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NRC.BidReceiving-
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**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITIONS**

Proposal To: National Research Council Canada

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

Proposition au : Conseil national de recherches Canada

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

Instructions : See Herein

Instructions: Voir aux présentes
Comments - Commentaires

**Vendor/Firm Name and address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

**Issuing Office – Bureau de distribution
National Research Council Canada
Conseil national de recherches Canada**

Title – Sujet Cleaning Services (Victoria)	
Solicitation No. – N° de l'invitation 23-58042	Date July 24, 2023
Solicitation Closes – L'invitation prend fin at – à 02 :00 PM on – le September 4, 2023	Time Zone Fuseau horaire EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: Tania Backes	
Email address – l'adresse courriel : Tania.Backes@nrc-cnrc.gc.ca	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : National Research Council Canada 5071 West Saanich Road Victoria, BC V9E 3E9	

Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
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)	
Signature	Date



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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;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, please contact NRC's personnel security administrator at NRC.SS-PersonnelSecurity-SdeS-SecuriteduPersonnel.CNRC@nrc-cnrc.gc.ca

1.2 Statement of Work

To provide complete building cleaning services in the most efficient and environmentally friendly manner to maintain cleanliness and hygiene at 5071 West Saanich Road, Victoria, BC, V9E 3E9 in accordance with the detailed Statement of Work Requirement attached as Annex "A".

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

You are invited to submit one electronic Technical Proposal and one electronic Financial Proposal in two separate attachments to fulfil the following requirement forming part of this Request for Proposal. One attachment must be clearly marked 'Technical Proposal' and the other attachment must be marked 'Financial Proposal'. All financial information must be fully contained in the Financial Proposal, and only in the Financial Proposal. Vendors who provide financial information in the technical proposal will be disqualified. All proposals should include the front page of this RFP duly completed.

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

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.

Proposals submitted must be valid for not less than sixty (60) calendar days from the closing date of the RFP.



2.1.1 It is the Bidder's responsibility to:

- (a) return a signed copy of the bid solicitation, duly completed, IN THE FORMAT REQUESTED;
- (b) direct its bid ONLY to the Bid Receiving address specified; NRC.BidReceiving-ReceptiondesSoumissions.CNRC@nrc-cnrc.gc.ca
- (c) ensure that the Bidder's name, the bid solicitation reference number, and bid solicitation closing date and time are clearly visible;
- (d) provide a comprehensive and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.

Timely and correct delivery of bids to the specified bid email address NRC.BidReceiving-ReceptiondesSoumissions.CNRC@nrc-cnrc.gc.ca is the sole responsibility of the Bidder. The National Research Council Canada (NRC) will not assume or have transferred to it those responsibilities. All risks and consequences of incorrect delivery of bids are the responsibility of the Bidder.

2.1.2 Bids may be accepted in whole or in part. The lowest or any bid will not necessarily be accepted. In the case of error in the extension of prices, the unit price will govern. NRC may enter into contract without negotiation.

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

2.1.4 Bids will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the bid solicitation, unless otherwise indicated by NRC in such bid solicitation.

2.1.5 While NRC may enter into contract without negotiation, Canada reserves the right to negotiate with bidders on any procurement.

2.1.6 Notwithstanding the bid validity period stipulated in this solicitation, Canada reserves the right to seek an extension from all responsive bidders, within a minimum of three (3) days prior to the end of such period. Bidders shall have the option to either accept or reject the extension.

2.1.7 If the extension referred to above is accepted, in writing, by all those who submitted responsive bids, then Canada shall continue immediately with the evaluation of the bids and its approval processes.

2.1.8 If the extension referred to above is not accepted, in writing, by all those who submitted responsive bids then Canada shall, at its sole discretion: either continue to evaluate the responsive bids of those who have accepted the extension and seek the necessary approvals; or cancel the solicitation; or cancel and reissue the solicitation.

2.2 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 5071 West Saanich Road, Victoria, BC, V9E 3E9, on August 16, 2023. The site visit will begin at 9:00 am PST in at the main entrance.

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.



2.3 Late Bids

All risks and consequences of incorrect delivery of electronic bids are the responsibility of the Bidder. The National Research Council Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before. Electronic bids received after the indicated closing time based on NRC servers' received time will be irrevocably rejected. Bidders are urged to send their proposal in sufficient time, in advance of the closing time to reduce any technical issues. The National Research Council Canada will not be held responsible for bids sent before closing time but received by the NRC servers after the closing time.

2.4 Submission of Bids

Technical and Financial Proposals must be **received electronically** no later than 14:00 EDT September 4, 2023, to the following NRC email address:

NRC.BidReceiving-ReceptiondesSoumissions.CNRC@nrc-cnrc.gc.ca

The NRC has restrictions on incoming e-mail messages. **The maximum e-mail message size including all file attachments must not exceed 10MB.** Zip files or links to bid documents will not be accepted. Incoming e-mail messages exceeding the maximum file size and/or containing zip file attachments will be blocked from entering the NRC e-mail system. A bid transmitted by e-mail that gets blocked by the NRC e-mail system will be considered not received.

Proposals must not be sent directly to the Contracting Authority or the Project Authority.

All submitted proposals become the property of NRC.

2.5 Former Public Servant

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

Definitions

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

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

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

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to



the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.6 Enquiries - Bid Solicitation

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

Contracting Authority, Procurement Services
National Research Council Canada
Tania Backes – Tania.Backes@nrc-cnrc.gc.ca

To ensure the equality of information among Bidders, responses to general enquiries will be made available to all bidders unless such publications would reveal proprietary information. The bidder who initiates the question will not be identified. Technical questions that are considered proprietary by the bidder must be clearly identified. NRC will respond individually to the bidder if it considers the questions proprietary. If NRC does not consider the question proprietary, the bidder submitting it will be allowed to withdraw the question, or have the question and answer made available through the Open Bidding System (OBS) to all bidders.

Bidders who attempt to obtain information regarding any aspect of this RFP during the solicitation period through any NRC contacts other than the Contracting Authority identified herein, may be disqualified (for that reason alone).



It is the responsibility of the Bidder to obtain clarification of the requirement contained herein, if necessary, prior to submitting its proposal. The Bidder must have written confirmation from the Contracting Authority for any changes, alterations, etc., concerning this RFP.

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.

2.7 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.

2.8 Bid Challenge and Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#). Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<https://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in separate attachment sections (when applicable) as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Management Bid
- Section IV: Certifications
- Section V: Additional Information

There shall be no payment by the National Research Council for costs incurred in the preparation and submission of proposals in response to this request. No payment shall be made for costs incurred for clarification(s) and/or demonstration(s) that may be required by NRC. The National Research Council reserves the right to reject any or all proposals submitted, or to accept any proposal in whole or in part without negotiation. A contract will not necessarily be issued as a result of this competition. NRC reserves the right to amend, cancel or reissue this requirement at any time.



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

- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

Canada is committed to greening its supply chain. Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. In accordance with the [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573), for this solicitation:

- Bidders are encouraged to offer or suggest green solutions whenever possible.
- Bidders are requested to provide all correspondence including (but not limited to) documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material.
- Bidders should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).
- Product components used in performing the services should be recyclable and/or reusable, whenever possible.
- Bidders are encouraged to offer goods and/or services certified to a reputable eco-label.
- Bidders should use equipment that has high energy efficiency or produces low air emissions.
- Bidders are encouraged to offer environmentally preferred products which supports a sustainable environment for nature and wildlife.
- Bidders are encouraged to offer environmentally preferred products which ensure the comfort and air quality of building occupants.

Bidders are encouraged to consult the following websites:

<https://www.tpsgc-pwgsc.gc.ca/app-acq/ae-gp/index-eng.html>

<https://www.tpsgc-pwgsc.gc.ca/app-acq/ae-gp/rle-qlr-eng.html>

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

Payments from the National Research Council Canada (NRC) are made by electronic payment. Direct deposit payments will be made in Canadian dollars and can only be deposited into Canadian bank accounts.

Only bank accounts outside of Canada are eligible to enroll as a Wire transfer payment method.



3.1.2 Exchange Rate Fluctuation

Bids will be evaluated in Canadian currency, therefore, for evaluation purposes, the exchange rate quoted by the Bank of Canada as being in effect on date of bid closing, shall be applied as the conversion factor for foreign currency. Prices quoted shall not be subject to, or conditional upon, fluctuations in commercial or other interest rates during either the evaluation or contract period.

Section III: Management Bid

In their management bid, Bidders must describe their capability and experience, the project management team and provide client contact(s).

Section IV: Certifications

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

Section V: Additional Information

3.1.3 The Company Security Officer must ensure that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements. The President of the organization (or an equivalent senior official) may submit a Personnel screening, consent and authorizing form to the NRC's personnel security administrator at NRC.SS-PersonnelSecurity-SdeS-SecuriteduPersonnel.CNRC@nrc-cnrc.gc.ca for the employees of his or her organization.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Proposals will be assessed in accordance with the mandatory and rated (if applicable) evaluation below. Bidders shall provide a detailed response to each criterion. NRC reserves the right to verify any and all information provided by the bidder in their proposal.

4.1.1.1 Mandatory Technical Criteria

1. Mandatory Criteria (MC)
To be compliant and to be considered further in the evaluation, Contractors **must** meet the following Mandatory Criteria:

REF #	Description	Achieved?	Cross Reference To Proposal
MC1	The contractor must provide written references from two (2) customers that clearly state that the contractor has a good track record in providing janitorial services of a similar scope and clearly demonstrates the management of cleaning operations described within the RFP. For each, reference, list the name of the customer and key contact information. References will be verified.	Yes / No	
MC2	Certifications: Certifications must be properly completed and submitted with the	Yes / No	



	proposal. Certifications required are: a. Submission of Bid Financial Security b. Proof of maximum insurance coverage currently carried as: 1. Comprehensive General Liability Insurance		
MC3	Site Visit/Inspection Tour: It is mandatory that the Contractor or a representative of the Contractor visit the site and examine the scope of work required and the existing conditions. Proof of attendance form to be signed at the Site Visit and briefing session.	Yes / No	

4.1.1.2 Point Rated Technical Criteria

2. Evaluation of Management Proposal (MR)

The following criteria apply to the Management Proposal. The description of the criteria below is provided to illustrate some of the factors that will be used to evaluate the criteria.

REF #	Evaluation Criteria	Maximum Points Awarded
MR1	Corporate Background 1. The Contractor must provide a description of the corporate background that is focused on the requirement of this contract and describes the experience the Contractor has in a laboratory environment. (10 points) 2. Does the Contractor have a Victoria presence? (5 points)	15
MR2	Contractor previous Experience on Similar Work The Contractor must demonstrate that he has had a minimum of five (5) years experience within the last 10 years in providing janitorial services to large institutional and/or commercial sites with numerous multipurpose facilities of various sizes as well as having experience in maintaining large laboratory facilities which handle hazardous materials and have class 100 and class 1000 clean room facilities.	25
MR3	Contractor's Management Team: 1. The Contractor must demonstrate the qualifications of the proposed Contractor Management Team for managing a contract of this size and magnitude? (5 points) 2. The Contractor must demonstrate the experience the proposed Project Director and Project Manager have in managing contracts of a similar scope and what was their direct involvement? (5 points) 3. The Contractor must clearly describe in detail the structure of the Project Team, the relationship to the Contractor company, sub-contractors and the relationship to RPPM. (5 points)	15
MR4	Contractor's Management Plan 1. The Contract Management Plan must address the corporate structure, the manner in which the on-site Management Team will be supported such as technical resources, senior management and administration. As well, the Proposal must address the manner of mobilizing corporate resources to deal with troubleshooting or emergencies and what support or involvement will be provided in the ramp-up of this Contract. (20 points) 2. The Proposal must address in detail the methodologies for planning, controlling and reporting on services delivered. As well, describe the administration process controls for inspections, financial controls and audits which will be critical success factors for RPPM. (25 points)	45
	Total points for Management Proposal: Minimum passing points: (70%)	100 (70)



3. Evaluation of the **Technical Proposal (TR)**

The following description of criteria below illustrates some of the factors that will be applied to evaluate the criteria applied to the Technical Proposal.

