



REQUEST FOR PROPOSAL (RFP)

Janitorial Services
At the David Florida Laboratory (DFL) in Ottawa

Bid Submission Deadline:
April 21, 2023 at 2:00 PM (EDT)

Submit Bids to: Canada Post Corporation's (CPC) Connect service or by fax 819-997-9776

Reference: CSA File No. **9F023-20210410**

Note: Please read this Request for Proposal carefully for further details on the requirements and bid submission instructions.



April 6, 2023



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PART 1 - GENERAL INFORMATION

1. Summary

The Canadian Space Agency wants to retain janitorial services from an organization specialised in the provision of building cleaning at the David Florida Laboratory (DFL) in Ottawa.

- **Period of the Contract**

From June 1, 2023 to May 31, 2024

- **Optional periods(s)**

This request is for the award of a one (1) year contract, with four (4) irrevocable options of one (1) year each, which allows Canada to extend the term of the contract.

- **Work location**

The work will take place at the David Florida Laboratory (3701 Carling Avenue, CP11490, Succ. H, Ottawa, Ontario, K2H 8S2).

- **Travel**

No travel expenses will be reimbursed.

- **Official languages**

The contractor must be able to provide staffs that are able to communicate and draft documents in English.

2. Security Requirement

There are security requirements associated with this requirement. For additional information, consult Part 5 - Security, Financial and Other Requirements, and Part 6 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

3. Trade Agreements

This requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

4. Optional site visit

It is recommended 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 the David Florida Laboratory (**3701 Carling Avenue, CP11490, Succ. H, Ottawa, Ontario, K2H 8S2**) on **April 14th, 2023**. The site visit will begin at **9:00am EDT**, in Building 65 Main Lobby located off parking lot p-9.

Bidders are requested to communicate with the Contracting Authority no later than **April 13th, 2023 at 9:00am EDT** to confirm attendance and provide the name(s) of the person(s) who will attend, security requires names a **minimum of 24 hours** beforehand. **Bidders will not be allowed to attend the site visit if they have not been pre-approved and listed for access.** Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.



5. The Canada Post Corporation's (CPC) Connect service

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

6. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

7. Recourse for suppliers with respect to the Procurement Process

Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. There are several mechanisms available to suppliers to address concerns they may have related to federal government procurement, such as: the Office of the Procurement Ombudsman (OPO), the Canadian International Trade Tribunal (CITT), the Competition Bureau, and before the Federal Court of Canada and any of Canada's provincial superior courts. Regardless of the forum to which a supplier brings a complaint, there are strict timelines for filing complaints. Additional information is available on the Canadian Purchasing and Sales website at www.achatsetventes.gc.ca under the "Supplier Complaint Process" tab.



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for proposal (RFP) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (SACC) 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 this bid solicitation and accept the clauses and conditions of the resulting contract.

1.1. SACC Manual Clauses

[The document 2003 \(2022-03-29\)](#) - Standard Instructions - Request for Proposal - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. [Section 1.2003 - Standard Instructions - Goods or Services - Buyandsell.gc.ca](#)

2. Submission of Bids

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

Bids must only be submitted to:

- By Canada Post Corporation's (CPC) Connect service:
<https://www.canadapost-postescanada.ca/cpc/en/business/postal-services/digital-mail/connect.page>
Canada Post Corporation's (CPC) Connect service: Section 08 (2022-03-29) - Transmission by CPV Connect service of document 2003 (2022-03-29) – Standard Instructions - Goods or Services - Competitive Requirements
[Section 1.2003 - Standard Instructions - Goods or Services - Buyandsell.gc.ca](#)

Or

- By Fax 819-997-9776

at the date, time and place indicated on the front page of this bid solicitation.

DO NOT COPY THE CONTRACTING AUTHORITY

3. Enquiries - Bid Solicitation

All enquiries must be submitted **BY E-MAIL ONLY** to the Contracting Authority Denise.chessie@asc-csa.gc.ca 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



questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

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

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.

5. Communications Notification

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

6. Direct Deposit

The Government of Canada is phasing out paper cheques in favour of Direct Deposit for all payments issued by the Receiver General. Direct Deposit is a secure and reliable method of receiving payment, eliminating the risk of lost or stolen cheques. You will find all the information to enrol in direct deposit with Canadian Space Agency at: <http://www.asc-csa.gc.ca/eng/forms/vendor-direct-depot-form.asp>



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately sections as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

Prices must appear in the financial offer only. Pricing must not 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.

- 3 separate documents
 - a) use a numbering system that corresponds to that of the Request for proposal

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

Bidders must submit the sum of the applicable direct and indirect costs which are, or must be reasonably and properly incurred and/or allocated, in the performance of the Contract, less any applicable credits. These costs must be determined in accordance with the Contractor's cost accounting practices as accepted by Canada and applied consistently over time.

Bidders should review Contract Cost Principles 1031-2 - <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/1031-2/6> for a description of allowable costs.

Bidders must submit their financial bid in accordance with the Basis of Payment and the **Annex H** – Financial Proposal. The total amount of Goods and Services Tax must be shown separately, if applicable.

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

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

Section III: Certifications

Bidders must submit the certifications required under Part 5.



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the bids.
- c) In addition to any other time periods established in the bid solicitation:
 - (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared **non-responsive**.
 - (ii) **Extension of Time:** The Contracting Authority may grant an extension to the solicitation closing date, at their sole discretion, if requested by a Bidder.

2. Evaluation Criteria

2.1 Mandatory Technical Criteria

At Bid closing time, the Bidder must comply with the Mandatory Requirements outlined in **Annex G** and provide the necessary documentation to support compliance.

Any Bid which fails to meet all the Mandatory Requirements outlined in **Annex G**, will be declared non-responsive. Each requirement is requested to be addressed separately.

2.2 Point Rated Technical Criteria

The point rated technical criteria, outlined in **Annex G**, are considered Bonus Points. They will be taken into consideration as per the Basis of Selection. However, a minimum score is not required on these criteria in order to be considered responsive.

3. Financial Evaluation

SACC Manual clause [A0220T](#) (2014-06-26) Evaluation of price.

Bidders must submit their financial bid in accordance with Annex H – Financial Proposal of this bid solicitation.

The amount of additional hours/square footage needed for this request being unknown, we will evaluate the financial proposals using the estimates provided in Annex H.

4. Basis of Selection

SACC Manual Clause [A0027T](#), Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and



- c. There is no required minimum of points overall for the technical evaluation criteria which are subject to point rating.
The part is considered a Bonus on a scale of 60 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
 3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 20 % for the technical merit and 80 % 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 20 %.
 5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 80 %.
 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 20/80 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 (20%) and Price (80%)

| | | 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 | $115/135 \times 20 = 17.04$ | $89/135 \times 20 = 13.19$ | $92/135 \times 20 = 13.63$ |
| | Pricing Score | $45/55 \times 80 = 65.45$ | $45/50 \times 80 = 72.00$ | $45/45 \times 80 = 80$ |
| Combined Rating | | 82.49 | 85.19 | 93.63 |
| Overall Rating | | 3rd | 2nd | 1st |



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.

1. Certifications Required with the Bid

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

1.1 Certification – Contract

SACC Manual Clause [A3015C](#) (2014-06-26)

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default

2. Certifications Precedent to the Issuance of a Contract

2.1 Security Requirements

Before the contract award, the following conditions **MUST** be met:

- a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
- c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

In accordance with the requirements of the Contract Security Program 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 the 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.

For additional information, the Bidders should refer to the **Annex I** - Guidance on completing the Contract Security Program's Application for Registration form (PSPC 471).

2.2 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 with FPS, bidders must provide the information required below before contract award.

2.2.1 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.

2.2.2 Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

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

- 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: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

2.2.3 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.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.

2.4 Ineligibility and Suspension Policy

Bidders, offerors or suppliers certify to the following when submitting a bid:

- they have read and understand the **Ineligibility and Suspension Policy**; <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>
- they understand that certain domestic and foreign criminal charges and convictions, and other circumstances, will or may result in a determination of ineligibility or suspension;
- they are aware that Canada may request additional information, certifications and validations for the purposes of making a determination of ineligibility or suspension;
- they have provided a list of all foreign criminal charges and convictions;
- none of the domestic criminal offences and other circumstances described in the Policy applies to them, their affiliates and their first tier subcontractors; and
- they are not aware of a determination of ineligibility or suspension that applies to them.



2.5 Integrity Provisions – List of Names

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder. (See **Annex F** - Integrity Form).
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s). (See **Annex F** - Integrity Form).
- Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

2.6 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

2.7 Procurement Business Number

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at Supplier Registration Information <https://srisupplier.contractsCanada.gc.ca/>.

For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

Procurement Business Number (PBN): _____
Legal Name of the Company: _____
Company Invoicing Address: _____
Financial Clerk Contact: _____
Contact Phone Number: _____
Email Address: _____



Certification – Bid

SACC Manual Clause [A3015T](#) (2014-06-26)

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after contract award. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive



CERTIFICATION SIGNATURE

We hereby certify compliance with the above noted certification requirements for:

- 1.1. Certification – Contract
- 2.1 Security Requirements
- 2.2 Former Public Servant
- 2.3 Federal Contractors Program for Employment Equity - Bid Certification
- 2.4 Ineligibility and Suspension Policy
- 2.5 Integrity Provision – List of Names
- 2.6 Status and Availability of Resources
- 2.7 Procurement Business Number
- 2.8 Certification - Bid

By signing below, I certify, on behalf of the Bidder, that I have read the entire bid solicitation, including the documents incorporated by reference into the solicitation and that:

- 1. the Bidder considers itself and the resources it proposes able to meet the mandatory requirements described in the bid solicitation;
- 2. the bid is valid for the period indicated in the Standard Instructions 2003 (2022-03-29) - goods or services - competitive requirements;
- 3. all information provided in this submission is complete and accurate;
- 4. If a contract is awarded to the Bidder, the Bidder will accept all of the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

Signature _____ Date _____

Name (print or type) of person authorized to sign on behalf of the Organization

Phone : _____

E-Mail : _____



PART 6 - RESULTING CONTRACT CLAUSES

1. Priority of Documents

The documents specified below will form part of and will be incorporated into the Contract. If there is a discrepancy between the wording of any documents which appear on the list, the wording of the document which first appears shall prevail over the wording of any document which subsequently appears on the list.

- the Articles of Agreement;
- General Conditions:
 - [2010C \(2022-12-01\)](#), Services (medium complexity);
- Annex C, Statement of Work;
- Annex B, Basis of payment;
- Annex D, Security Requirements Check List (SRCL);
- Annex I, Insurance Requirements, and;
- the Contractor's proposal dated _____ *(To be inserted at contract award)*

2. Statement of Work

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

3. Standard Clauses and Conditions

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

3.1 General conditions

[2010C \(2022-12-01\)](#), Services (medium complexity)
[Section 3.2010C - General Conditions - Services \(Medium Complexity\) - Buyandsell.gc.ca](#)

3.2 Inspection and Acceptance of the work

All the Work is subject to inspection and acceptance by Canada. Inspection and acceptance of the Work by Canada do not relieve the Contractor of its responsibility for defects or other failures to meet the requirements of the Contract. Canada will have the right to reject any work that is not in accordance with the requirements of the Contract and require its correction or replacement at the Contractor's expense.

4. Security Requirements

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid personnel security screening at the level of SECRET or RELIABILITY STATUS, as required, granted or approved by the CSP, PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CSP, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.



3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, 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 D**
 - b) Contract Security Manual (Latest Edition).

5. Term of Contract

From June 1, 2023 to May 31, 2024

5.1 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by **four (4) additional periods, of one year each**, under the same terms and 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 appendix B Terms of Payment.

Canada may exercise any or all option years to be awarded at any time during the contract period by sending a written notice to the Contractor at least thirty (30) calendar days before the Contract expiry date.

The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6. Basis of Payment

6.1 Firm Prices

For the Work described in the Statement of Work in **Annex C** :

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm prices for a cost of \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Limitation of expenditure

For the Work described in the Statement of Work in **Annex C**, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in **Annex B**, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duty is included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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 percent committed, or
- b) four (4) 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.

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

7. 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;
- c) the Work performed has been accepted by Canada.

8. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a) a copy of time sheets to support the time claimed;

Invoices must be distributed as follows:

One (1) copy must be forwarded to the following address for certification and payment

CANADIAN SPACE AGENCY
9F023 – FINANCIAL SERVICES
Facturation.invoicing@asc-csa.gc.ca

One (1) copy must be forwarded to the Business Owner.

Special instructions:

Begin work only after receiving written approval issued by the CSA/DFL Business Owner. This approval to proceed will be issued only after the CSA/DFL Business Owner and the Contractor have agreed on the cost of work. The Contractor must advise the CSA/DFL Business Owner if the cost of the work will exceed the initial amount agreed upon, in writing, before continuing any work. Revised written instructions will be provided by the CSA/DFL Business Owner confirming approval.



If such approval is not received in writing by the CSA/DFL Business Owner confirming the revised repair amount, CSA/DFL will not be responsible to pay any amount exceeding the initial repair cost that was agreed upon.

Invoice the CSA/DFL once upon completion of all work performed for a given task, such as an inspection or maintenance event. All invoices relating to quarterly and annual inspections must be charged at the rate specified in the contract for the applicable period. All invoices for any additional repair or maintenance service must be accompanied by a breakdown of work performed including the number of labour hours, and back-up invoices from suppliers and sub-trades showing actual amounts paid for materials and mark ups (if applicable).

