



RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS A :

Bid Receiving/Réception des soumissions:

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receptiondesoumission.acia@inspection.gc.ca

REQUEST FOR  
PROPOSAL

DEMANDE DE  
PROPOSITION

Proposal to: Canadian Food Inspection  
Agency

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

Proposition aux :

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE  
UNE EXIGENCE EN MATIÈRE DE  
SÉCURITÉ

<b>Title – Sujet</b> Cleaning Services – Fallowfield Lab		<b>Date</b> 2023-07-21
<b>Solicitation No. – N° de l'invitation</b> 2023-00963		
<b>Client Reference No. - No. De Référence du Client</b>		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	15:00	ET (Eastern Time) HE (heure de l'Est)
<b>On / le :</b>	2023-08-21	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Ron Staigh		
<b>Email - Courrielle</b> Ron.staigh@inspection.gc.ca	<b>Facsimile No. – No. de télécopieur</b> Agence canadienne d'inspection des aliments	
<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>	
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	





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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
  - (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's security capabilities must be met as indicated in Part 6 - Resulting Contract Clauses.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **1.2 Statement of Work**

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

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

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

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

*If the procurement is set aside the following applies:*

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

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

### **1.4 Federal Contractors Program (FCP)**

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification



## 1.5 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

### 2.2 Submission of Bids

Bids must be submitted only to the Bid Receiving email address by the time and date indicated on page 1 of this Request for proposal

### 2.3 Former Public Servant

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

#### Definitions

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

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



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

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

#### **Former Public Servant in Receipt of a Pension**

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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



## 2.5 Applicable Laws

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

## 2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.7 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the Canadian Food Inspection Agency, **Main Entrance, Bldg. 201, 3851 Fallowfield Road, Ottawa, Ontario, Canada on July 27, 2023**. The site visit will **begin at 10:00 EDT**.

Personnel security screening is required prior to gaining authorized access to PROTECTED sites. Bidders must communicate with the Contracting Authority no later than **July 14, 2023, 16:00 EDT** to confirm attendance and provide the name(s) of the person(s) who will attend. The Bidder's Company Security Officer (CSO) must ensure that their representatives hold a valid security clearance at the required level for the site visit. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

A maximum of two (2) representatives per company will be permitted to examine the site.

## 2.8 Ontario Labour Legislation - Bid

1. In accordance with the requirements of section 77(1) of the *Employment Standards Act*, 2000, S.O. 2000, c. 41, the following information concerning each employee of the previous supplier providing services at the premises is attached:
  - a. the employee's job classification or job description;
  - b. the wage rate actually paid to the employee;
  - c. a description of the benefits, if any, provided to the employee including the cost of each benefit and the benefit period to which the cost relates;
  - d. the number of hours that the employee works in a regular work day and in a regular work week, or if the employee's hours of work vary from week to week, the number of the





- employee's non-overtime hours for each week that the employee worked during the thirteen (13) weeks before the date of the request for information;
- e. the date on which the employer hired the employee;
  - f. any period of employment attributed to the employer under section 10 of the Act;
  - g. the number of weeks that the employee worked at the premises during the twenty-six (26) weeks before the request date. The 26-week period must be calculated without including any period during which the provision of services at the premises was temporarily discontinued, or during which the employee was on leave of absence under Part XIV of the Act;
  - h. a statement indicating whether either of the following subparagraphs applies to the employee:
    - i. The employee's work, before the request date, included the provision of services at the premises, but the employee did not perform his or her job duties primarily at those premises during the thirteen (13) weeks before the request date.
    - ii. The employee's work included the provision of services at the premises, but the employee was not actively at work immediately before the request date, and did not perform his or her job duties primarily at the premises during the most recent thirteen (13) weeks of active employment.
2. The name, residential address and telephone number of each employee as they appear in the previous employer's records will be provided to the successful Bidder after contract award.
  3. In addition to the above information, a copy of either the collective agreement, union certificate, or pending union application(s) regarding these employees at the premises is also attached, if applicable.
  4. Bidders must use the information referred to in subparagraphs 1.(a) to 1.(h) and paragraph 3 (if applicable) only for the purposes of preparing their bids and complying with the Act. Bidders must not disclose such information except as may be authorized by Canada in writing.
  5. The enclosed information concerning the employees of the previous employer providing services at the premises has been received from the previous employer and Canada does not warrant its accuracy or completeness. Canada will not be responsible for any damage or loss which may result from use of or reliance upon any of this information.
  6. Bidders who require clarification or further information may contact: [Ministry of Labour, Immigration, Training and Skills Development | ontario.ca](https://www.ontario.ca/ministry-of-labour-immigration-training-and-skills-development)

## 2.9 Additional Building Information

Additional Building information is provided in Appendix "A" to Annex A and is for information only.

## 2.10 Bid Challenge and Recourse Mechanisms

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



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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid - one (1) copy in an application compatible with Microsoft Office.

Section II: Financial Bid - one (1) copy in an application compatible with Microsoft Office.

Section III: Certifications - one (1) copy in an application compatible with Microsoft Office.

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

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

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

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

Canada reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory will result in the proposal being considered non-responsive and no further consideration will be given to the Bidder.

It is the sole responsibility of the Bidder to ensure that it provides a contact that is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. The technical evaluation team will attempt to contact the Bidders customer reference a maximum of three (3) times during the days of the technical evaluation between 8:00 am - 4:00 pm local time. If the customer reference does not provide a reference the Bidders proposal will be deemed non-responsive and receive no further evaluation.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Pricing Schedule in ATTACHMENT 4.2 TO PART 4 .

#### **Section III: Certifications**

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

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

### **4.1 Technical 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.



#### **4.1.1 Technical Criteria**

The technical bid must substantiate the compliance with the specific articles of Attachment 4.1 which is the requested format for providing the substantiation.

#### **4.2 Financial Evaluation**

##### **4.2.1 Mandatory Financial Criteria**

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

Bidders must submit their financial bid in accordance with the Pricing Schedules provided in Attachment 4.3. The total amount of Applicable Taxes must be shown separately, if applicable

#### **4.3 Basis of Selection**

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

### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

#### **5.1 Certifications Required with the Bid**

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

##### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

##### **5.1.2 Additional Certifications Required with the Bid**

###### **5.1.2.1 Set-aside for Indigenous Business**

If applicable, the Bidder must complete the certifications in Attachment 5.2 to Part 5 and include them with their bid



## 5.2 Certifications Precedent to Contract Award and Additional Information

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

### 5.2.1 Integrity Provisions – Required Documentation

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

The Bidder must provide the information required in Attachment 5.3 to Part 5 and include it with their bid.

### 5.2.2 Security Requirements – Required Documentation

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

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

### 5.2.3 Security Clearance

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

#### Working On-Site Supervisor(s)

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



## Employees

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

### 5.2.4 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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

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

### 5.2.5 Additional Certifications Precedent to Contract Award

#### 5.2.5.1 Status and Availability of Resources

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

#### 5.2.5.2 Education and Experience

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

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

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



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

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

The contractor and/or its employees MUST NOT remove any CLASSIFIED information or assets from the identified work site(s). The contractor and/or its employees MUST NOT use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the Canadian Food Inspection Agency.

## **6.2 Statement of Work**

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

## **6.3 Standard Clauses and Conditions**

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

### **6.3.1 General Conditions**

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

## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

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

### **6.4.2 Option to Extend the Contract**

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

The Contracting Authority for the Contract is:

Name: Ron Staigh

Title: Senior Procurement and Contracting Officer



Canadian Food Inspection Agency  
Contracting and Procurement Policy Division,  
Corporate Management Branch  
Address: 59 Camelot Drive, Nepean

E-mail address: ron.staigh@inspection.gc.ca

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

### **6.5.2 Project Authority**

The Project Authority for the Contract is:

Name:  
Title:  
Organization:  
Address:

Telephone:  
Facsimile:  
E-mail address:

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

### **6.5.3 Contractor's Representative**

Name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name:  
Telephone number:  
Cellular Number:  
Facsimile Number:  
E-mail

### **6.5.4 Working on-site Supervisor**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

Supervisor Name:  
Telephone number:  
Cellular Number:  
Facsimile Number:  
E-mail

## **6.6 Proactive Disclosure of Contracts with Former Public Servants**

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



## 6.7 Payment

### 6.7.1 Basis of Payment

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

### 6.7.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (*inserted at contract award*). Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

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

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

### 6.7.3 Determination of Revisions to Cost

Canada may from time to time notify the contractor in writing of any changes to the amount of space to be cleaned. In the case of the addition or elimination of cleanable space, the change in the amount of the contract will be calculated using the firm monthly rate per m<sup>2</sup> identified in the Basis of Payment, and in accordance with the following formula:

The firm monthly rate per m<sup>2</sup> in the contract Basis of Payment for routine and scheduled cleaning operations will be multiplied by twelve months and divided by two hundred and fifty working days. This amount will then be multiplied by the additional or eliminated m<sup>2</sup>. The ensuing amount will then be multiplied by the number of days the additional space will be cleaned or eliminated. The resulting amount will represent the amount by which the contract will be increased or reduced.

### 6.7.4 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.





### **6.7.5 Time and Contract Price Verification**

Time charged and the contract price of incidental materials used are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request..

### **6.8 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:

1. Company name and address;
2. Contract Number;
3. Description of routine, schedule and patrol cleaning;
4. Description of additional cleaning and emergency cleaning operations with support documents, as appropriate and the value;
5. Name of the person who requested the service;
6. Applicable tax as a separate line item;
7. Procurement Business Number, and
8. Client Reference Number;

### **6.9 Inspection and Acceptance**

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

### **6.10 Certifications and Additional Information**

#### **6.10.1 Compliance**

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

#### **6.10.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

#### **6.11 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*inserted at contract award*).

#### **6.12 Foreign Nationals (Canadian Contractor)**

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



## 6.13 Insurance Requirements

### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. **Additional Insured:** Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. **Bodily Injury and Property Damage** to third parties arising out of the operations of the Contractor.
  - c. **Products and Completed Operations:** Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. **Personal Injury:** While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. **Cross Liability/Separation of Insureds:** Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. **Blanket Contractual Liability:** The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. **Employees and, if applicable, Volunteers** must be included as Additional Insured.
  - h. **Employers' Liability** (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. **Broad Form Property Damage including Completed Operations:** Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. **Notice of Cancellation:** The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. **Owners' or Contractors' Protective Liability:** Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. **Non-Owned Automobile Liability - Coverage** for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. **Sudden and Accidental Pollution Liability (minimum 120 hours):** To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - o. **Litigation Rights:** Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by



registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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

#### **6.14 Ontario Labour Legislation - Contract**

1. The Contractor must keep records of its employees up to date and provide, within seven (7) days following a request from the Contracting Authority, the following information for each employee as provided for in section 77(2) of the *Employment Standards Act*, 2000, S.O. 2000, c. 41, and in *Ontario Regulation 287/01*:
  - a. the employee's name, residential address and telephone number;
  - b. the employee's job classification or job description;
  - c. the wage rate actually paid to the employee;
  - d. a description of the benefits, if any, provided to the employee including the cost of each benefit and the benefit period to which the cost relates;
  - e. the number of hours that the employee works in a regular work day and in a regular work week, or if the employee's hours of work vary from week to week, the number of the employee's non-overtime hours for each week that the employee worked during the thirteen (13) weeks before the date of the request for information;
  - f. the date on which the employer hired the employee;
  - g. any period of employment attributed to the employer under section 10 of the Act;
  - h. the number of weeks that the employee worked at the premises during the twenty-six (26) weeks before the request date. The 26-week period must be calculated without including any period during which the provision of services at the premises was temporarily discontinued, or during which the employee was on leave of absence under Part XIV of the Act;
  - i. a statement indicating whether either of the following subparagraphs applies to the employee
    - i. The employee's work, before the request date, included the provision of services at the premises, but the employee did not perform his or her job duties primarily at those premises during the thirteen (13) weeks before the request date.
    - ii. The employee's work included the provision of services at the premises, but the employee was not actively at work immediately before the request date, and did not perform his or her job duties primarily at the premises during the most recent thirteen (13) weeks of active employment.



2. In addition to the above information, the Contractor must provide, within seven (7) days following a request from the Contracting Authority, an up-to-date copy of the collective agreement regarding the employees at the premises or, if no collective agreement exists for these premises, a copy of the union certificate regarding these employees or, if no union certificate was issued, a copy of any pending union application if it exists.
3. The Contractor must immediately provide the Contracting Authority with updated information if changes occur between the date the information requested by the Contracting Authority is provided and the expiry date of the Contract.
4. The Contracting officer will provide the information described above, with the exception of 1.(a) to potential bidders for a future contract for those services relating to the premises.

#### **6.15 Cellular Phones and/or Pagers**

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

#### **6.16 Government Site Regulations**

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

#### **6.17 Pre-Commencement Meeting**

A pre-commencement meeting is mandatory for the Contractor prior to commencing work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Departmental Representative.

#### **6.18 Occupational Health and Safety**

The Contractor is to supply the Departmental Representative with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

All cleaning personnel employees must present a certificate showing completion of WHMIS training before starting work at this site.

#### **6.19 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2022-12-01), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s) including its Inuit Benefits Plan. (if applicable).*



## 6.20 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".



**ANNEX "A" - STATEMENT OF WORK**

**SPECIAL REQUIREMENTS**

1. <b>The contractor will supply all equipment, materials or products required to carry out the work as described unless stated otherwise.</b>			
2. <b>All cleaning personnel employees shall wear:</b>			
2.1 matching shirt and trousers, or coveralls or duster coat.			
2.2 the Company name or crest is to be affixed to the shirt, coveralls and coat.			
2.3 clean uniforms are to be provided at all times.			
2.4 all cleaning personnel who enter into the laboratories must wear a clean white lab coat (provided by the Agency) over their other clothing and this lab coat is to be removed before leaving the lab wing.			
3. All cleaning personnel employees must present a certificate showing completion of WHMIS training before starting work at this site.			
4. All cleaning personnel must complete a WHMIS site orientation, (provided by the Agency) before being allowed to enter the laboratories.			
5. There must be a minimum of four (4) cleaning persons on site (includes Supervisor), each normal business day as follows:  Two (2) cleaners during the hours of 7:00 to 15:00 (one of those cleaners will be the Supervisor)  Two (2) cleaners during the hours of 8:00 to 16:00			
6. There is to be one cleaning person designated as Supervisor on site each normal business day, during the core hours of 07:00 and 15:00 and that person shall carry a cell phone at all times. The cell phone number shall be provided to the Agency Representative - Facilities Manager.			
7. The cleaning Supervisor shall liaise with the Agency Representative – Facilities Manager, on a daily basis.			
8.0		<b>Laboratory Cleaning</b>	<b>Bldg. 201</b>
	8.1	The cleaning personnel are to take special care, not to touch or disturb anything on the benches or on the equipment while they are emptying the garbage receptacles.	
	8.2	If the cleaning personnel find something that is broken or spilled in the laboratory, they are to immediately leave the area and contact a laboratory supervisor to inform him/her of the problem.	