REF #	Evaluation Criteria	Maximum Points Awarded
TR1	<p>Site Organization Plan:</p> <p>1. The Site Organization Plan must address proposed positions, number of staffing, identify if the proposed staff will be on-site or off-site in the form of an organization chart to show the relationships between the Corporate Management, the Project Director, Project Manager(s), Site-Supervisor(s) and sub-contractors. The Proposal must provide a description of the roles, responsibilities and authority of key personnel regarding decision making, reporting and control framework. As well, describe the roles and terms of reference of key personnel, and hours on site. (25 points)</p> <p>2. Address types, methods and frequency of training programs such as technical, health and safety, customer service and possible other related issues to the management and operations for the delivery of services identified in the RFP. (10 points)</p>	35
TR2	<p>Human Resources Plan:</p> <p>1. Provide a Human Resources Plan with a comprehensive overview of the Contractor's policies regarding all aspects of labor law and social issues in the workplace. (10 points)</p> <p>2. Provide a thorough training program including detailed resources. (5points)</p> <p>3. What is the turnover rate of employees and how is it managed? (5 points)</p>	20
TR3	<p>Material and Equipment Plan:</p> <p>1. Provide a comprehensive listing of the materials, products and equipment and mechanical equipment including name and/or manufacturer, specifications and quantities where applicable. Preference will be given to materials and products that meet the "environmentally friendly" criteria. (10 points)</p>	10
TR4	<p>Quality Management Plan:</p> <p>1. What financial and quality control audit programs will be in place? (5 points)</p> <p>2. What customer/user satisfaction assurance and complaint rectification process will be in effect? (5 points)</p>	10
TR5	<p>Health and Safety Plan:</p> <p>1. The Contractor must provide a comprehensive Health and Safety policy and the related information. (4 points)</p> <p>2. Describe how workers are notified of job-specific hazards. (4 points)</p> <p>3. Describe how sub-contractors' workers are incorporated into your health and safety training and other programs. (4 points)</p> <p>4. Explain the processes or procedures proposed to identify risk areas and to mitigate their implications to NRC. (3 points)</p>	15
TR6	<p>Communications Plan:</p> <p>1. Describe how the Contractor will report progress, coordinate deliverables, resolve problems and issues and communicate in general with RPPM. (3 points)</p> <p>2. Will Key Personnel be available 24/7? (2 points)</p>	5
TR7	<p>Transition Plan:</p> <p>The Contractor must submit a comprehensive Transition Plan that details the major milestones, mobilization activities, site familiarization and handover schedules/activities between the present Contractor, as well as coordination requirements with NRC</p>	5
	<p>Total Points for Technical Proposal:</p> <p>Minimum Passing Points: (70%)</p>	100 (70)



4.1.2 Financial Evaluation

The Contractor must complete the pricing schedule provided in Annex B and include it as a separate attachment in the electronic bid submission.

The cost proposal must have sufficient structure to show how the total proposed cost was calculated. It should contain the following elements:

- a) The number, classification and per diem and/or hourly rate for all assigned personnel. For each classification, the number of workdays should be defined.
- b) The amount and explanation for other miscellaneous expenses that could be incurred.
- c) Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations

Applicable Sales Tax: The GST, PST, QST or HST, whichever is applicable, shall be considered an applicable tax for the purposes of this RFP and extra to the price herein. The amount of applicable sales tax shall be disclosed and shown as a separate item.

4.2 Basis of Selection

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum of 70 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.

Bids not meeting (a) or (b) or (c) will be declared non-responsive.

Selection of the successful bidder will be on the basis of technical merit and best overall value, not on cost alone. A cost-per-point ratio will be calculated by dividing the total cost by the technical rating. The compliant bidder with the lowest cost-per-point ratio will be considered the successful bidder. NRC reserves the right to enter into negotiations with the successful bidder prior to contract award on any and all aspects of its offer. The following chart illustrates the relationship between point rating and bid price. The figures used are for illustration purposes only.

HIGHEST MANAGEMENT MERIT (25%), TECHNICAL MERIT (50%) AND PRICE (25%)				
BIDDER	PROPOSAL 1	PROPOSAL 2	PROPOSAL 3	WINNER
MANAGEMENT SCORE	90	82	78	
TECHNICAL SCORE	92	85	80	
PRICE QUOTED	\$70,000	\$65,000	\$55,000	
CALCULATION	MANAGEMENT TECHNICAL	PRICE POINTS	TOTAL SCORE	
PROPOSAL 1	$\frac{90}{100} \times 25 = 22.5$	$\frac{*55}{65} \times 25 = 19.64$	88.14	XXX



	$\frac{92 \times 50}{100} = 46$	70		
PROPOSAL 2	$\frac{82 \times 25}{100} = 20.5$ $\frac{85 \times 50}{100} = 42.5$	$\frac{55 \times 25}{65} = 21.15$	84.15	
PROPOSAL 3	$\frac{78 \times 25}{100} = 19.5$ $\frac{80 \times 50}{100} = 40$	$\frac{55 \times 25}{55} = 25$	84.5	

The method of selection will be highest combined Management Proposal (25%), Technical Rating (50%) and Price (25%)

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real 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.



In addition to all other information required in the procurement process, the Bidder **must** provide the following:

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

<u>SURNAME</u>	<u>GIVEN NAME(S)</u>	<u>TITLE</u>

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) as described in Annex "C" apply and form part of the Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the technical and management portions of the Contractor's bid entitled _____, dated _____.

6.3 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, 2026 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 two additional one 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.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.



6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Tania Backes
Title: A/ Senior Procurement Officer
National Research Council Canada
Directorate: Finance and Procurement Services
Address: 1200 Montreal Road, Ottawa, ON, K1A 0R6

Telephone: 613-410-3834
E-mail address: Tania.Backes@nrc-cnrc.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 Technical Authority

The Technical Authority for the Contract is: *[to be inserted at contract award]*

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

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

The Technical 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 Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative *[to be inserted at contract award]*

Name: _____
Title: _____
Address: _____

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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



6.7 Payment

6.7.1 Basis of Payment

The Contractor will be paid for costs reasonably and properly incurred in the performance of the work under this Contract in accordance with the following:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a _____ (*insert "firm price" OR "firm unit price(s)" OR "firm lot price(s)"*), as specified in _____ *insert "contract" OR "in Annex ____"* for a cost of \$ _____ *insert the amount at contract award*). Customs duties are excluded and Applicable Taxes are extra.

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

6.7.2 Limitation of Expenditure

Unless otherwise authorized in writing by the National Research Council of Canada (NRC), NRC's financial liability to the Contractor under this Contract shall not exceed \$_____ (*insert the sum*). Customs duties are excluded and Applicable Taxes are extra. The Contractor must not perform any work that would cause the total liability of NRC to exceed this limitation unless authorized in writing by the Contracting Authority through a contract amendment. All work shall be done to the full satisfaction of the Technical Authority named herein before any payment shall become due to the Contractor.

6.7.3 Method of Payment

SACC Manual clause H1008C (2008-05-12), 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.

6.7.4 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic Only);
- b. Wire Transfer (International Only);

6.8 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, good 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 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.

6.9 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.

Invoices **must** be sent to: nrc.invoice-facture.cnrc@nrc-cnrc.gc.ca

PLEASE QUOTE CONTRACT NO. [to be inserted at contract award] ON ALL DOCUMENTATION AND INVOICES.

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.

6.11 Applicable Laws

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

6.12 Priority of Documents

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

- (a) the 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;
- (h) 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)*).

6.13 Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

6.14 Non-Permanent Resident (Canadian Company)

The Contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfilment of the Contract. In some instances, the employment authorization necessary to enter Canada cannot be issued without prior approval of Human Resources Centre Canada (HRCC). HRCC should always be contacted as soon as the decision to bring in a non-permanent resident is made. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigration requirements.



6.15 Withholding of 15 percent on Service Contracts with Non-residents

Pursuant to the [Income Tax Act](#), 1985, c. 1 (5th Supp.) and the [Income Tax Regulations](#), Canada must withhold 15 percent of the amount to be paid to the Contractor in respect of services provided in Canada if the Contractor is not a resident of Canada, unless the Contractor obtains a valid waiver from the [Canada Revenue Agency](#) (CRA). The amount withheld will be held on account for the Contractor in respect to any tax liability which may be owed to Canada.

Although most tax treaties between Canada and other countries provide for some relief from Canadian tax, Canada does not normally relinquish its right to withhold tax pursuant to the provisions of section 153 of the [Income Tax Act](#) and subsection 105(1) of the [Income Tax Regulations](#). If the non-resident contractor can adequately demonstrate, based on treaty protection, that the withholding normally required is in excess of the ultimate tax liability, or that the withholding creates undue hardship to the contractor, then the CRA may issue permission to the payer authorizing a reduction of the subsection 105(1) withholdings. The procedure to apply for a reduction of withholding is detailed in Income Tax Information Circular [IC75-6R2](#) Appendices A and B, as well as in CRA's [T4061, Non resident Tax Withholding, Remitting, and Reporting](#). Requests for a waiver or a reduction of the withholding will not be entertained unless deductions at source are remitted to CRA.

6.16 Government Smoking Policy

Where the performance of the work requires the presence of the Contractor's personnel on government premises, the Contractor shall ensure that its personnel shall comply with the policy of the Government of Canada which prohibits smoking on any government premises.

6.17 Access to Government Facilities/Equipment

Access to the facilities and equipment necessary to the performance of the work shall be provided through arrangements to be made by the Technical Authority named herein. There will be however, no day-to-day supervision of the Contractor's activities, nor control of the Contractor's hours of work by the Technical Authority.

The Contractor undertakes and agrees to comply with all Standing Orders and Regulations in force on the site where the work is to be performed, relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fires.



ANNEX "A"

STATEMENT OF WORK

Appendix A

Request for Proposal

To Provide

Building Cleaning Services

To

Real Property Planning and Management Branch



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APPENDIX "A" – STATEMENT OF WORK

Specification - Section 1 - General Requirements

1. NRC Representative

.1 The National Research Council's (hereinafter referred to as NRC) Departmental Representative (DR) in conjunction with this work is the Site Operations Supervisor (SOS) for Real Property Project Management (RPPM) at Herzberg Astronomy and Astrophysics (HAA) or his designate.

2. Schedule of Operations

.1 Within three (3) weeks of award of contract, the Contractor shall submit to NRC's representative for approval a Schedule of Operation which clearly indicates all special and periodic cleaning operations, i.e. those with a frequency of more than 2 weeks. (i.e. monthly, quarterly semi-annually, annually).

.2 The Schedule of Operations shall also indicate the planned time of execution for each special and periodic cleaning operation. Such operations shall be spaced apart in equal time increments unless otherwise stipulated by the Specification. The schedule shall cover a full one year contract period.

.3 Upon approval of the Schedule of Operations, subject to changes requested by NRC's representative to meet the Institute's operational requirements, the Contractor shall abide by this schedule, using it as a check list and entering the date when each periodic operation has been completed. A copy of the updated schedule shall be submitted to the NRC representative at the end of each month indicating where project work has been completed. The contractor will contact the Site Authority or his representative a minimum 5 days prior to executing the work to confirm the schedule.

3. Staffing

.1 The contractor shall determine the number of staff and hours required to provide the cleaning services specified but a minimum of 2 staff are required on site at all times. **Note:** The present total level of the buildings occupancy is approximately 120 persons. During peak periods this number could increase to approximately 140.

.2 The supervisor cleaner employed by the Contractor at HAA and completing daily cleaning activities must have the authority to receive and carry out contract relevant instructions given by NRC's representative, whether or not this involves minor changes to the specification.

.3 One of the Contractor's full time cleaners at HAA shall have a Supervisor or Lead function, with the ability to communicate effectively in the English language, both orally and in writing. Under normal conditions, NRC's representative or his designate will communicate with the Contractor's site supervisor with respect to the work requirements of this specification.

.4 The Site Supervisor is to maintain frequent liaison with the Project Authority or his delegate to ensure potential issues are quickly identified and resolved.

.4 In the event that the NRC representative or his designate is not satisfied with the performance under this contract, the Contractor shall dispatch upon request a representative with the appropriate authority to ensure that the requirements of this specifications are met.

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.5 If an employee of the Contractor does not work his or her full shift for whatever reason, the Contractor shall provide immediately a suitable temporary replacement. Replacements must be security cleared and on the approved employee list.

4. Inspection and Quality Assurance

.1 Self Performance Inspections - **The contractor will supervise the performance of their staff in accordance with these specifications and standards. The contractor will perform regular inspections of their staffs work, frequency to be determined (based on performance) by the Project Authority or his designate but initially a minimum once every two weeks and record the results on their form. Inspections should cover different buildings and/or areas to ensure a consistent level of performance. Completed forms to be submitted to the Project Authority or his designate upon completion for comparison to periodic inspections completed by NRC. NRC will also complete routine and random inspections. Any deficiencies shall be corrected within 24 hrs. to 4 working days. Any deficiency deemed urgent by project Authority shall be corrected immediately.**

.2 The Contractor must notify NRC's representative when each major operation listed in the approved Schedule of Operations has been completed to allow NRC to inspect the project work.

.3 If the work does not meet the requirements of this specification, the Contractor's supervisor on site will be informed by NRC's representative and the Contractor shall respond to any deficiencies immediately and rectify within a maximum of 3 days.

.4 **General deficiencies or special requests** will also be reported to the contractor staff via a special request/deficiency log book. The contractor's staff shall check this log book daily during sign in and upon action/correction they shall note who completed the work and the date.

.5 Additional meetings may be convened with the Contractor and the Project Authority to solve ongoing issues or concerns.

5. Materials & WHMIS

.1 The Contractor shall use environmentally preferred materials as per ANNEX(s) E.D-1, E.D-2. Compliance

.2 The Contractor shall furnish a complete written material list that includes statement of the origin, composition and/or manufacturer of any or all materials used in the work. The Contractor may be required to provide samples of materials from his stock for testing purposes, per ANNEX(s) E.D-1, E.D-2. It is the intent of this contract to use environmentally friendly products and materials. All cleaning products that may enter the sewer system must be compatible for use with a Septic Treatment Plant System and the contractor must demonstrate this in his material list submission.

.3 The Contractor shall provide NRC's representative with Material Safety Data Sheets (MSDS) in compliance with WHMIS regulations or any material labeled as potentially hazardous which is brought into the building by the Contractor. NRC may refuse entry of such material without provision of appropriate MSDS sheets. MSDS sheets shall be prominently displayed in janitor rooms where such material is stored by the Contractor.