The CSA/DFL Business Owner can request that the contractor provide a free estimate for additional work on stand-by generators, such as repairs, new installations and retrofits. Quoted work will not necessarily be approved and the contractor must not proceed until such approval is obtained. If work is agreed upon, the invoice must be billed according to the above instructions with the necessary breakdown.

9. Electronic Payment of Invoices

The Government of Canada is phasing out paper cheques in favour of Direct Deposit for all payments issued by the Receiver General. Direct Deposit is a secure and reliable method of receiving payment, eliminating the risk of lost or stolen cheques. You will find all the information to enrol in direct deposit with Canadian Space Agency at : <http://www.asc-csa.gc.ca/eng/forms/vendor-direct-depot-form.asp>

10. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. *(to be inserted at contract award)*

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.

11. Contracting Authority

The Contracting Authority for the Contract is:

Denise Chessie
Sector: **Procurement and Contract Administration**
Canadian Space Agency
6767 route de l'Aéroport
Saint-Hubert, QC
Canada J3Y 8Y9
Telephone: (506) 429-3478
E-Mail: denise.chessie@asc-csa.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.



12. Business Owner *(To be inserted at contract award)*

Name:

Title:

David Florida Laboratory
Canadian Space Agency
3701 Carling Avenue, CP11490, Succ. H,
Ottawa Ontario K2H 8S2

Telephone:

E-Mail:

The Business Owner 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 Business Owner, however the Business Owner 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.

13. Contractor's Representative *(To be inserted at contract award)*

The Contractor's Representative for the Contract is:

Name:

Contractor:

Telephone:

E-Mail:

14. No Responsibility to Pay for Work not performed due to Closure of Government Offices

1. Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
2. If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

15. Performance Evaluation

Contractor shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by the Government of Canada. Should the Contractor's performance be considered unsatisfactory more than once, the Contractor's bidding privileges on future work may be suspended for a period of 18 months or 36 months.

Contractor Performance Evaluation Report Form is used to record the performance. See **ANNEX E**.

16. 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.



17. 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.

18. Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

19. Office of the Procurement Ombudsman clause

19.1 Recourse for suppliers with respect to the Procurement Process

- a) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority.
- b) There are several mechanisms available to suppliers to address concerns they may have related to federal government procurement, such as: the Office of the Procurement Ombudsman (OPO), the Canadian International Trade Tribunal (CITT), the Competition Bureau, and before the Federal Court of Canada and any of Canada's provincial superior courts.
- c) Regardless of the forum to which a supplier brings a complaint, there are strict timelines for filing complaints. Additional information can be found at Canada's Buy and Sell website at www.buyandsell.gc.ca under the heading "Supplier Dispute Management Process".

19.2 Contract Clauses

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman 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.

20. Government Site Regulations

SACC Manual clause [A9068C](#) (2010-01-11) Government Site Regulations

21. Time Verification

SACC Manual clause [C0711C](#) (2008-05-12) Time Verification

22. Equity, Diversity and Inclusion

The Canadian Space Agency is committed to making the Agency more inclusive for everyone and fostering an equitable workplace culture that values diversity and creates an environment that is welcoming and rewarding for all. We encourage the businesses that work with us to reflect these values. More information can be found at:



[Wellness, inclusion and diversity in the public service - Canada.ca](https://www.canada.ca)

23. 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 invoices, correspondence, 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 Business Owner.
- Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
- Use of electronic signatures, where client capacity to accept them exists, to reduce paper consumption
- 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 public transportation or another method of green transportation as much as possible.

c) Misc.:

- Implementation of processes that minimize chemical consumption and waste



ANNEX B

BASIS OF PAYMENT



During the Contract period, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

All-inclusive rates for work specified in the statement of work presented in Annex C. The all-inclusive rate includes all labour, materials, overhead, profits, related costs, etc. Customs duties are included and Applicable Taxes are extra.

Rates as offered per period will remain fixed during the course of the contract. Increases in yearly/hourly/m² rates will not be permitted during the contract period. Rates will not increase or decrease if another type of coating replaces an existing flooring.

| | Initial Contract Period June 1, 2023 to May 31, 2024 | Option year 1 June 1, 2024 to May 31, 2025 | Option year 2 June 1, 2025 to May 31, 2026 | Option year 3 June 1, 2026 to May 31, 2027 | Option year 4 June 1, 2027 to May 31, 2028 |
|---|--|--|--|--|--|
| Firm price to perform routine cleaning in General Areas (7,100 m ²): | \$ _____/year | \$ _____/year | \$ _____/year | \$ _____/year | \$ _____/year |
| Firm price to perform routine cleaning in Cleanroom and Lab. Areas (5,150 m ²): | \$ _____/year | \$ _____/year | \$ _____/year | \$ _____/year | \$ _____/year |
| Additional carpet shampoo service, if requested | \$ _____/m ² | \$ _____/m ² | \$ _____/m ² | \$ _____/m ² | \$ _____/m ² |
| Additional stripping and waxing of flooring, if requested | \$ _____/m ² | \$ _____/m ² | \$ _____/m ² | \$ _____/m ² | \$ _____/m ² |
| Hourly rate to perform additional tasks* during regular working hours (7:00am to 4:00pm Monday to Friday) | \$ _____/hour | \$ _____/hour | \$ _____/hour | \$ _____/hour | \$ _____/hour |
| Hourly rate to perform emergency cleaning (4:00pm to 7:00am Monday to Friday) | \$ _____/hour | \$ _____/hour | \$ _____/hour | \$ _____/hour | \$ _____/hour |
| Hourly rate to perform emergency cleaning during the weekend (4:00pm Friday through to 7:00am Monday) | \$ _____/hour | \$ _____/hour | \$ _____/hour | \$ _____/hour | \$ _____/hour |
| Hourly rate to perform emergency cleaning during statutory holidays | \$ _____/hour | \$ _____/hour | \$ _____/hour | \$ _____/hour | \$ _____/hour |

* This hourly rate is used to supplement the existing workforce when non-routine tasks are requested. This includes activities such as, but not limited to, cleaning of light fixtures, interior of windows, cleaning of accessory buildings, etc.



ANNEX C

STATEMENT OF WORK (SOW)



1. OBJECTIVE

The project objective is to provide janitorial services at the David Florida Laboratory (DFL) in Ottawa

2. BACKGROUND

The David Florida Laboratory (DFL) is Canada's world-class spacecraft assembly, integration and testing center. The Laboratory is maintained and operated by the Canadian Space Agency (CSA). The facilities are located at 3701 Carling Avenue in Ottawa, Ontario as part of a shared, secure campus operated by Communications Research Centre Canada (CRC). The DFL comprises 13,000 m², spread over four levels with a mixed-use space primarily consisting of high bay laboratory clean room environments and office accommodations. Approximately 5,150m² of the total area is comprised cleanroom and laboratory areas. Specialized infrastructure is in place to support various testing needs such as thermal vacuum, thermal balance, vibration and radio frequency testing, as well as mass properties.

Built in 1971, the building is home to slightly more than 100 researchers, managers and clients employed by the Canadian space program. Due to aging infrastructure, the CLA/DFL intends to conduct a variety of renovations, maintenance, repair and retrofit work in the years to come. A significant portion of this work must be undertaken pursuant to requests made as part of the operations of the CSA/DFL's various Programs.

3. PROJECT SCOPE

DFL requires a janitorial services for the and would like to establish a contract for these services. This contract will provide DFL personnel with available resources to complete janitorial services throughout the building.

A summary cleaning schedule has been provided in **Annex K** which outlines the services required and their frequency.

DFL shall provide the Contractor all equipment and supplies required, in order to do the requested services, See 1.6 Supplies below.

4. STATEMENT OF REQUIREMENTS (Contractor's responsibility)

PART 1 – GENERAL REQUIREMENT

4.1 Building Security

- 4.1.1 The Cleaning Contractor shall provide to the CSA-DFL, the full name, date of birth and citizenship of each staff member he intends to employ, including spares. Should any workers not be Canadian citizens, a passport check will be required. All cleaning staff that work on site must have an active Reliability Status government screening. The working supervisor must have a Secret government clearance level.
- 4.1.2 All cleaning staff employed by the Cleaning Contractor, regardless of hours of work, **MUST** sign IN and OUT. All cleaning staff must sign IN and OUT every time they leave campus, even if it is for a short break. In the event of a dispute and the absence of other evidence, the Register will be regarded as evidence of hours of work. Failure to "sign in or out" will render the entry invalid.
- 4.1.3 The Cleaning Contractor's staff shall be subject to questioning and search of cleaning material in relation to security matters by site security authorities and/or the CSA-DFL's department designated security staff.



- 4.1.4 All keys entrusted to the Cleaning Contractor's working supervisor and other cleaning staff shall be kept in the Key Watcher secure key control system when not working on the premises. Keys must be removed at the beginning of each working day and returned at the end of each working day into the Key Watcher system. Keys are NEVER to leave Building 65 at any time.
- 4.1.5 All Cleaning Contractor's staff and back-up personnel must be familiar with and capable of working in cleanroom areas. All cleaning tools and agents must be suitable for laboratory cleanroom class ISO 14664-1, class 7 applications.
- 4.1.6 Building access passes shall be displayed prominently on Cleaning Contractors staff shirts, coveralls or smocks above the waist. Building access badges must be fully protected at all times and returned to the CSA-DFL designated representative on completion or termination of this contract.
- 4.1.7 No audio/visual equipment or cameras are permitted in the buildings.
- 4.1.8 No cellular phones, 2-way radios or wireless phones are permitted in cleanroom areas unless provided by the CSA.
- 4.1.9 Emergency Calls
 - 4.1.9.1 During regular hours, a CSA-DFL representative will be available.
 - 4.1.9.2 During silent hours, CSA-DFL – Building Ops representative can be reached at 613-760-0346 (Pager).

4.2 Staffing

- 4.2.1 Employment Standards Act, 2000 (ESA)
 - 4.2.1.1 The Cleaning Contractor must respect with PART XIX - BUILDING SERVICES PROVIDERS under the Employment Standards Act, 2000.
- 4.2.2 Language and credentials
 - 4.2.2.1 The working supervisor should be bilingual or at a minimum be fluent in English (reading, writing & speaking).
 - 4.2.2.2 The working supervisor and the cleaners must have previous experience working in mechanical, electrical and machine rooms.
- 4.2.3 Maintain a **minimum of three** full time staff for regular cleaning operations on a daily basis, 5 days per week, Monday through Friday. Each staff will be required to work 8 hours per day on a fixed schedule. At least one staff member must be present at all times between 7:00am and 4:00pm, unless alternate hours are approved by the Business Owner in writing.

Note: Occasionally additional cleaning will be requested to be completed during normal working hours. When work cannot be done during normal working hours, additional cleaning may be requested after normal working hours and/or over the weekend.
- 4.2.4 The working supervisor of the Cleaning Contractor is to have authority to carry out directions given to him/her by the CSA-DFL's designated representative whether or not this involves minor changes to the specifications. Such changes, if any, will be dealt with subsequently.
- 4.2.5 The Cleaning Contractor will provide a facilities CB radio to the working supervisor so that



CSA-DFL may contact them during the workday,. The working supervisor will be responsible to assign a CSA-DFL Security Cleared back up personnel prior to taking holidays or any type of other leave and providing the name of the backup personnel to the CSA-DFL designated representative prior to taking such leave.

- 4.2.6 The working supervisor and routine cleaners are to have the necessary training to perform their duties. CSA-DFL will provide only the DFL site specific awareness training. CSA-DFL training requirements include confined space entry, hazardous material handling, and all other provincially and federally required certificates and license to complete the work.
- 4.2.7 The Cleaning Contractor shall be responsible for scheduling of routine, periodic and patrol cleaning operations and conducting inspections to ensure the work performed is in accordance with the specifications. The working supervisor shall liaise daily with the CSA-DFL designated representative. Furthermore, monthly formal meetings will be scheduled between the CSA-DFL designated representative and the working supervisor.
- 4.2.8 Specific job descriptions including, duties and area of cleaning for each cleaner and the working supervisor are to be defined prior to commencing the contract and upon staff changes with a checklist and area of duty to be reviewed by the CSA-DFL designated representative at each occurrence and copies to be provided for reference.
- 4.2.9 The Cleaning Contractor must notify CSA-DFL designated representative **IMMEDIATELY** if an employee leaves the company and return the security badge back to the CSA-DFL within 24 hours of their departure.
- 4.2.10 The Cleaning Contractor must have back up personnel at all times during the contract to cover the regular staff during holidays, sick leave, etc. in order not to interrupt the cleaning schedule and quality maintenance of the building. Any departing employee must be replaced within 5 business days, in order to maintain the minimum level of three staff at all times. Each back up personnel must be cleared according to the CSA-DFL's Security Policy by completing Form 330 with the necessary identification. A minimum two (2) weeks is required to clear any staff once the paperwork has been fully completed and sent. Form 330 will be provided upon contract being awarded.
- 4.2.11 The cleaning contract staff are to take their lunches and breaks in designated areas only and during their assigned times. Over socializing with other contractors and staff will not be tolerated. The working supervisor is to enforce these requirements throughout the contract.
- 4.3.1 All cleaning personnel shall be uniformed with industrial type matching shirt and trousers, coveralls or duster coat. The company name or crest to be affixed to the shirt, coveralls or coat.
- 4.3.2 Cleaner uniforms must be approved by the CSA-DFL's designated representative and shall be provided at all times.
- 4.3.3 The CSA-DFL will provide cleanroom coats for cleaning personnel to wear while working in the cleanroom section of the building.