	8.3	<p>If an accident happens and something is broken or spilled in the laboratory by the cleaning personnel;</p> <p>(i) The cleaning personnel are to immediately leave the area, and contact a laboratory supervisor to inform him/her of the problem.</p> <p>(ii) The cleaning personnel are to follow the directions of the laboratory supervisor with regard to cleaning and/or disinfecting the clothing of the cleaning personnel.</p>	
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**CLEANING DUTIES THAT MUST BE PERFORMED DURING SILENT HOURS 18:00 TO 06:00 MONDAY TO FRIDAY or SATURDAY, SUNDAY & HOLIDAYS OTTAWA LABORATORY FALLOWFIELD (OLF)**

DESCRIPTION OF WORK		AREA TO BE CLEANED
May and November	Shampoo all carpets	Bldg. 201- All Offices & Office corridors – C Wing
	Shampoo all carpets	Bldg. 201 - Library and Boardrooms - C Wing
	Shampoo all carpets	Bldg. 201 – Auditorium
	Shampoo all carpets	B-142
January and September	Wet scrub and refinish with 3 coats of wax-all floors	Bldg. 201 Corridors, stairways, entrances and elevators, Wings A, B, & C
	Wet scrub tile floors	All Washrooms
August	Strip & refinish floors with 1 coat of sealer and 3 coats of wax	Bldg. 201 – All Labs & Offices Connected to Labs – A Wing
	Strip and refinish with 1 coat of sealer and 3 coats of wax – all floors	Bldg. 201- Corridors, stairways, entrances and elevators, Wings A, B & C
	Strip and refinish with 1 coat of sealer and 3 coats of wax	Bldg. 142, 210, and Central Cooling And Heating Plant



### MONDAY - FRIDAY SCHEDULE

	TYPE OF-WORK.	DESCRIPTION OF WORK	AREA TO BE CLEANED
Monday	Floors	Damp mop floors – including Labs	1st and 3rd floors - Laboratories & Offices connected to laboratories 'A' Wing, Bldg. 201
	Garbage	Replace plastic garbage bag in garbage receptacles with a new one each time the garbage is picked up	
	Recycle Material	Pick up recycle material	
Tuesday	Floors	Damp mop floors	2nd and 4th floors - Offices connected to laboratories 'A' Wing, Bldg. 201
	Garbage	Replace plastic garbage bag in garbage receptacles with a new one each time the garbage is picked up	
	Recycle Material	Pick up recycle material	
Wednesday	Floors	Damp mop floors -	1st and 3rd floors - Laboratories and Offices connected to laboratories 'A' Wing, Bldg. 201
	Garbage	Replace plastic garbage bag in garbage receptacles with a new one each time the garbage is picked up	
Thursday	Floors	Damp mop floors	2nd and 4th floors – Laboratories and offices connected to laboratories 'A' Wing, Bldg. 201
	Garbage	Replace plastic garbage bag in garbage receptacles with a new one each time the garbage is picked up	
Friday	Floors	Damp mop floors	Laboratories and Offices connected to laboratories 'A' Wing, Bldg. 201
	Garbage	Replace plastic garbage <i>bag</i> in garbage receptacles with a now one each time the garbage is picked up	Laboratories and Offices connected to laboratories 'A' Wing, Bldg. 201





## DAILY SCHEDULE

	TYPE OF WORK "	DESCRIPTION OF WORK	AREA ,TO BE CLEANED .
1.1		Corridors, stairways, entrances and elevators, A,B & C Wings , including a distance of eight (8) meters beyond all exterior doors.	<b>Bldg. 201</b>
	1.1.1	Vacuum entrance hallway (receptionist area)	
	1.1.2	Clean/wipe down all entrance doors	
	1.1.3	Machine wash all corridors	
	1.1.4	Wet mop all stairways and elevator floors	
	1.1.5	Remove gum, graffiti and other foreign residue from all surfaces	
	1.1.6	Remove garbage from waste receptacles and replace the plastic garbage bag with a new one	
	1.1.7	Clear sidewalks and outside steps of any foliage , grass clippings or other debris.	
2.1		<b>Washrooms</b>	<b>Bldg. 201</b>
		Each washroom is to be cleaned at the same time each day. Those times are to be arranged with the Agency Representative and they are not to coincide with normal peak usage periods. A sign, advising the staff of the daily time for janitorial duties in that washroom <b>is to be posted at each washroom.</b>	
	2.1.1	Remove gum, graffiti and other foreign residue from all surfaces	
	2.1.2	Wet mop all floors with a germicidal detergent	
	2.1.3	Remove all trash from strainers in base of urinals	
	2.1.4	Wash both sides of toilet seats and the interior and exterior of bowls, flush tanks and wash basins, with a germicidal detergent	
	2.1.5	Damp wipe all water taps, dispensers, counters, benches, door plates, and flush valves with a germicidal detergent	
	2.1.6	Empty all waste receptacles and replace the plastic insert bag with a new one	
	2.1.7	Supply and replenish paper hand towels and toilet paper in the respective dispensers	
	2.1.8	Spot clean walls and partitions	
	2.1.9	Clean mirrors	
	2.1.10	Report any leaks or malfunctioning equipment to Facilities Maintenance	
3.1		<b>Offices &amp; Office corridors - C Wing</b>	<b>Bldg. 201</b>
	3.1.1	Empty all waste receptacles and replace the plastic insert bag with a new one	
	3.1.2	Vacuum all carpets with a quiet filtered vacuum cleaner	
	3.1.3	Remove gum graffiti and other foreign residue from all surfaces	
4.1		<b>Library and Boardrooms</b>	<b>Bldg. 201</b>
		Adjust cleaning times to periods when the boardrooms are not occupied. Do not remove any written material from chalk boards or white boards.	
	4.1.1	Vacuum all boardrooms each morning at 7:00am	
	4.1.2	Empty all waste receptacles and replace the plastic insert bag with a new one	
	4.1.3	Remove gum graffiti and other foreign residue from all surfaces	
5.1		<b>Auditorium</b>	<b>Bldg. 201</b>
		The auditorium is used sporadically and daily cleaning schedules may	



		be adjusted according to usage.	
	5.1.1	Vacuum auditorium each morning at 7:00am	
	5.1.2	Empty all waste receptacles and replace the plastic insert bag with a new one	
	5.1.3	Remove gum graffiti and other foreign residue from all surfaces	
6.1		<b>Cafeteria</b> Excluding the food preparation area and all kitchenettes	<b>Bldg. 201</b>
	6.1.1	Damp wash all tables and counter tops	
	6.1.2	Damp mop or machine wash all floors	
	6.1.3	Remove gum graffiti and other foreign residue from all surfaces	
	6.1.4	Remove garbage from waste receptacles and replace plastic garbage bag with new one	
	6.1.5	Refill all paper towel dispensers	
7.1	7.1		<b>Guardhouse</b>
	7.1.1	Wet mop all floors	
	7.1.2	Empty all waste receptacles and replace the plastic Insert bag with a new one	
	7.1.3	Refill all paper towel and toilet paper dispensers	
	7.1.4	Damp wipe all mirrors , glass and windows	



## WEEKLY SCHEDULE

	TYPE OF WORK	DESCRIPTION OF WORK	AREA TO BE CLEANED
1.2		Laboratories and Offices connected to laboratories A- Wing	<b>Bldg. 201</b>
	1.2.1	Damp wipe all door hardware, bright metal work on doors	
	1.2.2	Replace burned out fluorescent light tubes, with new ones supplied by the Agency	
2.2		<b>Corridors, stairways, entrances, Wings A,B &amp; C Including a distance of 8 meters on the outside of all exterior doors</b>	<b>Bldg. 201</b>
	2.2.1	Damp wipe all door hardware, bright metal work on doors	
	2.2.2	Damp wipe hand rails, vertical grills and baseboards	
	2.2.3	Damp wipe the complete interior of the elevator cab	
	2.2.4	Replace burned out fluorescent light tubes, with new ones supplied by the Agency	
	2.2.5	Damp wipe sash and glass of notice boards	
	2.2.6	Wash water fountains with a germicidal detergent and rinse with clean water	
	2.2.7	Remove cigarette butts from exterior containers	
	2.2.8	Empty all recycle containers	
	2.2.9	Remove garbage from waste receptacles and replace the plastic garbage bag with new one	
3.2		<b>All Washrooms</b> <b>Each washroom is to be cleaned at the same time each day. These times are to be arranged with the Agency Representative and they are not to coincide with normal peak usage periods. A sign, advising the staff of the WEEKLY time for janitorial duties in that washroom is to be posted at each washroom.</b>	<b>Bldg. 201</b>
	3.2.1	Damp wipe both sides of all partitions and cubicle doors and all walls, including shower areas with a germicidal detergent	
	3.2.2	De-scale toilet bowls and urinals	
	3.2.3	Clean all waste receptacles with a germicidal detergent	
	3.2.4	Pour at least 5 litres of water down each floor drain	
	3.2.5	Replace burned out fluorescent light tubes, with new ones supplied by CFIA.	
4.2		<b>Offices &amp; Office corridors - C Wing</b> <b>Cleaners are not to disturb anything that is on the be surfaces (equipment, books, paper or files, etc.)</b>	<b>Bldg. 201</b>
	4.2.1	Empty all recycle containers	
	4.2.2	Damp wipe all interior glass / windows	
	4.2.3	Damp wipe all door hardware, bright metal work on doors, window ledges and the top of interior partitions	
	4.2.4	Dust all horizontal surfaces of desks, file cabinets with a cloth moistened with a dust collector	
	4.2.5	Vacuum all upholstered chairs, and damp wipe all other chairs	
	4.2.6	Replace burned out fluorescent light tubes, with new ones supplied by CFIA.	
	4.2.7	Spot wash wall and doors	
5.2		<b>Library and Boardrooms</b> <b>Adjust cleaning times to periods when the boardrooms are not occupied. Do not remove any written material on whiteboards</b>	<b>Bldg. 201</b>



	5.2.1	Wash whiteboards with clean water	
	5.2.2	Clean white boards with an approved product	
	5.2.3	Vacuum carpets with a quiet filtered vacuum	
	5.2.4	Replace burned out fluorescent light tubes with new ones supplied by CFIA.	
6.2		<b>Cafeteria</b>	<b>Bldg. 201</b>
		<b>Excluding the food preparation area and all kitchenettes</b>	
	6.2.1	Empty all recycle containers	
	6.2.2	Replace burned out fluorescent light tubes with new ones supplied by the Agency	
	6.2.3	Clean all waste receptacles with a germicidal detergent	
7.2		<b>Friday afternoons - Stairwells</b>	<b>Bldg. 201</b>
	7.2.1	Spot wash walls /doors / ledges where required	
	7.2.2	Damp mop all stairs	
8.2		<b>Offices and internal Corridors – “B” Wing</b>	<b>Bldg. 201</b>
	8.2.1	Machine scrub or damp mop offices and corridors	
	8.2.2	Vacuum all carpets	
	8.2.3	Empty garbage from waste receptacles and replace the plastic garbage bag with a new one	
	8.2.4	Empty all recycle containers	
9.2			<b>Guardhouse</b>
	9.2.1	Damp wipe both sides of all partitions and cubicle doors and all walls including washroom area, with a germicidal detergent	
	9.2.2	De-scale toilet bowls and urinals	
	9.2.3	Replace burned out fluorescent light tubes with new ones supplied by CFIA.	
	9.2.4	Damp wipe all interior glass	
10.2			<b>Bldg. 210</b>
	10.2.1	Empty all recycle containers	
	10.2.2	Damp wipe all interior glass / windows	
	10.2.3	Damp wipe all door hardware, bright metal work on doors, window ledges and the top of interior partitions	
	10.2.4	Dust all horizontal surfaces of desks, file cabinets with a cloth moistened with a dust collector.	
	10.2.5	Vacuum all upholstered chairs, and damp wipe all other chairs	
	10.2.6	Replace burned out fluorescent light tubes, with new ones supplied by CFIA.	
	10.2.7	Spot wash wall and doors	



## TWICE WEEKLY SCHEDULE

	TYPE OF WORK	DESCRIPTION OF WORK	AREA TO BE CLEANED
1.3		<b>Office Areas and Control Room</b>	<b>Bldg. 142 and Central Cooling and Heating Plant</b>
	1.3.1	Wet mop all floors in lunch rooms, washrooms, offices and corridor of Bldg. 142	
	1.3.2	Vacuum all carpets and mats in offices and corridor of Bldg. 142	
	1.3.3	Empty garbage from waste receptacles and replace the plastic garbage bag with a new one	
	1.3.4	Empty all recycle containers	
	1.3.5	Remove gum, graffiti and other foreign residue from all surfaces	
	1.3.6	Refill all paper towel and toilet paper dispensers	
	1.3.7	Damp wipe both sides of all partitions and cubicle doors and all walls including shower areas, with a germicidal detergent	
	1.3.8	De-scale toilet bowls and urinals	
	1.3.9	Damp wipe all mirrors	
	1.3.10	Replace burned out fluorescent light tubes with new ones supplied by CFIA.	
2.3		<b>Stores/ Shipping &amp; Receiving Office Areas</b>	<b>Bldg. 201</b>
	2.3.1	Empty garbage from waste receptacles and replace the plastic garbage bag with a new one	
	2.3.2	Empty all recycle containers	
	2.3.3	Remove gum, graffiti and other foreign residue from all surfaces	
2.4		<b>Facilities Maintenance Office &amp; Lunchroom Area</b>	<b>Bldg. 201</b>
	2.4.1	Wet mop all floors In lunch room and office areas	
	2.4.2	Empty garbage from waste receptacles and replace the plastic garbage bag with a new one	
	2.4.3	Empty all recycle containers	
	2.4.4	Remove gum, graffiti and other foreign residue from all surfaces	



## MONTHLY SCHEDULE

	TYPE OF WORK	DESCRIPTION OF WORK	AREA TO BE CLEANED
1.4		<b>Laboratories and Offices connected to laboratories A Wing</b>	<b>Bldg. 201</b>
	1.4.1	Clean all waste receptacles with a germicidal detergent	
	1.4.2	Damp wipe all glass/windows and window ledges on both sides of corridor and interior of laboratory offices	
2.4		<b>Corridors, stairways, entrances, Wings A, B &amp; C</b>	<b>Bldg. 201</b>
	2.4.1	Spot Wash walls where required	
	2.4.2	Remove foot grills and clean out recessed pan	
	2.4.3	Damp wipe all interior glass/windows and window ledges	
	2.4.4	Damp wipe interior of fire hose cabinet, fire extinguishers and both side of cabinet glass	
	2.4.5	Clean all waste receptacles with a germicidal detergent	
3.4		<b>Offices &amp; office corridors – C Wing Cleaners are not to disturb anything that is on these surfaces (equipment, books, paper or files, etc.)</b>	<b>Bldg. 201</b>
	3.4.1	Clean all waste receptacles with a germicidal detergent	
	3.4.2	Damp wipe all glass in windows, partitions and office doors	
	3.4.3	Damp wipe sash and glass of all notice boards	
4.4		<b>Library and Boardrooms Adjust cleaning times to periods when the boardrooms are not occupied. Do not remove any written material from chalk boards or white boards.</b>	<b>Bldg. 201</b>
	4.4.1	Spot clean walls	
	4.4.2	Damp wipe all table tops	
	4.4.3	clean all waste receptacles with a germicidal detergent	
	4.4.4	Damp wipe all interior glass/windows	
5.4		<b>Auditorium</b>	<b>Bldg. 201</b>
	5.4.1	Damp wipe all table tops	
6.4	6.4	<b>Cafeteria Excluding the food preparation area and all kitchenettes</b>	<b>Bldg. 201</b>
	6.4.1	Spot clean walls	
	6.4.2	Damp wipe all interior glass/windows	
7.4		<b>Offices and Internal Corridors - B Wing</b>	<b>Bldg. 201</b>
	7.4.1	Clean all waste receptacles with a germicidal detergent	
	7.4.2	Damp wash all glass/windows, partitions and office doors	
8.4		<b>Washrooms</b>	<b>Bldg. 201</b>
	8.4.1	Complete wash down of shower areas	
9.4		<b>Basement</b>	<b>Bldg. 201</b>
	9.4.1	Damp Mop Floor from elevator to end of C-wing and B-wing	
10.4			<b>Bldg. 142, 210 &amp; Central Cooling and Heating Plant</b>
	10.4.1	Damp wipe all interior glass	
	10.4.2	Clean all waste receptacles with a germicidal detergent	
11.4		<b>Up to (8) man hours per month If required to do special heavy</b>	<b>Special Heavy Duty</b>



		<b>duty cleaning such as but not limited to:</b>	<b>Cleaning</b>
	11.4.1	Clean up after construction or renovations	
	11.4.2	Removing floor stains from where equipment has been removed	
	11.4.3	Clean up water from broken water pipes	
	11.4.4	Re-waxing of small areas of floor where the finish may have deteriorated	
	11.4.5	Stripping and waxing of areas that are not included in the basic contract	



