0 Environmental Protection

11.1 General

- 11.1.1 Contractors must take all reasonable steps to ensure they and their employees comply with all pertinent legislation to protect the environment.
- 11.1.2 The Property Manager (RPSS) will provide the Contractor with copies of DFO and RPSS Environmental Standard Operating Procedures (SOPs) as required.
- 11.1.3 All relevant information pertaining to the DFO Recycling /Composting Program may be found in Annex A-1.

11.2 Disposal of Wastes

- 11.2.1 The Contractor must ensure that the disposal of all cleaning waste or by-products is carried out in accordance with all applicable product-specific instructions such as WHMIS.
- 11.1.4 The Contractor must not dispose of volatile materials such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- 11.1.5 Fires and burning of rubbish on-site are prohibited.
- 11.1.6 Burying rubbish and waste materials on-site is prohibited.

11.3 Spill Response

- 11.3.1 In the event of a spill of any potentially hazardous materials, the Contractor must proceed as follows:
- 11.3.2 Report the spill to the Commissionaires at Local 1161;
- 11.3.3 Notify the Property Manager (RPSS); and
- 11.3.4 Initiate clean-up in accordance with DFO and RPSS Environmental Standard Operating Procedures (SOPs) if it is safe to do so.

12.0 Material and Equipment

12.1 General

- 12.1.1 Only the use of Property Manager (RPSS) - approved materials and equipment will be permitted.
- 12.1.2 The Contractor must provide and use equipment of industrial design and quality, performing to typical industry standards and for which replacement parts are readily available.
- 12.1.3 The Contractor must deliver copies of Material Safety Data Sheets (MSDS) for all proposed products to the Property Manager (RPSS) at least seven (7) days prior to the Contract start date.
- 12.1.4 The Contractor will use environmentally-friendly products as listed in this specification.
- 12.1.5 The Contractor must have all of the necessary equipment and materials specified in this document in place prior to the Contract start date.

12.2 Manufacturer's Instructions

- 12.2.1 The Contractor will, unless otherwise directed by the Property Manager (RPSS), comply with manufacturer's latest printed instructions for materials and equipment use.
- 12.2.2 The Contractor will notify the Property Manager (RPSS) in writing of any conflict between this specification and manufacturer's instructions. The Property Manager (RPSS) will determine which document is to be followed.

12.3 Storage and Delivery of Materials

- 12.3.1 Storage must only be in areas approved by the Property Manager (RPSS).



- 12.3.2 Where space permits, the Property Manager (RPSS) will provide a central, secure location within the Contract Area for the storage of up to one month's supply of cleaning products and replenishment materials.
- 12.3.3 Where possible, the Property Manager (RPSS) will provide sufficient storage areas within the individual buildings for a minimum of one week's supply of cleaning products and replenishment materials.
- 12.3.4 The Contractor will ensure that all containers holding products deemed under WHMIS to be hazardous bear correct WHMIS labeling.
- 12.3.5 The Contractor must deliver, store and maintain packaged material in accordance with supplier's instructions and with manufacturer's seals and labels intact.
- 12.3.6 The Contractor must prevent damage, adulteration and spoiling of cleaning materials during delivery, handling and storage. Rejected material must be immediately removed from the site.
- 12.3.7 Entrance doors to cleaning supply storage areas must bear correct WHMIS signage, provided by and installed at the expense of the Contractor.
- 12.3.8 The Contractor must keep storage areas clean and free from clutter at all times.
- 12.3.9 Storage areas are to be closed and locked when not being immediately used, but must not be closed while persons are inside.

13 Supply Requirements

- 13.1 The Contractor must provide all materials including but not limited to the following:
 - Compostable garbage bags
 - Toilet tissue
 - Hand towel (roll or multifold)
 - Liquid germicidal soap
 - Menstrual products
 - Liquid hand soap
 - Gloves – reusable or disposable (e.g. latex, vinyl, nitrile rubber)
 - Heavy duty, clear plastic bags for shredded paper, recyclables, composting and dry garbage
- 13.2 The Contractor must ensure that all supplies are maintained at appropriate levels in sufficient advance of requirements.
- 13.3 Salt or urea for steps and landings must be supplied on site by RPSS.

14 Product Standards/Acceptability

- 14.1 All cleaning materials such as soaps, detergents, scouring materials, cleaners, waxes and sealers must be suitable and safe (not harmful) for the surface intended. In cases of dispute, the Property Manager (RPSS)'s decision is final.
- 14.2 The Contractor must use odourless or low-odour, environmentally friendly (fully biodegradable) products for all general-purpose cleaning. Such products are considered to be **NON-WHMIS REGULATED** and also fragrance free. In cases of dispute, the Property Manager (RPSS)'s decision is final.
- 14.3 All products must meet the **Environmental Choice Program Certification Criteria**. Where a product is not available to meet the above criteria a similar product may be recommended by the Contractor if this product meets comparable stringent environmental criteria. In cases of dispute, the Property Manager (RPSS)'s decision is final.
- 14.4 **Only** where no environmentally friendly product exists for specific cleaning functions, the Contractor may use a product conforming to the latest Canadian General Standards Board (CGSB) specification or equivalent as listed in **Error! Reference source not found..**
 - 14.4.1 Before using products from **Error! Reference source not found.**, the Contractor must submit a written statement to the Property Manager (RPSS) attesting that environmentally friendly products are not available; and



14.4.2 The Property Manager (RPSS) must make the final decision.

14.4.3 Prior to the Contract start date, the Contractor must submit to the Property Manager (RPSS) a list of proposed products that includes the following information:

- Product name and supplier;
- MSDS;
- Performance, description and test data; and
- Manufacturer's instructions.