4.4 Inspection

- 4.4.1 The working supervisor is responsible to ensure that all cleaning requirements in this contract are respected and performed by performing a daily inspection. These inspections are to be logged on a checklist and submitted once per week to the CSA-DFL designated representative for review.



4.5 Quality Standards

- 4.5.1 The Quality Standards shall be strictly adhered to in accordance with Part 2 of this contract. Inspections made by the CSA-DFL designated representative will be based on these standards.
- 4.5.2 If any area is found to be deficient, a Field Instruction (FI) will be sent to the Cleaning Contractor for immediate action. Repeated FI's issued for the same area in one yearly cycle will result in possible contract cancellation.

4.6 Supplies

- 4.6.1 The CSA-DFL shall provide the following equipment and supplies for use by the contractor. The Contractor is to keep an itemized list of all supplies used and provide a copy to the Business Owner, so that the Cleaning Closet is kept properly stocked;

- 4.6.1.1.1 All cleaning material and toiletries
 - 4.6.1.1.1.1 Toilet tissue
 - 4.6.1.1.1.2 Paper hand towels
 - 4.6.1.1.1.3 Hand soap
 - 4.6.1.1.1.4 Deodorant cakes
 - 4.6.1.1.1.5 Order control products
 - 4.6.1.1.1.6 Plastic bags
 - 4.6.1.1.1.7 Sani-bags
 - 4.6.1.1.1.8 Disinfectants
 - 4.6.1.1.1.9 General cleaners
 - 4.6.1.1.1.10 Hand sanitizer
 - 4.6.1.1.1.11 Floor care products
- 4.6.1.1.2 Pro-portion III, Dilution Control System
 - 4.6.1.1.2.1 Powerhouse spray and wipe cleaner
 - 4.6.1.1.2.2 Sparkle glass cleaner
 - 4.6.1.1.2.3 Quato 15 disinfectant
 - 4.6.1.1.2.4 Sunbeam floor cleaner
 - 4.6.1.1.2.5 Winter-rinse floor cleaner
- 4.6.1.1.3 Vacuum for office area
- 4.6.1.1.4 Vacuum with HEPA filter for cleanrooms
- 4.6.1.1.5 Numatic wet vac
- 4.6.1.1.6 Two-speed floor buffer
- 4.6.1.1.7 Advance SC1500 automatic floor scrubber
- 4.6.1.1.8 Advance AquaSpot
- 4.6.1.1.9 Advance AquaClean
- 4.6.1.1.10 Janitors cart
- 4.6.1.1.11 Buckets with ringers



4.6.1.1.12 Mops, brooms, dustpans etc.

4.6.1.1.13 Wet floor signs

4.6.1.1.14 Peel away mats and frames

4.6.2 The working supervisor is to submit a monthly list of cleaning supplies to the CSA-DFL designated representative before the start of each month. The monthly order will be limited to one order. A minimum of two weeks cleaning supplies are to always be maintained in stock. Additional items not listed above may be provided with the approval of the CSA-DFL Business Owner.

4.7 Health & Safety

4.7.1 The Cleaning Contractor shall adhere to all safety measures respecting personnel and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures.

4.7.2 CSA-DFL procedures for hazardous areas such as Vibration Shaker and TQF Chambers must be strictly followed in accordance with CSA-DFL Policies and Procedures. Information will be made available upon contract being awarded.

4.7.3 The Cleaning Contractor's staff shall take part in safety drills and CSA-DFL Safety and Security briefings provided by the CSA-DFL as required or deemed necessary.

4.7.4 The Cleaning Contractor shall ensure that all equipment used to perform the work is in a state of good repair. The CSA-DFL designated representative reserves the right to have equipment judged to be unsafe, not suitable or defective taken out of service. The Contractor shall be responsible to supply suitable replacement equipment on a temporary basis until the equipment is replaced.

4.7.5 The Cleaning Contractor and personnel shall adhere to the no smoking policy in the building(s).

4.7.6 The Cleaning Contractor is responsible for ensuring that all personnel are properly trained and certified by an appropriate provincial or federal authority, for all workplace activities.

4.7.7 The cleaning staff will be required to perform entry into confined spaces for cleaning purposes, and the staff are to be trained accordingly.

4.8 Building Operations

4.8.1 Report any and all malfunctions, damages or maintenance repairs required to the building systems to CSA-DFL designated representative.

4.8.2 Accidents and hazardous occurrences MUST be reported in writing to the Business Owner.

4.9 Vacancy Credit:

4.9.1 The Cleaning Contractor shall deduct from the contract price, on a monthly basis, a sum called the "Vacant Space Credit" for all space unoccupied in the building. This credit will be calculated as follows:

Vacant space footage multiplied by the rate per square foot per annum, divided by 12 months and multiplied by the %. The amount will be the monthly "Vacant Space Credit".



- 4.9.2 The Business Owner may re-evaluate the value of the building % vacancy on a monthly basis to determine the appropriate amount.

PART 2 – SCHEDULE & SEQUENCE OF WORK

4.10 General

- 4.10.1 Refer to **Annex J** for a summary cleaning schedule which summarizes the frequencies of the various activities from this section in a table format.
- 4.10.2 The operations specified in this section are defined in Terms (Part 3) and Quality of Standards (Part 4).
- 4.10.3 When days of the week specified in this section, fall on a holiday the Cleaning Contractor will perform those operations the first working day thereafter.
- 4.10.4 All cleaning will be performed Monday through Friday as per the hours stipulated in this contract with the exception of occasional overtime. The working supervisor shall be responsible to ensure that all cleaning has been completed on any given day and recorded on tracking spreadsheets. These tracking sheets will be based on the schedule attached to this RFP. Original tracking sheets are to be provided once per month to the CSA-DFL designated representative or sooner if requested.

4.11 Cleanroom Areas

4.11.1 Cleanroom definition

- 4.11.1.1 The CSA-DFL maintains its testing facility laboratories to a Standard ISO 14644 – Class 7. Maintenance of a Class 7 cleanroom requires that the particles count does not exceed a total of 10,000 particles per cubic foot of a size of 0.5 microns and larger, or 700 particles per cubic foot of a size of 5.0 microns and larger, based on a one minute measurement.
- 4.11.1.2 Cleanrooms are defined as any and all areas downstream of the air-shower stations at various parts of the building. Special covers, gowns and procedures apply. Air shower identified on drawings

- 4.11.2 The Cleaning Contractor and their staff must be briefed by CSA-DFL designated representative before they will be allowed to clean in the cleanroom areas.

- 4.11.2.1 The Cleaning Contractor shall be responsible for ensuring that any new staff receives the proper briefing prior to starting their first shift.

4.11.3 Equipment

- 4.11.3.1 The vacuum cleaner used in this area will be of the industrial canister type, wet and dry, equipped with a three prong grounded plug; non-metallic floor tools and a 0.05-micron (High Efficiency Particle Arrestance-HEPA) filter. The filter is to be cleaned prior to each operation.
- 4.11.3.2 The floor scrubber used in this area will be an Advance SC1500 stand on scrubber with a 20 inch cleaning path. Only those persons that have been given proper training will be allowed to operate this unit. When finished with the machine, it will be placed in its designated room for storage.
- 4.11.3.3 At completion of contract, all equipment provided by CSA-DFL, shall be returned to CSA-DFL, in similar condition, save for regular wear and tear.



4.12 Cleanroom & Laboratory Cleaning

4.12.1 General Cleaning Operations

- 4.12.1.1 All cleaning operations inside the cleanrooms will be performed between the hours of 07:00 and 16:00.
- 4.12.1.2 The Cleaning Contractor's staff shall use extreme care when performing cleaning operations to ensure that they do not damage delicate equipment.
- 4.12.1.3 **CLEANING STAFF MUST NOT ENTER ROPED OFF AREAS WITHOUT PERMISSION FROM THE CSA-DFL DESIGNATED REPRESENTATIVE.**
- 4.12.1.4 Cleaning staff shall not clean or touch spacecraft test equipment.
- 4.12.1.5 Damp mopping only by using a mop, well wrung out in clean water to avoid any seepage under the equipment or between the tiles. Water is to be changed frequently during each operation and mops are to be washed and well rinsed on completion of work. **DO NOT** damp mop around sensitive equipment. Use HEPA vacuum in cleanroom only.
- 4.12.1.6 Dust control method or vacuum is the method to be used while sweeping floors.

4.12.2 Air Showers

- 4.12.2.1 Vacuum and damp mop floors daily.
- 4.12.2.2 Clean door glass and stainless steel daily - once during the morning and once in the afternoon.
- 4.12.2.3 Clean walls and doorframes daily.

4.12.2 Contamination Control Dry Mats (Sticky mats)

- 4.12.2.1 Remove one layer from contamination control mat daily or as required whenever the mats lose its stickiness, whichever comes first. Never leave the mat longer than one week without removing the top layer.

4.12.3 Shoe Cleaner Service

- 4.12.3.1 Check bags every week.
- 4.12.3.2 Clean outside housing daily.

4.12.4 Floors

4.12.4.1 Resilient Floors

- 4.12.4.1.1 Remove all foreign residues daily.
- 4.12.4.1.2 Scrub all floors twice weekly (Monday and Thursday), using automatic scrubber.
- 4.12.4.1.3 Use mop to clean baseboards and all corners.

4.12.4.2 Steel and Finished Concrete Floors

- 4.12.4.2.1 Vacuum and wash entire floor area twice weekly (Monday and Thursday) paying particular attention to the areas around the bases of equipment, baseboards and corners.

4.12.5 Miscellaneous

- 4.12.5.1 Remove dust from all electrical boxes daily.
- 4.12.5.2 Elevators and loading areas to be spot cleaned daily.



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- 4.12.5.3 Walls to be damp mopped semi-annually to be scheduled by the CSA-DFL designated representative.
 - 4.12.5.4 Loading Docks
 - 4.12.5.4.1 Apply an absorbent compound (supplied by client) to oil and grease spills and remove as quickly as possible.
 - 4.12.5.4.2 Remove accumulated slush and water on floors in entrances and trucking areas on a continual basis during inclement weather.
 - 4.12.5.4.3 Sweep or dry mop daily
 - 4.12.5.4.4 Scrub floors twice weekly (Monday and Thursday) with automatic scrubber.
 - 4.12.5.5 Glass Partitions
 - 4.12.5.5.1 Clean inside of glass partitions and/or glass panels in partitions including those partitions overlooking Bays 2 and 3 twice a year to be scheduled by the CSA-DFL designated representative.
 - 4.12.6 Furniture and Fixtures
 - 4.12.6.1 Dust vertical and horizontal surfaces daily.
 - 4.12.6.2 Vacuum tops of lockers, storage cabinets, and bases of freestanding screens and interior of public clothes closets (if applicable) Friday.
 - 4.12.7 Waste Receptacles & Recycle Bins
 - 4.12.7.1 Empty waste receptacles; recycle bins and garbage cans daily or more frequently if required.
 - 4.12.8 Doors and Door Frames etc.
 - 4.12.8.1 Daily
 - 4.12.9.1.1 Clean finger marks from doors and doorframes.
 - 4.12.9.1.2 Vacuum door grills, doors and doorframes.
 - 4.12.8.2 Monthly
 - 4.12.8.2.1 Clean metal push bars, kick and hand plates using the appropriate cleaner.
 - 4.12.8.2.2 Wash doors, doorframes and door grills.
 - 4.12.9 Overhead Doors
 - 4.12.9.1 Dust and spot clean both sides of doors monthly.
 - 4.12.10.2 Wash both sides of doors annually to be executed in July.
 - 4.13 Exterior**
 - 4.13.1 Daily
 - 4.13.1.1 Sweep and keep clear of litter (cigarette butts, paper, leaves, etc.) all entrances, exits, podiums, stairs, loading platforms and sidewalks, to roadway.
 - 4.13.1.2 Empty and clean all ashtrays, picnic tables and ash urns.
 - 4.13.1.3 Empty garbage cans and replace plastic garbage bags.
 - 4.13.1.4 Empty and clean sand urns.



4.13.2 Weekly

- 4.13.2.1 Clean glass and sashes on both sides in entrance, sidelights and exit doors.
- 4.13.2.2 Clean and polish outside mail receivers, aluminum fittings, signs, ornamental metal work, and entrance doors and push bars.
- 4.13.2.3 Polish all ashtrays on picnic tables and ash urns.
- 4.13.2.4 Wash and disinfect garbage cans.

4.14 Floors

4.14.1 General Daily

4.14.1.1 Preliminary Instructions

- 4.14.1.1.1 Chairs, wastepaper baskets, etc., must not be placed on desks, tables or workbenches during cleaning operations.
- 4.14.1.1.2 Care must be taken not to allow cleaning solutions to seep under furniture legs, file cabinets or partitions.
- 4.14.1.1.3 Visibly put in place bilingual Cautionary & Warning signs when performing all floor cleaning operations
- 4.14.1.1.4 As a safety precaution only, a minimum amount of cleaning solution or water shall be used during floor cleaning operations in stairwells and on granite floors.

4.14.2 Resilient and Marathon

4.14.2.1 General

- 4.14.2.1.1 Remove gum and other foreign residue daily.
- 4.14.2.1.2 Strip, seal and refinish on a full floor basis once a year to be scheduled by the CSA-DFL designated representative.

4.14.2.2 Basement Areas

- 4.14.2.2.1 Sweep floor area
- 4.14.2.2.2 Auto scrub daily
- 4.14.2.2.3 Spray buff monthly

4.14.2.3 Office Areas

- 4.14.2.3.1 Sweep and damp mop or wipe all floors bi-weekly.
- 4.14.2.3.2 Spray buff in front and behind counters, in desk wells and traffic lanes every Friday.