### QUARTERLY SCHEDULE

	TYPE OF WORK	DESCRIPTION OF WORK	AREA TO CLEANED
<b>1.5</b> <b>Apr / Jul /</b> <b>Oct / Jan</b>		<b>Laboratories and Offices connected to Lab -'A' Wing</b>  In laboratory offices, clean all air grills, diffusors and surrounding metal flanges, using a detergent solution	<b>Bldg. 201</b>
<b>2.5</b> <b>May / Aug /</b> <b>Nov / Feb</b>	2.5.1  2.5.2	<b>Offices &amp; Office corridors – 'C' Wing</b>  <b>Cleaners are not to disturb anything on these surfaces (equipment, books, paper or files, etc.)</b>  Dust or vacuum all hanging light fixtures, exposed conduits and high ledges  Clean all air grills, diffusors and surrounding metal flanges, using a detergent solution	<b>Bldg. 201</b>
<b>3.5</b> <b>Jun / Sep /</b> <b>Dec / Mar</b>	3.5.1  3.5.2  3.5.3  3.5.4	<b>Library and Boardrooms</b> <b>Adjust cleaning times to periods when the boardrooms are not occupied. Do not remove any written material from chalk boards or white boards.</b>  Dust or vacuum all hanging light fixtures, exposed conduits and high ledges  Clean all air grills, diffusors and surrounding metal flanges, using a detergent solution  Dust all horizontal surfaces of desks, file cabinets, with a cloth moistened with a dust collector  Vacuum all upholstered chairs and damp wipe all other chairs	<b>Bldg. 201</b>
<b>4.5</b> <b>May / Aug /</b> <b>Nov / Feb</b>	4.5.1  4.5.2	<b>Auditorium</b>  Dust or vacuum any exposed conduits & high ledges  Clean all air grills, diffusors and surrounding metal flanges, using a detergent solution	<b>Bldg. 201</b>





### CLEANING AREA EXCLUSIONS

	TYPE OF WORK	DESCRIPTION OE WORK	AREA TO BE CLEANED
1.7		<b>'A' Wing Area</b>	<b>Bldg. 201</b>
	1.7.1	Mechanical rooms and chases	
	1.7.2	Walk In coolers, freezers and incubators	
	1.7.3	Labs A412,A414,A417,A418,A416,A415B,A312,A214, A211, A123,A107	
	1.7.4	Basement	
2.7	2.7	<b>'B' Wing Area</b>	<b>Bldg. 201</b>
	2.7.1	Stores -All cages, shelving units and the wood/stool room - (Offices are included)	
	2.7.2	All maintenance shop areas (lunchroom and office is included)	
	2.7.3	Room 106 Chemical Storage	
	2.7.4	Rooms 205/207 Animal Colony	
	2.7.5	Room 208 Areas behind 208 are excluded (Animal Colony office is included)	
	2.7.6	Room 203 Rabies Suite	
	2.7.7	Room 204 Incinerator	
	2.7.8	Rooms 305/307 Animal Colony	
	2.7.9	Room 306 Areas behind 306 are excluded (Animal Colony Office is included)	
	2.7.10	Room 304 Storage	
	2.7.11	Mechanical rooms and chases	
3.7		<b>'C' Wing Area</b>	<b>Bldg. 201</b>
	3.7.1	Mechanical rooms and chases	
4.7			<b>Bldg. 142</b>
	4.7.1	Mechanical rooms	
	4.7.2	Storage rooms	
5.7			<b>Central Heating and Cooling Plant</b>
	5.7.1	Mechanical rooms	
6.7			<b>Guardhouse</b>
	6.7.1	No exclusions	
7.7			<b>Bldg. 210</b>
	7.7.1	No exclusions	



### SEASONAL SCHEDULE

	TYPE OF WORK	DESCRIPTION OF WORK	AREA TO BE CLEANED
1.6	November	<b>Install Agency owned floor mats: Corridor, stairways, entrances and elevators, Wings A, B &amp; C</b>	<b>Bldg. 201</b>
	1.6.1	Front entrance 6' Ft by 135' Ft and 4' Ft by 30' Ft	
	1.6.2	Rear entrance 6' Ft by 45' Ft	
	1.6.3	West entrance 6'Ft by 6' Ft	
	1.6.4	Vacuum these carpets daily	
	1.6.5	Shampoo these carpets monthly	
2.6	May	<b>Remove Agency owned floor mats: Corridors, stairways, entrance and elevators, Wings A, B &amp; C</b>	<b>Bldg. 201</b>
	2.6.1	Front entrance 6' Ft by 135' Ft and 4' Ft by 30'Ft	
	2.6.2	Rear entrance 6' Ft by 45'Ft	
	2.6.3	West entrance 6' Ft by 6' Ft	



**APPENDIX A TO ANNEX A**

**Additional Building Information / Renseignements supplémentaires sur les édifices**

The following is additional building information and is only an approximation.  
Voici des renseignements supplémentaires sur les édifices (approximation).

Building Name / Nom de l'édifice	BLDG 142 / ÉDIFICE	
Building Address / Adresse de l'édifice	3851 Fallowfield Road Nepean, Ontario	
Square Metres / Mètres carrés	170 m2 x	
Number of Occupants / Nombre d'occupants		□
Number of Washrooms / Nombre de salles de bain	Men / Homme: 1 Women / Femme: 1 Unisex / Unisexe:	Toilets/Toilettes: 4 Sinks/Lavabos: 4 Urinals/Urinoirs: 2
Number of Shower Rooms / Nombre de salles de douche	Unisex / Unisexe:	Shower/douche 2
Number of Elevators / Nombre d'ascenseurs	N/A, S/O Passenger / Passagers N/A, S/O Freight / Monté-charge	
<b>TYPE AND % OF FLOORING SORTE ET % DE REVÊTEMENT</b>		
Carpets / Tapis - moquette	30 %	
Ceramic / Céramique	10 %	
Concrete / Béton		
Non Slip tile / tuile antidérapant		
Resilient Vinyl / Vinyle souple	60 %	
Terrazo / Granite		
Wood / Bois (bois franc)		
Marble / Marbre		
<b>TYPE AND QUANTITY OF LIGHTS SORTE ET QUANTITÉ DE LUMIÈRES</b>		
T8 @ 2F (600)		
T8 @ 4F	34	
U shaped F 2' x 2'		
Incandescent / Incandescente		
Pot lights / Luminaire cylindrique à encastrer	NA	
Emergency / Lampe d'éclairage de secours		
Track Lights / Tringles électriques		
Exit Signs / Signaux de sortie		
Halogen / Halogène		
Mini fluorescent 26 watt		



<b>CENTRAL HEATING &amp; COOLING PLANT/ SYSTÈME DE CHAUFFAGE ET DE REFOIDISSEMENT CENTRAL</b>		
Building Name / Nom de l'édifice		
Building Address / Adresse de l'édifice	3851 Fallowfield Road Nepean, Ontario	
Square Metres / Mètres carrés	120 m2 x	
Number of Occupants / Nombre d'occupants		
Number of Washrooms / Nombre de salles de bain	Men / Homme: / Women / Femme: Unisex / Unisexe:	Toilets/Toilettes: / Sinks/Lavabos: 1 Urinals/Urinoirs: /
Number of Shower Rooms / Nombre de salles de douche	Unisex / Unisexe:	Shower/douche /
Number of Elevators / Nombre d'ascenseurs	N/A, S/O Passenger / Passagers N/A, S/O Freight / Monte-charge	⊕
<b>TYPE AND % OF FLOORING SORTE ET % DE REVÊTEMENT</b>		
Carpets / Tapis - moquette	1 AREA CARPET 10'x10'	
Ceramic / Céramique	80 %	
Concrete / Béton		
Non Slip tile / tuile antidérapant		
Resilient Vinyl / Vinyle souple	20 %	
Terrazo / Granite		
Wood / Bois (bois franc)		
Marble / Marbre		
<b>TYPE AND QUANTITY OF LIGHTS SORTE ET QUANTITÉ DE LUMIÈRES</b>		
T8 @ 2F (600)		
T8 @ 4F		
U shaped F-2' x 2'	NA	
Incandescent / Incandescente		
Pot lights / Luminaire cylindrique à encastrer		
Emergency / Lampe d'éclairage de secours		
Track Lights / Tringles électriques		
Exit Signs / Signaux de sortie		
Halogen / Halogène		
Mini fluorescent 26 watt		



Building Name / Nom de l'édifice	GUARDHOUSE / POSTE DE GARDE	
Building Address / Adresse de l'édifice	3851 Fallowfield Road Nepean, Ontario	
Square Metres / Mètres carrés	18 m2 x	
Number of Occupants / Nombre d'occupants		<input type="checkbox"/>
Number of Washrooms / Nombre de salles de bain	Men / Homme: Women / Femme: Unisex / Unisexé: 1	Toilets/Toilettes: 1 Sinks/Lavabos: 2 Urinals/Urinoirs: 0
Number of Shower Rooms / Nombre de salles de douche	Unisex / Unisexe:	Shower/douche 0
Number of Elevators / Nombre d'ascenseurs	N/A, S/O Passenger / Passagers N/A, S/O Freight / Monte-charge	
<b>TYPE AND % OF FLOORING SORTE ET % DE REVÊTEMENT</b>		
Carpets / Tapis - moquette		
Ceramic / Céramique	100 %	
Concrete / Béton		
Non Slip tile / tuile antidérapant		
Resilient Vinyl / Vinyle souple		
Terrazo / Granite		
Wood / Bois (bois franc)		
Marble / Marbre		
<b>TYPE AND QUANTITY OF LIGHTS SORTE ET QUANTITÉ DE LUMIÈRES</b>		
T8 @ 2F (600)		
T8 @ 4F		
U shaped F 2' x 2'	8	
Incandescent / Incandescente		
Pot lights / Luminaire cylindrique à encastrer	NA	
Emergency / Lampe d'éclairage de secours		
Track Lights / Tringles électriques		
Exit Signs / Signaux de sortie		
Halogen / Halogène		
Mini fluorescent 26 watt		



Building Name / Nom de l'édifice	BLDG 201 / ÉDIFICE 201	
Building Address / Adresse de l'édifice	3851 Fallowfield Road Nepean, Ontario	
Square Metres / Mètres carrés	9,402 m <sup>2</sup>	
Number of Occupants / Nombre d'occupants	238	<input type="checkbox"/>
Number of Washrooms / Nombre de salles de bain	Men / Homme: 6 Women / Femme: 6 Unisex / Unisexe: 2	Toilets/Toilettes: Sinks/Lavabos: TRD Urinals/Urinoirs:
Number of Shower Rooms / Nombre de salles de douche	5 MENS 5 WOMEN Unisex / Unisexe:	Shower/douche
Number of Elevators / Nombre d'ascenseurs	N/A, S/O Passenger / Passagers N/A, S/O Freight / Monte-charge	2 1
<b>TYPE AND % OF FLOORING SORTE ET % DE REVÊTEMENT</b>		
Carpets / Tapis - moquette	30 %	
Ceramic / Céramique	10 %	
Concrete / Béton		
Non Slip tile / tuile antidérapant		
Resilient Vinyl / Vinyle souple	60 %	
Terrazo / Granite		
Wood / Bois (bois franc)		
Marble / Marbre		
<b>TYPE AND QUANTITY OF LIGHTS SORTE ET QUANTITÉ DE LUMIÈRES</b>		
T8 @ 2F (600)		
T8 @ 4F		
U shaped F 2' x 2' (ADMIN)	250	
Incandescent / Incandescente	N/A	
Pot lights / Luminaire cylindrique à encastrer	A-WING 8	
Emergency / Lampe d'éclairage de secours	N/A	
Track Lights / Tringles électriques	N/A	
Exit Signs / Signaux de sortie	N/A	
Halogen / Halogène	N/A	
Mini fluorescent 26 watt	N/A	
LED - OTHER	N/A	



**ANNEX "B" – BASIS OF PAYMENT**

**BASIS OF PAYMENT SCHEDULE 1:**

**Routine, Scheduled and Patrol Cleaning operations**

The Contractor will be paid the firm monthly prices stated in the following tables, applicable taxes extra. Prices are all inclusive of labour, overhead, profit and all related costs.

There will be no increase or decrease to the contract amount when an existing floor covering is converted to another type.

During leap years, the Contractor must change its schedule to provide janitorial services on February 29 at no extra cost to Canada

Firm all inclusive payments for Routine, Scheduled and Patrol Cleaning operations as detailed in the Annex A, Statement of Work.

<b>CONTRACT PERIOD FY23/24</b>			
<b>Cleaning Location</b>	<b>Cleaning Area</b>	<b>Firm Monthly Rate per m2</b>	<b>Firm Monthly Price</b>
BUILDING 142	170 m2	\$	\$
CENTRAL HEATING AND COOLING PLANT	120 m2	\$	\$
GUARD POST	18 m2	\$	\$
BUILDING 201	9,402 m2	\$	\$
BUILDING 210	492 m2	\$	\$

<b>Contract Period FY24/25</b>			
<b>Cleaning Location</b>	<b>Cleaning Area</b>	<b>Firm Monthly Rate per m2</b>	<b>Firm Monthly Price</b>
BUILDING 142	170 m2	\$	\$
CENTRAL HEATING AND COOLING PLANT	120 m2	\$	\$
GUARD POST	18 m2	\$	\$
BUILDING 201	9,402 m2	\$	\$
BUILDING 210	492 m2	\$	\$



<b>Contract Period FY25/26</b>			
<b>Cleaning Location</b>	<b>Cleaning Area</b>	<b>Firm Monthly Rate per m2</b>	<b>Firm Monthly Price</b>
BUILDING 142	170 m2	\$	\$
CENTRAL HEATING AND COOLING PLANT	120 m2	\$	\$
GUARD POST	18 m2	\$	\$
BUILDING 201	9,402 m2	\$	\$
BUILDING 210	492 m2	\$	\$

<b>Contract Period FY26/27</b>			
<b>Cleaning Location</b>	<b>Cleaning Area</b>	<b>Firm Monthly Rate per m2</b>	<b>Firm Monthly Price</b>
BUILDING 142	170 m2	\$	\$
CENTRAL HEATING AND COOLING PLANT	120 m2	\$	\$
GUARD POST	18 m2	\$	\$
BUILDING 201	9,402 m2	\$	\$
BUILDING 210	492 m2	\$	\$

<b>Contract Option Period 1 - FY27/28</b>			
<b>Cleaning Location</b>	<b>Cleaning Area</b>	<b>Firm Monthly Rate per m2</b>	<b>Firm Monthly Price</b>
BUILDING 142	170 m2	\$	\$
CENTRAL HEATING AND COOLING PLANT	120 m2	\$	\$
GUARD POST	18 m2	\$	\$
BUILDING 201	9,402 m2	\$	\$
BUILDING 210	492 m2	\$	\$

**BASIS OF PAYMENT 2: Additional / Emergency Cleaning - as and when requested and outside of Regular Hours Monday to Saturday**

The Contractor will be paid for the actual hours worked at the firm hourly rates detailed below, applicable taxes extra. The hourly rates are all inclusive of labour, overhead, profit and all related costs.

<b>Cleaning Location</b>	<b>Contract Period</b>	<b>Firm Hourly Rate</b>
BUILDING 142 CENTRAL HEATING AND COOLING PLANT	Year 1: 23/24	\$
	Year 2: 24/25	\$





GUARD POST BUILDING 201 BUILDING 210	Year 3: 25/26	\$
	Year 4: 26/27	\$
	<b>Option Period 1 27/28</b>	\$

During leap years, the Contractor must change its schedule to provide janitorial services on February 29 at no extra cost to Canada.