14.5 The Contractor must also submit the aforementioned information to the Property Manager (RPSS) for approval when a change in product is desired or required.

14.6 **Error! Reference source not found.** lists the latest CGSB (or equivalent) standards:

CGSB No.	Description	Size	Examples
2GP9(M)	Scouring powder, Type B/C	25 lb carton	Comet, Ajax, Old Dutch
2GP31	Tri-sodium phosphate	50 lbs	
2GP47	Cleaning compound, toilet bowl (granular)	1 kg can	Sani Flush
2GP55	Glass cleaner, liquid	Various	Windex
2GP107	Detergent, GP, liquid form	1 gal, 5 gal	Jiffy, Mr Clean, Classic
2GP112	Remover, water emulsion type floor wax	1 gal, 5 gal	
2GP160	Detergent, GP, germicidal, liquid form	1 gal, 5 gal	
2GP175	Detergent, GP, liquid form	1 gal, 5 gal	
25GP2	Wax, floor, solvent type, paste form	1, 2, 25 lb cans	
25GP13	Sweeping compound, wax base		
25GP14	Absorbent material, oil and water	50 lb bag	
25GP16	Wax, floor, water-emulsion, non-buffable	5 gal can	Shurtred, Trax
CAN/CGSB 25.20-M	Sealer, surface floor-type 2 water base	4 L can	
31GP202	Cleaner, solvent, degreaser	1 gal, 5 gal	

15 Equipment Requirements

15.1 **Error! Reference source not found.** lists the equipment required for each building or group of buildings.

Quantity	Types of Machines Required
12	Vacuum with High Efficiency Particulate Air (HEPA) filters
3	Walk behind Autoscrubbers
2	Floor Buffers
2	Shop Vac
2	Carpet Scrubber

15.2 All equipment will be located and used as directed by the Property Manager (RPSS).

15.2.1 All equipment will be on-site at the commencement of this Contract and so remain unless removal is pre-authorized by Property Manager (RPSS).



- 15.3 All equipment must be of industrial type and quality, and will be maintained in fully satisfactory operating condition at all times while on site.
- 15.4 The Property Manager (RPSS) may order the removal from the worksite any unserviceable or unsafe equipment at any time without warning. The Contractor will replace at its own expense any unserviceable or unsafe equipment within twenty-four (24) hours of its removal.

Cleaning / Maintenance Methods and Schedule

16 General

- 16.1 This section outlines general cleaning and maintenance procedures applicable to all buildings covered under this Contract.

17 Cleaning/Maintenance Methods and Schedule

- 17.1 Sweeping: Perform daily dry sweeping with a soft hair broom. When large quantities of dust and dirt exist, use a sweeping compound conforming to CGSB 25GP12. Sweeping compounds are not to be used on waxed floors. Do not use an oil-based sweeping compound with a sweeping mop.
- 17.2 Dusting: Use vacuum cleaners whenever practical, otherwise use cloth or yarn dusters.
- 17.3 Spot Cleaning: Remove any spots that are unfamiliar upon the surfaces on which they appear (e.g. coffee, oil, beverages or grease) by the appropriate cleaning method.
- 17.4 Spray Buffing: Spray buffing consists of a mixture of water, wax and germicidal soap, applied with a spray bottle, followed by buffing using an electric polisher fitted with spray buff pads. Use technique appropriate for floor surface and finish.
- 17.5 Disinfect: Wash clean using an approved germicidal solution.
- 17.6 Brass Cleaning: Brass must be cleaned using a commercial high-quality brass-polishing product to remove all tarnish and then buffed with a soft, dry cloth to a shiny, streak-free finish.
- 17.7 Glass and Window Cleaning:
 - 17.7.1 Use products approved by Property Manager (RPSS) e.g. Windex, Bonami etc.
 - 17.7.2 General: Clean the interior surface of windows using an approved product and a clean lint-free cloth. Squeegees will increase the drying speed on large windows. Frequency of Window Cleaning: Glass in entrance doors, office doors, and other areas subject to hand marks, must be cleaned as often as needed to keep them in a presentable condition.
- 17.8 Drinking Fountains: Clean all drinking fountain surfaces with a germicidal solution and rinse with clear water. Do not use metal polish on fittings.