4.14.2.4 Corridors and Elevator Lobbies

- 4.14.2.4.1 Sweep and damp mop all floors daily.
- 4.14.2.4.2 Damp mop every Monday and Wednesday.
- 4.14.2.4.3 Spray buff every Friday.

4.14.2.5 Laboratories outside cleanroom areas

- 4.14.2.5.1 Sweep and damp mop floors daily.
- 4.14.2.5.2 Spray buff traffic areas monthly.



4.14.3 Concrete

4.14.3.1 All Areas

- 4.14.3.1.1 Sweep all floors using a dust control method daily.
- 4.14.3.1.2 Remove gum and other foreign residue daily.
- 4.14.3.1.3 Damp mop to remove spillage daily.

4.14.4 Carpeting and Rugs

4.14.4.1 Boardrooms and Conference Rooms

- 4.14.4.1.1 Vacuum all areas as required with a minimum of twice weekly.

4.14.4.2 Offices

- 4.14.4.2.1 Vacuum all office areas and corridors twice per week on a rotating schedule to be provided by the Cleaning Contractor prior to the start of the contract and to be approved by the CSA-DFL designated representative.

4.14.4.3 Carpet Shampoo

- 4.14.4.3.1 To be performed annually and consists of all carpeted areas including offices, boardrooms, conference rooms, and carpeted hallways.

4.14.5 Walk-Away Mats (Seasonal)

4.14.5.1 General (Daily Basis)

- 4.14.5.1.1 The Cleaning Contractor will use an industrial type, wet and dry vacuum cleaner equipped with the proper floor tools and of sufficient suction to remove wet or dry sand, water, etc. from the mat.
- 4.14.5.1.2 Vacuum mats three times daily (early morning, noon time and late afternoon). During inclement weather, vacuum mats more often if necessary daily.
- 4.14.5.1.3 Mats shall be in place from October 15th to May 15th inclusive. In case of unusual weather conditions, the Building Operations may shorten or extend the period.
- 4.14.5.1.4 The CSA-DFL will provide Walk-Away mats and the Cleaning Contractor will install, maintain, remove, clean and store mats in a designated area when not in use.
- 4.14.5.1.5 Mats are to be removed or rolled up to complete floor cleaning operations. Clean underside of mats before replacing or storing.

4.15 Entrances, Exits, Lobbies and Adjacent Corridors

4.15.1 General

- 4.15.1.1 Keep free of litter.
- 4.15.1.2 Mats are to be removed or rolled up to complete floor cleaning operations.
- 4.15.1.3 Vacuum main entrance grill to keep free from dirt accumulation and/or water/slush during inclement weather.



4.16 Stairs and Landings

4.16.1 Daily

- 4.16.1.1 Sweep and damp mop stairs and landings.
- 4.16.1.2 Remove gum and other foreign residue before cleaning.

4.16.2 Weekly

- 4.16.2.1 Dust vertical grills, baseboards, stringers and ledges.
- 4.16.2.2 Clean hand rails with approved antibacterial agent.

4.17 Elevators

NOTE: As a safety precaution only a minimum amount of cleaning solution shall be used during floor cleaning operations in elevator cab and entrance areas to elevator. Cautionary and warning signs are required to be posted. Ensure that Anti-slip products ONLY are used.

4.17.1 Daily

- 4.17.1.1 Clean all metal surfaces inside and outside of the elevators.
- 4.17.1.2 Dust interior of cab and remove finger marks, smudges and stains on doors and doorframes.
- 4.17.1.3 Sweep and damp mop floors when mats not in use.
- 4.17.1.4 Remove gum and other foreign residue from floors.

4.17.2 Weekly

- 4.17.2.1 Scrape, vacuum and clean doorsill/track grooves in both the cab and on each landing.

4.18 Indoor Washrooms & Outdoor Washrooms (when applicable)

4.18.1 General

- 4.18.1.1 Notify CSA-DFL Security designated contract representative immediately of blocked toilets, sinks, urinals and drains.

4.18.2 Daily

- 4.18.2.1 Supply and replenish soap in containers, toilet paper, linen, tissue paper, paper towels and air fresheners in dispensers with quality approved supplies.
- 4.18.2.2 Remove gum and other foreign residue. Remove all trash from strainers in base of urinals.
- 4.18.2.3 Wash both sides of toilet seats, interior and exterior of bowls, urinals and washbasins using a germicidal detergent then flush toilet.
- 4.18.2.4 Clean and disinfect all water taps, dispensers, doorplates, flush valves and the exterior of wastepaper and refuse receptacles.
- 4.18.2.5 Clean flush tanks, shelves, high ledges, mirrors, and exposed piping.
- 4.18.2.6 Spot clean walls, partitions and doors to remove finger marks, graffiti and other marks.
- 4.18.2.7 Empty sani-cans, wash, disinfect, supply and insert new bags of correct size.
- 4.18.2.8 Empty all wastepaper and refuse receptacles, supply and insert new plastic bags of correct size.
- 4.18.2.9 Sweep and damp mop with a germicidal solution all floors.



4.18.3 Weekly

- 4.18.3.1 Pour a pail of clean hot water into floor drains.
- 4.18.3.2 Report to the CSA-DFL designated contract representative(s) all non-serviceable soap dispensers.
- 4.18.3.3 Wash on both sides partitions and partition doors and the ceramic walls enclosed by the partitions using a germicidal detergent.
- 4.18.3.4 Descal toilet bowls and urinals.
- 4.18.3.5 Place one deodorant block in each urinal.

4.19 Furniture and Fixtures

4.19.1 Daily

- 4.19.1.1 Dust and remove finger marks and stains from vertical and horizontal surfaces of conference rooms, boardrooms with the cleaning solution specified.
- 4.19.1.2 Clean surfaces of lockers, stainless steel doors and frames.

4.19.2 Monthly

- 4.19.2.1 Dust horizontal surfaces.
- 4.19.2.2 Dust telephones and intercom instruments.
- 4.19.2.3 Dust and remove finger marks and stains from vertical and horizontal surfaces of executive office furniture.
- 4.19.2.4 Spot clean finger marks and stains from glass topped furniture.
- 4.19.2.5 Spot clean surfaces of lockers, storage, bookcase glass doors and filing cabinets.
- 4.19.2.6 Dust empty stacks and shelves.
- 4.19.2.7 Dust pictures and wall hangings.
- 4.19.2.8 Clean mirrors, where applicable.
- 4.19.2.9 Remove finger marks and dirt from computer monitors.
- 4.19.2.10 Dust artificial plants; remove debris from containers and damp wipe exterior of containers.
- 4.19.2.11 Clean all surfaces of public clothes closets.
- 4.19.2.12 Wash boot trays and/or boot shelves.
- 4.19.2.13 Vacuum office chairs four times per year.

4.20 Waste and Recycle Receptacles

4.20.1 General

- 4.20.1.1 Empty and damp wipe exterior of waste paper baskets and recycle bins from all areas daily.
- 4.20.1.2 Install plastic bags of correct size in wastepaper baskets garbage cans, waste/organic receptacles and recycle bins. Replace plastic bags with correct size when dirty or torn.

4.21 Water Fountains

4.21.1 Daily

- 4.21.1.1 Wash and disinfect. Odour of disinfectant must not be objectionable.

4.22 Janitor Rooms



- 4.22.1 To be kept free of litter.
- 4.22.2 Mops to be washed clean before storing. All other equipment to be kept clean and materials neatly stored in their designated area.
- 4.22.3 Cleaning supplies or other items considered hazardous must be kept in a clearly identified locked cabinet with key locked up in Key watcher cabinet at each end of the day.

4.23 Garbage and Recycling Area (Paper/Cardboard, Cans/Bottles, Organic Waste)

- 4.23.1 Garbage Area General
 - 4.23.1.1 Cardboard containers- designated for disposal must be flattened before placing into bulk-lift units or tied into bundles 1200 mm (length) by 600 mm (diameter) and not to exceed 20 Kg in weight.
 - 4.23.1.2 Garbage stored in plastic bags or garbage cans must be placed at pick-up point prior to scheduled garbage collection.
 - 4.23.1.3 The Contractor must not store equipment in the garbage area.
 - 4.23.1.4 The working supervisor is to provide and monitor disposals in the primary garbage bins and notify the CSA-DFL designated representative of any shortage of space or materials foreign to regular cleaning operations being disposed of in the bins (ie. construction waste).
- 4.23.2 Daily
 - 4.23.2.1 Sweep floor after removal of garbage and pick-up any litter dropped between the garbage area and point of loading on truck.
 - 4.23.2.2 All garbage shall be placed in plastic bags before disposal into bulk-lift or compactor units.
 - 4.23.2.3 When removing garbage from cleanroom loading dock, the overhead door is not to be opened more than 2 meters. Garbage is to be placed outside and the door closed. Cleanroom clothing is not to be worn outside. Door shall be open the shortest length of time possible.
 - 4.23.2.4 Shredders are to be verified weekly for the shredded content and remove when the container is full. Shredded materials are to be disposed of in the recycle bin.
- 4.23.3 Recycle Area General
 - 4.23.3.1 All wastepaper and cardboard cartons, unless marked otherwise, remain the property of the Crown and shall not be disposed of as recyclable waste by the Contractor.
 - 4.23.3.2 Cardboard containers shall be flattened and shall be placed in the designated rollaway bin. (for scheduled pick up)
 - 4.23.3.3 All paper shall be collected and placed in rollaway bins in designated area. (for scheduled pick up)
 - 4.23.3.4 No recyclable wastepaper shall be disposed of as garbage.
 - 4.23.3.5 All cans and plastic shall be collected and placed in the rollaway bins in designated area. (for pickups as per schedule).
 - 4.23.3.6 All recycling to be brought outside large loading dock for removal.
- 4.23.4 Daily



- 4.23.4.1 Collect paper from each blue paper save basket at each desk.
- 4.23.4.2 Clean exterior of the recyclable paper baskets and receptacles.

4.24 Lunchrooms and Rest Areas

4.24.1 General

- 4.24.1.1 Patrol and clean daily.

4.24.2 Daily

- 4.24.2.1 Wash all furniture, tables, chairs, sinks, etc.
- 4.24.2.2 Remove finger marks and dirt from the exterior of the vending machines and refrigerators.
- 4.24.2.3 Sweep and damp mop floors.
- 4.24.2.4 Supply and replenish all soap and paper towels in dispensers.
- 4.24.2.5 Empty, wash and disinfect garbage cans and paper receptacles, replace plastic bags.
- 4.24.2.6 Clean interior of microwave ovens.

4.24.3 Weekly

- 4.24.3.1 Clean interior of refrigerators and stoves to remove spillage and food residue.

4.24.4 Monthly

- 4.24.4.1 Defrost and clean the interior and exterior of refrigerators every last Friday of the month. CSA will send a notice to all staff the day before as a reminder to remove food from the refrigerator prior to the cleaning.

4.25 Chalkboards and Whiteboards

4.25.1 General

- 4.25.1.1 CAUTION! DO NOT CLEAN boards containing written information.
- 4.25.1.2 Do not use oiled or dust treated cloths in cleaning boards.

4.25.2 Weekly

- 4.25.2.1 Clean troughs.
- 4.25.2.2 Vacuum clean erasers.
- 4.25.2.3 Clean whiteboards using an approved product.

4.26 Change Room Areas

4.26.1 Daily

- 4.26.1.1 Empty waste receptacles.
- 4.26.1.2 Dust exposed surfaces of lockers including tops.
- 4.26.1.3 Sweep and damp mop floors using an antifungal germicidal detergent.
- 4.26.1.4 Remove gum and other foreign residue.

4.27 Machine Shop



4.27.1 Daily

- 4.27.1.1 Remove metal shavings from around bases of machinery.
- 4.27.1.2 Blow metal shavings from top of machines (when not in use) by using air stations located at each machine.
- 4.27.1.3 Sweep and damp mop floor.

4.27.2 Weekly

- 4.27.2.1 Scrub floor using appropriate equipment
- 4.27.2.2 Dust ledges and boxes

4.27.3 Monthly

- 4.27.3.1 Degrease entire floor area using swing machine and wet vac.

4.28 Electrical, telephone, Network and Audio Visual Rooms

4.28.1 Semi annually

- 4.28.1.1 Clean grills, air intakes, etc.
- 4.28.1.2 Wipe down all equipment.
- 4.28.1.3 Sweep and damp mop floors

4.28.2 Annually

- 4.28.2.1 Strip, seal and refinish floors

4.29 Mechanical Rooms

4.29.1 Monthly

- 4.29.1.1 Clean grills, air intakes, etc.
- 4.29.1.2 Sweep and damp mop floors.
- 4.29.1.3 Wipe down all equipment.

4.29.2 Annually

- 4.29.2.1 Scrub and degrease floor using appropriate equipment.

4.30 Photocopier Room

4.30.1 Daily

- 4.30.1.1 Clear and clean counter tops.
- 4.30.1.2 Remove and clear debris off of equipment.

4.31 Cleaning Equipment Use and Maintenance

- 4.31.1 Maintain all CSA-DFL supplied cleaning equipment in proper order.
- 4.31.2 Inspect the automatic floor scrubber prior to each use for any obstructions or debris in the fluid system.
- 4.31.3 Report any damages immediately to the CSA-DFL designated representative.



4.32 Exterior Windows

- 4.32.1 Annually
 - 4.32.1.1 The interior glass surfaces of the exterior windows of the David Florida Laboratory (Building 65) are to be cleaned.
 - 4.32.1.2 Additional spot cleaning may be required on an as needed basis.