**BASIS OF PAYMENT – OPTION YEARS 2 AND 3**

**Consumer Price Index**

At the time option year 2 and option year 3 are exercised, the prices/rates in the Basis of Payment will be increased or decreased by multiplying the prices/rates by the percentage change in “The Consumer Price Index”, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted” (“CPI” ) for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract.

The CPI which will be used is published in Statistics Canada *The Daily*, Table 2 Consumer Price Index for the provinces and for Whitehorse, Yellowknife and Iqaluit – Not seasonally adjusted, available at [The Daily — Consumer Price Index \(statcan.gc.ca\)](https://www150.statcan.gc.ca/n1/pub/2462801/2018001/article/64541-eng.htm)

**Example:**

Basis of Payment 1, Firm all inclusive rates

Option Year 1 firm pricing is \$2,500.00 per month. The CPI rate as of May 31, 2028 is 3.9%.

$\$2,500.00 \times 3.9\% = \$97.50$ . Therefore the firm monthly rate for Option Year 2 would be \$2,597.50.

Basis of Payment 2, Labour Rate

Option Year 1 rate for unscheduled work is \$10.00 per hour. The CPI rate as of May 31, 2028 is 3.9%.  $\$10.00 \times 3.9\% = \$0.39$ . Therefore the rate for the unscheduled work for Option Year 2 will be \$10.39 per hour.



**ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST**



Government of Canada  
Gouvernement du Canada

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

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>CFIA</b>	2. Branch or Directorate / Direction générale ou Direction <b>CMB, RPEMD</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail <b>Service Contact for the management of the CFIA, Ottawa Laboratory Fallowfield, Janitorial Services.</b>		
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 <input type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes Non <input type="checkbox"/> Oui		
5. 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 <input type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input checked="" type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes Non <input type="checkbox"/> 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"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTÉGÉ A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





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

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

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRES SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRES SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRES SECRET
<input type="checkbox"/> SITE ACCESS ACCES AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

Security Classification / Classification de sécurité
--



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

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
T Media / Support TI																
T Link / Lien électronique																

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

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

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

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



**ATTACHMENT 4.1 TO PART 4 - MANDATORY CRITERIA**

**4.1 Mandatory Bidder's Experience and Past Performance**

Criteria	Mandatory Criteria	Required Supporting Information	Reference to Criterion in Proposal
<b>M1</b>	The Bidder must provide evidence of its experience and past performance by referencing one (1) contract having a minimum period of four (4) years, undertaken within the 10 years preceding the bid closing date, wherein the range of janitorial services provided are comparable to those described in the Annex A Statement of Work	<p>To demonstrate the required experience, the following must be provided for the example provided:</p> <p>Name, address and description of example organization;</p> <p>Contract timeframe (from-to dates month/Year);</p> <p>Provide one (1) department or corporate reference (name, email &amp;/ phone number);</p> <p>Approximate size in square meters of the cleanable area of the contract,</p> <p>Cleaning schedule e.g. daily, weekly etc.;</p> <p>Description of the Work required.</p>	

**M2 Mandatory On-site Supervisor(s) Expertise and Experience**

Criteria	Mandatory Criteria	Required Supporting Information	Reference to Criterion in Proposal
<b>M2</b>	<p>The Bidder must name the On-Site Supervisor or Supervisors who will be assigned to this Contract.</p> <p>The Bidder must describe one (1) contract in which the individual named obtained a minimum of three (3) consecutive years of experience, within the 10 years preceding the bid closing date, in a supervisory role in the field of Janitorial Services.</p> <p>The Bidder must demonstrate how the range of janitorial services provided are comparable to those described in the Annex A Statement of Work</p>	<p>To demonstrate the required experience, the following must be provided for any proposed supervisor:</p> <p>Proposed supervisor name;</p> <p>Organization name, with start and end dates of the contract;</p> <p>Approximate size in square meters of the cleanable area of the contract,</p> <p>Cleaning schedule e.g. daily, weekly etc.;</p> <p>Description of the Work required under the contract;</p> <p>Responsibilities of each individual identified.</p>	



**ATTACHMENT 4.2 TO PART 4 - PRICING SCHEDULE**

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

Bidders must submit firm prices/rates for the four (4) years of the initial contract period plus the Option Period 1 for all items listed hereafter (Pricing Schedule 1 and Pricing Schedule 2), applicable taxes excluded.

**PRICING SCHEDULE 1:**

Firm all inclusive rates for Routine, Schedule and Patrol Cleaning operations as detailed in the Statement of Work, Section 2, Operations and Frequencies.

There will be no increase or decrease to the contract amount when an existing floor covering is converted to another type.

1.1) BUILDING 142					
Contract Period	Cleanable Area	Firm Monthly Rate per m <sup>2</sup>	Firm Monthly Rate	Number of Months	Firm Annual Price
Year 1: 23/24	170 m <sup>2</sup> x	\$_____ =	\$_____ x	7 =	\$
Year 2: 24/25	170 m <sup>2</sup> x	\$_____ =	\$_____ x	12 =	\$
Year 3: 25/26	170 m <sup>2</sup> x	\$_____ =	\$_____ x	12 =	\$
Year 4: 26/27	170 m <sup>2</sup> x	\$_____ =	\$_____ x	12 =	\$
Sub Total					\$
Option Period 1	Cleanable Area	Firm Monthly Rate per m <sup>2</sup>	Firm Monthly Rate	Number of Months	Firm Annual Price
Year 5: 27/28	170 m <sup>2</sup> x	\$_____ =	\$_____ x	12 =	\$
Total Schedule 1.1: Initial Contract Period plus Option Period					\$

1.2) CENTRAL HEATING AND COOLING PLANT					
Contract Period	Cleanable Area	Firm Monthly Rate per m <sup>2</sup>	Firm Monthly Rate	Number of Months	Firm Annual Price
Year 1: 23/24	120 m <sup>2</sup> x	\$_____ =	\$_____ x	7 =	\$
Year 2: 24/25	120 m <sup>2</sup> x	\$_____ =	\$_____ x	12 =	\$
Year 3: 25/26	120 m <sup>2</sup> x	\$_____ =	\$_____ x	12 =	\$
Year 4: 26/27	120 m <sup>2</sup> x	\$_____ =	\$_____ x	12 =	\$
Sub Total					\$
Option Period 1	Cleanable Area	Firm Monthly Rate per m <sup>2</sup>	Firm Monthly Rate	Number of Months	Firm Annual Price
Year 5: 27/28	120 m <sup>2</sup> x	\$_____ =	\$_____ x	12 =	\$



Total Schedule 1.2: Initial Contract Period plus Option Period	\$
--	----

1.3) GUARD POST					
Contract Period	Cleanable Area	Firm Monthly Rate per m <sup>2</sup>	Firm Monthly Rate	Number of Months	Firm Annual Price
Year 1: 23/24	18 m <sup>2</sup> x	\$_____ =	\$_____ x	7 =	\$
Year 2: 24/25	18 m <sup>2</sup> x	\$_____ =	\$_____ x	12 =	\$
Year 3: 25/26	18 m <sup>2</sup> x	\$_____ =	\$_____ x	12 =	\$
Year 4: 26/27	18 m <sup>2</sup> x	\$_____ =	\$_____ x	12 =	\$
Sub Total					\$
Option Period 1	Cleanable Area	Firm Monthly Rate per m <sup>2</sup>	Firm Monthly Rate	Number of Months	Firm Annual Price
Year 5: 27/28	18 m <sup>2</sup> x	\$_____ =	\$_____ x	12 =	\$
Total Schedule 1.3: Initial Contract Period plus Option Period					\$

1.4) BUILDING 201					
Contract Period	Cleanable Area	Firm Monthly Rate per m <sup>2</sup>	Firm Monthly Rate	Number of Months	Firm Annual Price
Year 1: 23/24	9,402 m <sup>2</sup> x	\$_____ =	\$_____ x	7 =	\$
Year 2: 24/25	9,402 m <sup>2</sup> x	\$_____ =	\$_____ x	12 =	\$
Year 3: 25/26	9,402 m <sup>2</sup> x	\$_____ =	\$_____ x	12 =	\$
Year 4: 26/27	9,402 m <sup>2</sup> x	\$_____ =	\$_____ x	12 =	\$
Sub Total					\$
Option Period 1	Cleanable Area	Firm Monthly Rate per m <sup>2</sup>	Firm Monthly Rate	Number of Months	Firm Annual Price
Year 5: 27/28	9,402 m <sup>2</sup> x	\$_____ =	\$_____ x	12 =	\$
Total Schedule 1.4: Initial Contract Period plus Option Period					\$

1.5) BUILDING 210					
Contract Period	Cleanable Area	Firm Monthly Rate per m <sup>2</sup>	Firm Monthly Rate	Number of Months	Firm Annual Price
Year 1: 23/24	492 m <sup>2</sup> x	\$_____ =	\$_____ x	7 =	\$
Year 2: 24/25	492 m <sup>2</sup> x	\$_____ =	\$_____ x	12 =	\$
Year 3: 25/26	492 m <sup>2</sup> x	\$_____ =	\$_____ x	12 =	\$



Year 4: 26/27	492 m <sup>2</sup> x	\$_____ =	\$_____ x	12 =	\$
Sub Total					\$
<b>Option Period 1</b>	<b>Cleanable Area</b>	<b>Firm Monthly Rate per m<sup>2</sup></b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Price</b>
Year 5: 27/28	492 m <sup>2</sup> x	\$_____ =	\$_____ x	12 =	\$
Total Schedule 1.5: Initial Contract Period plus Option Period					\$

**PRICING SCHEDULE 2:**

Firm all inclusive rates including overhead, profit and all related costs for additional cleaning, Emergency Cleaning operations not described in Pricing Schedule 1 on an "as and when requested " basis. The hourly rates are all inclusive of labour, overhead, profit and all related costs.

	<b>YEAR 1 RATE</b>	<b>YEAR 2 RATE</b>	<b>YEAR 3 RATE</b>	<b>YEAR 4 RATE</b>	<b>OPTION YEAR 1 RATE</b>
Outside Regular Hours Monday to Saturday	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.
Estimated quantity of hours per year:	160	160	160	160	160
<b>Extended Price (hourly Rate x Estimated Hours)</b>	\$	\$	\$	\$	\$
Total Price, Contract Periods 1 to 4 plus Option Period					\$

**Consumer Price Index - Option Year 2 and Option Year 3**

For option years 2 and 3 the prices/rates will be increased or decreased by the Consumer Price Index as described in the Annex B - Basis of Payment.

**TOTAL ASSESSED BID PRICE:**

<b>PRICING SCHEDULE 1</b>					
Schedule 1.1	Schedule 1.2	Schedule 1.3	Schedule 1.4	Schedule 1.5	Total Price Schedule 1.1 – 1.5
\$	\$	\$	\$	\$	\$

<b>PRICING SCHEDULE 2</b>	
Total Price: Contract Periods 1 to 4 plus Option Period	\$

<b>PRIX TOTAL</b>	
Pricing Schedule 1 plus Pricing Schedule 2	\$
Applicable Taxes	\$
Total Bid Price, Applicable Taxes Included	\$





## ATTACHMENT 5.1 to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
  - A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

**OR**

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

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



**ATTACHMENT 5.2 to PART 5 OF THE BID SOLICITATION  
SET-ASIDE FOR INDIGENOUS BUSINESS - CERTIFICATION**

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



**OWNER CERTIFICATION - SET-ASIDE FOR INDIGENOUS BUSINESS**

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

\_\_\_\_\_  
Printed name of owner

\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Date



**ATTACHMENT 5.3 To PART 5 OF THE BID SOLICITATION**

**INTEGRITY PROVISIONS – INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE BIDDER:**

Name:	Title:
Name:	Title:
Name:	Title:
Name:	Title:



## **APPENDIX A - INFORMATION ON INCUMBENT EMPLOYEES**



NOTE: This form is to be used with respect to the Successful Employee position of the contract.

NOTE: Ce formulaire doit être utilisé en rapport avec les dispositions de contrat relatives à l'employeur qui succède.

To clear text from fields, click this button. Pour désactiver les cases, cliquez le bouton.

1. Company name - Nom de l'entreprise Evriflops Janitorial Services Ltd.	2. Address - Adresse 412 Macdaren Street, Ottawa, Ontario	3. Tel. no. - N° de tél. 613-232-9069	4. Fax no. - N° de télécopieur 613-232-3145	5. Worksite address - Adresse du lieu de travail 3851 Fallowfield Road, Ottawa, Ontario	6. Contract no. - N° du contrat 39903-180426/001
List below all your employees working at this workplace and your active employees. In box 7, a square number, if more space is required for any of these items, attach additional pages and make reference to the employee's separate number and to this item number.					
7. Employee name - Nom de l'employé	No. - N°	10. Date of hire - Date d'embauche 2000-02-07	11. Period of employment - Période d'emploi From 2000-02-07 To Present	12. Wage rate - Taux de traitement \$17.20	
8. Address - Adresse	13. Cost and period of each benefit - Coût et période de chaque avantage Heavy Duty Cleaner	14. Job classification or description - Classification ou description des tâches Heavy Duty Cleaner	15. Number of weeks worked at premises during the 26 weeks preceding the date of request for information. - Nombre de semaines travaillées à cet endroit durant les 26 semaines précédant la date de la demande de renseignements. 26	16. Number of hours worked in regular full-time work week. - Nombre d'heures travaillées dans une semaine régulière sans surtravail. 40	
9. Tel. no. - N° de tél.	17. If hours of work vary from week to week, number of non-regular hours for each week worked during the 13 weeks preceding the request for information. - Si les heures de travail varient d'une semaine à l'autre, le nombre d'heures travaillées, incluant les heures supplémentaires, dans chacune des semaines travaillées au cours des 13 semaines précédant la demande de renseignements. Week 1: 10 Week 2: 10 Week 3: 10 Week 4: 10 Week 5: 10 Week 6: 10 Week 7: 10 Week 8: 10 Week 9: 10 Week 10: 10 Week 11: 10 Week 12: 10 Week 13: 10	18. Statement (check as applicable) - Déclaration (cocher s'il y a lieu): a) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. b) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. c) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. d) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. e) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. f) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. g) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. h) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. i) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. j) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. k) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. l) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. m) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. n) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. o) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. p) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. q) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. r) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. s) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. t) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. u) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. v) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. w) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. x) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. y) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information. z) The employee is actively employed at the premises but has not been primarily performed at the premises during the 13 weeks preceding the date of request for information.			
10. Date of hire - Date d'embauche YYYY-MM-DD-AAAA-MM-JJ	11. Period of employment - Période d'emploi From YYYY-MM-DD-AAAA-MM-JJ To YYYY-MM-DD-AAAA-MM-JJ	12. Wage rate - Taux de traitement Au	13. Cost and period of each benefit - Coût et période de chaque avantage YYYY-MM-DD-AAAA-MM-JJ	14. Job classification or description - Classification ou description des tâches	15. Number of weeks worked at premises during the 26 weeks preceding the date of request for information. - Nombre de semaines travaillées à cet endroit durant les 26 semaines précédant la date de la demande de renseignements.
16. Number of hours worked in regular full-time work week. - Nombre d'heures travaillées dans une semaine régulière sans surtravail.	17. If hours of work vary from week to week, number of non-regular hours for each week worked during the 13 weeks preceding the request for information. - Si les heures de travail varient d'une semaine à l'autre, le nombre d'heures travaillées, incluant les heures supplémentaires, dans chacune des semaines travaillées au cours des 13 semaines précédant la demande de renseignements.	18. 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1 - PWGSC - TPSSC 2 - Bidder(s) - Soumissionnaire(s) 3 - Successful Bidder - Soumissionnaire retenu 4 - Current Contractor - Entrepreneur actuel

1 - PWGSC - TPSSC 2 - Bidder(s) - Soumissionnaire(s) 3 - Successful Bidder - Soumissionnaire retenu 4 - Current Contractor - Entrepreneur actuel



NOTE: This form is to be used with respect to the Successor Employer provisions of the contract. / NOTE: Ce formulaire doit être utilisé en rapport avec les dispositions de contrat relatives à l'employeur qui succède.