18 Cleaning of Washrooms

- 18.1 Washrooms are to be serviced as early as possible in the work shift and as often as required to maintain their appearance at Level 1 in accordance with Annex A-2.
- 18.2 Floor Stripping/Sealing: Every twelve (12) months washroom floors must be machine scrubbed/stripped and resealed. Worn areas must be re-coated as required without stripping the previous seal coat to maintain the sealed surface.
- 18.3 Daily Cleaning: Daily washroom sanitation must be carried out in the following sequence:
 - Sprinkle 2GP47 granular toilet bowl cleaner in toilets and urinals, and allow cleaner to remain for several minutes to penetrate stains.
 - Spray all exposed surfaces of washbasins, toilet seats, bathtubs, showers and other fixtures with a germicidal solution (4 mL of 2GP160 per L of cold water).
 - Clean walls, doors, mirrors, shelves and other washroom accessories with germicidal solution.
 - Use paper towels to dry toilet seats, outside of toilet bowls and urinals; use cloth, sponge or paper towel to dry the other fixtures and accessories.
 - Swab the inside of toilet bowls and urinals to remove stains loosened by the toilet bowl cleaner. Flush all excess material from exposed surfaces.



- Replenish toilet tissue, paper towels, liquid soap, deodorizing blocks/pucks and other dispensers as required.
- Empty all waste paper receptacles as often as required, but at least daily.
- Except where wall mounted receptacles are present, place non-para deodorant blocks or pucks in every second urinal to mask unpleasant odours.
- Damp mop floor with a germicidal solution (3 oz. or more of germicidal detergent per gallon of hot water). If excessive soil conditions necessitate rinsing, add one-half the usual amount of germicidal detergent to the rinse water.

19 Walls and Woodwork

- 19.1 General: Where conditions permit, all wall-washing should be done by two persons. Start in one corner and work continuously across the wall to the next corner, using straight up and down strokes to avoid streaking and lap marks. Change soap solution and rinse water frequently. Use separate sponges/clothes for washing and rinsing. Dry surfaces after rinsing using a soft, clean cloth.
- 19.2 Cleaning Materials: Use a neutral soap or synthetic detergent solution. Test solution on a small area to be cleaned. Use strength as necessary to clean. Do not use tri-sodium phosphate (TSP) or alkali soaps on painted surfaces. Change soap solution and rinse water frequently.
- 19.3 Unpainted Plaster Walls: Dust with a soft bristle brush. Avoid streaks on walls. Do not dust them in damp weather.
- 19.4 Walls Painted with Water Paints: Kalsomine or whitewash painted walls. Dust only. For Casein paint use wallpaper cleaner.
- 19.5 Walls Coated with Latex, Oil Based Paints or Varnish: Wash with a neutral soap solution. Ensure water does not penetrate coatings through abrasions, cracks or holes.
- 19.6 Glass, Vitreous-China and Glazed-Tile Walls: Wash with a neutral soap solution. Do not use scouring powder or abrasives.
- 19.7 Marble, Granite, Onyx and Other Natural-Stone Wainscoting: Wash with a neutral soap solution. Rinse surface with clear water and dry with clean cloth.
- 19.8 Fibreboard and Gypsum Board Walls: Do not wash unless walls are painted. Wash with a neutral soap solution. Prevent water from getting into open seams.
- 19.9 Acoustically Treated Walls: Using a stiff brush, begin at the ceiling and work down towards the floor. Avoid scuffing and unevenness in appearance of work. Use an industrial vacuum cleaner equipped with a long wand and stiff brush if convenient.

20 Waxing and Sealing of Floors

20.1 General Method:

- Ensure floor is completely clean and free from soap and water before waxing.
- Apply a thin, even coat of wax with no accumulation along walls or fixtures.
- Do not apply within six inches of walls, filing cabinets, or other fixtures that are flush with the floor.
- Allow the wax to dry before buffing.
- Buff to blend all areas into a uniform sheen and to eliminate heavy brush marks.
- Wax high-traffic areas as often as needed to protect the floor.
- Sweep waxed floors with a dry sweeping mop.
- Damp mop waxed areas with clear cold water only.

20.2 Wax Removal - Wood Floors:

20.2.1 For Paste Wax and Liquid Spirit Wax:

- Caution: Ensure rooms are well ventilated.
- Vacuum, sweep or dust mop floor to remove all loose material.
- Use a wax removing solvent with a flash point over 38°C (100°F)
- Work the solvent into the floor to dissolve the wax with a cloth pad.



- Remove dissolved wax immediately with clean wiping cloths.
- After wax has been removed, damp mop floor with a warm neutral soap solution followed by a clear, warm water, damp mop rinse.
- Dispose of all cloths in metal containers outside building.

20.3 Wax Removal - Other than Wood Floors:

20.3.1 For Water Emulsion Wax:

- Vacuum, sweep or dust mop floor to remove all loose material.
- Mop with a warm neutral soap solution or 2GP112 water emulsion wax stripper, applying stripper as directed on the container.
- Use the electric floor machine equipped with a nylon stripping pad or fibre scrubbing brush.
- Pick up the soiled solution immediately with a string mop or industrial wet pick-up vacuum.
- Ensure all wax build-up along walls, under radiators, or near furniture has been removed, repeating the procedure as required.
- Rinse with clear hot water using the scrubbing brush, nylon pad or mop.
- Use a final rinse of hot water to remove any residue left on the floor surface from the cleaning and previous rinsing procedure.
- Two to three hours are normally required for air-drying the floor surface. After approximately one hour drying time, use the dry scrubbing brush or dry medium nylon pad under the electric floor machine to accelerate below-surface drying time and prepare the floor surface for the sealer or finish.