4.33 Accessory Buildings (as requested)

- 4.33.1 The CSA operates three additional accessory buildings at the David Florida Laboratory site. Building 80 and Building 87 are warehouses for storage, and Building 89 is the generator plant building.
- 4.33.2 Cleaning of these areas will be performed using the additional hourly rate as these are not required on a regular basis.

5. TERMS

5.1 Definitions

- 5.1.1 CSA-DFL means the Canadian Space Agency-David Florida Laboratory, the Government Agency.
- 5.1.2 CSA-DFL designated representative means the authorized personnel working at the CSA-DFL working under the Building Operations Manager.
- 5.1.3 Routine Cleaning
 - 5.1.3.1 Cleaning operations, which are specified to be performed monthly or more frequently such as, monthly, weekly or daily.
 - 5.1.3.2 Routine cleaning will be performed between the hours of 06:30 to 16:00, Monday through Friday.
- 5.1.4 Patrol or Spot Cleaning
 - 5.1.4.1 All obvious trash and spillage shall be removed and dispensers replenished, so that the area presents a neat appearance.
- 5.1.5 Emergency Cleaning
 - 5.1.5.1 The Contractor's Representative must be prepared to respond to emergency calls from a representative from DFL. The Contractor's Representative must be available 24 hours a day, 7 days per week.
 - 5.1.5.2 Emergency cleaning would be defined as cleaning outside of normal business hours Monday to Friday for spill, floods, etc
 - 5.1.5.3 The Contractor must ensure that cleaning staff be on site within 2 hours of any such emergency call.
 - 5.1.5.4 This service, if needed, shall be provided at the hourly rate listed in the Annex B – Basis of Payment.



5.1.6 Silent Hours

5.1.6.1 The campus is considered to be in silent hours operation before 6:00 and after 19:00 on weekdays, all weekends, as well as all public holidays. Only Cleared personnel are allowed normal entry during Silent Hours. It is RESTRICTED to allow any non-cleared personnel on site during those hours unless a Silent Hours Request Form was submitted accordingly.

5.1.7 Flight Of Stairs

5.1.7.1 Includes steps and risers situated between two floor levels including the landings.

5.1.8 Material

5.1.8.1 Materials consist of items such as, toilet tissue, paper hand towels, hand soap, deodorant cakes, plastic bags and sani-bags, as required for the performance of the work, in addition to the supplies necessary for the physical cleaning of the building(s). Debris/Trash

5.1.8.2 Consists of paperclips, paper, mop strings, pins, staples and other items discarded on floor or furniture. Also includes the contents of ashtrays, waste receptacles, sand urns and sanicans.

5.1.9 Dusting

.1 Consists of removing loose dirt, dirt and cobwebs using as untreated feather duster or vacuum cleaner with appropriate attachments.

5.1.10 High Traffic Areas

5.1.10.1 Entrance lobbies, elevator lobbies, corridors and traffic aisles in open office areas.

6. QUALITY STANDARDS

6.1 All Floor Areas

6.1.1 Sweeping

6.1.1.1 Consists of removing loose, dry surface soil. Where surface is not subject to damage by solvents, use a solvent based, treated sweeping compound, dust cloth or dust mop. Where surface is subject to damage by solvents, use a wax based, treated sweeping compound, dust cloth or dust mop. Dust cloths and dust mops to be treated the day before they are to be used, to ensure no streaks are left on the floor.

6.1.1.2 There shall be no dirt, trash or other matter left in corners, behind or under freestanding radiators, under furniture or behind doors. Floors shall be free of dust film.

6.1.1.3 Furniture and equipment shall be relocated to its original position.

6.1.2 Damp and Wet Mopping

6.1.2.1 Consists of applying a neutral detergent solution to the floor, agitating it with a mop, removing the solution, rinsing the floor and picking up the rinse water.

6.1.2.2 All mopped areas shall be clean and free of surface stains, mop streaks and loose mop



strands.

6.1.2.3 Wall, baseboards and other surfaces shall be free of watermarks and splashing.

6.1.2.4 Water or other cleaning solution shall not have been allowed to collect under furniture legs and cabinets. Furniture and equipment shall be relocated to its original position.

6.1.3 Wet or dry Scrub (marble and granite flooring)

6.1.3.1 Consists of removing the top layer or layers of floor finish, using either the wet (use minimum amount of water) or dry scrub method and the application of two (2) coats of a self-polishing, non-slip, metal interlocked floor finish to the dry, clean floor. Complete operation by cleaning baseboards.

6.1.3.2 There shall be no surface dirt or stains visible following the scheduled scrubbing operation. There shall be no wax or finish build-up on the floor surface following the stripping operation.

6.1.3.3 The furniture (excluding file cabinets) shall be moved for complete floor coverage. Walls, baseboards and other surfaces shall be free of watermarks, splashing and scarp from equipment.

6.1.4 NOTE

6.1.4.1 Floor sealers to be applied up to the baseboards.

6.1.4.2 Floor finishes to be applied up to 30.48 centimeters from the baseboards except for the last coat, which will be applied right up to the baseboards.

6.1.4.3 Each coat of finish to be laid in the opposite direction from the previous coat.

6.1.4.4 Baseboards to be cleaned after each scheduled operation to remove streaks and splashes.

6.1.4.5 When using either the Wet scrub or Wet strip method, use a minimum amount of solution.

6.1.4.6 When using the Dry scrub or Dry strip method, damp mop the floor twice before applying sealer or finish.

6.1.4.7 When using the Wet scrub or Wet strip method, rinse the floor twice before applying sealer or finish.

6.1.5 Rugs & Carpeting

6.1.5.1 Vacuum

6.1.5.1.1 Consists of removing dust, dirt and litter using an upright or canister type vacuum cleaner, capable of having a crevice tool attached to clean in corners and along baseboards.

6.1.5.2 Shampooing

6.1.5.2.1 Consists of vacuuming, stain removal and shampooing using jet extractor method, supplied by Client.

6.1.5.3 Stain Removal



6.1.5.3.1 Consists of identifying the type of stain by look, feel or odor and the removal using the appropriate remover in accordance with instructions, in commercially available spot remover kits.

6.1.6 Walk-Away Mats

6.1.6.1 Vacuum

6.1.6.1.1 Consists of removing sand, slush of water using a wet and dry industrial type vacuum cleaner, equipped with the appropriate floor tools.

6.1.6.2 Salt Stain Removal

6.1.6.2.1 Consists of vacuuming, flooding salt stain with water and allowing to stand for ten minutes, vacuuming up water and repeating operation as many times as necessary until stain is removed.



ANNEX D

Security Requirements Check List (SRCL)



| |
|--|
| Contract Number / Numéro du contrat 20210410 |
| Security Classification / Classification de sécurité |

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

| PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE | | |
|---|---|---|
| 1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine | | 2. Branch or Directorate / Direction générale ou Direction |
| Canadian Space Agency | | David Florida Laboratory |
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant | |
| | TBD | |
| 4. Brief Description of Work / Brève description du travail | | |
| RFP for Janitorial Services at the DFL. New 5 year contract to start April 1, 2022. | | |
| 5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? | | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? | | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui |
| 6. Indicate the type of access required / Indiquer le type d'accès requis | | |
| 6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.) | | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui |
| 6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. | | <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui |
| 6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? | | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui |
| 7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès | | |
| Canada <input type="checkbox"/> | NATO / OTAN <input type="checkbox"/> | Foreign / Étranger <input type="checkbox"/> |
| 7. b) Release restrictions / Restrictions relatives à la diffusion | | |
| No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> | All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> | No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> |
| Not releasable / À ne pas diffuser <input type="checkbox"/> | | |
| Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays: | Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays: | Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays: |
| 7. c) Level of information / Niveau d'information | | |
| PROTECTED A / PROTÉGÉ A <input type="checkbox"/> | NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> | PROTECTED A / PROTÉGÉ A <input type="checkbox"/> |
| PROTECTED B / PROTÉGÉ B <input type="checkbox"/> | NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/> | PROTECTED B / PROTÉGÉ B <input type="checkbox"/> |
| PROTECTED C / PROTÉGÉ C <input type="checkbox"/> | NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> | PROTECTED C / PROTÉGÉ C <input type="checkbox"/> |
| CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> | NATO SECRET / NATO SECRET <input type="checkbox"/> | CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> |
| SECRET / SECRET <input type="checkbox"/> | COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/> | SECRET / SECRET <input type="checkbox"/> |
| TOP SECRET / TRÈS SECRET <input type="checkbox"/> | | TOP SECRET / TRÈS SECRET <input type="checkbox"/> |
| TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/> | | TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/> |

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Security Classification / Classification de sécurité





Government of Canada / Gouvernement du Canada

| |
|--|
| Contract Number / Numéro du contrat 20210410 |
| Security Classification / Classification de sécurité |

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

| | | | |
|---|---|--|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL | <input checked="" 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 : The working supervisor will require Secret Clearance but the other employees will need only Reliability Status.

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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| |
|--|
| Security Classification / Classification de sécurité |
|--|





Government of Canada / Gouvernement du Canada

| |
|--|
| Contract Number / Numéro du contrat 20210410 |
| Security Classification / Classification de sécurité |

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

| Category / Catégorie | PROTECTED / PROTÉGÉ | | | CLASSIFIED / CLASSIFIÉE | | | NATO | | | | COMSEC | | | | | |
|---|---------------------|---|---|-----------------------------|--------|--------------------------|---|---------------------------------------|-------------|--|---------------------|---|---|--------------|--------|--------------------------|
| | A | B | C | CONFIDENTIAL / CONFIDENTIEL | SECRET | TOP SECRET / TRÈS SECRET | NATO RESTRICTED / NATO DIFFUSION RESTREINTS | NATO CONFIDENTIAL / NATO CONFIDENTIEL | NATO SECRET | COMSEC TOP SECRET / COMSEC TRÈS SECRET | PROTECTED / PROTÉGÉ | | | CONFIDENTIAL | SECRET | TOP SECRET / TRÈS SECRET |
| | | | | | | | | | | | A | B | C | | | |
| Information / Assets / Dessins / Plans / Production | | | | | | | | | | | | | | | | |
| IT Media / Support TI / Liens électroniques | | | | | | | | | | | | | | | | |

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

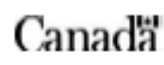
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

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

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

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| |
|--|
| Security Classification / Classification de sécurité |
|--|



Please Note: 4th page of the SRCL will be added at contract award.



ANNEX E

PERFORMANCE EVALUATION REPORT



| | | |
|--|--|------------------------------------|
| Contract #: | | |
| Contractor's Name: | Award Amt: | Award Date: |
| Contractor's Address: | Final Amt: | End Date: |
| | Total Spent: | |
| | TA Contract: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Description of Work: | Amendment History: | |
| Client Department: | | |
| Project Authority | Procurement Authority | PWGSC Contracting Authority |
| Name: | Name: | Name: |
| Telephone #: | Telephone #: | Telephone #: |
| e-mail: | e-mail: | e-mail: |
| <p>1. How do you rate the Contractor's overall performance?</p> <p><input type="checkbox"/> below expectations <input type="checkbox"/> as expected <input type="checkbox"/> above expectations</p> <p>2. Resources</p> <p>a. Did the Contractor provide the resources as identified in their Proposal? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Did the Contractor's resources conduct their work in a professional manner? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c. Were replacement resources required? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Replacement Resources</p> <p>a. Did the Contractor's request to replace the resources immediately after Contract Award? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>b. Did the Replacement Resources meet the requirements of the RFP? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>c. How many times were the Contractor's resources replaced? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>4. Was the Contract completed within the predetermined:</p> <p>a. Time Estimate? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Cost Estimate? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Were the required Reports and Deliverables:</p> <p>a. In conformity with the Scope & Tasks of the SOW <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Received in the specified time frame? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>6. Contract Management</p> <p>a. Did the Contractor deal with performance issues in a timely basis? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>b. Did the Contractor submit the invoices in accordance with the Invoicing Instructions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c. Did the Contractor submit the invoices in accordance with the Basis of Payment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>d. Did the Contractor submit the invoices in accordance with the Method of Payment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>e. Did the Contractor respond to every TA Request? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>f. Did the Contractor properly respond to every TA Request? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>7. Remarks</p> | | |



ANNEX F

INTEGRITY FORM

To be included with certifications
(Section III : Certifications):



| Dénomination complète de l'entreprise / Complete Legal Name of Company | |
|---|--|
| | |
| Adresse de l'entreprise / Company's address | |
| | |
| NEA de l'entreprise / Company's PBN number | |
| | |
| Numéro de l'appel d'offre / Request for proposal's number | |
| | |
| Membres du conseil d'administration (Utilisez le format – Prénom, Nom Board of Directors (Use format – First name, Last name | |
| 1. Membre / Director | |
| 2. Membre / Director | |
| 3. Membre / Director | |
| 4. Membre / Director | |
| 5. Membre / Director | |
| 6. Membre / Director | |
| 7. Membre / Director | |
| 8. Membre / Director | |
| 9. Membre / Director | |
| 10. Membre / Director | |
| | |
| Autres Membres / Other members: | |
| | |
| Commentaires / Comments | |
| | |



ANNEX G

EVALUATION CRITERIA



MANDATORY AND POINT RATED TECHNICAL CRITERIA

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 any one of the mandatory criteria below will be deemed non-compliant and will not be given further consideration.

| TABLE #1 – Mandatory Technical Criteria | | |
|--|------------------------------------|-------------------|
| MANDATORY TECHNICAL CRITERIA | DEMONSTRATION OF THE BIDDER | EVALUATION |
| <p>MTC1 The bidder must demonstrate at least 6 years of experience in performing commercial institutional janitorial cleaning* services within the past ten (10) years by providing a copy of the company's profile and background underlying years of commercial institutional janitorial cleaning services.</p> | | |
| <p>MTC2 The bidder must demonstrate their experience in performing commercial institutional janitorial cleaning* services by providing two (2) examples of projects/jobs.</p> <p>The following information must be included in the details of two (2) projects/jobs, of similar scale – 5,150 m², and scope, where services were rendered for a minimum of 2 years:</p> <ul style="list-style-type: none"> a) Name, address and contact info for organization/company b) Mandate carried out c) Period of the project in dates and total months (example: January 2019 to January 2020: 12 months); d) Approximate size in square meters of cleanable area, number of rooms, laboratories and building floors. | | |

**Note: For the purposes of this assessment commercial institutional janitorial cleaning experience refers to special purpose buildings such as research centers, laboratories, hospitals or pharmaceutical industry buildings that require specialized attention due to hazardous substances present, risk of contamination and daily cleaning around highly sensitive equipment*



Point Rated Technical Criteria

Bids, which meet all the mandatory technical criteria, will be evaluated and scored as specified in the tables below.