6. Environmental

.1 Contractor shall include their companies' environmental policy with their tender. This policy should include processes for cleaning material disposal, types of products, certifications and their Risk Management Plan etc. This item will be a consideration in tender evaluations. It is the intent of NRC that this be a "Green" environmentally sensitive and responsible contract, as per ANNEX A1-b "Green Cleaning tables

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Only the environmentally preferred products listed in Annex A1-b "Green Cleaning tables are intended for use on this contract. Should situations arise where more chemically intense cleaning materials are required, it should only be the anomaly and the contractor shall first obtain written approval from the site authority before using any materials not meeting the requirements of Annex(s) A1-b "Green Cleaning tables

7. Safety

.1 The Contractor shall comply with all safety measures and regulations respecting personnel and hazards as stipulated by NRC, National and Provincial laws and codes, and prescribed by the Authorities having jurisdiction concerning the equipment, work habits and procedures, including safety training of Contractor's staff. Contractor must provide proof of staff WHMIS training in their tender submission.

.2 The Contractor shall ensure that all equipment used to perform the work is in a state of good repair. NRC reserves the right to have equipment judged to be unsafe, not suitable or defective, taken out of service. The Contractor is responsible to provide suitable replacement equipment on the same day. Contractor to supply and display appropriated warning signage as required.

.3 The Contractor is hereby made aware that due to the nature of the research work performed at HAA, chemical or physical hazards exist in the building. **It is therefore of prime importance that the Contractor's staff must be able to communicate fluently in English (both written and spoken) with NRC and Security staff, so that related signage, instructions concerning daily operations and announcements in day-to-day and emergency situations will be immediately understood and appropriately responded to.**

.4 NRC will endeavor not to expose Contractor staff to direct personal harm; however, the Contractor's staff must exercise extra caution in areas with potential hazards and have to be cognizant of changing conditions. Certain high risk areas will be excluded from the scope of work (see attached floor plans), in other areas cleaning operations will be restricted and are subject to prior scheduling with the cleaning supervisor on site. The contractor and his staff assigned to work on the site will be required to participate in a Hazard ID and Orientation and sign off on this process.

.5 The Contractor is hereby instructed that the buildings smoke detectors are extremely dust sensitive. Therefore, extra care shall be exercised by the Contractor's staff not to cause dust when working in such areas. Sweeping must be done carefully, preferably by antistatic mop, or must be substituted by vacuuming, so that no false alarms are caused.

.6 In the event of ringing fire alarm bells, the Contractor's staff shall evacuate the building immediately via designated emergency exit routes. The Contractor's staff shall then proceed to the assembly area in the main parking lot south of the main entrance (if in the lower site buildings) and the main Visitor Centre parking lot (if in the upper buildings) and report to the on-scene controller to be accounted for by HAA emergency personnel and to receive further instructions.

.7 **Absolutely NO SMOKING allowed anywhere on Observatory Hill.** Any Contractor staff found to contravene this policy will be permanently barred from the site and the contractor must replace this position immediately with an approved replacement.

.8 Buddy System. Contractor is to determine and fill with the number of staff required to complete the work however a minimum of two staff are required on site at all times, the contractor shall arrange his staff's work such that they are able to check on each other throughout the work period and prior to leaving the site.

9. No access to any building roofs permitted what so ever.

8. Security

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-
- .1 All individuals working on this site must hold an NRC issued Gov't of Canada Security Clearance. (Reliability Status)
 - .2 The Contractor must fully comply with security requirements which are in effect in the buildings. This includes obtaining and wearing of picture security ID cards at all times (provided by NRC), the protection of keys and access cards/codes issued to the cleaning staff.
 - .3 The Contractor shall, at the request of NRC, remove from the work site any employee who, in the opinion of NRC, is incompetent, is considered a safety or security risk or has displayed improper conduct on site. The Contractor shall replace such staff immediately with acceptable substitutes who have appropriate security clearances.
 - .4 Refer to bid package for additional detailed security requirements and copies of the required corporate and personnel security clearance forms.
 - .5 In order to comply with security and safety regulations all employees must be able to speak, read and understand the English language.
 - .6 Many entrances are under security card and video supervision. Entrance to and exit from the workplace shall be from the main entrance only. Cleaning staff shall only use card access entries where available.
 - .7 The Contractor must provide a list to the DR of all persons and/or sub-contractors to be employed to execute work under this service contract with personal data for security screening purposes. Such security will include the requirement for completion of a security consent form, finger printing and credit checks of contractor staff intended for work associated with this contract.
 - .8 Only the employees who are security cleared will be permitted to work on the NRC premises. Once cleared, they will be photographed and get an identification card which must be displayed at all times while working on site. Normally basic clearance requires 5 - 10 business days to complete once all paperwork is received. The contractor must inform the Project Authority of their intention to change those working on site and obtain security clearance for any new individuals prior to providing site access.
 - .9 All keys and cards entrusted to the Contractor for the fulfillment of this contract must be fully protected at all times. Master Keys shall not leave the site. The contract workers shall pick up keys from the designated key press at the Site Services Building at the beginning of their shift and deposit them back at the end of the shift. Stolen, broken or lost ID, keys or access cards must be reported immediately to the RPPM Project Authority. All keys and cards shall be returned to NRC upon completion or termination of contract.
 - .10 The RPPM Project Authority shall have the right to have any of the Contractors employees removed from any of the sites for security reasons, notwithstanding the results or status of any security screening with respect to such employee (s).
 - .11 Only those employees whose names appear on the Contractor's payroll and meet the conditions specified in this contract will be allowed access to NRC facilities. No other persons accompanying employees will be allowed into the building.
 - .12 The contractor must carry insurance to cover re- keying costs in the event that locks must be re- keyed due to contractor staff losing NRC keys.
 - .13 Fire doors and normally locked doors shall be kept closed at all times. (Do not prop doors open).
 - .14 The Contractor and his staff must not provide access through normally secured doors to any other persons.
 - .15 The Contractor and his staff must not make copies of keys.

9. Drawings

- .1 Drawings provided at the end of this specification are for reference only. Contractor is responsible to confirm all areas and coverings.

10. Conversion of Floor

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.1 There will be no adjustments made to the contract covering amount where the existing floor covering is converted to another type during the contract period.

11. Assigned Space

.1 NRC will provide the Contractor with such space as is considered necessary by NRC for the performance of the Contractor's duties without undue inconvenience, typically at least one Janitor Room or Closet per floor.

.2 The Contractor must not list, publicize or use in any fashion, for business purposes, the address of a building owned by the National Research Council Canada.

.3 NRC will not be responsible for damage or theft to the Contractor's employees' personal belongings brought into the building or Contractors supplies, materials or equipment in the building.

12. Use of Elevators

.1 The Contractor will be permitted the use of the elevators and shall be responsible for their safe operation. Contractor's equipment and collected waste must not be left unattended in the elevators.

13. Light, Heat, Power and Water

.1 NRC will supply all heat, light, power, hot and cold water reasonably required for the work. NRC will determine delivery points. The contractor shall be responsible for connection and delivery of water and power from existing connection locations to required work locations.

.2 All connections to power source shall be in accordance with the Canadian Electrical Code.

.3 Contractor staff shall turn off all lights upon completion of work of any area. Only 24 hour safety lighting shall remain on.

.4 If, in the operation of cleaning the building a circuit breaker is tripped it is imperative that NRC Site Operations or the Corps of Commissionaires is notified, so that the breaker may be reset and no damage occurs to other equipment.

14. Access to Building

.1 Only those employees, whose names appear on the Contractor's payroll, have been security cleared and indicated on the site list provided to the site authority will be allowed access to the site of the work.

15. Project Work Log, Attendance Log and Deficiency/Special Request Log

.1 Logs must be maintained by the contractor in the Site Services Building by the Contractor in which they shall record:

.1 Project Work performed: A schedule log shall be created by the contractor in excel format which will provide the schedule of Project work. This log shall be posted in the Site Services Building at a location directed by the Project Authority to notify the same for inspection of the said work. Also refer to Specification Section 4, Clause 3.1, for special and periodic cleaning.

.2 Attendance Log: Contractor staff must sign in and out complete with arrival and departure times.

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.3 Deficiencies and Special Request Log: This Log shall be used to register all requests, complaints, tasks and comments. The contractor must check this log daily (5 days a week) for notice of any deficiency or special request. The contractor must indicate the date work is complete.

16. Quality Standards

.1 The Quality Standards (see Section 2) where applicable, shall be strictly adhered to. Inspections made by the contractor and NRC shall be based on these standards.

17. Discrepancies

.1 In the event of any discrepancies between different parts of this Specification with respect to the amount of work, frequencies and the standards to which it is to be performed, the more stringent interpretation shall govern and apply.

18. Change in Occupancy

.1 From time to time vacant areas of the building may be occupied or occupied areas may become vacant. NRC will notify the Contractor ten (10) days in advance of any major changes and as soon as feasible of any minor changes. Changes of less or more than 3% to the total area requiring regular cleaning, relative to the area to be cleaned at the start of the contract will not be eligible for payment adjustments.

.2 Adjustments of monthly payments will be made in accordance to areas occupied and based on the terms of the Contract. No adjustments will be made for the addition or deletion of less than room sized areas. Unoccupied rooms shall be cleaned at least once semi-annually in accordance with the requirements of this specification without any adjustment of the Contract price. Adjustments will only be made for areas being added or deleted to or from the routine daily and weekly cleaning operations.

19. Uniforms

.1 All cleaning personnel employed in this building shall be uniformed as follows:

.1 Cleaners - Industrial type company shirt. Matching trousers and/or coveralls are also preferred. The company name or crest to be affixed to the shirt and coveralls.

.2 Uniforms shall be neat and clean at all times.

.3 Special picture security badges provided by NRC must be worn at all times in a visible manner.

20. Building Operations

.1 Report any and all maintenance repairs required to the building, heating system, plumbing, electrical or water systems to the NRC Project Authority.

21. Pre-Work Commencement Meeting

.1 Prior to commencement of the work, the Contractor shall seek a meeting on site with NRC's representative to review site conditions, hazards and discuss the execution of the work. This meeting must include the contractor's staff who will work on this site.

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22. End of Contract

.1 At the end of this contract, if the incumbent contractor is not successful in obtaining the new contract they must commit to a “handover” to the new contractor which shall include a shift shadow tour of up to one supervisor and two workers for up to two complete shifts. The outgoing contractor shall provide as much insight as possible with respect to the site and operations to the incoming incumbent. This shall be completed at least 2 weeks prior to the end of the existing contract. Costs for this handover shall be borne by both the outgoing and incoming contractors for each of their respective costs.

23. Acceptance of Site

.1 Contractors must inspect the site, review and discuss any unexpected or unclear conditions with the site authority before submitting their bid.
.2 Submission of tender implies acceptance of existing conditions.

24. Cooperation with other Contractors

.1 The contractor shall cooperate fully with other contractors or workers in the work site.

Specification - Section 2 – APPA Cleaning Standards

1 APPA Appearance Levels Definitions

1.0 General – It is the intent of these specifications to ensure the areas maintained by the contractor are done to the applicable quality standards. It is also the intent of NRC to make this a “Green” Environmentally sensitive and responsible contract.

1.1 The cleaning work will use the APPA Appearance Levels Definitions to establish cleanliness standards for this work. The five levels are defined below.

Level 1 - Orderly Spotlessness

- Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Light fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and recycle bins hold only daily waste, are clean and odor-free.

Level 2 - Ordinary Tidiness

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- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days' worth of dust, dirt, stains, or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable upon close observation. Light fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and recycle bins hold only daily waste, are clean and odor-free.

Level 3 - Casual Inattention

- Floors are swept or vacuumed clean, but upon close observation there can be stains. A buildup of dirt and/or floor finish in corners and along walls can be seen.
- There are dull spots and/or matted carpet in walking lanes. There are streaks or splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints. Lamps all work and fixtures are clean.
- Trash containers and recycle bins hold only daily waste, are clean and odor-free.

Level 4 - Moderate Dinginess

- Floors are swept or vacuumed clean, but are dull, dingy, and stained. There is a noticeable buildup of dirt and/or floor finish in corners and along walls.
- There is a dull path and/or obviously matted carpet in walking lanes. Base molding is dull and dingy with streaks or splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks. Lamp fixtures are dirty.
- Trash containers and recycle bins have old trash and shavings. They are stained and marked. Trash containers smell sour.

Level 5 - Unkempt Neglect

- Floors and carpets are dull, dirty, dingy, scuffed, and/or matted. There is a conspicuous buildup of old dirt and/or floor finish in corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprint, all of which will be difficult to remove. Lack of attention is obvious.
- Light fixtures are dirty with dust balls and flies.
- Trash containers overflow. They are stained and marked. Trash containers smell sour.

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Specification - Section 3 - Operations and Frequencies

The Operations and Frequencies provided here are generic and intended for most applications at Herzberg Astronomy and Astrophysics. However special requirements and frequencies are also provided in Section 4 "Special Requirements and Instructions" which complement and exceed the frequencies indicated in this section. The operations and frequencies stated here shall apply to the Special Requirements section as a minimum but additional frequencies and requirements stated in that section shall apply as well.