20.4 Waxing Wood Floors:

- Apply a thin, even coat of paste wax (type 25GP2) with a clean cotton pad using long, straight even strokes.
- Allow floor to dry thoroughly, then buff to achieve desired lustre.

20.5 Waxing Floors – Other than Wood:

- Ensure previously waxed floors are stripped and sealed prior to waxing.
- Using a freshly washed mop, apply a thin, even coat of non-buffable liquid wax (25GP16). Note: 25GP16 is not compatible with other types of wax.
- Do not touch the wax with the applicator after it starts to dry.

20.6 Sealing Floors – Other Than Wood:

20.6.1 Only Type 2 water emulsion sealer (CAN/CGSB 25.20-M) must be applied to coated or covered floors.

- Ensure the surface is clean and dry prior to applying sealer.
- Apply a thin, even coat of sealer over the surface using a string mop or lamb's wool pad for smaller areas. Do not flood-coat floor as excessive use of sealer may increase drying time.
- On porous floors, two or more coats of sealer may be required to obtain the desired semi-gloss appearance. Allow thorough drying between coats.
- When the final coat of sealer is thoroughly dry, buff with a nylon pad, vacuum, then rinse with clear, cold water.
- Recoat high-traffic or wear areas as necessary to maintain the sealed surface without stripping the previous seal coat.



21 Floor Maintenance

21.1 Major Carpet Cleaning:

- Remove furniture if possible. It is the Supervisor's responsibility to coordinate this effort with the building occupants in order to limit operational impact.
- Vacuum thoroughly and remove spots and stains as required.
- Clean carpets using a hot-water extraction system equipped with beater brushes or a lamb's wool bonnet cleaning system. Pay particular attention to edges and doorways.
- Return furniture placing foil wrap or equivalent protective material under metal feet to prevent damage to carpets from rust stains.

21.2 Waxed Floors Other Than Wood:

- Use a treated dust mop to remove dust particles from floor surface.
- Buff or Spray-buff heavy all areas as required to obtain uniform shine, paying particular attention to heavy traffic areas, under desks, and in doorways.
- Use a treated dust mop to pick up leftover dust particles.
- Damp mop with a liquid detergent (1 oz. of 2GP107 per Imp Gal of cold water).
- After the floor is dry, burnish using a fine or medium nylon pad.
- Remove soil that has become embedded in the wax using appropriate methods and touch-up the affected areas to return lustre.

21.3 Wooden Waxed Floors:

- Sweep wood floors with a dry, cotton-sweeping mop.
- Damp mop with clear cold water. If the floors have not been sealed or waxed, sweep with a floor brush and clean with a mop dampened in a lukewarm neutral soap solution.
- Use minimal water and allow water to remain on the floor for the shortest possible time.
- Buff to bring back lustre.

21.4 Linoleum Floors: Clean linoleum floors with a mop dampened in clear cold water. If surface is excessively dirty, first remove the wax and then use a lukewarm neutral soap solution. Do not allow water to seep into the seams or under the edges of the linoleum.

21.5 Rubber Tile: Remove rubber heel marks by rubbing them with a clean cloth saturated with water emulsion wax 25GP16.

21.6 Asphalt Tile Floors:

- Vacuum or sweep floor to remove loose particles.
- Do wax removal as necessary, then damp mop with clean, cold water or a lukewarm neutral soap solution if required.
- Re-wax floor using water emulsion wax as specified for surface appearance.

21.7 Concrete Floors:

- Sweep with a hairbrush. If the floor is painted, use a cotton-sweeping mop.
- If the floor has not been sealed, use damp sawdust as a sweeping compound.
- Mop areas having heavy oil or grease deposits with a degreasing solution and then thoroughly rinse with clear water.



- If no oil or grease deposits are present, mop the floor with clear water or a neutral soap solution.

21.8 Mastipave Floors: (Bituminous tile) Damp mop only.

21.9 Quarry Tile Floors:

- Sweep with hairbrush.
- Mop with clear water or neutral soap solution.
- Seal with water emulsion metal interlocking acrylic floor sealer.

21.10 Rubber Flooring (Amtico Marathon) Maintenance

21.10.1 Regular Cleaning:

- Sweep or vacuum floor to remove loose dirt.
- Spray buff using mixture of 20% sealer and 80% cold water.
- Clean with fibre or nylon brush or an auto-scouring machine equipped with washing brushes.

21.10.2 Waxing and Polishing:

- Ensure floor is thoroughly clean and free from soap and water.
- Apply sealer and finisher in thin, even coats avoiding accumulation in corners, along walls, and fixtures.
- To avoid scratches, do not clean with floor pads or any other industrial equipment.
- Waste Disposal: Only the following Amtico products may be flushed:
 - Amtico Blue Label All Purpose Cleaner/Stripper;
 - Amtico Silver Label Acrylic floor Finish; and
 - Amtico Platinum Label Acrylic Floor Sealer.