The point rated technical criteria are considered Bonus Points. They will be taken into consideration, as per the Basis of Selection in Part 4 however, a minimum score is not required, on these criteria, in order to be considered responsive.

Each point rated technical criterion should be addressed separately.

| TABLE #2: POINT RATED TECHNICAL CRITERIA | | |
|---|--------------------------------|-------------------------------------|
| Point Rated Technical Criteria - Bonus points | NO MINIMUM REQUIRED | MAXIMUM TOTAL POINTS |
| <p>PRTC-01 This criterion evaluates whether the Bidder includes a meaningful plan to foster recruitment and engagement of individuals from underrepresented groups within the personnel assembled to carry out the Bid, according to the Canadian employment equity documentation. https://www.canada.ca/en/public-service-commission/jobs/services/gc-jobs/employment-equity.html</p> <p>0 points - The Bid does not contain an equity, diversity and inclusion plan AND the Bidder's institution does not have an equity, diversity and inclusion policy.</p> <p>10 points - The Bid contains an equity, diversity and inclusion plan, but the Bidder's institution does not have an equity, diversity and inclusion policy.</p> <p>15 points - The Bid contains an equity, diversity and inclusion plan that clearly addresses this criterion AND the Bidder's institution has an equity, diversity and inclusion policy.</p> <p>20 points - The Bid contains an equity, diversity and inclusion plan that is fully described, with detailed information on how it will be achieved AND the Bidder's institution has an equity, diversity and inclusion policy that has been in place for at least three years.</p> | 0 | 20 |
| <p>PRTC-02 This criterion evaluates whether the Bidder includes a Code of values and ethics or a values and ethics policy. More information can be found at: Values and ethics of the public service - Canada.ca</p> <p>0 points - The Bid does not contain a Code of values and ethics AND the Bidder's institution does not have values and ethics policy.</p> <p>10 points - The Bid contains a Code of values and ethics, but the Bidder's institution does not have a values and ethics policy.</p> | 0 | 20 |



| | | |
|---|---|----|
| <p>15 points - The Bid contains a Code of values and ethics that clearly addresses this criterion AND the Bidder's institution has a Code of values and ethics policy.</p> <p>20 points - The Bid contains a Code of values and ethics that clearly addresses this criterion AND the Bidder's institution has a Code of values and ethics policy that has been in place for at least three years.</p> | | |
| <p>PRTC-03</p> <p>This criterion assesses whether the bidder employs Indigenous employees or will hire Indigenous employees or subcontractor.</p> <p>0 points - The Bidder does not employ any Indigenous employees AND does not plan to employ Indigenous employees nor hire an Indigenous subcontractor as part of the resources planned to implement the proposed work.</p> <p>5 points - The Bidder's organization's workforce includes Indigenous employees BUT does not plan to employ Indigenous employees nor hire an Indigenous subcontractor as part of the resources planned to implement the proposed work.</p> <p>10 points - The Bidder's organization's workforce is composed of at least 5% of Indigenous employees AND plans to employ Indigenous employees or hire an Indigenous subcontractor as part of the resources planned to implement the proposed work.</p> <p>15 points - The Bidder's organization's workforce is composed of at least 10% of Indigenous employees AND plans to employ Indigenous employees or hire an Indigenous subcontractor as part of the resources planned to implement the proposed work.</p> <p>20 - The Bidder's organization's workforce is composed of at least 20% of Indigenous employees AND plans to employ Indigenous employees or hire an Indigenous subcontractor as part of the resources planned to implement the proposed work.</p> | 0 | 20 |
| <p><i>Maximum score</i></p> | | 60 |



ANNEX H

FINANCIAL PROPOSAL



The financial proposal will be opened only for Bidders demonstrating they meet the mandatory requirements.

The Bidder must provide its all-inclusive rates for work specified in the statement of work presented in **Annex C**. The all-inclusive rates are to include all labour, materials, overhead, profits, related costs, etc. Customs duties are included, and Applicable Taxes are extra.

Rates as offered per period will remain fixed during the course of the contract. Increases in yearly/hourly/m² rates will not be permitted during the contract period. Rates will not increase or decrease if another type of coating replaces an existing flooring.

The estimated number of square meters and hours are **estimates only**. These estimates are for the purposes of evaluation only and the evaluation will be conducted for the total five (5) years. Note that the quantities provided are estimates and do not reflect the actual amounts required for operations and does not constitute future commitments.

If no rates are proposed for Option Years 1, 2, 3 or 4 the rates provided for the Initial Period will be used for the Option Period(s).

| Initial Contract Period - June 1, 2023 to May 31, 2024 | | | |
|---|-------------------------|---|--|
| Service A | Firm rate B | Estimated number of hours or square meters per year C | Estimated total (excluding tax) D = ((B x C) |
| Firm price to perform routine cleaning in General Areas (7,100 m ²): | \$ _____/year | | \$ _____/year |
| Firm price to perform routine cleaning in Cleanroom and Lab. Areas (5,150 m ²): | \$ _____/year | | \$ _____/year |
| Additional carpet shampoo service, if requested | \$ _____/m ² | 500 m ² /year | \$ _____/year |
| Additional stripping and waxing of flooring, if requested | \$ _____/m ² | 500 m ² /year | \$ _____/year |
| Hourly rate to perform additional tasks* during regular working hours (7:00am to 4:00pm Monday to Friday) | \$ _____/hour | 40 hours/year | \$ _____/year |
| Hourly rate to perform emergency cleaning (4:00pm to 7:00am Monday to Friday) | \$ _____/hour | 8 hours/year | \$ _____/year |
| Hourly rate to perform emergency cleaning during the weekend (4:00pm Friday through to 7:00am Monday) | \$ _____/hour | 8 hours/year | \$ _____/year |
| Hourly rate to perform emergency cleaning during statutory holidays | \$ _____/hour | 8 hours/year | \$ _____/year |
| Total estimated price for the Initial Contract Period (excluding tax) | | | \$ _____/year |

* This hourly rate is used to supplement the existing workforce when non-routine tasks are requested. This includes activities such as, but not limited to, cleaning of light fixtures, interior of windows, cleaning of accessory buildings (Generator Building, Long Term warehouse and Short Term Warehouse), etc.



| Option Year 1 – June 1, 2024 to May 31, 2025 | | | |
|---|-------------------------|---|--|
| Service A | Firm rate B | Estimated number of hours or square meters per year C | Estimated total (excluding tax) D = ((B x C) |
| Firm price to perform routine cleaning in General Areas (7,100 m ²): | \$ _____/year | | \$ _____/year |
| Firm price to perform routine cleaning in Cleanroom and Lab. Areas (5,150 m ²): | \$ _____/year | | \$ _____/year |
| Additional carpet shampoo service, if requested | \$ _____/m ² | 500 m ² /year | \$ _____/year |
| Additional stripping and waxing of flooring, if requested | \$ _____/m ² | 500 m ² /year | \$ _____/year |
| Hourly rate to perform additional tasks* during regular working hours (7:00am to 4:00pm Monday to Friday) | \$ _____/hour | 40 hours/year | \$ _____/year |
| Hourly rate to perform emergency cleaning (4:00pm to 7:00am Monday to Friday) | \$ _____/hour | 8 hours/year | \$ _____/year |
| Hourly rate to perform emergency cleaning during the weekend (4:00pm Friday through to 7:00am Monday) | \$ _____/hour | 8 hours/year | \$ _____/year |
| Hourly rate to perform emergency cleaning during statutory holidays | \$ _____/hour | 8 hours/year | \$ _____/year |
| Total estimated price for Option Year 1 (excluding tax) | | | \$ _____/year |

* This hourly rate is used to supplement the existing workforce when non-routine tasks are requested. This includes activities such as, but not limited to, cleaning of light fixtures, interior of windows, cleaning of accessory buildings (Generator Building, Long Term warehouse and Short Term Warehouse), etc.



| Option Year 2 - June 1, 2025 to May 31, 2026 | | | |
|---|-------------------------|---|--|
| Service A | Firm rate B | Estimated number of hours or square meters per year C | Estimated total (excluding tax) D = ((B x C) |
| Firm price to perform routine cleaning in General Areas (7,100 m ²): | \$ _____/year | | \$ _____/year |
| Firm price to perform routine cleaning in Cleanroom and Lab. Areas (5,150 m ²): | \$ _____/year | | \$ _____/year |
| Additional carpet shampoo service, if requested | \$ _____/m ² | 500 m ² /year | \$ _____/year |
| Additional stripping and waxing of flooring, if requested | \$ _____/m ² | 500 m ² /year | \$ _____/year |
| Hourly rate to perform additional tasks* during regular working hours (7:00am to 4:00pm Monday to Friday) | \$ _____/hour | 40 hours/year | \$ _____/year |
| Hourly rate to perform emergency cleaning (4:00pm to 7:00am Monday to Friday) | \$ _____/hour | 8 hours/year | \$ _____/year |
| Hourly rate to perform emergency cleaning during the weekend (4:00pm Friday through to 7:00am Monday) | \$ _____/hour | 8 hours/year | \$ _____/year |
| Hourly rate to perform emergency cleaning during statutory holidays | \$ _____/hour | 8 hours/year | \$ _____/year |
| Total estimated price for Option Year 2 (excluding tax) | | | \$ _____/year |

* This hourly rate is used to supplement the existing workforce when non-routine tasks are requested. This includes activities such as, but not limited to, cleaning of light fixtures, interior of windows, cleaning of accessory buildings (Generator Building, Long Term warehouse and Short Term Warehouse), etc.



| Option Year 3 – June 1, 2026 to May 31, 2027 | | | |
|---|-------------------------|---|--|
| Service A | Firm rate B | Estimated number of hours or square meters per year C | Estimated total (excluding tax) D = ((B x C) |
| Firm price to perform routine cleaning in General Areas (7,100 m ²): | \$ _____/year | | \$ _____/year |
| Firm price to perform routine cleaning in Cleanroom and Lab. Areas (5,150 m ²): | \$ _____/year | | \$ _____/year |
| Additional carpet shampoo service, if requested | \$ _____/m ² | 500 m ² /year | \$ _____/year |
| Additional stripping and waxing of flooring, if requested | \$ _____/m ² | 500 m ² /year | \$ _____/year |
| Hourly rate to perform additional tasks* during regular working hours (7:00am to 4:00pm Monday to Friday) | \$ _____/hour | 40 hours/year | \$ _____/year |
| Hourly rate to perform emergency cleaning (4:00pm to 7:00am Monday to Friday) | \$ _____/hour | 8 hours/year | \$ _____/year |
| Hourly rate to perform emergency cleaning during the weekend (4:00pm Friday through to 7:00am Monday) | \$ _____/hour | 8 hours/year | \$ _____/year |
| Hourly rate to perform emergency cleaning during statutory holidays | \$ _____/hour | 8 hours/year | \$ _____/year |
| Total estimated price for Option Year 3 (excluding tax) | | | \$ _____/year |

* This hourly rate is used to supplement the existing workforce when non-routine tasks are requested. This includes activities such as, but not limited to, cleaning of light fixtures, interior of windows, cleaning of accessory buildings (Generator Building, Long Term warehouse and Short Term Warehouse), etc.



| Option Year 4 – June 1, 2027 to May 31, 2028 | | | |
|---|-------------------------|---|---|
| Service A | Firm rate B | Estimated number of hours or square meters per year C | Estimated total (excluding tax) D = (B x C) |
| Firm price to perform routine cleaning in General Areas (7,100 m ²): | \$ _____/year | | \$ _____/year |
| Firm price to perform routine cleaning in Cleanroom and Lab. Areas (5,150 m ²): | \$ _____/year | | \$ _____/year |
| Additional carpet shampoo service, if requested | \$ _____/m ² | 500 m ² /year | \$ _____/year |
| Additional stripping and waxing of flooring, if requested | \$ _____/m ² | 500 m ² /year | \$ _____/year |
| Hourly rate to perform additional tasks* during regular working hours (7:00am to 4:00pm Monday to Friday) | \$ _____/hour | 40 hours/year | \$ _____/year |
| Hourly rate to perform emergency cleaning (4:00pm to 7:00am Monday to Friday) | \$ _____/hour | 8 hours/year | \$ _____/year |
| Hourly rate to perform emergency cleaning during the weekend (4:00pm Friday through to 7:00am Monday) | \$ _____/hour | 8 hours/year | \$ _____/year |
| Hourly rate to perform emergency cleaning during statutory holidays | \$ _____/hour | 8 hours/year | \$ _____/year |
| Total estimated price for Option Year 4 (excluding tax) | | | \$ _____/year |

* This hourly rate is used to supplement the existing workforce when non-routine tasks are requested. This includes activities such as, but not limited to, cleaning of light fixtures, interior of windows, cleaning of accessory buildings (Generator Building, Long Term warehouse and Short Term Warehouse), etc.

| Total Price for Evaluation Purposes Only | |
|--|----------|
| Total Estimated Price for Initial Contract Period (excluding taxes) | \$ _____ |
| Total Estimated Price for Option Year 1 (excluding taxes) | \$ _____ |
| Total Estimated Price for Option Year 2 (excluding taxes) | \$ _____ |
| Total Estimated Price for Option Year 3 (excluding taxes) | \$ _____ |
| Total Estimated Price for Option Year 4 (excluding taxes) | \$ _____ |
| Total Financial Bid (excluding taxes) | \$ _____ |

ANNEX I

CONTRAT SECURITY PROGRAM (CSP) APPLICATION FOR REGISTRATION (AFR)

Click on the PDF document below to complete the registration form.