NOTE: In terms of Frequency, "Daily" shall mean 5 days/week in the ramped up schedule but in the ramped down schedule it shall mean every day of the schedule for that building or floor. i.e. If Carpets are required to be vacuumed Daily in offices or corridors it shall mean every day of the schedule for that floor. So if that floor is scheduled for Tuesday and Thursday, Daily shall mean that work gets done Tuesday and Thursday for that location. **However, Washrooms, Lunchrooms, Conference Rooms, Entrances and Vestibules are not tied to the floor schedules. At all times, they are to be completed every day i.e. 5 days per week (excepting statutory holidays and Christmas Shutdown).**

3.1 Building and/or Room Type Cleaning Requirements

3.2 The tables on the following pages list various building and/or room types with cleaning requirements and frequencies.

3.3 Each room or building type shall be cleaned to the APPA Appearance level designated in the table header.

3.2 Operations and Frequency Table

ENTRANCES, VESTIBULES – APPA Level 2	FREQUENCY
Tiled and sheet vinyl floors will be dry mopped and damp mopped/washed	Daily (5 days/week)
Doormats will be lifted and vacuumed both sides.	Daily (5 days/week)
Waste receptacles will be emptied and cleaned.	Daily (5 days/week)
Door glass and interior window glass will be spot cleaned..	Daily (5 days/week)
Entrance doorframes, side glass panels and top glass panels (to a height of 2.4 m) will be fully cleaned.	Weekly
Interior window glass full clean	Monthly
Finger and other marks will be removed from wall to 2 m. high.	Weekly
Horizontal surfaces will be dusted to 2 m. high.	Daily
Door kick plates will be cleaned.	Weekly
Keep all entrance way exterior areas clear of debris and litter to 5 ft.	Weekly
Broom away all cobwebs and cocoons at exterior entrance ways to 8 ft. debris and litter to 5 ft.	Bi-Weekly

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Exterior garbage containers (within 10m) will be emptied.	As required
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STAIRS AND LANDINGS – APPA Level 2	FREQUENCY
Primary stairs and landings will be swept and damp mopped/washed (88 Wing Main entrance stair way, 2000 Wing Glass Elevator entrance stairway).	Weekly
2ndary stairs and landings will be swept and damp mopped/washed	Weekly
Doors will be kept free of finger marks	Weekly
Door hardware will be sanitized.	Weekly
Handrails will be dusted and damp wiped	Weekly
Handrails-prevent accumulation of grease, full scrub/wipe down.	Monthly
Walls will be spot cleaned to 2m high	Daily
Door kick plates will be cleaned	Weekly
Horizontal surfaces will be dusted to 2 m. high.	Bi-Weekly
Interior windows, accessible areas full clean	Monthly

CORRIDORS, HALLWAYS - APPA Level 2	FREQUENCY
Tiled and linoleum floors will be dry mopped and damp mopped.	Daily
Ceramic tile floors will be dry mopped and damp mopped.	Daily
Horizontal surfaces will be dusted.	Daily
Waste & recycle receptacles will be emptied and cleaned.	Daily
Drinking fountain will be cleaned and sanitized.(CU)	Daily
Walls will be spot cleaned to 2 m. high.	Daily
Tiled and linoleum floors will be sprayed and buffed.	Daily
Door hardware will be sanitized.	Weekly
Door glass and partition glass will be completely cleaned both sides.	Monthly
Emergency Fire Equipment – Dust	As requested

ELEVATORS – APPA Level 2	FREQUENCY
Floors will be dry mopped and damp mopped/washed.	Daily
Doors and wall will be kept free of marks.	Daily
Clean and sanitize all control buttons.	Daily
Scrape and vacuum all door tracks in both the cab and floor doors.	Weekly
Ceiling panels will be cleaned.	Monthly
Stainless steel panels will be spot cleaned	Daily
Stainless steel panels will be polished	Weekly

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WASHROOMS, SHOWERS, CHANGE ROOMS – APPA Level 1	FREQUENCY
All fixtures will be cleaned and disinfected, i.e. bowls, urinals, basins, mirrors, chrome surfaces and interface.	Daily (5 days/week)
Waste receptacles will be emptied and cleaned.	Daily (5 days/week)
All supplies will be replenished.	Daily (5 days/week)
Walls will be spot cleaned to a height of 2 m.	Daily (5 days/week)
Walls will be washed floor to ceiling.	Monthly
Toilet partitions, handles and locks will be damp wiped/disinfected.	Daily (5 days/week)
Floors will be dry mopped and damp mopped/washed.	Daily (5 days/week)
Floor drains will be primed.	Monthly
Walls and toilet partitions will be kept free of graffiti.	Weekly
Floor drains will be cleaned.	Weekly
Tops of Lockers – dust and wipe	Monthly
Exterior Windows– APPA Level 2	FREQUENCY
Will be cleaned of debris and marks and left streak free.	Annually (May)
LUNCH ROOM (Main building, Site Services, CU)– APPA Level 2	FREQUENCY
Paper supplies will be replenished.	Daily (5 days/week)
Waste & recycle receptacles will be emptied and cleaned. Note: Detailed Organics Recycling bins requirements also provided in Section 4	Daily (5 days/week)
Walls will be spot cleaned to 2 m. high.	Daily (5 days/week)
Floor will be dry mopped and damp mopped/washed.	Daily (5 days/week)
Stainless steel sinks and laminate counters will be cleaned.	Daily (5 days/week)
Tables and countertops to be damp wiped with disinfectant.	Daily (5 days/week)
Sink-cleaned	Daily (5 days/week)
Microwaves – Clean inside and outside	Fridays
Refrigerator – clean inside of refrigerator – NRC to request removal off staff food stuffs.	Monthly (Last Friday of each month)
Sink – scrub, clean and polish	Monthly

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MEETING ROOMS. CONFERENCE ROOMS, - APPA Level 2	FREQUENCY
Waste receptacles will be emptied and cleaned.(monitored Daily)	As required (5 d/wk)
Carpets vacuumed. (monitored Daily)	As required (5 d/wk)
Upholstered furniture vacuumed.	Monthly
Tables damp wiped (monitored Daily).	As required (5 d/wk)
Walls spot cleaned to a height of 2 m.	Monthly
Chairs damp wiped.	Monthly
Carpets spot cleaned. (monitored Daily)	As required (5 d/wk)
White Boards – cleaned Note: Caution, do not clean white boards containing written information unless specifically requested by the Project Authority	As Requested

OFFICES – APPA Level 2	FREQUENCY
Tiled and linoleum floors will be dry mopped and damp mopped.	Daily
Carpets will be vacuumed and spot cleaned.	Daily
Wastebaskets and recycling bins will be emptied.	Daily
Wastebasket bags replaced when soiled and baskets washed.	As required
Furniture and horizontal ledges will be dusted.	As requested
Finger marks will be removed from walls and partitions will be spot cleaned to a height of 2 m.	Weekly
Horizontal Surfaces	Bi-Monthly
Horizontal and vertical blinds dusted.	2 times per year
Venetian Blinds – Spot Clean	As Required

The following areas/buildings have special requirements but shall include all the applicable requirements of the above locations (i.e. washroom or lunchroom cleaning requirements and standards but to the schedule indicated below.

LABORATORIES - Millimeter Lab Rms 265, Anti rm & 264; Optics Lab Rm 265A; Electronics Lab Rm 260; I & T Lab Rm 019; Spin Coat Lab Rm 020; AO lab Rm 022;	FREQUENCY
These areas are not included in the base pricing and will be done with specific scope and on an “As Requested” basis only. Billing will be in accordance with level of effort applied at the hourly rate quoted for additional work. Workers will be under escort.	As Requested

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TELESCOPES 1.2 and 1.8 m Domes – APPA Level 2	FREQUENCY
<p>NOTE: <i>Extreme care must be exercised around the telescope so as not to bump or impact equipment. Vacuum(s) to have HEPA filters as dust is detrimental to the optics and workings of the telescopes.</i></p> <p>1.2 m Dome – <i>Mirror room, Dark room and Spectrograph room are not part of this contract. Contractor shall not enter this area. Any cleaning in this area will be on an as requested basis under escort and on hourly unit rate.</i></p> <p><i>Work in the 1.2 m dome must be done before 5 pm.</i></p>	
Telescope Steel Floor decks will be vacuumed once weekly (Tuesdays).	Weekly
Ground Floor to be swept and damp mopped once weekly (Tuesdays).	Weekly
Dust areas for cobwebs below 8 ft	Monthly
Finger marks will be removed from walls and partitions will be spot cleaned to a height of 2 m.	Daily
Lunch rooms and Washrooms as per above mentioned details but only done once per week (which is contrary to washroom schedules).	Weekly
Corridors and stairways to be swept or vacuumed using dust control methods.	Weekly

VISITOR CENTRE – APPA Level 2 and 3	FREQUENCY
<p>The Visitor Centre Schedule is likely to change over the course of the contract. The current schedule will include one full cleaning one day per week May - September. (Level 2)</p> <p>A unit price to be provided for a complete clean for special events. (Level 2)</p> <p>A unit price to be provided for 5 day per week cleaning May – Sept (Level 2)</p> <p>During Off-Peak Months October to April one full cleaning per week. (Level 3)</p>	
Concrete/Liino Floors will be dry mopped and damp mopped/washed.	Weekly
Doors and walls will be kept free of marks.	Weekly
Plaskett Mirror in lobby to be cleaned of fingerprints	Weekly
Carpets to be vacuumed and spot cleaned of stains.	Weekly
Door glass to be spot cleaned	Weekly
Exhibit Displace Case Glass to be SPOT cleaned (May – Sept)	Weekly
Exhibit Displace Case Glass to be full cleaned monthly (May – Sept)	Monthly

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OTHER AREAS - GENERAL CLEANING SERVICES – AREAS NOT SPECIFIED – APPA Level 2	FREQUENCY
All graffiti shall be removed as it appears	As requested
IT closets and Server Rooms. (no access permitted unless under escort)	Not Included.
RPPM mechanical, electrical and service rooms	As requested.

DORMITORY – APPA Level 2	FREQUENCY
NOTE: <i>Dormitory shall be cleaned on a Tuesday schedule (once per week) except when occupied where a Monday/Wednesday/Friday schedule will apply. Base Dormitory occupancy at 30 weeks per year.</i>	
Linoleum Floors will be dry mopped and damp mopped/washed.	weekly
Doors and wall will be kept free of marks.	weekly
Carpets vacuumed	weekly
Washroom/Kitchen – As per lunchroom above	Daily (5 days/week, when occupied)

WHITE HOUSE – APPA Level 2	FREQUENCY
Offices – As listed above.	Weekly
Linoleum Floors will be dry mopped and damp mopped/washed.	weekly
Doors and wall will be kept free of marks.	weekly
Carpets vacuumed	weekly (as per schedule)
Washrooms/Kitchen – As per lunchroom (main bldg/Site Services)	Daily – 5 days/week.
Basement	Annually

LIBRARY ROOMS (Rms 337, 383, 007 and 008)– APPA Level 2	FREQUENCY
All books and stacks in the library and records and publications shall be vacuumed on an As Requested Basis	As Requested
Rm 007 and 008 to be vacuumed, scrubbed and recoated	Annually

I&T Building Vic 06	FREQUENCY
Washrooms to be cleaned 2 x per week	2x week
Floor to be scrubbed and wet mopped	Every 3 months

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MACHINE SHOP – APPA Level 2	FREQUENCY
NOTE: Dust has a negative impact on the equipment and workings in this area. Extreme care and dust reduction cleaning procedures must be followed at all times. This area is an industrial tool machining shop area. Workers can encounter metal filings, acids, oils etc. Contractor must utilize proper Personal Protection Equipment when working in this area. Under no circumstances is the contractor to handle air hoses or use shop air for cleaning. End user will provide a Hazard Identification during initial site Orientation by Departmental representative.	
Linoleum Floors will be dry mopped and damp mopped/washed.	weekly
Fatigue Mats lifted during regular floor sweeping/vacuuming.	Daily
Drop mats to be vacuumed or shaken outside to prevent dust creation inside the shop	weekly
Washroom and Kitchen – As per Washrooms and lunchroom standards indicated above	Daily (5 days/week)
Sweep Upper Bays complete and Lower Bay traffic lanes. Note: If production work is high additional sweeping/cleaning up of metal filings and chips may be requested (up to 5 days per week) and this work will be paid for by the level of effort at the hourly rates provided in the contract.	Daily
Damp mop CNC Room area	weekly
Wet mop and clean upper bay traffic and machining area (lift mats) and lower machining area (north bay traffic and work areas) with biodegradable degreaser.	Bi-Monthly (once per every 2 months)
Eye wash stations (two) – located in Kitchen and lower Bay	Daily

JANITOR'S CLOSETS – APPA Level 3	FREQUENCY
Floors will be dry mopped and damp mopped/washed.	weekly
Doors and walls will be kept free of marks.	Daily
Stainless steel panels will be polished.	weekly
Slop Sinks to be cleaned and disinfected	Bi-weekly