21.10.3 Periodical Cleaning (Stripping & Spray buffing):

- Use a polisher (150 to 175 rpm) with fibre or nylon brushes.
- Prepare mixture of 5 cups cleaner/sealer to 1.0 Imp Gal of warm or cold water.
- Spread mixture evenly over floor and wait 15-20 minutes.
- Use a wet vacuum or mop to remove residue.
- Rinse with solution of 1-cup vinegar to 1.0 Imp Gal cold water.
- Remove with wet vacuum or mop.
- Apply 2 thin, even, crossed coats of sealer by sponge, waxing mop or roller.
- Allow adequate drying time as recommended by manufacturer between coats.
- Spray buff with a solution of 20% sealer and 80% cold water using a 175-rpm polisher equipped with fibre or nylon brush.
- Repeat process if sealer does not adhere.



22 Hotel Rooms and Dishwashing

22.1 The services outlined in Annex A 3.2 are managed by and invoiced separately to the CCGC Campus Services Manager.

22.2 Hotel Rooms

22.2.1 Occupied Rooms

22.2.1.1 The work outlined in Annex A 3.2 will be performed for all occupied rooms as notified daily in writing by the Campus Services Manager

22.2.2 Check-Out Servicing

22.2.2.1 The work outlined in Annex A 3.2 will be performed for all rooms as notified daily in writing by the Campus Services Manager.

22.3 Dishwashing

22.3.1 collect dirty dishes and utensils from the dish / tray repositories during and after meal services.

22.3.2 dishes, pots, trays and utensils must be washed on a regular basis throughout the day.

22.3.3 Clean dishes, glasses, cups and utensils to be replenished in the dining room.

22.3.4 Clean dishwashing machine, racks, sinks and dishwashing areas.

22.3.5 Floor area to be swept, mopped and cleaned daily.

22.3.6 Removal of garbage



Appendix 1 of Annex A

DFO Recycling and Composting Program:

1.0 Contact Person: Manager Real Property Safety and Security Local 1176.

2.0 Hallway Recycling Center Containers:

2.1 All Hallway Recycling Center containers must contain clear bags at all times. The containers will be emptied daily and the exterior will be kept clean at all times by the janitorial staff.

3.0 Paper Container:

3.1 Mixed office paper is placed into this container. Contents must be deposited into the recycling container

4.0 Recyclables / Refundable Container:

4.1 The following contents must be placed into the sorting station:

- a. Beverage Containers
- b. No.1 & No.2 Rigid Plastic Containers
- c. Glass
- d. Aluminum or Tin Cans
- e. Grocery Bags
- f. Milk Cartons

The contents of the Recyclables / Refundable Only containers are the property of the DFO and **must not** be collected for individual gain.

5.0 Garbage Containers:

5.1 The Contractor must use clear bags in garbage containers at all times.

6.0 Corrugated Cardboard:

6.1 The Contractor must break down boxes and stored in Baylor room.

6.2 The Contractor must ensure Styrofoam and other packing materials will be removed from the boxes and placed into clear garbage bags.

7.0 Further Instruction:

7.1 The Contractors staff must remove all recyclable material (including loose cardboard) and garbage **daily** from the hallway recycling centers.

7.2 The Contractor must ensure composting bags are to be replaced every afternoon – Monday through Friday.

7.3 The Contractors staff must ensure that the lids of the garbage, compost and recycling bins are closed after use.



8.0 Bag Specifications:

- 8.1 The Contractor must use clear, extra strong bags (min 3 mil thickness) for all recyclables and shredded paper.
- 8.2 The Contractor must use compostable bags for all Green Bin Locations

9.0 Recycling Information:

- 9.1 The following items are not recyclable and must be placed in the garbage:
 - a. Carbon paper
 - b. Styrofoam cups
 - c. Paper coffee cups (e.g. Tim Hortons, Robins Donuts)
 - d. Plastic/Metal spines
- 9.2 Corrugated cardboard must be broken down and placed in the recycling containers on the outside of the buildings.
- 9.3 The following items will be placed in a hallway container Marked "Paper"
 - a. Computer print-out paper
 - b. Photocopier Paper
 - c. Letterhead
 - d. Bond stock paper
 - e. Stationary
 - f. Reports (plastic bindings & tabs removed)
 - g. Laser-print-outs
 - h. Telephone books
 - i. Envelopes
 - j. Window envelopes
 - k. Flyers
 - l. Glossy flyers
 - m. Post it notes
 - n. Fax paper
 - o. Glue edged reports
 - p. Egg cartons or drink holders
 - q. Mixed office
 - r. Junk mail
 - s. Adhesive labels
 - t. Newspapers
- 9.4 The Contractor must place the following items in a hallway container marked: "RECYCLABLES ":

Table 3 – Recycling Instructions

Type of Container	Example	What to Do
Beverage containers	Soft Drink Bottles or Cans, Juice Containers, Spring Water Bottles, Tetra Packs, Gable Tops	Rinse. Do not flatten.
No.1 & No.2 Rigid Plastic Bottles and Containers (HDPE 1, 2)	Bleach, shampoo, soft drinks, yogurt, ice cream, margarine	Rinse. Do not remove labels. Verify recycling suitability (e.g. HDPE 2).
Glass bottles & jars	Jam, pickles	Please rinse & remove lids. Labels can stay on.
Tin cans	Soup, vegetables	Rinse. Labels and tops can stay on. Flatten.