APPENDIX A INFORMATION ON INCUMBENT EMPLOYEES RENSEIGNEMENTS SUR LES EMPLOYÉS TITULAIRES D'UN POSTE

Page 2 of 2

1. Contract name - Nom du contrat Europis Janitorial Services Ltd.	2. Address - Adresse 412 Madriem Street, Ottawa, Ontario	3. Tel. no. - N° de tél. 613-232-9069	4. Fax no. - N° de télécopieur 613-232-314	5. Mailing address - Adresse de livraison 3851 Fallowfield, Ottawa, Ontario	6. Contract no. - N° du contrat 39913-180426/001
7. Employer name - Nom de l'employeur No. - N° Date of contract, /YY-MM-DD 2018-04-03	10. Date of hire /YY-MM-DD 2018-04-03	11. Place of employment /YY-MM-DD 2018-04-03	12. Wage rate, - Taux de traitement /YY-MM-DD \$17.20	8. Employer name - Nom de l'employeur No. - N° Date of contract, /YY-MM-DD 2018-04-03	
9. Address - Adresse	13. Code and period of each shift /YY-MM-DD Light Duty Cleaner	14. Job classification or description - Classification ou description des tâches Light Duty Cleaner	15. Number of weeks worked at premises during the 26 weeks preceding the date of request for information /YY-MM-DD 26	16. Number of hours worked in regular non-overtime work week /YY-MM-DD 40	17. Hours of work each week, 8 week, number of non-overtime hours for each week worked during the 13 weeks preceding the request for information /YY-MM-DD 26
18. Statement (check all applicable) - Déclaration (cocher tout ce qui s'applique) a) The employee is actively employed at the premises but under a different name. b) The employee is not actively employed at the premises but under a different name. c) The employee is not actively employed at the premises but under a different name and is not actively employed at the premises. d) The employee is not actively employed at the premises but under a different name and is not actively employed at the premises and is not actively employed at the premises.	19. Number of weeks worked at premises during the 26 weeks preceding the date of request for information /YY-MM-DD 26	20. Number of hours worked in regular non-overtime work week /YY-MM-DD 40	18. Statement (check all applicable) - Déclaration (cocher tout ce qui s'applique) a) The employee is actively employed at the premises but under a different name. b) The employee is not actively employed at the premises but under a different name. c) The employee is not actively employed at the premises but under a different name and is not actively employed at the premises. d) The employee is not actively employed at the premises but under a different name and is not actively employed at the premises and is not actively employed at the premises.		
19. If applicable, check one of the boxes - Cocher une des cases s'il y a lieu	21. Name of authorized company representative - Nom du représentant autorisé de l'entreprise Signature MICHAEL LARKAS	22. Signature of incumbent employee - Signature de l'employé titulaire Signature MICHAEL LARKAS	23. Date of contract - Date du contrat /YY-MM-DD 2023-06-23	24. Date of request for information - Date de la demande de renseignements /YY-MM-DD 2023-06-23	25. Date of contract - Date du contrat /YY-MM-DD 2023-06-23

1 - PWQSC - TPQSC 2 - Bidder(s) - Soumissionnaire(s) 3 - Successful Bidder - Soumissionnaire retenue 4 - Current Contractor - Entrepreneur actuel



APPENDIX A

NOTE: This form is to be used with respect to the Successful Employer provisions of the contract.

RENSEIGNEMENTS SUR LES EMPLOYES TITULAIRES DU POSTE

To clear text from fields, click this button. / Pour désactiver les cases, activez le bouton.

1. Company name - Nom de l'entreprise Enviropac Janitorial Services Ltd	2. Address - Adresse 412 Macdonell Street, Ottawa Ontario	3. Tel no. - N° de tél 613-232-9069	4. Fax no. - N° de tél 613-232-3145	5. Manager address - Adresse du lieu de travail 3851 Fallowfield Road, OTTAWA	6. Contract no. - N° du contrat 39903-180426/001
7. Employer name - Nom de l'employeur	8. No. - N°	9. Date of hire 2012-09-01	10. Date of termination 2012-09-01	11. Period of employment Present	12. Wage type - Type de traitement Present \$20.50
8. Address - Adresse	9. No. - N°	10. Date of hire 2012-09-01	11. Date of termination 2012-09-01	12. Period of employment Present	13. Wage type - Type de traitement Present \$20.50
13. Cost of period of each benefit Cost of period as change average	14. Job classification or description Supervisor	15. Number of weeks worked at premises during the 26 weeks preceding the date of request for information Nombre de semaines travaillées à cet endroit durant les 26 semaines précédant la date de la demande de renseignements	16. Number of hours worked in regular non-contract work week Nombre d'heures travaillées dans une semaine régulière sans surtravail	17. If hours of work vary from week to week, number of non-overlapping hours for each week worked during the 13 weeks preceding the request for information. Si les heures de travail varient d'une semaine à l'autre, le nombre d'heures travaillées, excluant les heures supplémentaires, dans chacune des semaines travaillées au cours des 13 semaines précédant la demande de renseignements	18. Statement (check as applicable) - Déclaration (cochez s'il y a lieu): a) The employee is actively employed at the premises but his/her job duties were not primarily performed at the premises during the 13 weeks preceding the date of request for information. b) The employee is employed but not actively employed at the premises, but his/her job duties were not primarily performed at the premises during the 13 weeks preceding the date of request for information. c) The employee is not employed at the premises but his/her job duties were not primarily performed at the premises during the 13 weeks preceding the date of request for information. d) The employee is not employed at the premises but his/her job duties were not primarily performed at the premises during the 13 weeks preceding the date of request for information.
19. Total no. - N° de tot	20. Information provided for this form L'information fournie pour ce formulaire	21. Name of authorized company representative - Nom du représentant autorisé de l'entreprise Nicholas Laikas	22. Signature [Signature]	23. Date 2023-06-22	24. Signature [Signature]
19. If applicable, check one of the boxes - Cochez une des cases s'il y a lieu: <input checked="" type="checkbox"/> Copy of contract agreement attached <input type="checkbox"/> Copy of union contract attached <input type="checkbox"/> Copy of pension record attached <input type="checkbox"/> Copy of other documents attached <input type="checkbox"/> Copy of recordation system attached <input type="checkbox"/> Copy of the (job) description (s) attached <input type="checkbox"/> Copy of the (job) description (s) in French attached	20. Information provided for this form L'information fournie pour ce formulaire <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised <input type="checkbox"/> Modified Date: - En date de 2023-06-22	21. Name of authorized company representative - Nom du représentant autorisé de l'entreprise Nicholas Laikas	22. Signature [Signature]	23. Date 2023-06-22	24. Signature [Signature]

1 - PWGSC - TPSSC 2 - Bidder(s) - Soumissionnaire(s) 3 - Successful Bidder - Soumissionnaire gagnant 4 - Current Contractor - Entrepreneur actuel





## **APPENDIX B - COLLECTIVE AGREEMENT**

Collective Agreement

between

**ABM Industries Facility Management Company**  
**Alco Janitorial Services**  
**Allen Maintenance Ltd.**  
**Bee-Clean Building Maintenance**  
**Best Service Pros**  
**Cleanmatters Janitorial Services Limited / Dustmoon Maintenance Limited**  
**Compass Group Canada Ltd**  
**Dexterra**  
**Dow Building Cleaners**  
**Domus Building Cleaning Company Limited**  
**Evripos Janitorial Services Limited**  
**GDI Services (Canada) LP / Empire Maintenance Industries Inc.**  
**Hallmark Housekeeping Services Inc.**  
**Impact Cleaning Services Ltd.**  
**ION Cleaning Solutions**  
**iRestify**  
**Kleenway Services**  
**M.A. Independent Building Services**  
**Nasco Building Cleaning Inc.**  
**National Maintenance**  
**Scandinavian Building Services**  
**Service Ménagers Roy (Les)**  
**Service Star Building Cleaning Inc.**  
**Siloam Quality Cleaning Services**

(hereafter referred to as the "Company" or the "Employer")

- and -

**Service Employees International Union, Local 2**

**Effective Date: July 1, 2022**  
**Expiry Date: June 30, 2025**



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## **ARTICLE 1 - GENERAL**

1.01 It is the central purpose of this Agreement to establish the uniform, specific terms, and conditions of employment between the Union and those Employers set out above (hereinafter referred to as "the Employer" or "the Company"), with respect to the employees encompassed by this agreement, and to provide machinery for the prompt and equitable disposition of grievances. For the purpose of clarity, the terms and conditions of this collective agreement apply on a single employer basis, unless otherwise expressly noted herein, and any actions, settlement, and/or liability of one of the Employers shall not bind or otherwise affect any of the others.

The objectives of this agreement are to develop and maintain a harmonious and co-operative relationship between the Employers, their employees and the SEIU: to promote co-operation between the parties and to provide an amicable method of settling grievances or differences arising from the provisions of this agreement.

## **ARTICLE 2 - RECOGNITION**

2.01 The Employer recognizes the Union as the sole and exclusive bargaining agent for all its employees engaged in Cleaning and Maintenance within the City of Ottawa, save and except:

- office and clerical employees
- supervisors and persons above the rank of supervisor
- persons working at privately owned locations smaller than 100,000 square feet (unless those locations are unionized by SEIU or another bargaining agent)



- persons working at publicly owned locations smaller than 25,000 square feet (unless those locations are unionized by SEIU or another bargaining agent)
- retail, residential and hotel accounts where the total square footage cleaned by the Employer is less than 35, 000 square feet (unless those locations are unionized by SEIU or another bargaining agent)

For the purpose of clarity, 'privately owned locations' shall be defined as those properties in which the municipal, provincial or federal government does not have a majority ownership stake.

Clarity Note: Those locations that are currently unionized but that do not fall within the scope of the agreement shall continue to be included in the Collective Agreement.

### **ARTICLE 3 - RELATIONSHIP**

- 3.01 The parties hereto agree that all present employees of the Employer covered by the terms of this Agreement shall remain members in good standing of the Union as a condition of continued employment.
- 3.02 All new employees hired after the signing date of this Agreement shall become members of the Union as a condition of continued employment.
- 3.03 The Employer agrees that all work which is covered under the scope of this Agreement performed by anyone, on behalf of the Employer, directly or indirectly under contract or subcontract, shall be performed by Employees who are members of the Union in accordance with the terms and conditions as set out in this Agreement.



Persons whose jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining Unit, except in cases of emergency, instruction, or temporary experimentation. Union representatives shall not enter the premises of the Company nor carry on Union activities on such premises without first obtaining authorization from the manager, which authorization shall not be unreasonably denied.

- 3.04 The Employer shall endeavor, subject to the client's property rights, to facilitate access to the workplace for Union Representatives to conduct thirty (30) minute meetings twice per year.

#### **ARTICLE 4 - UNION DUES**

- 4.01 All new employees shall be required to become and remain members of the Union as a condition of employment.
- 4.02 Employees covered by this Agreement shall pay Union dues as established by the Union. The Union shall have an opportunity during working hours to interview new employees for the purpose of signing Union membership application cards. The Union will arrange times for interviews in conjunction with the Employer.
- 4.03 The Employer shall deduct and remit all Union dues on a monthly basis and shall send all of the monies so collected to the Secretary - Treasurer of the Union on or before the 15th day of the following month the deductions were made. Union dues will be accompanied by the following employee information which shall be sent to the Union by email in an Excel spreadsheet:
- (a) Employee name.
  - (b) Work location.
  - (c) Hourly wage.



- (d) Hours worked.
- (e) Union dues.
- (f) Benefit premiums remitted.

In addition to the above information the employer shall provide the Union with the following information in an Excel spreadsheet every three months:

- (a) Classification.
- (b) Site Seniority.
- (c) Service with company.
- (d) Home address.
- (e) Phone number.
- (f) Email address (if available).

- 4.04 The Union shall indemnify the Employer and hold it harmless against any and all suits, claims, demands or other forms of liability that shall arise out of or by reason of any action taken or not by the Employer for the purpose of complying with any of the provisions of this Article.
- 4.05 The Employer will indicate the amount of Union dues paid by employees on their T-4 slips.

## **ARTICLE 5 - MANAGEMENT FUNCTIONS**

- 5.01 Except to the extent explicitly abridged by specific written provision of this Agreement, the Company reserves and retains, solely and exclusively, all of its inherent rights to operate and manage its business and operations in accordance with its commitments, its obligations and responsibilities.
- 5.02 Without in any way diminishing or limiting those rights, it is understood and agreed that those rights include:



(a) The right to direct and supervise the work force, hire, schedule, promote, demote, discharge, determine work assignments, processes and equipment and materials to be used, set policies and procedures, classify, transfer, layoff, assign and discipline employees for just cause provided that a claim by an employee who has acquired seniority that he has been disciplined or discharged without just cause may be the subject of a grievance and dealt with as hereinafter provided.

5.03 The Company agrees that its functions will not be exercised in a manner inconsistent with the other provisions of this Agreement in an effort to maintain and promote a harmonious relationship with the employees and the Union.

## **ARTICLE 6 - NO STRIKE, NO LOCKOUTS**

6.01 In view of this orderly procedure established by this Agreement for the settling of disputes and handling of grievances, the Union agrees that during the lifetime of this Agreement there will be no strikes, picketing, slowdowns, or stoppage of work, either complete or partial, and the Employer agrees that there will be no lockout.

## **ARTICLE 7 - UNION STEWARDS**

7.01 The Employer recognizes the right of the Union to elect or appoint one (1) Chief Steward representing the authorized areas of each working establishment. Should the Chief Steward be absent from work or should there be more than ten (10) employees in the working establishment, or should there be more than one (1) shift worked by the employees in the working establishment, the Employer recognizes the right of the Union to appoint additional Union Stewards. The Union will notify the Employer from time to time as to the names of the Steward(s) and the areas of their responsibility and all stewards





shall be regular employees of the Employer who have acquired seniority.

- 7.02 The Union acknowledges that Stewards have their regular duties to perform on behalf of the Employer and that such persons shall not leave their regular duties to attend to the complaints and grievances of employees without having first secured permission from their immediate supervisor, which permission shall not unreasonably be withheld. Stewards shall state their destination to their immediate Supervisor and shall report again to him at the time of their return to work. Provided these steps are followed, Stewards shall not suffer a loss of basic pay. The Employer reserves the right to limit the duration of such meetings. These limits shall not be unreasonable.
- 7.03 Where the Company has less than one hundred employees covered by this Agreement, the Union shall have the right to appoint or elect one employee to serve as members of the negotiating committee. Where the Company has one hundred or more employees covered by this Agreement, the Union shall have the right to appoint or elect two employees to serve as a member of the negotiating committee. Employees will be paid by the Company for time off work for the purpose of participation in mutually agreed negotiations up to conciliation. Time paid for attendance at negotiations will not exceed the number of hours the employee is regularly scheduled to work.
- 7.04 Where an employee is required to attend a meeting in which a written warning, suspension, or discharge is to be given, the Supervisor or designate will inform the employee prior to the meeting of his right to have a Union Steward present at the meeting.



The employee may request the presence of the Union Steward during the meeting. Where the employee requests such representation, the Supervisor will send for the Steward without further discussion of the matter with the employee. If a Steward is not available, the Employer shall schedule the disciplinary meeting within the next twenty-four (24) hours, and it shall then become the sole responsibility of the employee concerned to arrange for a Union Steward to be in attendance when the meeting occurs.

- 7.05 Copies of all disciplinary notices issued to bargaining unit members shall be forwarded to the Union's Business Agent.
- 7.06 The Union may request up to seven (7) days off per calendar year, without pay, for each Steward in the bargaining unit. The Employer shall reasonably grant such requests. This leave is over and above the time required to negotiate this Collective Agreement. The maximum number of stewards absent at any given time is not to exceed three (3) and not more than one (1) from any given location.
- 7.07 Where the Union designates an employee in the bargaining unit to a position on the Branch Executive Board, the Employer shall grant that employee periods of unpaid leave as requested by the Union. The Union agrees to provide the employer with at least one month's notice prior to commencement and conclusion of any periods of leave. The Employer shall reasonably grant such request. A request for leave in excess of one month may be denied in circumstances where it is difficult to replace an employee with a security clearance.