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PROJECT WORK/PERIODIC TASKS	FREQUENCY
<p>Project/Periodic Task with an “As Requested” Frequency will be done on a time and material basis and only when requested by the NRC Project authority. Work will be billed based on the level of effort at the hourly rates provided as part of this tender unless a unit rate for the specialized cleaning has been included. Contractor may be required to provide an estimate of the level of effort prior to the Project Authority providing approval of the work.</p> <p>Project work that includes a specified schedule and has a specified Unit rate applied shall be paid in accordance with the unit rate and is not included in the monthly Sq/ft costs.</p> <p>Contractor will provide an annual schedule indicating dates for project work. The contractor shall post the schedule by the Janitor Logs and a copy provided to the NRC Departmental Representative.</p>	
Wash all walls in entrances, hallways	1 time per year
Hard surface floors scrubbed and recoated (July and December – during silent hours – December is during Christmas shutdown) Floor access must be available prior to next working day.	2 times per year
Hard surface floors burnished	2 times per year
Hard surface floors stripped and refinished	As Requested
Entrance Vestibules (51 Wing, 88 Wing and Glass elevator entrance) - Hard surface floors spray buffed	1 time per month
Carpets – vacuum and steam clean (July and December)	2 times per year
Light Fixtures – Damp wipe fixture lens and fixture. Site Electrician to provide instruction.	As requested
All interior glass unless otherwise specified	As requested
Service rooms: Electrical, Mechanical, communications rooms to be vacuumed or dusted, swept and damp mopped.	1 time per year
Exterior Windows (End of May)	1 time per year
Furniture – vacuumed	As Requested
High Dusting – dust and/or vacuum ledges, tops of partitions, pipes and other high areas including wall mounted light fixtures and conduit (up to 12 ft level).	1 time per year
Ducts – Wash exterior surfaces and intake and supply diffusers or vents with a detergent solution.	As Requested
Radiator cleaning	As Requested
White House Basement – broom clean ceilings and walls; vacuum floors complete	1 time per year (Sept)
Machine Shop – Penthouse and stairway – Swept and vacuumed	2 times/year (Aug – Jan)
Elevator Penthouse – vacuum area monthly	Monthly
Horizontal and Vertical Blinds Dusted and Wiped	2 times per year.
Library Stacks Rm 007, 008 – Strip and refinish Vinyl Tile Floor	1 time per year

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Specification Section 4 - Special Requirements & Instructions

1. Supplies

- .1 The Contractor shall supply all tools, and equipment necessary to satisfactorily execute the work, including all necessary machines, vacuums, brushes, mops, pails etc.
- .2 The contractor shall supply all detergents, cleaning materials, sealers, waxes, plastic bags and plastic bag waste receptacle liners etc. Only those cleaning supplies intended for use on the surface to be cleaned are to be used. The contractor shall also supply all plastic bags (biodegradable) and feminine hygiene bags for waste receptacles.
- .3 NRC will supply all tissue and paper towels, hand soap (lotion type), Organic recycling program bags and urinal deodorant cakes.

2. Equipment

- .1 Cleaning equipment must be CSA certified and in good operating condition at all times. All equipment shall be subject to approval by NRC's representative or his designate for appearance, cleanliness and suitability for the job. Any equipment deemed unsuitable shall be removed from the premises.
- .2 The Contractor shall supply only new or recently restored to good condition, vacuum cleaners equipped with power brush and standard accessories (various types of nozzles and brushes). Special attention will be given to filter bags and filtering of exhaust to keep dust to an absolute minimum.
- .3 The Contractor shall supply all other required equipment in new or excellent condition which is necessary to perform the work, such as wet extraction vacuuming equipment, buffers, etc. All contractors' equipment shall be labeled with Company Name.
- .4 The contractor shall include a detailed list of equipment to be used on this contract with his tender.

3. Special & Periodic Tasks

.1 Scheduled Cleaning Operations

.1 Routine cleaning operations will be performed between 1500 and 2200 hours Monday through Friday (also see Section 1, Para 3). Deviations from this are subject to approval of NRC's representative.

Note: All work done prior to 1700 hrs. Mon - Fri must not interfere with NRC staff operations. (i.e. No vacuuming in offices or office area hallways, no cleaning in boardrooms/theatres if occupied etc.). **To access occupied office space, a cleaner will be expected to knock and request permission to enter and specify what cleaning operation they would like to do and get approval prior to proceeding.**

.2 All scheduled special and periodic project cleaning tasks shall be carried out by additional staffing hours, in accordance with the approved Schedule of Operations (see Section 1. Para 2.)

.3 Normally for burnishing, stripping and resealing of sheet flooring, carpet cleaning, interior window cleaning etc. evening or weekend work will be required for these tasks. In such cases, advance appropriate arrangements must be made with NRC's representative or his designate. No additional payment will be entertained for this work.

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4. Cleaning on Request

- .1 Areas indicated as NIC (not included in contract) or Project/Periodic Task with As Requested Frequency may be done on a time and material basis, when requested by the NRC Project authority and billed based on the level of effort at the hourly rates provided as part of this tender unless a unit rate for the specialized cleaning has been included.

5. Excluded Effects

- .1 NRC staff personal effects
- .2 Mechanical, electrical and electronic equipment (except grills/diffusers which are included)
- .3 Art objects.
- .4 Live Plants.
- .5 Souvenirs and paraphernalia.
- .6 Desks and associated furniture. **Note:** Papers and files to be left on furniture and shall not be disturbed by cleaning staff. Occupant will clean their desks and provide specific request for desk cleaning.

6. Recycling and Regular Waste Receptacles

.1 General

1 Plastic bags for all waste receptacles (except green organics totes) to be bio-degradable type (12-24 mos) and supplied by contractor. Contractor to provide data on biodegradable bags to be used on this contract.

.2 NRC to supply compostable bags for Green organic totes.

.3 Green Organic Waste totes are located in the Lunch room, Large Conference Room, 2nd floor near Glass Elevator, 3rd Floor near Glass Elevator, Site Services and the Machine Shop. Remove Organics Program Tote bags on Tuesdays and Fridays or as per specific building schedule (**main building lunchroom to be checked daily (5 days/week) and replaced as required other areas checked as per schedule**) and deposit organic waste in storage area (Rm 023) Organic Recycling totes. All Organic bin bags to be changed at least once weekly.

Replace green organics tote bags with new (NRC supplied) compostable bags.

.4 Relocate organics and office paper recycling Totes from room 023 and Site Services bldg. to loading dock on day before scheduled pickup (bi-weekly, normally Wednesday evenings but subject to change).

.5 Recycling bins for glass, cans and plastic (Lunch rm, CU and WH) are handled by NRC

.6 Cardboard to be broken down and removed to cardboard container outside Site Services Building.

.2 Daily

.1 Empty washroom and lunch room waste receptacles (organics and general waste bins). Washroom paper towels to go into Organic recycling waste.

.4 According to building or floor schedule

.1 Replace office waste bin bags (clean or unsoiled bags can be left in place).

.2 Damp wipe outside of waste receptacles and can and glass container bins.

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.3 Inside surfaces of waste paper receptacles to be washed minimum once annually or as required.

.4 Bring paper recycling from the White House down to designated containers (as required but at least every 2 weeks on Tuesdays of recycling pick up week).

7. Garbage Removal Exclusions

.1 Construction material and debris (unless minor in quantity).

.2 Furniture and equipment crating (unless very small or cardboard).

.3 Obsolete furniture and equipment.

.4 Chemical and hazardous substances and their containers.

8. Building/Room Exclusions

.1 The following buildings are excluded from this contract (NIC) – Not in Contract but the Project Authority may request cleaning services in these areas on an As Requested Basis to be billed based on the level of effort at the hourly rate quoted.

-Carpenter Shop, Site Service Garage, Lower Domestic Pump House, Lower Fire Booster Pump House, Upper Domestic Pump House, Upper Fire Pump House. Geomagnetic, Electrical and Mechanical Service rooms, RASC Building, Upper Storage Shed and the Electronic Data Processing Areas (Rm 336, 336, caged area of rm 224 and rm 150.

9. Office Security

.1 Office doors shall be left in the same security condition as they are encountered when cleaning. i.e. Locked, closed and unlocked or open and unlocked.

.2 Red Dot Doors. Doors with a red dot at the lockset are to be closed and locked even if they are found unlocked. The Cleaning staff shall report any incidents of encountering unlocked red dot doors to the Project Authority.

.3 Red Dot Doors: Rooms 101, 102, 106, 107, 115, 116, 123, 124, 240, 241, 243, 304, 375, and White House 103, 202, 203, 204.

General Schedule - visual reference only

(there are requirements over and above this schedule for some items – i.e. washrooms, lunchrooms, conference rooms, entrance vestibules daily – 5 days/week)

Proposed first year and optional subsequent years.

Building	Area	M	T	W	T	F	S	S
Main	first	X		X				
	2 and 4		X		X			
	3 and Bsmt			X		X		
	Main foyers/Wshrms/lunchrms/	X	X	X	X	X		

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	conf rms							
Site Services	General and office areas			X		X		
	Washroom/lunchroom	X	X	X	X	X		
Machine Shop	General		X		X			
	Washroom/lunchroom	X	X	X	X	X		
CU	Peak (May-Sept)		X		X			
	Off Season		X					
	Option - 5 days/week	X	X	X	X	X		
WH	1 st and 2 nd Floor		X			X		
	Lunch room and washrooms		X			X		
1.8 M Dome	Peak (May-Sept)		X			X		
	Off Season		X		X			
1.2 M Dome	General Year round		X					
Dormitory	General Year round	X						
	Peak Occupancy	X		X		X		
I&T Building	Washrooms		X		X			

Appendix A- Occupancy

Building	Occupancy Type
Main Admin Building	
2000 Wing	Office, laboratories, washrooms, conference rooms, lunch room
1988 Wing	Office, Computer Room, Library, conference rooms, elevator,
1951 Wing	Lobbies, Office, multipurpose
1916 Wing	Office
Machine Shop	Office, laboratory, machine shop, high tech
Site Services	Offices, warehouse, lunchroom, washroom
1.8 M Telescope	Lobby/Open area, offices, washrooms
1.2 M Telescope	Lobby/Open area, offices, lounge, washrooms, telescope floor
Visitor Centre	Lobby, offices, retail area, exhibit area, theatre
White House	Offices, board rooms, lunchroom and storage
Dormitory	Temporary sleeping quarters, lounge, kitchen and washroom
<p><i>* Notes: Total numbers of staff may fluctuate by plus or minus 10% for overall NRC staffing. In addition to the numbers provided there may be students and visiting workers to a total of approximately 15 – 20. The students are on term employment and the visiting workers are normally on shorter work days and weeks.</i></p> <p><i>The Visitor Centre (Centre of the Universe- CU) is an Interpretive Active Display Centre open under Lease to the Friends of the Dominion Observatory (FDAO). NRC as the landlord continues to be responsible for cleaning this building. This facility will be open to the public and host various events. As FDAO is a new entity, there are currently only summer Saturday evening programs, summer children science camps and a number of one off</i></p>	

**JANITORIAL SERVICES
HERZBERG ASTRONOMY AND ASTROPHYSICS**

5071 West Saanich Road
Victoria, BC V9E 3E9

events have been scheduled. However these events can mean as many as 250 visitors per weekend. These visitors also visit the 1.8 m telescope on the main floor open area and the telescope deck open area. For anticipation of workload for this aspect of the contract the contractor can anticipate 30 events per year with 20 remaining for the remainder of 2023. Eventually the Centre could open again during day time hours 2 -3 times per week May – September.

Appendix B – Types of Flooring

2000 Wing	Carpet *Carpet Tile*Carpet drop mats * Finished concrete * Vinyl sheet flooring * Vinyl stair treads
1916/1951/1988 Wings	Carpet * Carpet tile * Carpet drop mats * Finished concrete * Vinyl tile * Vinyl sheet flooring
	* Vinyl stair treads * Raised Computer Flooring*Terrazzo*
Machine Shop	Carpet drop mats * Finished concrete * Vinyl sheet flooring*
Site Services	Carpet drop mats * Finished concrete * Vinyl sheet flooring * laminate flooring*
Visitor Centre	Carpet * Carpet drop mats * Finished concrete*
Dormitory	Carpet * Carpet drop mats * Vinyl sheet flooring*
Telescope Domes 1.2m/1.8m	Finished concrete * Vinyl tile * Vinyl sheet flooring * Vinyl stair treads*Epoxy floor * Terrazzo * Steel Plate*
White House	Carpet Tile * Carpet drop mats * concrete * Vinyl sheet flooring*Ceramic tile*Vinyl tile*

Bldg Construction Years and Square Footage

Main Building	1916/1951/1988 Wings	2000 Wing	Out Buildings	
Basement	1,430	3,959	Site Services (built ~ 1957)	1,890
1st Floor	9,075	5,059	Machine Shop (built ~ 1962 & 1972)	6,450
2nd Floor	9,075	5,059	Dormitory (built ~ 1972)	1,000
3rd Floor	9,075	5,059	1.2 m Dome (built 1964)	2,274
4th Floor	1,785	60	White House (incl. basement) (built ~ 1930)	3,654
			1.8 m Dome (built 1917)	6,840
			Visitor Centre (built 2000)	6,878
Sq Ft Sub-totals	29,153	19,236		28,986
Total area 77,375 SF*				

*** All areas are approximate. Contractor is responsible to confirm measurements as required.**



ANNEX "B"

BASIS OF PAYMENT

**JANITORIAL SERVICES
HERZBERG ASTRONOMY AND ASTROPHYSICS**

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Victoria, BC V9E 3E9

**APPENDIX "B"
BASIS OF PAYMENT**

EVALUATION OF PRICE: The price of bids are to be submitted and will be evaluated in Canadian dollars, the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) excluded, FOB destination for goods, shipping charges included, Customs duties and Excise taxes included. NOTE: Pricing must be an all-inclusive price for the provision of all labour, supervision, material, equipment, transportation and profit required for Janitorial Services as scheduled or on an as and when requested basis. No other charges will be allowed.