Contract security
progeam (CSP) - Appl



Guidance on completing the Contract Security Program's Application for Registration form (PSPC 471)

The Contract Security Program's (CSP) Application for Registration (AFR) form is used to collect detailed information on your organization's structure, ownership and legal status. This step-by-step guidance will assist you with the completion of the AFR, which is required for the security screening of your organization.

Section A – Business information

Box 1: Enter the legal name of your organization. This would be the legal name that is registered with federal, provincial or territorial authorities.

Box 2: If your organization has a business name that is different than its legal name, enter it here. Otherwise, leave this box blank.

Box 3: Indicate your business type and provide supporting documentation to prove that your organization is legally registered to do business in Canada.

If you check sole proprietor, it means that you are the owner of a registered business, who acts alone, and has no partners. In this case, you must provide the most recent copy of your provincial certificate. The exact term of this document varies by province. For example, in Ontario it is called a Master Business Licence.

If you check partnership, it means that your organization is a partnership. In this case, you must provide a copy of your partnership agreement and partnership registration documentation, as well as ownership structure chart.

If you check corporation, it means that your organization is incorporated at the federal, provincial or territorial level. In this case, you must provide a copy of the most recent certificate and Articles of Incorporation. You must also specify whether your corporation is private or public.

Note: if you are the sole owner of an incorporated business and act alone with no partners, you are still considered a corporation. Do not, in this case, check sole proprietor.

For all other types of business you check "other" and specify the type (universities, financial institutions, unincorporated organizations, Assembly of First Nations, etc.). To substantiate the type of organization, you must provide evidence of legal status such as acts, charters, bands etc., and an ownership structure chart and a management structure chart.

Box 4: Provide a brief description of your organization's general business activities. For example, if you are a consultant, you must briefly describe the type of consultancy work you do.

Box 5: Provide your organization's Procurement Business Number (PBN), if you have one. A PBN is not mandatory to register with the CSP. However it is used when needed to positively identify organizations with similar names or that may have amalgamated.



Guidance on completing the Contract Security Program's Application for Registration form (PSPC 471)

A PBN is required to do business with the federal government. It is based on your Canada Revenue Agency business number and uniquely identifies your organization in Public Services and Procurement Canada's (PSPC) procurement and payment systems. If you do not have a PBN, leave this field blank. To obtain a PBN, your organization needs to register in the PSPC's Supplier Registration Information System. Visit [Register as a supplier](#) for more information.

Box 6: Self-identify if you are a diverse supplier. This includes businesses owned or led by Canadians from underrepresented groups, such as women, Indigenous Peoples, persons with disabilities and visible minorities.

Box 7: Enter the physical address of your head office. Virtual locations, mail boxes, receiving offices or coworking spaces etc. will not be accepted.

Box 8: Enter the physical address of your organization's principal place of business if it is different than head office. The business must be located and operated in Canada only. This is also where you must provide the physical address of any additional sites that require a [document safeguarding capability](#).

Box 9: Enter the mailing address of your head office if it is different than its physical address. **Box 10:**

Enter your organization's website if applicable.

Boxes 11 and 12: Enter the telephone number and fax number of your head office including the country code and any extension number. If your organization does not have a fax, leave box 12 blank.

Box 13: Enter the total number of employees in your organization.

Box 14: Enter the approximate number of employees who will require access to sensitive information, assets or worksites to perform work on the government contract.

Section B – Appointment of security officers

Organizations screened by the CSP must appoint a company security officer (CSO) and alternate company security officer (ACSO). The only type of businesses not required to appoint an ACSO are sole proprietors.

It is important to identify the appropriate individuals you intend to nominate as your organization's CSO and ACSO(s). These individuals will be responsible for organization and personnel security.

Being a CSO can be demanding and time consuming. When identifying the CSO of your organization, it is very important to keep in mind what it takes to be effective in the role. You must also ensure that the individual in question has the capacity to invest the required time to fulfill their obligations. As such, it is vital to identify the appropriate individuals



Guidance on completing the Contract Security Program's Application for Registration form (PSPC 471)

Security officers must meet all of the following criteria:

- be an employee of the organization;
- physically located in Canada;
- a Canadian citizen or on a case by case basis, a permanent resident of Canada; and
- security screened at the same level as the organization (in some cases the ACSO(s) may require a lower level).

The CSO should also be:

- a person of trust
- knowledgeable about all activities of the organization related to federal government contracts
- directly accessible to senior members of the organization
- able to influence an organization's internal policies and procedures

The CSO plays a vital role in the organization's ability to meet the security requirements of federal government contracts. They are the official point of contact with the CSP and are responsible to notify the CSP of any changes within the organization. Additionally, they are accountable to the program for all contract security matters. The ACSO shares the responsibilities of the CSO and replaces them as required.

To see the full list of CSO and ACSO responsibilities, please consult [Annex A: Guidelines on company security officer and alternate company security officer responsibilities](#) of the Contract Security Manual.

Information that must be entered in Section B:

Identify the individual you intend to appoint as your organization's CSO and those you intend on appointing as ACSOs.

Complete the table accordingly and make sure to identify at least one ACSO at the facility where the CSO is located.

If your organization requires [document safeguarding capability](#) (DSC) at one or more sites, ensure to identify at least 2 security officers per site and to indicate the physical address of these sites. This is required as DSC is site-specific and two security officers are needed where sensitive documents will be safeguarded. If you run out of rows, provide on a separate sheet of paper attached to the form, all the required information on the additional alternates.

Section C – Officers

List all of your organization's officers, including those in management and leadership roles, as well as executives, managing partners and authorized signatories that are responsible for the day to day operations of its business.

In addition to their position titles, you must provide their names, their citizenship and the country where their true, fixed, principal and permanent home is located, even if currently residing elsewhere. If you run out of rows, provide on a separate sheet of paper attached to the form, all the required information for the additional officers.



Guidance on completing the Contract Security Program's Application for Registration form (PSPC 471)

As supporting documentation, you must provide a management structure chart to demonstrate the reporting structure.

Note: Sole proprietors are **not** required to provide a management structure chart since they are the sole officer of their organization.

Section D – Board of Directors

List information on all members of your organization's board of directors. Be sure to indicate all board titles including the chairperson if there is one. If your organization does not have a board of directors, do not leave this section blank. Simply indicate Not Applicable in the first row.

For each row you complete, make sure to complete all the columns. If you run out of rows, provide the required information on a separate sheet of paper attached to the form.

Section E - Ownership information

Section E relates to your organization's ownership. You must complete this section regardless of the percentage of ownership. If you leave this section blank, the form will be returned to you.

This section includes tables for up to three levels of ownership. If your organization has more than three levels of ownership, you must provide all the required information for each additional level on a separate sheet of paper attached to the form.

As supporting documentation, you must provide an organizational or legal chart that includes the percentages of ownership.

Note: Sole proprietors are not required to provide an organization or legal chart, however, they must still complete this section.

Subsection E-1

List all of your organization's direct owners. You must also indicate which entities hold a valid facility security clearance from the CSP or from another country.

If your organization is a publicly traded corporation, you must also provide the stock symbol and stock market.

Subsection E-2

Provide the ownership information for each direct owner you listed in subsection E-1. In other words, you must list the direct owners of your organization's direct owners, and complete all the required fields.

If your organization only has one level of ownership, indicate Not Applicable in the first row and move on to the next section of the form.



Guidance on completing the Contract Security Program's Application for Registration form (PSPC 471)

If your organization has more than one direct owner, you must provide all the required information on these additional owners on a separate sheet of paper, attached to the form.

Subsection E-3

Provide the organization's third level of ownership. This is where you must provide information on the direct owners of the entities you listed in subsection E-2. If your organization does not have a third level of ownership, indicate Not Applicable in the first row and move on to the next section of the form.

Section F – Justification

This section must only be completed by organizations that are undergoing a renewal process.

List all of your organization's active federal contracts, subcontracts, leases, supply arrangements, standing offers and purchase orders that have security requirements. In the table, you must provide all the required information for each procurement vehicle, including the name of the contracting department, the contracting officer's contact information, the security level, for example, Protected B or Reliability Status, and the expiry date.

The CSP requires this information to validate that it has copies of your procurement vehicles on file, and to obtain as needed, those that may be missing from the program's system of records.

Section G - Certification and consent

This section must be completed, signed and dated by one of the officers listed in Section C.

The signature must either be signed by hand or a valid e-signature. Script fonts will not be accepted.



ANNEX J

SUMMARY CLEANING SCHEDULE



SUMMARY CLEANING SCHEDULE

| AREA | ITEM | FREQUENCY | | | | |
|--|--|-----------|--------|---------|--------|--------------|
| | | Daily | Weekly | Monthly | Yearly | Upon Request |
| Exterior | | | | | | |
| 1 | sweep & clean litter | 1x | | | | |
| 2 | empty & clean ashtrays, picnic tables & ash urns | 1x | | | | |
| 3 | empty garbage & replace plastic bags | 1x | | | | |
| 4 | empty & clean sand urns | 1x | | | | |
| 5 | clean glass & sashes of sidelights | | 1x | | | |
| 6 | remove graffiti & posters from exterior walls, doors & windows | | 1x | | | |
| 7 | clean & polish metal work | | 1x | | | |
| 9 | wash & disinfect garbage cans | | 1x | | | |
| 10 | clean glass & sashes of entrance & exit doors | | 1x | | | |
| Interior Cleaning (other than cleanroom labs) | | | | | | |
| Floor - Resilient | | | | | | |
| 1 | remove gum & foreign residue | 1x | | | | |
| 2 | sweep & damp mop | | 2x | | | |
| 3 | spray buff | | | 1x | | |
| 4 | wet scrub & refinish | | | | 2x | |
| 5 | strip, seal & refinish | | | | 1x | x |
| Floors - Concrete (Basement area) | | | | | | |
| 1 | remove gum & foreign residue | 1x | | | | |
| 2 | sweep & auto scrub | 1x | | | | |
| 3 | spray buff | | | 1x | | |
| 4 | wet scrub & refinish | | | | 1x | |
| Carpet & Rugs | | | | | | |
| 1 | vacuum conference & boardrooms | | 2x | | | |
| 2 | vacuum offices | | 2x | | | |
| 3 | vacuum corridors | | 2x | | | |
| 4 | shampoo (deep steam clean) | | | | 1x | x |
| 5 | vacuum walk-away mats (seasonal) | 3x | | | | |
| 6 | shampoo mats (seasonal) | | 1x | | | |
| Miscellaneous | | | | | | |



| | | | | | |
|---|---|----|----|----|----|
| 1 | damp wipe window stools, draft deflectors and convector covers. | 1x | | | |
| 2 | dust displays cases & spot clean glass | 1x | | | |
| 3 | damp mop shoe cleaning machine | 1x | | | |
| 4 | check shoe cleaner bags | | 1x | | |
| 5 | clean exterior sash of notice board | | | 2x | |
| 6 | wash display cases and glass | | | 2x | |
| 7 | clean & polish all decorative metal fittings | | | 1x | |
| 8 | dust or vacuum ledges, tops of partitions and other high areas | | | | 2x |
| 9 | clean inside of glass partitions | | | | 2x |
| 10 | clean air intake grilles, air diffusers and metal surroundings | | | | 1x |
| 11 | dust top of encased model displays in lobby area | | 1x | | |
| 12 | disinfect door handles & stairwell railings during cold season | | 1x | | x |
| Entrances, Exits, Lobbies and Adjacent Corridors | | | | | |
| 1 | sweep & damp mop floors | 2x | | | |
| 2 | spot clean both sides of glass | 1x | | | |
| 3 | remove gum & foreign residue | 1x | | | |
| 4 | vacuum main entrance grill | 1x | | | |
| 5 | clean both sides of glass & metal surrounds | | 1x | | |
| 6 | clean directory board glass & frame | | 1x | | |
| 7 | spray buff floors | | 1x | | |
| 8 | wet scrub & refinish | | | 2x | |
| 9 | strip, seal & refinish | | | 1x | x |
| 10 | buff granite with rubbing compound | | | 1x | |
| Stairs and Landings | | | | | |
| 1 | sweep & damp mop | 1x | | | |
| 2 | remove gum & foreign residue | 1x | | | |
| 3 | dust vertical grilles, baseboards, stringers and ledges | | 1x | | |
| 4 | clean hand rails | 1x | | | |
| 5 | wet scrub & refinish | | | 2x | |
| 6 | strip, seal & refinish | | | 1x | x |