Plastic grocery bags & bread bags	Sobeys, Superstore	Must be clean.
Milk cartons	Milk, orange juice, coffee cream	Must be clean (occupant's responsibility). Flatten.



Appendix 2 of Annex A

Cleaning Standard:

1.0 Minimum Acceptable Appearance Levels - (MAAL).

Real Property Safety and Security – (RPSS) has committed to provide a high level of service to its customers. These Appearance Levels are the standard against which Contract areas will be inspected and assessed. The overall Minimum Acceptable Appearance Level (MAAL) has been established at Level 2.5, a compromise between Levels 2 and 3 that represent a clean, tidy environment maintainable through a program of both proactive and reactive maintenance. Regardless of the MAAL, washrooms and locker rooms must be maintained at Level 1 at all times.

Table 4 – Definition of Appearance Levels

APPEARANCE LEVEL	PHYSICAL DESCRIPTION / DEFECTS
Level 1 - Orderly Spotlessness	<ul style="list-style-type: none"> • Floors and base mouldings shine and carpets vacuumed clean; no build-up in corners or along walls. • All surfaces clean and no dust, dirt, streaks or marks. • Washroom fixtures and tile gleam. Supplies are adequate. • Trash containers hold only daily waste, are clean & odour-free. • Exterior steps and walkways swept clean; no sign of litter on ground.
Level 2 - Ordinary Tidiness	<ul style="list-style-type: none"> • Floors and base mouldings shine and carpets vacuumed clean; no build-up in corners but two days of dust, dirt, and stains may be seen. • All vertical and horizontal surfaces are clean but marks, dust and fingerprints noticeable up close. • Washroom fixtures and tile gleam & are odour-free. • Trash containers hold only daily waste, are clean and odour-free. • Exterior steps and walkways swept clean; grounds free of litter.
Level 3 - Casual Inattention	<ul style="list-style-type: none"> • Floors are swept and vacuumed clean, but on close observation have stains. A build-up of dirt or floor finish in corners and along walls is visible. • Dull spots and matted carpet in walking lanes. Streaks & splashes on base moulding. • Vertical & horizontal surfaces have obvious dust, dirt, smudges. • Trash containers have daily waste but are clean and odour-free. • Exterior steps and walkways dusty; some litter may be found on closer inspection.
Level 4 – Moderate Dinginess	<ul style="list-style-type: none"> • Floors are swept or vacuumed clean, but dull, dingy and stained. Noticeable build-up of dirt, floor finish, in corners and along walls. • Dull path and obviously matted carpet in walking lanes. Base moulding is dull, dingy with streaks or splashes. • All surfaces have conspicuous dust, dirt, and smudges. • Trash containers hold old trash. They are stained, marked and smell sour. • Noticeable dirt build-up on exterior steps and walkways; obvious litter.



Level 5 – Unkempt Neglect	<ul style="list-style-type: none">• Floors are dull, dirty, and dingy. Conspicuous build-up of dirt.• Surfaces have major accumulation of dust, dirt.• Washroom fixtures and tile have obvious lack of attention. Supplies are depleted.• Trash containers over-flowing and smell sour.• Exterior steps and walkways encrusted with dirt; litter noticeable all around.
---------------------------	---

2.0 Typical Inspection Areas

2.1 The building areas that will typically be evaluated include but are not limited to the following:

- a. Classrooms
- b. Washrooms
- c. Gym & Fitness
- d. Hallways & Stairwells
- e. Offices
- f. Lounges
- g. Cafeterias or lunchrooms
- h. Kitchens
- i. Ancillary Areas
- j. Conference rooms
- k. Laundry Rooms
- l. Accommodations/Hotel Rooms



**Appendix 3 of Annex A
Cleaning Matrix**

Added as a separate Attachment



Appendix 4 of Annex A

Inspection Report - Contractor Performance Evaluation

Item	Building	Building Areas												Avg OAL	Inspection Remarks		
		Classrooms	Washrooms / Locker Rooms	Hallways & Stairwells	Offices	Lobby / Common Areas	Lounges / Lunchrooms	Elevators	Cafeteria / Kitchen	Ancillary & Janitorial	Gymnasium / Fitness Rooms	Exterior & Grounds					
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	

The undersigned Contractor Representative has participated in and concurs with the inspection Avg OAL score. In accordance with Annex A-2 – Cleaning Standard, it is understood that a score that is below the Minimum Acceptable Appearance Level (MAAL) may result in the application of a Non-Compliance (NC) Penalty against the Basic Monthly Building Charge for the building in question. It is understood and agreed that the reduction of any monthly payment by way of NC Penalties will not in any way affect other rights and remedies of the Crown as contained in this contract or in the general conditions referred to herein.