## **ARTICLE 8 - GRIEVANCE PROCEDURE**

- 8.01 The purpose of this Article is to provide an orderly procedure for the resolution and disposition of grievances.



8.02 A grievance is an allegation by an employee, the Union, or the Company that one party has violated this Agreement or by an employee who has completed the probationary period that he has been unjustly disciplined or discharged. An alleged violation of the Employment Standards Act may also be the subject of a grievance.

8.03 Step 1

- (a) An employee initiates a grievance by verbally notifying his Supervisor that he has a grievance and then providing the Supervisor with the details and circumstances of the matter, along with the remedy sought. Such an employee may request the presence of an available steward at the meeting.
- (b) This must occur within five (5) working days of the incident giving rise to the grievance. The Supervisor must respond verbally to the grievance within five (5) working days after hearing the grievance.
- (c) If the employee is satisfied with the Supervisor's response, the matter is concluded and neither the grievance nor the response shall be binding or used as a precedent by the Company or the Union.

Step 2

- (a) Failing satisfactory settlement at Step 1, the grievance may be reduced to writing within five (5) working days of the response in Step 1 and submitted to the Site Manager.

Upon receipt of such grievance the Site Manager shall issue a written response within five (5) working days.



### Step 3

- (a) Failing satisfactory settlement at Step 2, the grievance shall be submitted to the Company head office and a meeting to discuss the grievance shall be arranged between the grievor, Steward, Union Business Agent and Employer Representatives at a mutually agreed-to time and date.
- (b) A formal response will be issued by the Employer to the Union's Business Agent within five (5) working days of the above noted meeting.

#### 8.04 Union, Discharge and Employer Grievances

The Union or the Employer may initiate a policy or group grievance directly at Step 2. A claim by an employee who has completed the probationary period that he has been unjustly terminated may be filed directly at Step 2.

8.05 For the purpose of this Article, 'working days' shall not include Saturdays, Sundays and Holidays.

#### 8.06 Arbitration

- (a) Failing resolution after Step 3 of the grievance procedure, either party may refer the matter to final and binding Arbitration before a single arbitrator.
- (b) Where the parties cannot agree on the selection of an arbitrator, either party may apply to the Ministry of Labour to request, and arbitrator be appointed.
- (c) No person may be appointed as an Arbitrator who has been involved in an attempt to negotiate or to settle the grievance, unless mutually agreed to.
- (d) Each of the parties hereto shall share equally the expenses of the arbitration.



- e) The parties may, by mutual agreement, forego the attendance of legal counsel at the arbitration hearing. In such circumstances, the parties agree to the following:
    - The parties will attempt to mediate a settlement with the assistance of the Arbitrator prior to commencing the hearing;
    - The Arbitrator shall have the power to control its own procedure in order to fairly resolve the issue(s) in the grievance as expeditiously as possible, including but not limited to: the power to define the legal issues in dispute, to determine whether and in what manner they may require evidence to determine the issues in dispute, to question witnesses in front of the parties as they deem necessary, and to deliver decisions by way of abbreviated reasons; and;
    - The decision of the Arbitrator will not have any precedential value for future disputes between the parties.
- 8.07 The Arbitrator shall not have to power to alter or change any of the provisions of this Agreement; or to substitute any new provisions for any existing provisions; nor to render any decision inconsistent with the terms and provisions of the Agreement.
- 8.08 Both parties to this Agreement agree that the time limit may be extended by mutual agreement.
- 8.09 The parties agree the Employer will remove all discipline from the Employee personnel file, provided that:
- (a) No discipline is received for a period of twenty-four months (24) months.
  - (b) The misconduct did not involve a violation of law or an issue constituting breach of trust.



## **ARTICLE 9 - PROBATIONARY PERIOD**

9.01 All employees shall serve as probationary employees until they have completed 480 hours of work or 60 shifts whichever occurs first. If they are retained when they have completed their probationary period, their names shall be placed on the appropriate seniority list and their seniority shall date back to their date of hire. The probationary period may be extended by the number of shifts missing during the probationary period.

## **ARTICLE 10 - SENIORITY**

10.01 Seniority shall be used in the application of Job Posting, Layoff and Recall, Holiday, and Vacation provisions of this agreement.

10.02 An employee shall obtain seniority in the following manner:

- (a) Where they are hired by a signatory to this agreement and have completed the probationary period set out in Article 9.01, or;
- (b) Where they work at an account that is not represented by SEIU and that account is awarded to a signatory of this collective agreement. In such circumstances the employee's seniority date shall be based on their uninterrupted service at that account or with the displaced contractor whichever is greater.

10.03 An employee's seniority will be maintained through contract changes and movement between work locations. Employees shall not serve an additional probation period when a contract changes hands between one employer to another.



- 10.04 Where two employees have the same seniority date the employee with the lower last three digits of their Social Insurance Number shall be deemed to have greater seniority.
- 10.05 In all cases of job postings, promotions, job placement, work assignments, layoffs and recalls, the senior employee, provided they have the skill and ability to perform the work shall prevail.
- 10.06 Seniority and employment, once acquired, will be lost for the following reasons:
- (a) Voluntary resignation.
  - (b) Discharge for cause, which is not reversed through the grievance and arbitration procedure(s).
  - (c) Absence from scheduled work for two (2) consecutive days without actual notice to the Employer, unless in circumstances it is impossible for him / her to do so.
  - (d) Lay off for twelve (12) months following date of lay off.
  - (e) Subject to the Human Rights Code, extended absence due to injury or illness for twenty-four (24) months.
  - (f) Failure to return on scheduled day following an authorized leave of absence without an explanation satisfactory to the Company.
  - (g) Employees shall be responsible for notifying the Company of any changes in address, phone number and email address.
- 10.07 Where a dispute arises with respect to an employee's seniority date the parties agree that T-4 statements shall constitute sufficient evidence to determine the employees prior seniority record.



## ARTICLE 11 - JOB POSTINGS, LAY-OFF AND RECALL

### 11.01 PERMANENT VACANCIES

When the Company decides to fill a permanent vacancy or creates a new permanent classification such vacancy shall be filled in the following manner:

- (a) The vacancy shall be posted in the work location for five (5) working days and awarded to the most senior applicant, provided they have the skill and ability to perform the work, in that work location. Note: Only those employees for whom such vacancy or job would create a change in classification, premium, increase of hours or change in shift shall be eligible to apply.
- (b) Where the vacancy is not filled with an applicant from within the work location the Company shall forward the job posting by email and/or text (electronic job posting) to all persons on the lay-off recall list and persons who have indicated in writing their desire to be notified of company-wide job postings pursuant to Article 11.06 Persons on the lay-off recall list shall have twenty-four (24) hours (excluding weekends) to respond to an electronic job posting indicating their interest in the position. The position shall be awarded on the following basis:
  - i. to the most senior applicant on the lay-off recall list, who has the skill and ability to perform the work
  - ii. where it is not awarded to a person on the lay-off recall list to the most senior applicant, who has the skill and ability to perform the work, pursuant to Article 11.06.

Note: Where an employee with secret security (or higher) clearance wishes to transfer from one site to another, the Employer reserves the right to delay such request until a replacement is cleared.





**Clarity Note:** It shall be the sole responsibility of employees to provide the employer with their current email address and/or mobile number capable of receiving texts.

- (c) Where a vacancy is not filled pursuant to paragraphs a) or b) the Company shall have the right to:
  - i. Send an email and/or text to the least senior person on the recall list who has been laid off from a position that has the same hours of work and rate of pay, and is within a reasonable distance from the vacancy compelling them to take the position. Where the employee fails to return to work within three (3) working days of the written recall, they shall be deemed to have abandoned their position and lose their seniority, unless they have requested and received an extension to this time period from the employer. Such requests shall not be unreasonably denied.) or;
  - ii. Fill the position with an external applicant.
- (d) In new buildings that have not been previously staffed, the employer shall fill vacancies in accordance with paragraphs b and c only.

Secondary vacancies created when an employee posts into a position at another building shall be offered exclusively to persons on the lay-off recall list in accordance with paragraph b). Where the secondary vacancy is not filled by a person on the lay-off recall list the Company shall have the right to fill the position with an external applicant.

## 11.02 TEMPORARY VACANCIES

Temporary vacancies expected to last four (4) or more months shall be filled in the following manner:



The vacancy shall be posted in the work location for five (5) working days and awarded to the most senior applicant in that work location, provided they have the skill and ability to perform the work.

Where the vacancy is not filled with an applicant from within the work location the Company shall forward the job posting by email and/or text (electronic job posting) to all persons on the lay-off recall list. Persons on the lay-off recall list shall have twenty-four (24) hours (excluding weekends) to respond to an electronic job posting. The position shall be awarded to the most senior applicant on the lay-off recall list provided they have the skill and ability to perform the work.

No secondary vacancies will be posted as a result of the awarding of a temporary vacancy to a staff member.

Upon the return of the original individual who vacated the position the person who assumed the temporary position shall return to their former position if it is still available.

Where the temporary position is filled by a person from the lay-off recall list that person shall continue to be considered for permanent positions pursuant to Article 11.01 b). Should that person be awarded a permanent position the resulting vacancy may be filled at the Company's discretion for the balance of the Temporary Vacancy.

Should the individual who has vacated the position fail to return to work the successful applicant will maintain the vacancy on a permanent basis.



Nothing in this agreement shall prevent the employer from filling temporary vacancies that are less than four (4) months with new hires.

#### 11.03 JOB POSTINGS

All Job Postings, inclusive of electronic postings, must include the following information:

- i. Location (Building Address)
- ii. Job classification
- iii. Rate of pay
- iv. Hours of work
- v. Shift

11.04 All job Postings shall be copied to the Union. The names of successful bidders for such vacancies shall also be provided to the Union.

#### 11.05 SITE TRANSFERS

Where the Employer proposes to transfer an employee from one location to another as a result of a client request, or as a part of a disciplinary process, the employer shall notify and discuss the matter with the Union prior to the transfer taking place and the Union shall have the right to grieve the transfer.

11.06 Employees wishing to be considered for postings at work locations other than their own must notify the Company in writing between January 1st and January 15th or June 1st and June 15th of each year of their interest in applying for such vacancies for the upcoming year as they become available. These employees will only be considered for such vacancies after all on-site



applicants have had the opportunity to apply through the job posting article of this collective agreement.

Employees who transfer from one site to another under this agreement will not be required to serve an additional probationary period and will be placed on the wage grid. This process will not be used for subsequent vacancies as a result of such a transfer. The Company will notify employees of where to submit vacancy requests.

#### 11.07 LAY-OFF AND RECALL

In the event of a reduction in the regular hours of work or a layoff of a position the following shall apply:

- (a) The affected employee may accept the lay-off or exercise seniority rights to bump the least senior employee working in the building/cluster of buildings (as agreed by the parties) in an equal or lower paying classification, on the same or another shift. The parties agree that the employee originally subject to the layoff must have the skill and ability to perform the work of the position that he/she bumps into.
- (b) An employee with seniority who is laid off may displace a probationary employee covered by this agreement or will be placed on the lay-off recall list and will be considered for vacancies at other sites in accordance with Article 11.01 and 11.02 of this agreement. When an employee is placed on the lay-off/recall list the employer will request the employee provide their current email address and/or mobile number capable of receiving texts.
- (c) In all cases of layoff at site level, probationary employees shall be laid off before employees who have attained seniority, unless seniority employees decline to bump into the probationary employee's position.



- (d) Should the lay-off be the result of a loss of the contract or location where the employee is based at, there shall be no obligation on the displaced Contractor to recall or offer employment to the laid off employee/s.
- (e) Where a lay-off is of a temporary nature not to exceed thirteen (13) weeks, the affected employee may only bump the least senior employee in the classification.
- (f) Recall of employee(s) on lay-off shall be recalled in seniority order, by classification, provided the employee being recalled has the skill(s) and ability to do the work available.
- (g) Employees shall remain on recall for a period of twelve (12) months.
- (h) Employees shall be provided a minimum of seven (7) days notice of layoff, if possible.
- (i) Upon request the Employer will provide the Union with a list of persons on the lay-off recall list.

#### Emergency call in lists

Employees will state their availability for emergency duty on an emergency call in list. This list will remain posted at all times and the Company will call employees whose name appears on that list from top to bottom on a rotating basis, providing such employees have the qualifications, skills and ability to perform the work.

Employees unavailable or unwilling to accept the assignment will be considered to have worked for the purposes of proceeding through the list.

Clarity Note: In this Article a work location may be defined as a single building or a cluster of buildings by mutual agreement of the parties.

## **ARTICLE 12 - WAGES**

- 12.01 Hourly wages will be paid according to the classification and schedule set forth



in Schedule "A" of this Agreement.

- 12.02 Effective January 1, 2016, employees will be paid every two weeks. In the case of a holiday, employees will be paid on the previous business day prior to the holiday.
- 12.03 Effective January 1, 2016, the Employer shall provide "automatic deposit" of net pay to the employee's bank account. In such cases, it is the sole responsibility of the employee to provide current, accurate banking information to the Employer and the Employer will ensure that a Statement of Earnings is provided to the employees in accordance with the distribution requirement outlined in Paragraph 12.01. The statement of earning shall include the employee's vacation pay accrued to date.
- 12.04 Corrections to payroll errors are done the day following the payday. The employee shall inform the Area Manager who will notify the payroll office. A cheque will be issued for amounts equal or exceeding \$50.00. Lesser amounts will be paid in the following payroll.

### **ARTICLE 13 - HOURS OF WORK AND OVERTIME**

- 13.01 The normal work schedule for each employee shall be made available to an employee or Union Representative upon request.
- 13.02 An employee who reports for his/her scheduled shift and finds that no work is available will be paid for four and one half (4.5) hours or the length of his/her scheduled shift (whichever is less) at his/her regular rate of pay unless the employee received forty-eight (48) hours notification not to report to work or the unavailability of work is the result of cause beyond the control of the Employer, i.e. fire, flood, strike or an act of God, etc.

Clarity Note: 'Act of God' shall not include disruptions of work related to snowstorms



- 13.03 The Employer agrees to distribute excess work as equitably as possible among available, qualified employees. This work will be offered to employees in the classification normally assigned to perform work.
- 13.04 The Employer agrees to pay time and one-half ( $1\frac{1}{2}$ ) the hourly rate established in Schedule "A" for all hours paid in excess of forty-four (44) hours in a work week.
- 13.05 The Employer will not reschedule any employees for the purpose of avoiding overtime.
- 13.06 Available overtime opportunities shall be offered equitably, on a rotational basis, to employees who have expressed their desire to work overtime and are available.
- 13.07 The parties agree that bargaining unit employees employed on the date of ratification of this Collective Agreement will suffer no reduction in hours of work, for the life of this Agreement, unless a tenant vacancy occurs resulting in a decrease in the area to be cleaned, or a request is made by the customer to reduce operating costs. Nothing in this article shall prevent the Employer from laying off employees pursuant to the lay-off provisions (11.04).
- 13.08 Employees scheduled for a shift of more than five (5) hours shall be scheduled for an unpaid meal period of one-half ( $1/2$ ) hour unless an alternate arrangement is reached by the parties.
- 13.09 Employees scheduled for a shift of eight (8) hours shall be scheduled for two (2) fifteen (15) minute rest periods during their shift. Each employee scheduled for a shift of less than eight (8) hours shall be scheduled for one (1) fifteen (15) minute rest period during their shift.

Where the Employer schedules a one-hour unpaid lunch break, employees shall receive a premium of twenty-five (25) cents on all hours worked in addition to all other wages and premiums set out in the Collective Agreement.