| Elevators | | | | |
|--|--|----|----|------|
| 1 | clean metal surfaces inside & outside | 1x | | |
| 2 | dust interior of cab & remove finger marks, smudges & stains | 1x | | |
| 3 | sweep & damp mop | 1x | | |
| 4 | remove gum & foreign residue | 1x | | |
| 5 | scrape, vacuum & clean doorsill/ track grooves | | 1x | |
| 6 | wet scrub & refinish | | | 1x |
| 7 | strip, seal & refinish | | | 1x x |
| Indoor Washrooms & Outdoor Portable Washrooms (when applicable) | | | | |
| 1 | supply & replenish supplies | 1x | | |
| 2 | remove gum & foreign residue | 1x | | |
| 3 | wash toilets, urinals and washbasins | 1x | | |
| 4 | clean & disinfect water taps, dispensers, doorplates, flush valves and wastepaper dispensers | 1x | | |
| 5 | clean flush tanks, shelves, high ledges, mirrors and exposed piping | 1x | | |
| 6 | spot clean walls, partitions & doors | 1x | | |
| 7 | empty sani-cans, disinfect & insert new bag | 1x | | |
| 8 | empty wastepaper and refuse receptacles & insert new bag | 1x | | |
| 9 | sweep & damp mop floors | 1x | | |
| 11 | pour pail of clean hot water into floor drains | | 1x | |
| 12 | wash both sides of partitions, doors and ceramic tile | | 1x | |
| 13 | descale toilet bowl & urinals | | 1x | |
| 14 | supply & replenish deodorant in urinal | | 1x | |
| 15 | machine scrub floors & rinse with germicidal solution | | | 1x |
| 16 | wash shower stalls | | 1x | |
| 17 | wash & disinfect wastepaper and refuse receptacles | | | 1x |
| 18 | wash walls | | | 1x |
| 19 | supply & replenish deodorant in wall holders | | | 1x |
| 20 | wet scrub & refinish floors | | | 2x |



| | | | | | |
|---------------------------------------|---|----|----|----|---|
| 21 | strip, seal & refinish floors | | | 1x | x |
| 22 | wash ceilings | | | 1x | |
| Venetian & Vertical Blinds | | | | | |
| 1 | dust blinds | | | 4x | |
| 2 | damp wipe blinds | | | 2x | |
| Interior Glass | | | | | |
| 1 | spot clean glass doors, partitions, panels and glass on fire hose doors | 1x | | | |
| 2 | remove foreign residue | 1x | | | |
| 3 | clean both sides of glass doors, partitions, panels and glass on fire hose doors | | 1x | | |
| 4 | wash both sides of glass doors, partitions, panels and glass on fire hose doors | | | 4x | |
| 5 | remove all items placed or posted on glass (i.e. posters, etc.) | | | 1x | |
| Furniture and Fixtures | | | | | |
| 1 | dust horizontal surfaces | | | 1x | |
| 2 | dust telephone & intercom instruments | | | 1x | |
| 3 | dust & remove finger marks and stains from all surfaces in conference, boardroom and executive office furniture | 1x | | | |
| 4 | spot clean finger marks & stains from glass topped furniture | | | 1x | |
| 5 | spot clean surfaces & tops of lockers, storage, bookcases and filing cabinets | | | 1x | |
| 6 | dust empty stacks and shelves | | | 1x | |
| 7 | dust pictures and wall hangings | | | 1x | |
| 8 | clean mirrors | | | 1x | |
| 9 | remove finger marks from computer monitors | | | 1x | |
| 10 | dust artificial plants, and containers | | | 1x | |
| 11 | clean all surfaces of public clothes closets | | | 1x | |
| 12 | wash boot trays and shelves | | | 1x | |
| 13 | vacuum upholstered furniture | | | 1x | |
| 14 | clean both sides of glass or plastic plates covering furniture | | | 1x | |



| | | | | |
|---|--|----|----|----|
| 15 | clean & polish both sides of bookcase glass doors | | 1x | |
| 16 | clean all leather & vinyl leatherette upholstered furniture | | 1x | |
| 17 | dust ledges inside desk walls | | 1x | |
| 18 | vacuum office chairs | | | 4x |
| Waste & Recycle Receptacles | | | | |
| 1 | empty & damp wipe exterior of waste & recycle receptacles | 1x | | |
| 2 | empty glass, plastic and can bins from coffee stations and kitchen areas | 1x | | |
| 3 | separate & empty mobile cart into designated dump bins | 1x | | |
| 4 | wash & disinfect waste and refuse receptacles | | 1x | |
| 5 | manage the removal of designated recycle bins | | | 1x |
| 6 | wash & disinfect all designated recycle dump bins. | | | 1x |
| 7 | verify shredders for shredded content weekly and empty as required | | 1x | |
| Doors & Door Frames | | | | |
| 1 | clean finger marks | 1x | | |
| 2 | dust door grills | 1x | | |
| 3 | clean non-metallic kick and hand plates | | | 1x |
| 4 | clean metal push bars, kick and hand plates | | | 1x |
| 5 | dust doors & door frames | | | 1x |
| Water Fountains | | | | |
| 1 | wash & disinfect | 1x | | |
| Walls, Partitions & Baseboards | | | | |
| 1 | remove finger marks, smudges and stains from walls and partitions | 1x | | |
| 2 | spot clean vinyl covered walls, doors and partitions | 1x | | |
| 3 | dust baseboards, ledges and moldings | | 1x | |
| 4 | clean and polish wood paneled walls | | | 2x |
| Janitor Rooms | | | | |
| 1 | sweep & wash floors | 1x | | |
| 2 | wash & disinfect sinks | 1x | | |
| 3 | wash walls, shelves and doors | | | 1x |



| Garbage and Recycling Area | | | | |
|--|---|----|----|----|
| 1 | empty garbage into designated bins | 1x | | |
| 2 | sweep floors | 1x | | |
| 3 | collect paper from each recycle basket in all areas | 1x | | |
| 4 | clean exterior of designated recycle dump bins | | 1x | |
| 5 | clean interior of designated recycle dump bins | | | 1x |
| Lunchroom, Kitchen and Rest Areas | | | | |
| 1 | wash all furniture, tables, chairs, etc. | 1x | | |
| 2 | remove finger marks from vending machines | 1x | | |
| 3 | dust & spot clean horizontal surfaces, walls, doors, partitions & cupboards | 1x | | |
| 4 | spot clean exterior of refrigerators, stove and microwave ovens | 1x | | |
| 5 | clean interior of microwave ovens | 1x | | |
| 6 | sweep & damp mop floors | 1x | | |
| 7 | clean interior of refrigerators and stoves | | 1x | |
| 8 | defrost & clean refrigerators | | | 1x |
| 9 | wet scrub & refinish floors | | | 2x |
| 10 | strip, seal & refinish floors | | | 1x |
| | | | | x |
| Chalkboards & Whiteboards | | | | |
| 1 | clean troughs | | 1x | |
| 2 | vacuum clean erasers | | 1x | |
| 3 | clean whiteboards | | 1x | |
| Changeroom Areas | | | | |
| 1 | empty waste receptacles | 1x | | |
| 2 | dust exposed surfaces | 1x | | |
| 3 | sweep & damp mop floors | 1x | | |
| 4 | remove gum & foreign residue | 1x | | |
| 5 | wash interior & exterior of lockers | | 1x | |
| 6 | wet scrub & refinish floors | | | 2x |
| 7 | strip, seal & refinish floors | | | 1x |
| | | | | x |
| Gym Training Area | | | | |
| 1 | disinfect gym equipment | | 3x | |
| 2 | empty waste receptacles | 1x | | |
| 3 | dust exposed surfaces | 1x | | |
| 4 | sweep & damp mop floors | 1x | | |



| | | | | | |
|--|---|----|----|----|----|
| 5 | remove gum & foreign residue | 1x | | | |
| 6 | wash interior & exterior of lockers | | | 1x | |
| 7 | wet scrub & refinish floors | | | | 2x |
| 8 | strip, seal & refinish floors | | | | 1x |
| 9 | wash shower stalls | | 1x | | x |
| Electronic Data Processing Areas | | | | | |
| 1 | vacuum entire floor areas including ramps | 1x | | | |
| 2 | remove dust from furniture & shelving | 1x | | | |
| 3 | empty waste | 2x | | | |
| 4 | damp mop entire floor areas including ramps | | 1x | | |
| 5 | wash & disinfect waste and refuse receptacles | | 1x | | |
| 6 | wash doors & door frames | | 1x | | |
| Window Cleaning | | | | | |
| 1 | remove cobwebs | 1x | | | |
| 2 | clean interior glass and frame surfaces | | | 1x | x |
| Machine Shop | | | | | |
| 1 | sweep & damp mop machine shop floors | 1x | | | |
| 2 | Blow shavings from top of machines | 1x | | | |
| 3 | remove metal shaving from around bases of machinery | 1x | | | |
| 4 | scrub floor | | 1x | | |
| 5 | dust ledges and boxes | | 1x | | |
| 6 | degrease entire floor | | | 1x | |
| Electrical, Telephone, Network and Audio Visual Rooms | | | | | |
| 1 | clean grills, air intakes, etc. | | | | 2x |
| 2 | sweep, damp mop floors | | | | 2x |
| 3 | strip, seal & refinish floors | | | | 1x |
| 4 | wipe down all equipment | | | | 2x |
| Mechanical Rooms | | | | | |
| 1 | dust exposed surfaces, ledges and boxes | | | 1x | |
| 2 | sweep and damp mop floor | | | 1x | |
| 3 | scrub and degrease floor | | | | 1x |
| Photocopier Rooms (2nd floor and Basement) | | | | | |
| 1 | clear and clean counter tops | 1x | | | |
| 2 | remove and clear debris off of equipment | 1x | | | |



| Locker, Cleanroom & Laboratory Areas | | | |
|---|---|----|-----------|
| Air Showers | | | |
| 1 | vacuum & damp mop floors | 1x | |
| 2 | clean door glass doors | 2x | |
| 3 | clean walls & door frames | 1x | |
| 4 | polish stainless steel surfaces | 2x | |
| Floors - Granite | | | |
| 1 | damp mop | 1x | |
| 2 | buff with rubbing compound | | 1x |
| Floors - Resilient | | | |
| 1 | remove gum & foreign residue | 1x | |
| 2 | vacuum & damp mop entire floor | 1x | |
| 3 | wet scrub & refinish floors | | 2x |
| Floors - Steel & Finished Concrete | | | |
| 1 | vacuum & damp mop floors | 1x | |
| Floors - Unfinished Concrete | | | |
| 1 | vacuum entire floor | 1x | |
| 2 | remove gum & foreign residue | 1x | |
| 3 | wash floors | | 1x |
| 4 | machine scrub & reseal unpainted floors | | 1x |
| Miscellaneous | | | |
| 1 | remove dust from electrical boxes | 1x | |
| 2 | spot clean elevators & loading areas | 1x | |
| 3 | vacuum ledges, tops of partitions, pipes, vent hoods and other high areas | | 4x |
| 4 | damp mop walls | | 2x |
| 5 | provide & apply absorbent/degreasing compound to oil and grease spills | | X |
| 6 | remove slush & water during inclement weather | | as needed |
| 7 | wash side walls | | 2x |
| 8 | clean glass partitions and panels | | 2x |
| 9 | remove one layer of contamination control dry mats (sticky mats) | 1x | |
| Furniture & Fixtures | | | |
| 1 | vacuum vertical & horizontal surfaces | 1x | |



| | | | | |
|--|---|----|----|----|
| 2 | vacuum tops of lockers, storage cabinets, bases of free standing screens and interior of public clothes closets | 1x | | |
| Waste & Recycle Receptacles | | | | |
| 1 | empty & wipe down | 2x | | |
| Doors & Door Frames | | | | |
| 1 | clean finger marks | 1x | | |
| 2 | vacuum grills, doors & frames | 1x | | |
| 3 | clean metal push bars, kick and hand plates | | 1x | x |
| 4 | wash doors, door frames & grills | | 1x | |
| Overhead Doors | | | | |
| 1 | dust both sides | | 1x | |
| 2 | wash both sides of doors | | | 1x |



ANNEX K

CANADA POST'S INSTRUCTIONS



Public Services and Procurement Canada (PSPC) is moving forward on its Procurement Modernization Initiative, which aims to simplify the procurement process. The Bid Receiving Unit is launching an electronic bid submissions pilot using Canada Post's (CPC) Connect online service.

What is Canada Post Connect?

[Canada Post Connect \(CPC\)](#) is a secure, online service that allows users to share large, confidential files. Some of the service features include:

- large file transfers, allowing users to attach multiple 1 gigabyte (GB) files (any file type) in a single message
- the ability to track your electronic activity history
- privacy and security features that allow the processing of Protected B documents (which meet Government of Canada requirements).

Participants in the pilot project **will not incur any costs** for the use of the CPC.

Please note that a Canadian mailing address is required to use CPC. Should this be an issue for you, please contact us and we will be pleased to provide a work-around procedure to ensure you can still participate.

Benefits to businesses

Sending bid submission files via CPC means:

- a faster and more efficient bid submission process
- a green alternative to submitting paper files in-person, by mail or fax to a Bid Receiving Unit office
- a time and date stamp record for the upload of files in CPC

How to participate

Please confirm your participation to PSPC's Bid Receiving Unit at:

TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

Once you have confirmed your participation, the Bid Receiving Unit will explain the next steps and invite you to create a CPC account.