Contractor Rep:

Date:

Signature:

Contract Inspector:

Date:

Signature:



Appendix 5 of Annex A

Exit Door List Showing Areas of Snow Clearing

Building / Wing	Door #	Description	Type of Door	Priority	Cleared by
Staff House G	52	Main Front Entrance	Entrance	1	Janitorial Contract
Staff House F	53	Main Front Entrance	Entrance	1	Janitorial Contract
Alert	9000	Main Alert Entrance	Main Entrance	1	Janitorial Contract
Alert	9001	Handicapped Side Entrance	Main Entrance	1	Janitorial Contract
Arctic/Atlantic	9026	Lower level near galley fire road	Entrance	1	Janitorial Contract
Staff House G	52	Secondary Door	Entrance	2	Janitorial Contract
Staff House F	53	Secondary Door	Entrance	2	Janitorial Contract
MacKenzie	9002	Hotel Room Exits on deck with glass railing	Entrance	2	Janitorial Contract
MacKenzie	9003	Hotel Room Exits on deck with glass railing	Entrance	2	Janitorial Contract
MacKenzie	9004	Hotel Room Exits on deck with glass railing	Entrance	2	Janitorial Contract
MacKenzie	9006	Old Radio Operations Room	Entrance	2	Janitorial Contract
MacKenzie	9007	Fire Exit for Telecom	Entrance	2	Janitorial Contract
MacKenzie	9008	Fire Exit for Telecom	Entrance	2	Janitorial Contract
Great Lakes/Pacific	9015	Fire Exit into courtyard (Offices)	Entrance	2	Janitorial Contract
Great Lakes/Pacific	9016	Fire Exit into courtyard (Offices)	Entrance	2	Janitorial Contract
Great Lakes/Pacific	9019	Fire Exit into courtyard (Cluster)	Fire Exit	2 or 1	Janitorial Contract/Cadets 1 when Occupied
Great Lakes/Pacific	9020	Fire Exit into courtyard (Cluster)	Entrance	2 or 1	Janitorial Contract/Cadets 1 when Occupied
Great Lakes/Pacific	9021	Fire Exit into courtyard (Cluster)	Fire Exit	2 or 1	Janitorial Contract/Cadets 1 when Occupied
Great Lakes/Pacific	9017	Fire Exit into courtyard (Offices)	Fire Exit	2	Janitorial Contract
Arctic/Atlantic	9027	Lower exit by conference rooms leads out into Galley fire road	Entrance	2	Janitorial Contract
Arctic/Atlantic	9028	Exit at end of Wing	Entrance	2	Janitorial Contract



Building / Wing	Door #	Description	Type of Door	Priority	Cleared by
Saguenay/Miramichi	9030	Back corner of residence wing	Fire Exit	2	Janitorial Contract
Saguenay/Miramichi	9032	hotel room fire exit	Entrance	2	Janitorial Contract
Saguenay/Miramichi	9033	hotel room fire exit	Entrance	2	Janitorial Contract
Saguenay/Miramichi	9034	hotel room fire exit	Entrance	2	Janitorial Contract
Saguenay/Miramichi	9035	hotel room fire exit	Fire Exit	2	Janitorial Contract
Alert	9040	Lower Level Backside of Wing	Fire Exit	2	Janitorial Contract
Cabot	9300	Back of Cabot near directors office	Main Entrance	2	Janitorial Contract
Cabot	9303	Behind Maint Garage	Entrance	2	Janitorial Contract
Cabot	9307	Patio Doors Galley	Entrance	2	Janitorial Contract
Saguenay/Miramichi	9036	Games Room	Fire Exit	3	Janitorial Contract
St Laurent	9043	Movie Room	Fire Exit	3	Janitorial Contract
Pool	9102	Pool fire exit between pool and gym	Fire Exit	3	Janitorial Contract
Pool	9103	Pool fire Exit Far end on Deck	Fire Exit	3	Janitorial Contract
Gym	9201	Door under spiral stairs	Fire Exit	3	Janitorial Contract
Cabot	9301	Back Of Cabot above Stores	Fire Exit	3	Janitorial Contract
Cabot	9304	Fire Exit near galley staff door	Fire Exit	3	Janitorial Contract
Cabot	9308	Chez Nous Door	Entrance	3	Janitorial Contract
Cabot	9310	Courtyard Library	Handicapped Entrance	3	Janitorial Contract
MET	9602	Main Shop fire exit	Fire Exit	3	Janitorial Contract
MET	9603	Main Shop fire exit	Fire Exit	3	Janitorial Contract
MET	9604	High Bay Fire Exit	Fire Exit	3	Janitorial Contract
MET	9605	High Bay Fire Exit	Fire Exit	3	Janitorial Contract



ANNEX B
BASIS OF PAYMENT

(To be updated at time of Contract award from)