**Clarity Note:** For the two accounts identified by the parties at negotiations as having a one-hour unpaid lunch this provision shall take effect one month prior to the expiry of the employer's service contract with the client.

- 13.10 All employees must be ready for duty upon commencement of shift. There shall be a five (5) minute personal wash-up period at the end of each regular shift for the purpose of changing clothes, etc.

**ARTICLE 14 - HOLIDAYS**

- 14.01 The recognized holidays with pay for this Agreement shall be:

New Years Day	Good Friday	Victoria Day
Canada Day	Thanksgiving Day	Labour Day
Boxing Day	Christmas Day	Family Day

Employees who have completed seven (7) days of seniority shall be entitled to two (2) paid personal days per contract year.

Employees who have completed one (1) year of seniority shall be entitled to four (4) paid personal days per contract year.

Employees who have completed five (5) years of seniority shall be entitled to five (5) paid personal days per contract year.

Employees will be permitted to bank a maximum of eight (8) personal days in any given contract year.

Unused personal days will not be compensable at anytime.

- 14.02 If personal days are utilized for non-illness related absence, such day must be requested and will be scheduled upon mutually agreed dates.





If float days are utilized for illness related absences, the employee shall provide four (4) hours advanced notice of the shift where possible and provide physician certification, if required by the Company.

- 14.03 Eligible employees who are not assigned to duty on a Holiday named above will be paid their regular pay for the day.
- 14.04 Employees who are required to work on any of the Holidays specified in 14.01 above shall be paid at the rate of one and one-half times (1 <sup>1/2</sup>) their regular rate of pay for all hours worked in addition to their regular rate for scheduled hours on that day.
- 14.05 Easter Monday, Truth and Reconciliation Day and Remembrance Day shall be considered regular workdays. In buildings where a portion, or all of the occupants, observe a federal holiday and the Employer instructs an employee not to report for work on these days **this shall be done in writing**, and they shall be entitled to receive their regular pay for the day.
- 14.06 Eligibility - An employee must have passed probation and must work his regularly scheduled shift before and after the Holiday, unless absent with permission of the Employer or because of proven illness. Probationary employees will receive statutory holiday pay in accordance with the ESA.
- 14.07 Where a Holiday falls within an employee's vacation period such employee shall, at the employee's option, receive an extra day's pay in lieu of the holiday or an additional day of vacation at a time which is mutually agreed upon by the employee and Employer.
- 14.08 Statutory Holiday hours worked will count towards the calculation of overtime hours that week.



## **ARTICLE 15 - VACATIONS**

- 15.01 Vacation entitlement shall be calculated in accordance with Article 10.03 of this agreement.
- 15.02 Employees will be entitled to vacation as follows:
- (a) Employees who have completed twelve (12) months of seniority shall be entitled to two (2) weeks' vacation with pay at four (4%) percent of the employee's gross wages for the previous twelve (12) months of employment.
  - (b) Employees who have completed five (5) years of seniority shall be entitled to three (3) weeks vacation with pay at six (6%) percent of the employee's gross wages for the previous twelve (12) months of employment.
  - (c) Employees who have completed fifteen (15) years of seniority shall be entitled to four (4) weeks vacation with pay at eight (8%) percent of the employee's gross wages for the previous twelve (12) months of employment.
  - (d) Employees who have completed twenty (20) years of seniority shall be entitled to five (5) weeks vacation with pay at ten (10%) percent of the employee's gross wages for the previous twelve (12) months of employment.
- 15.03 Vacation pay shall be paid as a separate line item and/or by a separate cheque.
- 15.04 Vacation requests will be submitted to the Employer by March 15th of each year and will be confirmed by the Employer by April 1st. Vacation time will be allotted on the basis of seniority subject to operational requirements. Requests shall not be unreasonably denied. Employees who miss the cut off date will have their vacation granted based on availability.



- 15.05 All vacation request forms shall be provided to all employees and all vacation requests shall be responded to in writing by the cut off date as referred to in article 15.04 or within seven (7) calendar days of the request being submitted in all other cases.

## **ARTICLE 16 - LEAVE OF ABSENCE**

- 16.01 An employee may request a leave of absence of up to six (6) weeks without pay or benefits for personal reasons. Such request will be in writing, with the reason(s) clearly stated, and must be submitted as far in advance as possible to the Manager. Such requests shall not be unreasonably denied. In the event of an emergency leave of absence the Company may waive the request be in writing. An employee returning from such leave shall be placed in his/her former job and shift, if applicable.

The Employer may grant leave of absence in excess of six (6) weeks; however, seniority shall cease to accumulate after a six (6) weeks leave.

- 16.02 Bereavement - In the event of the death of an employee's spouse, child, stepchild, mother, father, sister, brother, grandparent, grandchild, the Company agrees to grant paid time off from scheduled work up to three (3) scheduled consecutive days. The three (3) days must include or immediately precede or follow the day of the funeral.

In the event of the death of an employee's mother-in-law or father-in-law, the Company agrees to grant paid time off from scheduled work for two (2) days.

In the event of the death of an employee's aunt, uncle, son-in-law, daughter-in-law, sister-in-law or brother-in-law, the Company agrees to grant paid time off from scheduled work for one (1) day.



In the event of the death of an employee's spouse's grandparent, the Company agrees to grant paid time off from scheduled work for one (1) day.

- 16.03 Jury Duty - An employee, when called for jury duty or subpoenaed as a witness for the Company, will be granted time off and compensated for the difference between his normal earnings and the payment received for jury duty or being so subpoenaed. The employee will provide evidence that he reported for jury duty or attended as a subpoenaed witness.
- 16.04 Pregnancy and Parental Leave - The Company agrees to provide pregnancy and parental leave consistent with the Ontario Employment Standards Act. Upon return from such leave, employees will be entitled to be reinstated to the same job in the same work area, if still available.
- 16.05 The Employer has the right to request an acceptable justification in cases of excessive or pattern absenteeism. The Employer will pay for any medical certificate requested by the Company to a maximum of \$20.00. Reimbursement shall be by way of a separate cheque and not subject to regular payroll deductions.
- 16.06 An employee shall be granted one (1) day's leave of absence with pay for the purpose of attending formal hearings to obtain his / her Canadian citizenship.
- 16.07 Employees legitimately absent from work for a period of twelve (12) calendar months or less shall, upon their return to work, be entitled to be re-instated, unless operations have ceased in that work area.

## **ARTICLE 17 - UNIFORMS**

- 17.01 Uniform Policy - The Employer believes strongly that image is very important and portrays their professionalism. The Company requires all front-line employees to wear Company uniforms as prescribed in their policy and in compliance with the Company's contract with its clients.



Upon commencing employment with the Employer, employees are supplied with uniforms comprising of three (3) shirts or blouses and where uniform pants are required either two (2) pairs of pants or up to \$80.00 per year reimbursed to be used for the purchase of pants. Employee must present an acceptable purchase receipt. Other uniform items may be applicable and shall be supplied by the company where applicable. Employees shall confirm receipt of the uniforms and are required to report to work properly uniformed.

Clothing or garments that are not supplied by the Company must be matching to the Company's uniform and must receive Management approval in advance.

Cleaning and maintenance of uniforms is the responsibility of the employees. Worn out or torn uniforms shall be returned to the Supervisor and will be replaced when required.

The uniforms are supplied free of charge to the employee provided all uniforms are returned to the Company upon separation of employment. Employees who fail to return the uniforms immediately upon departing from the Company will be deducted the full cost of the uniforms from their last pay.

Each employee is responsible for purchasing his or her footwear. Closed shoes with an anti-slip sole must be worn at work. Where certified safety shoes must be worn on the job, the Company reimburses employees up to one hundred and fifty (\$150.00) dollars every two (2) years upon presentation of an acceptable purchase receipt.

Employees have the option of changing into and out of their uniform at the workplace. Employees who wish to wear the Company's uniform while off duty must conform to the Company's dress code.

- 17.02 The Employer will provide a winter coat with Company identification and gloves selected by the Employer to employees required to work outside during the winter months.



- 17.03 If lockers are available at the workplace, the Employer will supply the available facilities to the employees.

## **ARTICLE 18 - GENERAL**

- 18.01 All special equipment and all equipment necessary to perform the duties assigned to the employees shall be furnished and kept in repair by the Employer.
- 18.02 Supervisors may perform bargaining unit work for experimentation, training purposes, emergency purposes or as performed prior to the date of ratification of this Agreement.

For the purpose of clarity, persons employed as Special Project Employees prior to August 5, 2015 shall be considered supervisors. Persons hired as Special Project Employees on or after August 5, 2015 shall be included in the bargaining unit.

- 18.03 Employees temporarily assigned to perform the duties of higher rated classification shall be paid the rate of pay of that classification for the duration of the assignment.
- 18.04 The parties agree to abide by the Human Rights Code. This will include making reasonable efforts to modify break times to accommodate prayer times or religious fasting.

There shall be no discrimination against any employee on the basis of gender, gender identity, sexual orientation or because of race, religious creed, colour, national origin or age.

- 18.05 The parties agree to equally share the cost of printing this Agreement.



- 18.06 In the event major changes are made to employees' work assignment or operational changes are made that affect the majority of the members of the bargaining unit at a specific site, the Employer agrees to the following.
- (a) To notify the Union before any member is advised of the change. If possible, such notification will take place at least 30 days before the change. Both parties agree to meet, if necessary, within two weeks of such notice having been received.
  - (b) To share with the Union the reasons for the change and the impact on members of the bargaining unit.
  - (c) To discuss and jointly determine if new classifications are being created and if so to negotiate an appropriate rate of pay for these classifications. It is understood that no new classification shall be paid a rate less than as set out in Schedule A
- 18.07 Where the Employer changes an employee's work assignment, the employer shall provide an orientation and familiarization of duties.
- 18.08 Notwithstanding any other article in this Collective Agreement, the parties will meet quarterly to review the issues of mutual concern in the industry.

## **ARTICLE 19 - BULLETIN BOARDS**

- 19.01 Subject to availability of space and management approval, the Employer shall provide the Union with a bulletin board for posting notices. Where no bulletin board is available the Employer agrees to facilitate the distribution of Union provided material to the bargaining unit members.



## ARTICLE 20 - HEALTH AND SAFETY

20.01 The Company and the Union recognize the benefits to be derived from a safe and healthy place of employment. It is agreed that the Company, the employees and the Union will cooperate fully to promote safe work practices, health conditions and the enforcement of safety rules and procedures.

Employees working at locations requiring a facility Joint Health and Safety Committee (JHSC) must elect an employee in accordance with the OHSA and participate in the Committee's activities as per the facility direction. In accordance with the Occupational Health and Safety Act, a member of the Committee or a Health and Safety Representative shall be deemed to be at work while the member is fulfilling the requirements under the Act and shall be paid their regular rate or premium rate as may be proper.

20.02 Employees are required to report injuries to their Supervisor immediately. Any employee injured on the job shall be paid for the balance of his shift on which the injury occurred at the straight time hourly rate if, as a result of such injury, the employee is sent home by an officer or representative of the Employer or is hospitalized.

20.03 If an employee is requested by the Employer to escort the injured employee home or to a hospital, that employee shall also be paid for the balance of his/her shift.

20.04 In the event that an employee alleges the existence of any unsafe practice or unsafe conditions, the employee concerned has an obligation to immediately report such practice or condition to the Employer.

20.05 Employees shall report any work-related accident/injury to his immediate supervisor as soon as it occurs, and both the employee and Employer must follow through with all responsibilities outlined in the Workplace Safety and Insurance Act.





## **ARTICLE 21 - LIVING WAGE POLICY**

- 21.01 Where the Federal government establishes a policy requiring contractors to provide employees working in government buildings with wages and/or benefits that are superior to those set out in this Agreement, those superior wages and benefits shall become part of this Agreement.

## **ARTICLE 22 - HEALTH AND WELFARE BENEFITS**

- 22.01 The employer shall enroll all employees who have completed probation into the SEIU Local 1 & 2 Benefit Trust and shall contribute on behalf of eligible employees ninety (\$0.90) cents for every hour worked as well as for every hour of paid vacation. The hourly premium shall increase to ninety-five (\$0.95) cents per hour on July 1, 2024.
- 22.02 An employee on a leave of absence or temporary layoff for a period of up to three (3) months may remain enrolled in the benefit plan provided such employee makes the full premium payment per the plan's policy in advance to the Trust Fund Administrator.
- In cases of proven illness, the employee may remain enrolled in the benefit plan for a period of up to twelve (12) months, provided such employee makes the full premium payment in advance to the Trust Fund Administrator.
- 22.03 These remittances will be used for the provision of a schedule of benefits for eligible employees.
- 22.04 The Employer shall enroll all eligible employees in the plan on the first day of the month following probation.
- 22.05 The Employer shall remit the contributions referred to in this Schedule to the Benefit Trust along with all back up information no later than the 15<sup>th</sup> day of each month.



- 22.06 The Union will provide employers with quarterly reports on enrolment levels in the Union's Benefit Trust for persons covered by this Agreement. It is understood that in order for the Union to meet this obligation, all of the signatories to this agreement must be submitting their premiums electronically and must not be delinquent in their remittances.

## **ARTICLE 23 - DURATION**

- 23.01 This Agreement is effective from July 1, 2022 and shall continue in effect through June 30, 2025.



**For the Company**

ABM Industries

AtCO Janitorial Services

Aller Maintenance Ltd.

Bee-Clean Building Maintenance

Cleanmatters Janitorial Services Limited  
/ Dustmoon Maintenance Limited

Compass Group Canada Ltd.

Dexterra

Domus Building Cleaning Company Ltd

Dow Building Cleaners

Evrupos Janitorial Services Limited

GDI Services (Canada) LP/ Empire Maintenance

Hallmark Housekeeping Services Inc.

**For the Union**

Tom Galivan

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Mary Bardella - Dir HR  
Impact Cleaning Solutions

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Scandinavian Building Services

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Service Ménagers Roy (Les)

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Service Star Building Cleaning Inc.

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Siloam Quality Cleaning Services

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### SCHEDULE "A" – CLASSIFICATIONS AND WAGES

	July 1 <sup>st</sup> 2022	Jan 1 <sup>st</sup> , 2023	July 1 <sup>st</sup> 2023	Jan 1 <sup>st</sup> , 2024	July 1 <sup>st</sup> 2024	Jan 1 <sup>st</sup> , 2025
Minimum Increases	\$0.70	\$0.30	\$0.50	\$0.30	\$0.50	\$0.30
Cleaner	\$16.90	\$17.20	\$17.70	\$18.00	\$18.50	\$18.80
Day Porter	\$16.90	\$17.20	\$17.70	\$18.00	\$18.50	\$18.80

Note: Probationary employees will receive a rate that is 25 cents less than the minimum rate.

Persons employed on the date of ratification shall suffer no reduction in wages or any other employment entitlement.

Wage Protection



(a) No employee shall receive a wage increase on the above dates that is less than prescribed above.

(b) Effective January 1, 2023, if the provincial government increases the minimum wage by an amount that is greater than the combined wage increases in any calendar year of this agreement the wage rates will be adjusted upward to account for the difference. (For example: If the minimum wage is increased by 85 cents on October 1, 2023; the wage increase for October 1, 2023 will be 35 cents instead of 30 cents.)

Premiums :

Overnight Shift	\$0.50
Leadhand/Special Projects	\$0.50

For the purpose of clarification, the midnight shift premium applies where the majority of the hours worked or scheduled fall between midnight and 8:00 am the midnight premium will be paid for all hours.

The shift premium shall be included in the payment of Personal Days, Holiday Pay, Vacation Pay, Pension Contributions.

The parties agree that at no time will any person covered by this agreement earn a wage rate less than 0.50 cents/hour above the minimum wage.



## **SCHEDULE "B" - RETIREMENT SECURITY**

The Employer shall enroll all eligible employees into the Multi-sector Pension Plan with the terms and conditions outlined in Schedule "B".