Note: The B.C. Family Day Holiday in February is not a federal government holiday. The Contractor must provide regular full level services on this day.

TABLE A - All Inclusive pricing – (General) Schedule						
Work Required	Square feet	YR 01 \$ per SQFT/mo.	YR 02 \$ per SQFT/mo	YR 03 \$ per SQFT/mo		EXTENSION
Main building	48,389	\$ /sqft/mo	\$ /sqft/mo	\$ /sqft/mo	X 36 months	\$ lot
Out buildings (not including Centre of the Universe Bldg (CU))	29,708	\$ /sqft/mo	\$ /sqft/mo	\$ /sqft/mo	X 36 months	\$ lot
(CU) – One (1) day per week.	6878	\$ /sqft/mo	\$ /sqft/mo	\$ /sqft/mo	X 36 months	\$ lot
(CU) – One complete event clean.	6878	\$ lot	\$ lot	\$ lot	Yr 1 + Yr 2+ Yr 3	\$ lot
(CU) – Five (5) days per week.	6,878	\$ /sqft/mo	\$ /sqft/mo	\$ /sqft/mo	X 20 months	\$ lot
TABLE A						\$ lot

**JANITORIAL SERVICES
HERZBERG ASTRONOMY AND ASTROPHYSICS**

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TABLE B - All Inclusive pricing – (General) Schedule						
Work Required	Square feet	YR 04 \$ per SQFT/mo.	YR 05 \$ per SQFT/mo			EXTENSION
Main building	48,389	\$ /sqft/mo	\$ /sqft/mo		X 24 months	\$ lot
Out buildings (not including Centre of the Universe Bldg (CU)	29,708	\$ /sqft/mo	\$ /sqft/mo		X 24 months	\$ lot
(CU) – One (1) day per week.	6878	\$ /sqft/mo	\$ /sqft/mo		X 24 months	\$ lot
(CU) – One complete event clean.	6878	\$ lot	\$ lot		Yr 3 + Yr 4	\$ lot
(CU) – Five (5) days per week.	6,878	\$ /sqft/mo	\$ /sqft/mo		X 20 months	\$ lot
TABLE B						\$ lot

**JANITORIAL SERVICES
HERZBERG ASTRONOMY AND ASTROPHYSICS**

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TABLE C - For other work in addition to or outside scope of contract <i>as requested</i>							
Work Required	Basis	YR01	YR02	YR03	OPTION YR04	OPTION YR05	EXTENSION
General Cleaner	100 hr	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.	\$ lot
Emergency Clean-Up Cleaner (Outside Regular contract hrs incl transportation and min call)	10 hr.	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.	\$ lot
Carpet Cleaning (steam)	300 sqft	\$ /sqft	\$ /sqft	\$ /sqft	\$ /sqft	\$ /sqft	\$ lot
Carpet Cleaning (steam)	Main bldg complete	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot
Carpet Cleaning (steam)	Visitor Centre complete	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot
Floor Finishing (strip & finish)	1000 sqft	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot
Floor Finishing (burnishing)	1000 sqft	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot
Floor Finishing (scrub & finish)	1000 sqft	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot
Interior Window Cleaning	Main bldg complete	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot
Exterior Window Cleaning	Main bldg complete	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot
Interior Window Cleaning	Out bldgs complete	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot
Exterior Window Cleaning	Out bldgs complete	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot
TABLE C							\$ lot
For Bid Evaluation TABLE A + B +C = TOTAL							\$ _____ lot



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat 926541
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine NRC	2. Branch or Directorate / Direction générale ou Direction ASPM/SAGI
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
New Tender for Site Cleaning Contract

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with **no** overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale **sans** entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
--	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat 926541
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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



Contract Number / Numéro du contrat 926541
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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



Contract Number / Numéro du contrat 926541
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Derek Mann		Title - Titre Site Operations and Maintenance Manage	Signature Mann, Derek <small>Digitally signed by Mann, Derek DN: cn=Mann, Derek, c=CA, o=GC, ou=NRC-CNRC, email=derek.mann@nrc-nrc.gc.ca Reason: I am the author of this document Date: 2023.06.08 06:32:33 -07'00'</small>
Telephone No. - N° de téléphone 250-363-0004	Facsimile No. - N° de télécopieur 250-363-0077	E-mail address - Adresse courriel derek.mann@nrc-cnrc.gc.ca	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Marika Rioux		Title - Titre Analyst, Security in Contracting	Signature Rioux, Marika <small>Digitally signed by Rioux, Marika DN: cn=Rioux, Marika, c=CA, o=GC, ou=NRC-CNRC, email=marika.rioux@nrc-nrc.gc.ca Date: 2023.06.08 13:43:01 -04'00'</small>
Telephone No. - N° de téléphone 343-542-6839	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Marika.Rioux@nrc-cnrc.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Tania Backes		Title - Titre A/ Senior Procurement Officer	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Tania.Backes@nrc-cnrc.gc.ca	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date



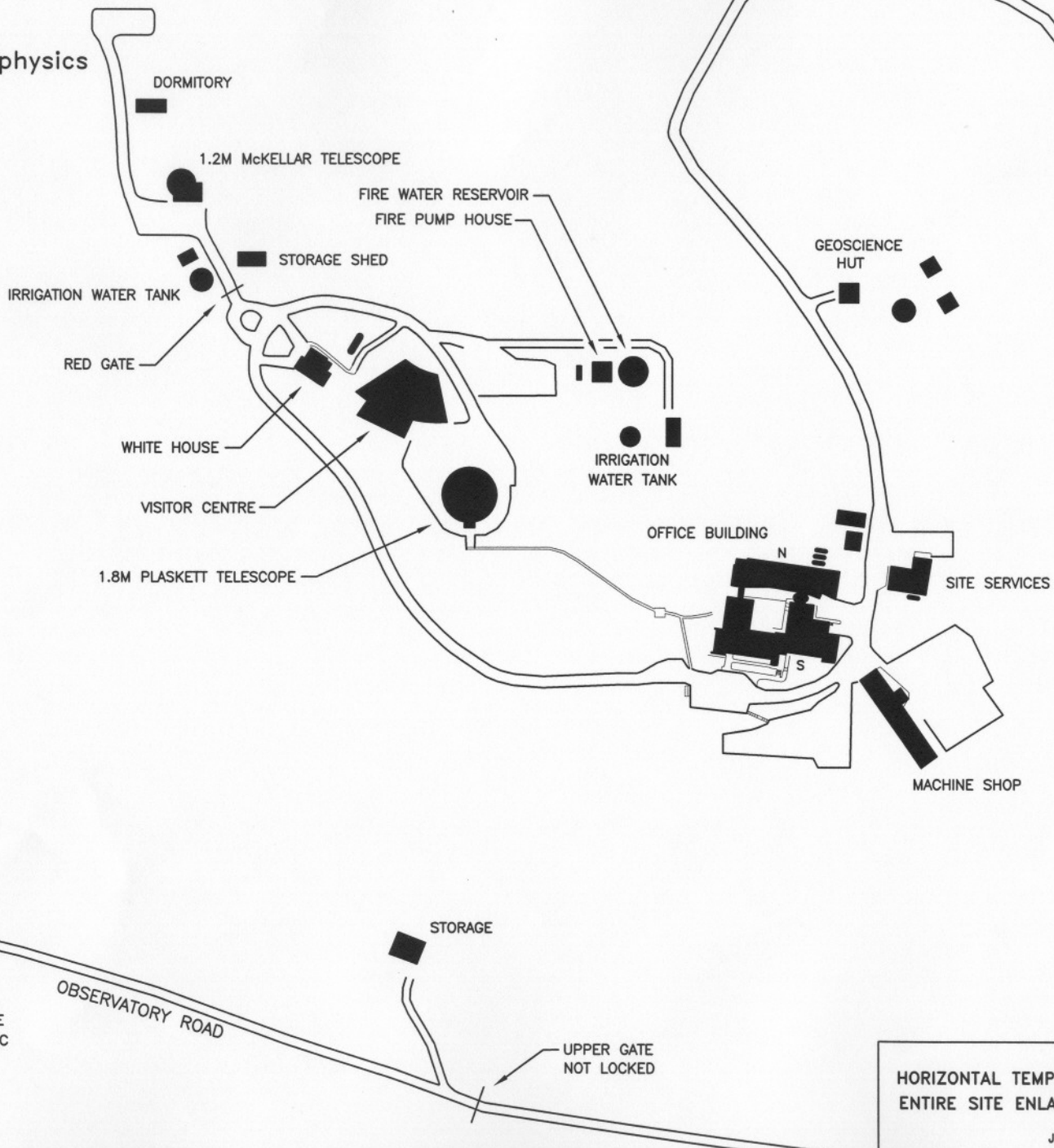
ANNEX "D"

SITE PLANS

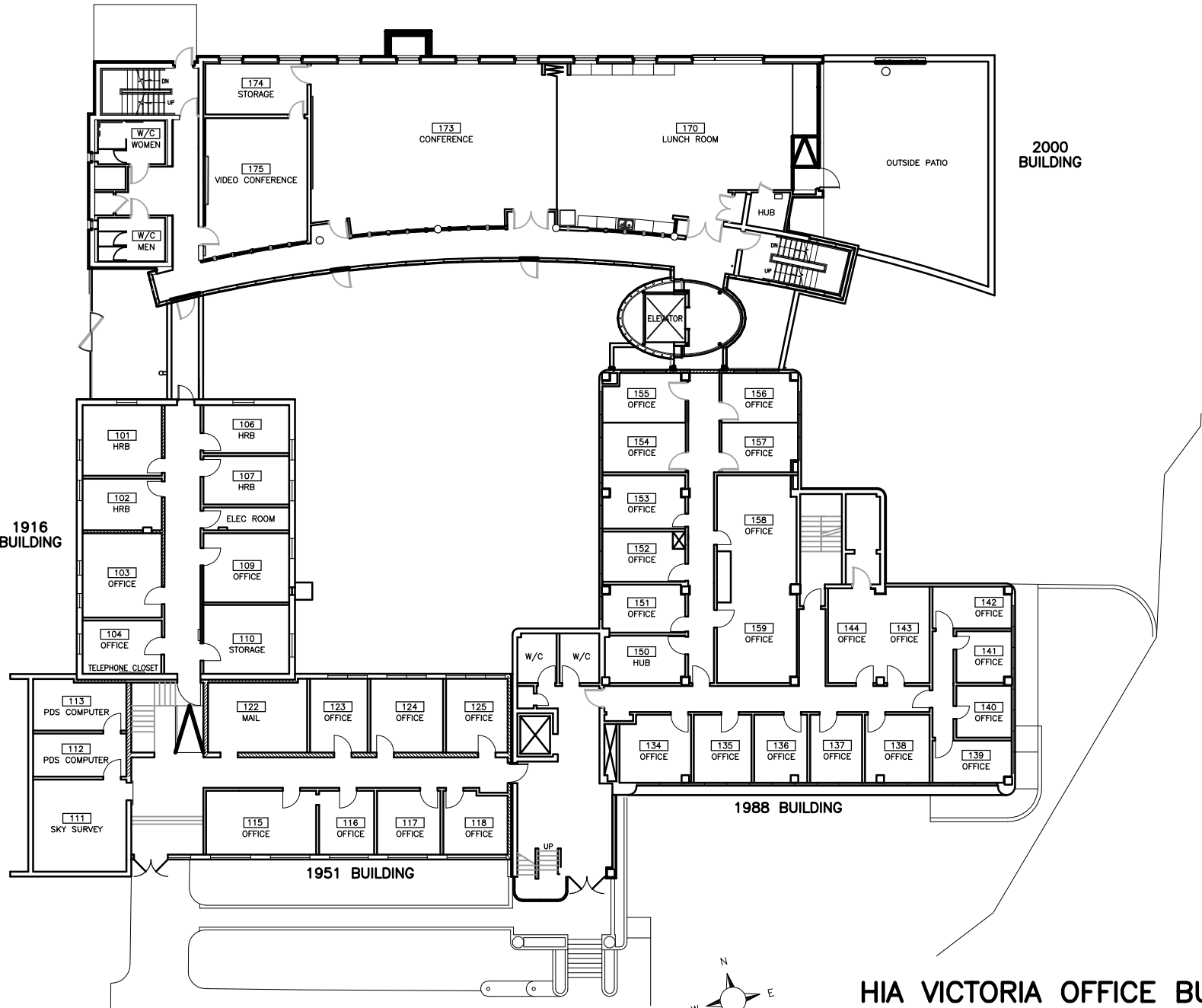
National Research Council
Herzberg Institute of Astrophysics
5071 West Saanich Road
Victoria, BC, Canada