ANNEX C SECURITY REQUIREMENTS CHECKLIST

Clear Data - Effacer les données



Government of Canada /
Gouvernement du Canada

English Instructions

Instructions français

Contract Number / Numéro du contrat

Req. No. 30004075

Security Classification / Classification de sécurité

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

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

Security Classification / Classification de sécurité

TB0/GCT 350-103 (2004/12)





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat Req. No. 30004075
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

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

No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
Short Title(s) of material / Titre(s) abrégé(s) du matériel : _____
Document Number / Numéro du document : _____

No / Non Yes / Oui

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

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

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

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

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

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?
 No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?
 No / Non Yes / Oui

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
 No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?
 No / Non Yes / Oui

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Contract Number / Numéro du contrat
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PART C (continued) / PARTIE C (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

Security Classification / Classification de sécurité
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**ANNEX D
EVALUATION CRITERIA**

MANDATORY REQUIREMENTS:

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

The proponent may include the following table in their proposal, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met.

No.	Mandatory Criteria	Cross Reference to Proposal [Supplier to Insert]
M1	The Bidder MUST provide a valid Workers Compensation Board (WCB) Assessment # and Clearance Letter with its bid package.	
M2	<p>Bidder must demonstrate a minimum of 12 months experience performing services in commercial cleaning and janitorial services.</p> <p>To demonstrate experience, the bidder MUST have completed one project within the last 60 months of bid closing.</p> <p>To demonstrate this experience, the bidder must provide the following :</p> <ol style="list-style-type: none"> 1) The name of the client organization (to whom the services were provided) 2) Description of the type and scope of services provided (For the specified project) 3) Start and end date (month and year) of the project. 	
M3	<p>Bidder must demonstrate a minimum of 12 months experience performing commercial Pot washing services.</p> <p>To demonstrate experience, the bidder MUST have completed one project within the last 60 months of bid closing.</p> <p>To demonstrate this experience, the bidder must provide the following :</p> <ol style="list-style-type: none"> 1) The name of the client organization (to whom the services were provided) 2) Description of the type and scope of services provided (For the specified project). 3) Start and end date (month and year) of the project. 	
M4	<p>Bidder must demonstrate a minimum of 12 months experience in providing commercial housekeeping services.</p> <p>Bidder must demonstrate a minimum of 12 months experience performing commercial housekeeping services.</p>	



	<p>To demonstrate experience, the bidder MUST have completed one project within the last 60 months of bid closing.</p> <p>To demonstrate this experience, the bidder must provide the following :</p> <ol style="list-style-type: none"> 1) The name of the client organization (to whom the services were provided) 2) Description of the type and scope of services provided (For the specified project) 3) Start and end date (month and year) of the project. 	
M5	<p>Bidder must provide a Health and Safety plan which MUST Include the following ;</p> <ol style="list-style-type: none"> 1. Proposed frequency of safety meetings, 2. Safety trainings to employees, 3. Workplace Hazardous Materials Information System (WHIMIS), 4. First aid. 	

RATED REQUIREMENTS:

Number	Point Rated Technical Criteria	Points Breakdown	Cross Reference to Proposal [Supplier to Insert]
R1	<p>The Bidder should demonstrate commercial cleaning and janitorial services project experience above and beyond as stated in M2.</p> <p>The project(s) must have been completed within the last 120 Months from bid closing date.</p> <p>To demonstrate this experience, the bidder must provide the following:</p> <ol style="list-style-type: none"> 1) The name of the client/ organization (to whom the services were provided) 2) Description of the type and scope of services provided (For the specified project) 3) Start and end date (month and year) of the project. 	<p>>12 to 36 months = 10 pts >36 to 60 months = 15 pts >60 months = 20</p> <p>Max Points: 20</p>	
R2	<p>The Bidder should demonstrate project experience performing commercial pot washing services above and beyond as stated in M3.</p> <p>The project(s) must have been completed within the last 120 Months from bid closing date.</p> <p>To demonstrate this experience, the bidder must provide the following:</p> <ol style="list-style-type: none"> 1) The name of the client/ organization (to whom the services were provided) 	<p>>12 to 36 months = 10 pts >36 to 60 months = 15 pts >60 months = 20</p> <p>Max Points: 20</p>	



	<ol style="list-style-type: none">2) Description of the type and scope of services provided (For the specified project)3) Start and end date (month and year) of the project.		
R3	<p>The Bidder should demonstrate experience in providing commercial housekeeping services. above and beyond as stated in M4. The project(s) must have been completed within the last 120 Months from bid closing date.</p> <p>To demonstrate this experience, the bidder must provide the following:</p> <ol style="list-style-type: none">1) The name of the client/ organization (to whom the services were provided)2) Description of the type and scope of services provided (For the specified project)3) Start and end date (month and year) of the project.	<p>>12 to 36 months = 10 pts >36 to 60 months = 15 pts >60 months = 20</p> <p>Max Points: 20</p>	



ANNEX E INSURANCE CONDITIONS

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

For the province of Quebec, send to:



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

For other provinces and territories, send to:

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

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



ANNEX F
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a Contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the Contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)