In this Article, the terms used shall have the meanings described:

1. (a) "Plan" means the Multi-Sector Pension Plan
- (b) "Applicable Wages" means the basic straight time wages for all hours worked and in addition;
  - (i) The straight time component of hours worked on a holiday; and
  - (ii) Holiday pay, for the hours not worked; and
  - (iii) Vacation pay; and
  - (iv) Sick pay paid directly by the Employer (but not short-term indemnity payments paid by an insurer) which results in the Employee receiving full payment for the hours missed due to illness. Applicable wages include any sick pay which an Employee is permitted to receive in cash despite not having been absent from the workplace; andAll other payments, premiums, allowances and similar payments are excluded.
- (c) "Eligible Employee" means all employees in the bargaining unit who have completed probation with the Employer.
2. Commencing April 1, 2022 each Eligible Employee shall contribute for each pay period an amount equal to 1% of Applicable Wages to the Plan. The Employer shall contribute on behalf of each Eligible Employee for each pay period, an amount equal to 1% of Applicable Wages to the Plan.



Effective April 1<sup>st</sup>, 2025, each Eligible Employee shall contribute for each pay period an amount equal to 2% of Applicable Wages to the Plan. The Employer shall contribute on behalf of each Eligible Employee for each pay period, an amount equal to 2% of Applicable Wages to the Plan.

3. The Employee and Employer contributions shall be remitted to the Plan by the Employer within thirty (30) days after the end of the calendar month in which the pay period ends for which the contributions are attributable. The Employer shall remit all contributions in the manner directed by the Administrator of the Plan.
4. The Employer agrees to provide to the Administrator of the plan, on a timely basis, all information required pursuant to the Pension Benefits Act, R.S.O. 1990, Ch. P-8, as amended, and *Income Tax Act* (Canada) which the Administrator may reasonably require in order to properly record and process pension contributions and pension benefits. If maintained by the Employer in electronically readable form, the information shall be provided in such form to the Plan if the Administrator so requests.

For further specificity, the items required for each Eligible Employee by Article 4 of the agreement include:

**(a) To be provided at Plan Commencement**

date of hire;

date of birth;

Social Insurance Number;

date of first contribution;

seniority list to include hours from date of hire to Employer's fund entry date;

gender.





**(b) To be provided with each Remittance**

name;

Social Insurance Number;

monthly remittance;

pensionable earnings;

year to date contributions;

employer portion of arrears owing due to error, or late enrolment by the Employer.

**(c) To be provided initially and as Status Chances**

full address;

termination date where applicable (MM/DD/YY);

marital status, and any change to marital status;

date of death (if applicable);

**(d) To be provided annually but no later than December 31**

current complete address listing for all Eligible Employees;

period(s) of absence due to illness or disability, including WSIB (while Employee retains seniority);

period(s) of lay-off, while subject to recall;

period(s) of absence for pregnancy or parental leave;

period(s) of strike or lockout;

other leaves of absence.



hours worked by employees covered by the collective agreement who are not yet eligible employees, in the month and cumulatively since their date of hire.

5. The Employer agrees to be bound by the terms of the Agreement and Declaration of Trust establishing the Multi-Sector Pension Plan and the rules and regulations of the Plan adopted by the Trustees of the Plan, both as may be amended from time to time. In addition, the Employer agrees to enter into a Participation Agreement with the Trustees of the Plan in the form attached hereto as Schedule "B".
6. The Union acknowledges and agrees that other than making its contributions to the Plan as set out in this Article, the Employer shall not be obligated to contribute towards the cost of benefits provided by the Plan or be responsible for providing any such benefits.

The Union and the Employer acknowledge and agree that under current pension legislation, and/or regulations, the Employer has no requirement to fund any deficit in the Plan but is required to contribute only that amount as required by the Collective Agreement in force between the parties. It is understood and agreed by the Employer and the Union that should the current pension legislation or regulations be changed so that the Employer's obligation to contribute to the Plan exceeds the amount specified in the Collective Agreement then in force, the parties will negotiate a method to relieve the Employer of this increased obligation to the extent that any such obligations exceed those which the Employer would have if the Plan were a defined contribution plan.



## LETTERS OF UNDERSTANDING

### **Letter of Understanding #1: Job Descriptions**

Within four (4) months from the date of ratification the parties will form a committee to develop Job Descriptions. If the parties cannot reach an agreement the matter will be referred to Interest Arbitration.

### **Letter of Understanding #2: Grocery Stores and Big Box Stores.**

WHEREAS the parties are signatories to a collective agreement encompassing employees of the Employer in the City of Ottawa, and;

WHEREAS the collective agreement encompasses Grocery Stores and Big Box Stores that are 35 000 square feet or larger, and;

WHEREAS the parties acknowledge that this work is currently difficult to self perform;

BE IT RESOLVED:

1. During the term of this collective agreement the employer shall be permitted to subcontract work at Big Box Stores and Grocery Stores outside of the collective agreement provided:
  - a) The account is not currently unionized by SEIU or another bargaining agent.
  - b) The account is not unionized by SEIU or another bargaining agent at the time the account is awarded to the contractor.



2. This Letter of Understanding forms part of the collective agreement.

### **Letter of Understanding #3: Maintenance of Standards**

Should the Employer acquire new job sites that are unionized with superior wages and/or benefits those terms will be recognized and maintained.

Should the Employer acquire new job sites that are non-union with superior wages and/or benefits the parties will meet to negotiate the specific terms of employment that will apply to the employees of that specific site.

Where the parties are unable to negotiate the terms of employment referred to above, either party may refer the matter to binding arbitration as referred to in Article 8.07 of this Collective Agreement.

### **Letter of Understanding #4: Non-Union Tenders**

Where a non-union account goes out for tender nothing in this Agreement shall prevent the Union and the Employer signatories to this Agreement from agreeing to terms and conditions for the account that are less than those provided for in this Agreement.

### **Letter of Understanding #5: Excluded Accounts**

Accounts that fall within the scope of this Agreement but that are currently excluded by agreement of the parties shall be folded into this Agreement upon the ratification of the Agreement.

### **Letter of Understanding #6: Most Favoured Nations Clause**

If the Union agrees to different economic terms and conditions more favorable to any Employer performing work covered under the scope of this Agreement, those terms and conditions shall apply to any other signatory Employer of the Agreement. Enforcement of this side letter shall be through the grievance and arbitration provisions of the Agreement.



## **ADDENDA AND MEMORANDA OF SETTLEMENT**

**#1 Memorandum of Settlement: Handymen at the University of Ottawa (Dexterra)**

**#2 Memorandum of Settlement: Baggage Handlers at Ottawa International Airport  
(Bee Clean)**

**#3 Memorandum of Settlement: Special Project Work at Ikea (Kleenway Services)**



**Memorandum of Agreement  
Re: U of Ottawa Handymen**

Between the parties:

Service Employees International Union Local 2  
Brewery, General and Professional Workers Union (The Union)

-and-

Dexterra (The Employer)

**Whereas** persons employed as Handymen at the University of Ottawa are encompassed by the city-wide collective agreement between the parties, and;

**Whereas** the parties wish to establish the terms and conditions of employment for this employee group;

**Be it resolved**, all of the terms and conditions of the collective agreement shall apply to this group of employees except as where amended below:

**1. WAGES**

The general wage increases shall be as follows:

July 1 <sup>st</sup> , 2022	Jan 1 <sup>st</sup> , 2023	July 1 <sup>st</sup> , 2023	Jan 1 <sup>st</sup> , 2024	July 1 <sup>st</sup> , 2024	Jan 1 <sup>st</sup> , 2025
\$.70	\$.30	\$.50	\$.30	\$.50	\$.30

The minimum rates for Handymen in residence shall be as follows:

July 1 <sup>st</sup> , 2022	Jan 1 <sup>st</sup> , 2023	July 1 <sup>st</sup> , 2023	Jan 1 <sup>st</sup> , 2024	July 1 <sup>st</sup> , 2024	Jan 1 <sup>st</sup> , 2025
\$17.90	\$18.20	\$18.70	\$19.00	\$19.50	\$19.80

The minimum rates for Handymen in campus buildings shall be as follows:

July 1 <sup>st</sup> , 2022	Jan 1 <sup>st</sup> , 2023	July 1 <sup>st</sup> , 2023	Jan 1 <sup>st</sup> , 2024	July 1 <sup>st</sup> , 2024	Jan 1 <sup>st</sup> , 2025
\$19.90	\$20.20	\$20.70	\$21.00	\$21.50	\$21.80

Signed 11/10/2022

The Employer

*Jarrod Desjardins*

The Union

*Sharoni Mitra*

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**Memorandum of Agreement  
Re: Baggage System Operators**

Between the parties:

Service Employees International Union Local 2  
Brewery, General and Professional Workers Union (The Union)

-and-

Bee Clean Building Maintenance Inc. (The Employer)

**Whereas** persons employed as Baggage System Operators at the Ottawa Airport are encompassed by the city-wide collective agreement between the parties, and;

**Whereas** the parties wish to establish the terms and conditions of employment for this employee group;

**Be it resolved**, all of the terms and conditions of the collective agreement shall apply to this group of employees except as where amended below:

**1. WAGES**

The wage rates for Baggage Systems Operators shall be as follows:

Minimum Rates:

July 1, 2022	Jan 1, 2023	July 1, 2023	Jan 1, 2024	July 1, 2024	Jan 1, 2025
17.40	17.70	18.20	18.50	19.00	19.30

Note: Probationary employees will receive 25 cents per hour less than the above wage rates.

Premiums:

- **\$0.50/hr for evening shift (5 pm to 11 pm)**
- **\$0.70/hr for night shift (11 pm to 5 am)**



- **\$1.75/hr for Lead Hand Premium**

Clarity Note: The Evening/Night Shift Premium and the Leadhand Premium shall be pyramided where applicable.

#### **Wage Protection**

- **No employee shall receive a wage increase on the above dates that is less than prescribed above.**
- **Effective January 1, 2023, if the provincial government increases the minimum wage by an amount that is greater than the combined wage increases in any calendar year of this agreement the wage rates will be adjusted upward to account for the difference.**

#### **2. BENEFITS**

The provision of Health and Welfare Benefits shall be in accordance with the following:

- c) **Baggage Systems Operators** who have completed their probation period and who work twenty-four (24) hours or more per week shall be entitled to benefits on the following basis:

The Employer shall contribute one hundred and thirty dollars **(\$138.66)** per month plus applicable taxes to the Service Employees International Union Local 1 and 2 Health and Welfare Benefit Trust Fund. **Effective July 1, 2024, this amount shall increase to \$147.32 per month plus applicable taxes.**

The Employer shall enroll all eligible employees in the plan on the first day of the month following probation.

The Employer shall remit the contributions referred to in this Schedule to the Benefit Trust along with all back up information no later than the 15th day of each month.

Interest on delinquent contributions: Provided a site or group of sites has not been remitted, the trustees of the SEIU Local 1 & 2 Benefit Trust may charge interest on contributions to the trust which are overdue by more than thirty (30) days at the rate of the Scotiabank forty-five (45) day GIC rate on the first day on the month in question plus 4% compounded monthly. With the exception that mistakes made in good faith by the Employer are exempt from this clause.





Upon forty-five (45) days request by a properly authorized representative of the Union the Employer shall provide the applicable payroll records to review and ensure contributions to the trust are being made correctly and to ensure that employees are being properly paid. This request may be made not more than every six (6) months.

An employee(s) on leave of absence or temporary layoff for a period of up to three (3) months may remain enrolled in the benefit plan provided such employee makes the full premium payment in advance to the Trust Fund Administrator.

In cases of proven illness, the employee may remain enrolled in the benefit plan for a period of up to twelve (12) months, provided such employee makes the full premium payment in advance to the Trust Fund Administrator.

The employee shall contribute twenty (\$20) per month to the trust fund, if so directed by the Union. The schedule of benefits will be created by the Service Employees International Union Local 1 and 2 Health and Welfare Benefit Trust Fund.

- d) Employees who work less than twenty-four hours per week shall receive benefits in accordance with the city-wide collective agreement.

### **3. HOURS OF WORK AND OVERTIME**

Article 13 of the collective agreement shall be amended to read:

- 13.01 The normal work schedule for each employee shall be made available to an employee or union Representative upon request.
- 13.02 The parties agree to meet as soon as possible following the signing of this agreement to discuss ways to provide as many full time positions as can be accommodated while meeting operational requirements.
- 13.03 An employee who reports for his / her scheduled shift and finds that no work is available, will be paid for four and one half (4.5) hours or the length of her scheduled shift (whichever is less) at his/ her regular rate of pay unless the employee received prior notification not to report to work or the unavailability or work is the result of cause beyond the control of the Employer, i.e. fire, flood, strike or an act of God, etc.
- 13.04 The Employer agrees to distribute excess work on the basis of seniority



to those employees who have indicated they wish to perform extra work on a posted sign-up sheet. This work will be offered to employees in the classification normally assigned to perform work.

- 13.05 The Employer agrees to pay time and one-half (1 1/2) the hourly rate established in Schedule "A" for all hours paid in excess of forty-four (44) hours in a work week.
- 13.06 The Employer will not reschedule any employees for the purpose of avoiding overtime.
- 13.07 Available overtime opportunities shall be offered on the basis of seniority, to employees who have expressed their desire to work overtime, and are available.
- 13.08 The parties agree that shift changes between employees shall not be unreasonably denied.
- 13.09 The parties agree that bargaining unit employees employed on the date of ratification of this Collective Agreement will suffer no reduction in hours of work, for the life of this Agreement, unless a tenant vacancy occurs resulting in a decrease in the area to be cleaned, or a request is made by the customer to reduce operating cost. Nothing in this article shall prevent the employer from laying off employees pursuant to the lay-off provisions (11.2).

**4. BULLETIN BOARDS**

New Article 19.02:

- 19.02 The seniority list shall be posted every three months on the Union bulletin board and shall at a minimum include the employee's name and hiring date. Seniority for employees hired on the same date shall be determined according to the employee with the lower employee number (last three digits).

**5. HEALTH AND SAFETY**

New Article 23.05:

The parties agree to meet as soon as possible following the signing of this agreement to discuss ways to provide employees with work gloves, padded working mats, hearing protection earmuffs and appropriate summer and winter clothing.



**6. EMPLOYEE PARKING**

The Employer shall provide monthly employee parking passes for employees who regularly drive their own vehicle to work.

**7. BOOT ALLOWANCE**

Paragraph six of Article 17.01 will be amended to read as follows:

Each employee is responsible for purchasing his or her footwear. Closed shoes with an anti-slip sole must be worn at work. Where certified safety shoes must be worn on the job, the Company reimburses employees up to one hundred **(\$200.00)** dollars every two (2) years upon presentation of an acceptable purchase receipt.

Signed \_\_\_\_\_-2022.

The Employer

The Union



MEMORANDUM OF AGREEMENT (Ikea)

Between:

Kleenway Services, ("Kleenway")

And:

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 2 ("the Union")

(collectively "the Parties")

Whereas on-going discussions have taken place between the parties concerning work assignments, duties, tasks, job classifications and scope for Kleenway's operations at Ikea (2685 Iris St) in Ottawa ON which started in September 2022;

And whereas employees of Kleenway at Ikea are covered by a collective agreement with the Service Employees International Union Local 2;

Be it resolved:

1. The parties are entering an agreement to classify employees conducting cleaning, dishwashing, cart collecting, and item transportation duties at Ikea as "special project" workers who will receive a \$0.50 special project premium as per the terms of the collective agreement.
2. Any employee conducting a combination of these duties shall receive the special project premium.
3. Any employee conducting a combination of these duties shall remain a member of the Bargaining Unit.

Signed October 26<sup>th</sup> 2022.

Sharoni Mitra

For the Union

Per: Kleenway Services  
George Kakarelis  
George Kakarelis

For the Employer



Canadian Food  
Inspection Agency

Agence canadienne  
d'inspection des aliments

Solicitation 2023-00963