100 METRES



HORIZONTAL TEMPLATE -
ENTIRE SITE ENLARGED
JUNE 2006

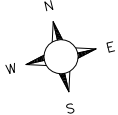


1916 BUILDING

1951 BUILDING

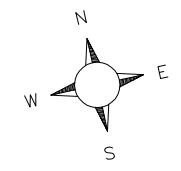
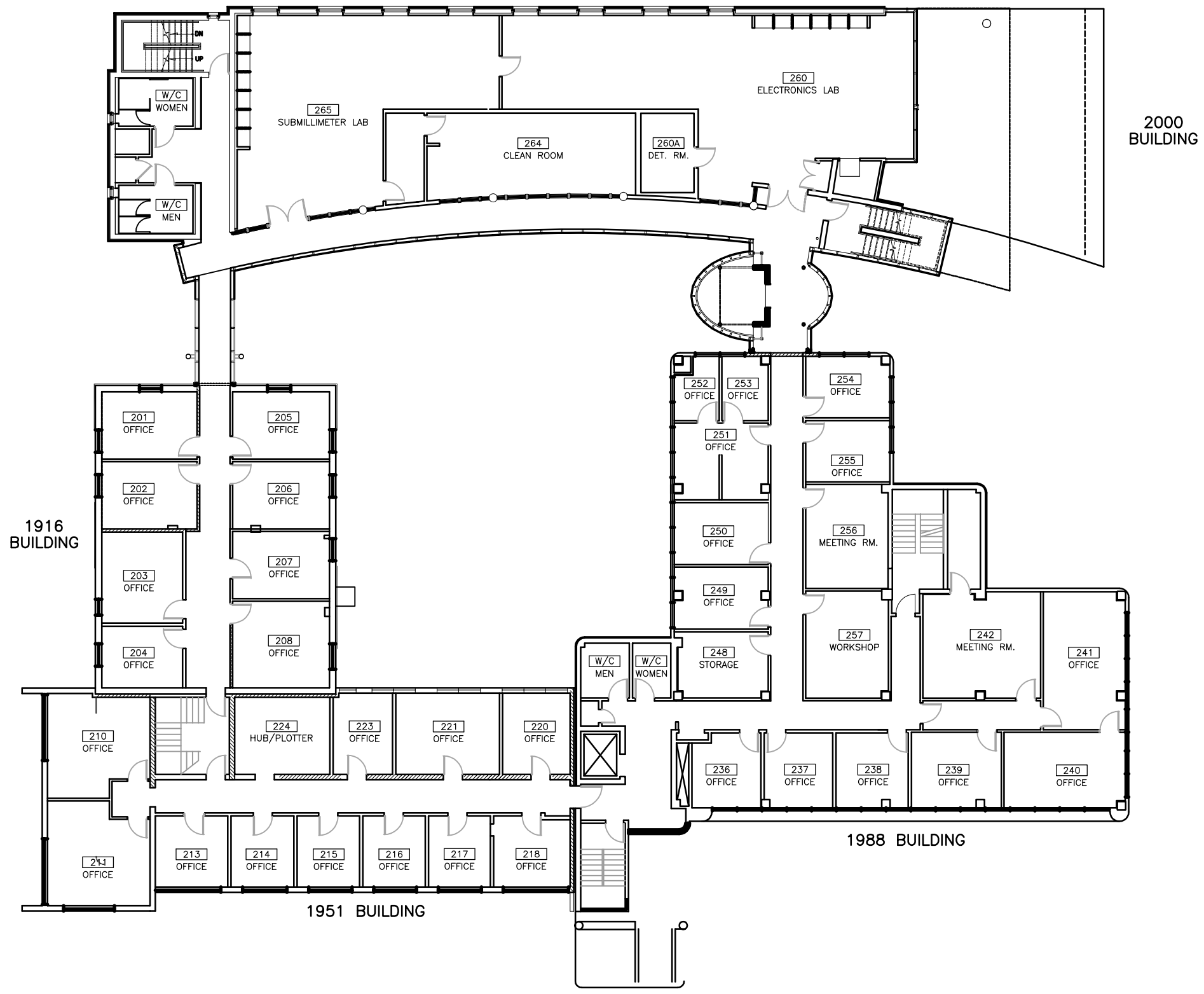
1988 BUILDING

2000 BUILDING



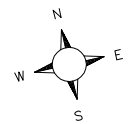
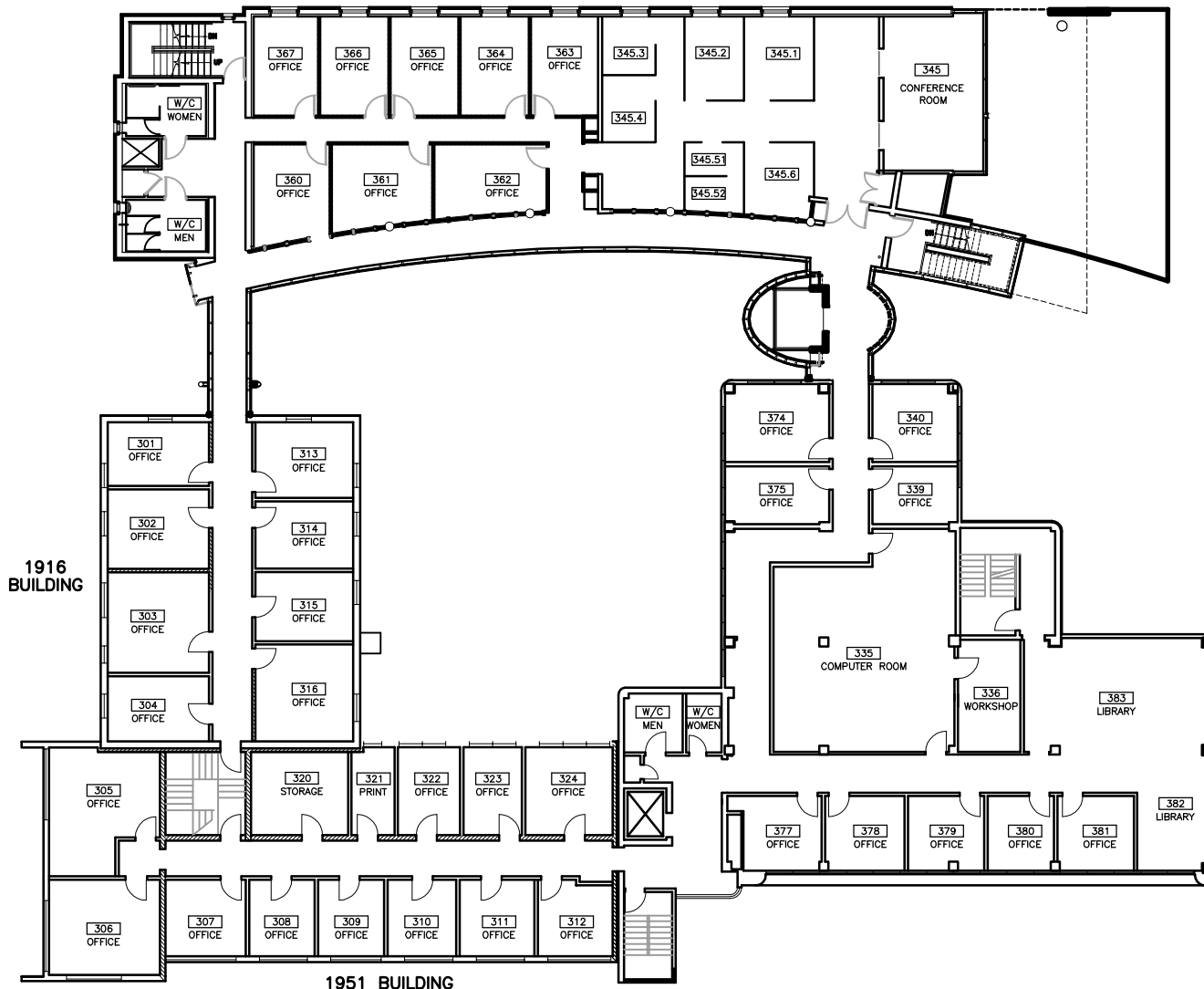
HIA VICTORIA OFFICE BUILDING
1ST FLOOR

2011 JUNE 10



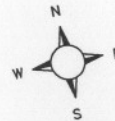
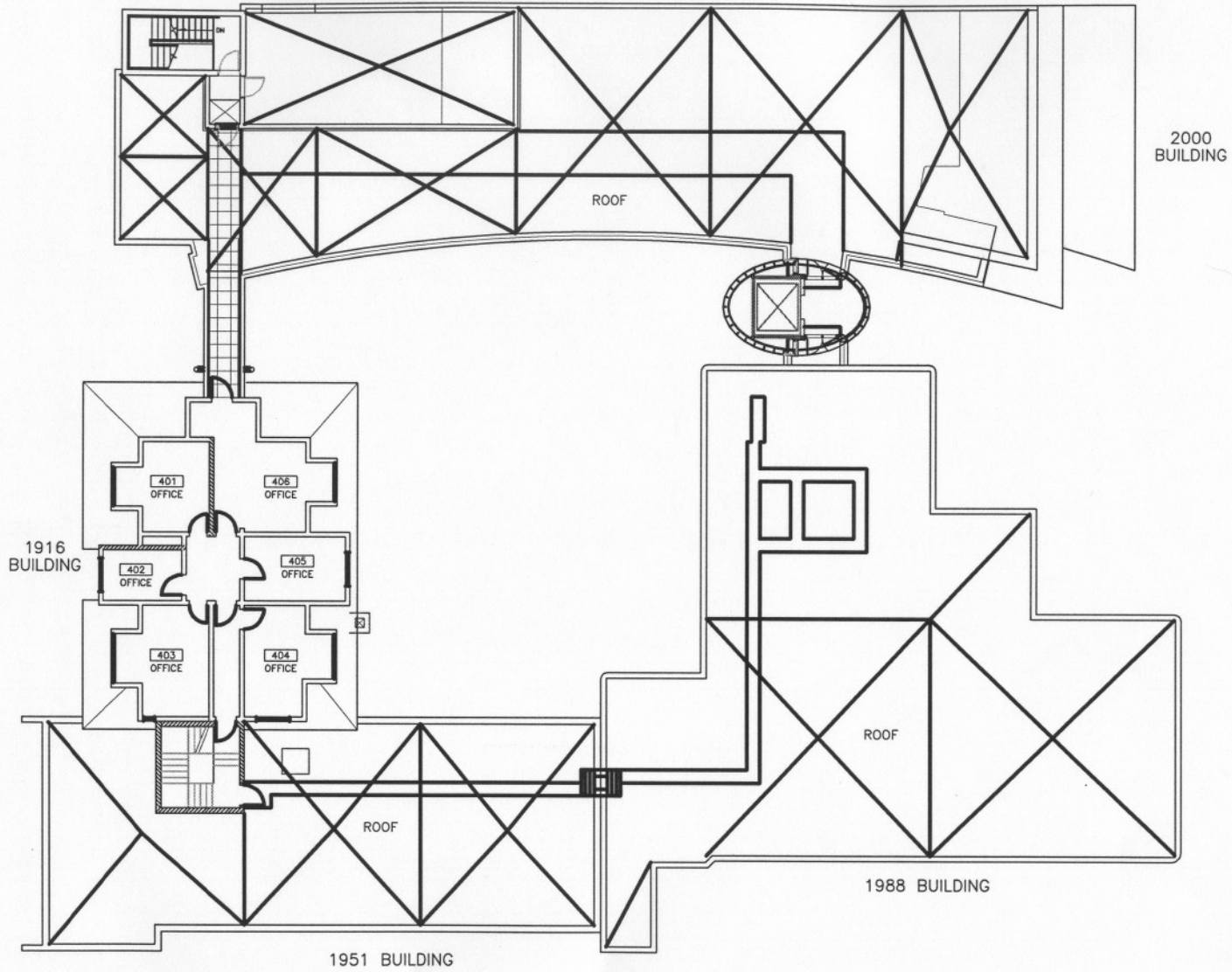
HIA VICTORIA OFFICE BUILDING
2ND FLOOR

2011 JUNE 21



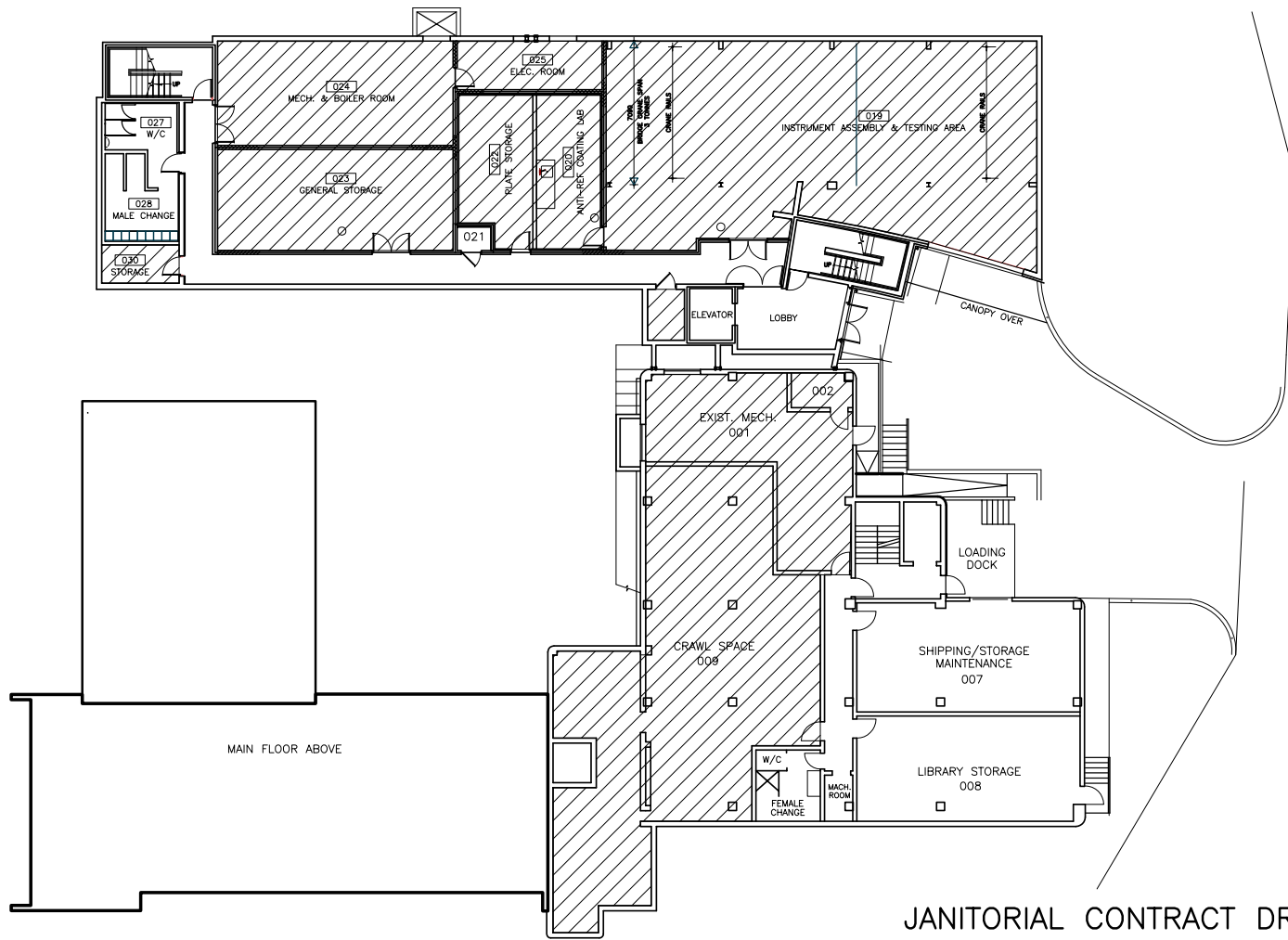
**HIA VICTORIA OFFICE BUILDING
3RD FLOOR**

2011 JUNE 10



HIA VICTORIA OFFICE BUILDING
4TH FLOOR

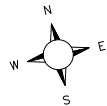
JUNE 2006



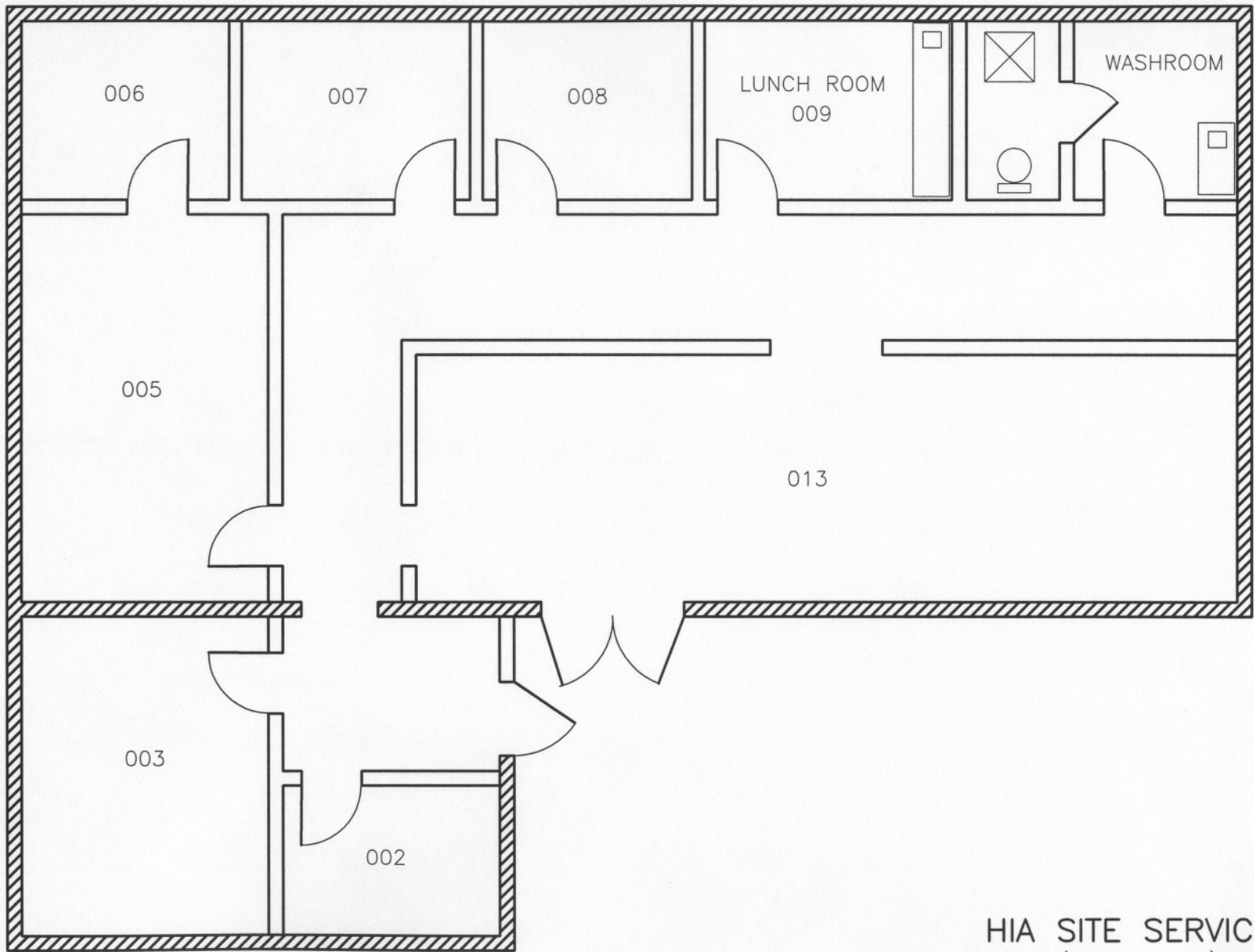
JANITORIAL CONTRACT DRAWING

 - NOT IN CONTRACT

HIA VICTORIA OFFICE BUILDING
BASEMENT



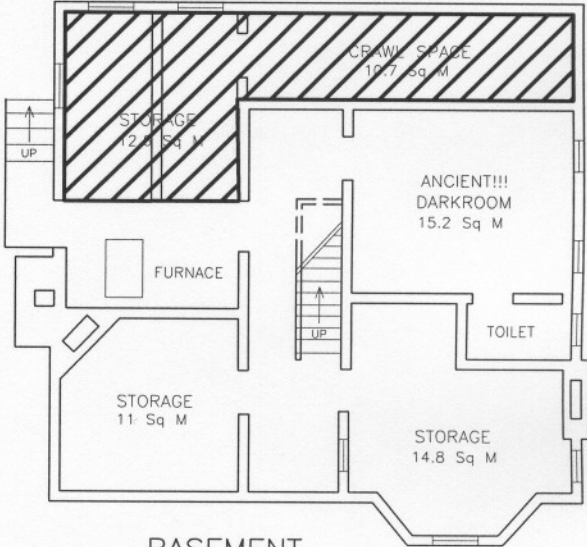
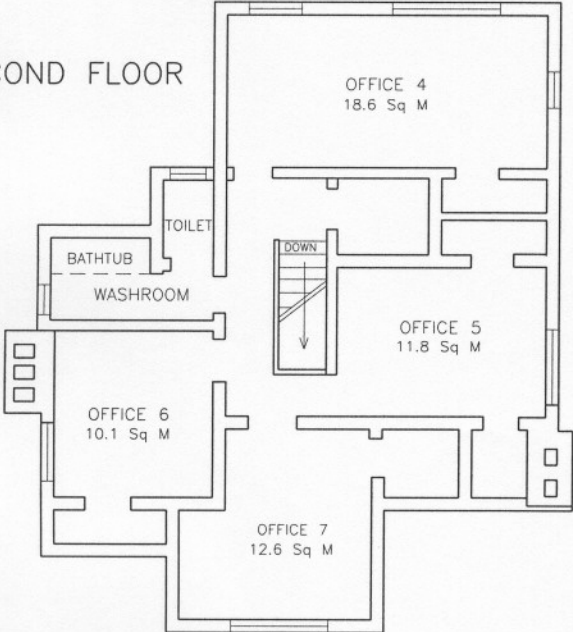
01 NOV 2011



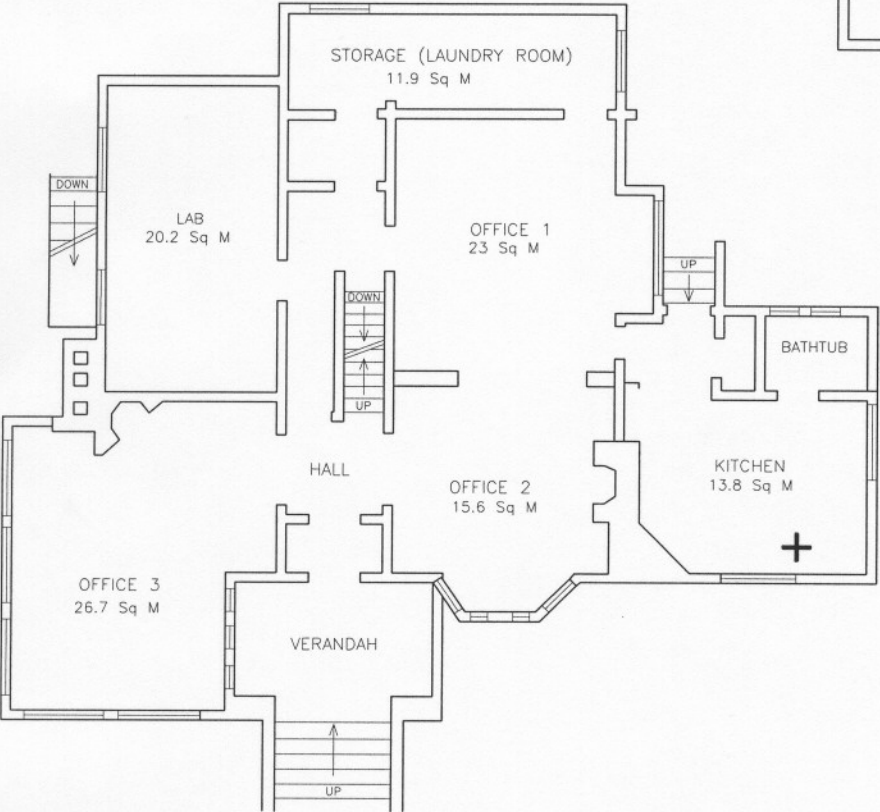
HIA SITE SERVICES
(not to scale)

HIA WHITE HOUSE

SECOND FLOOR

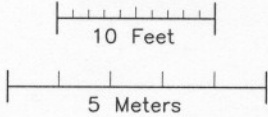
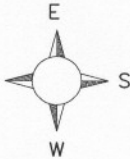


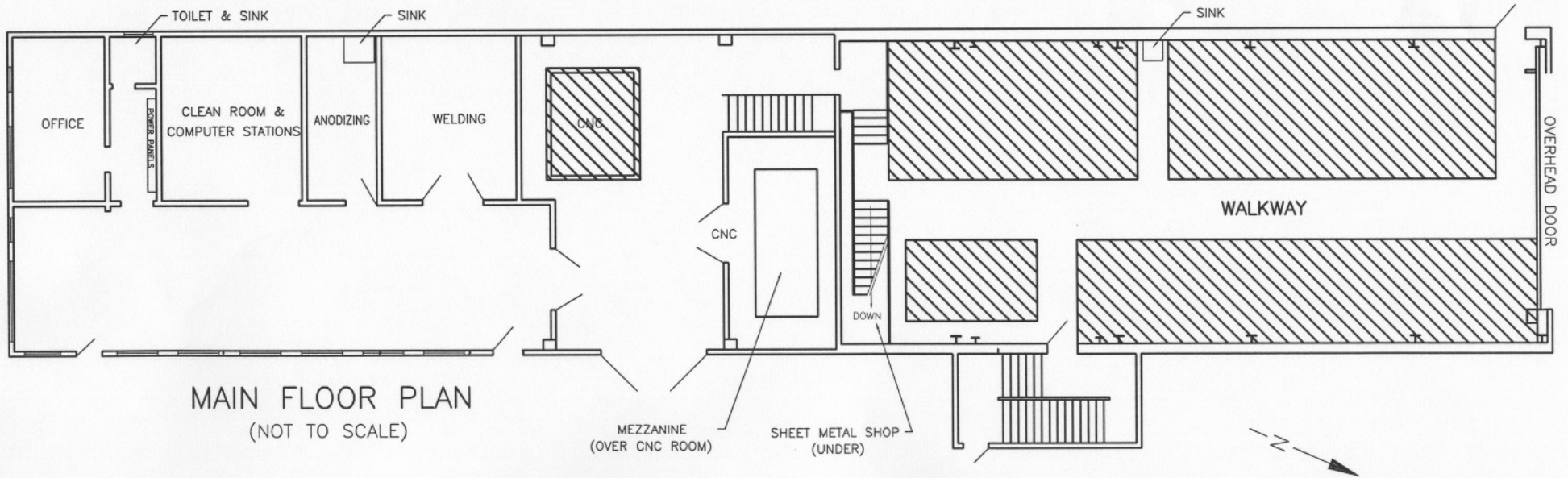
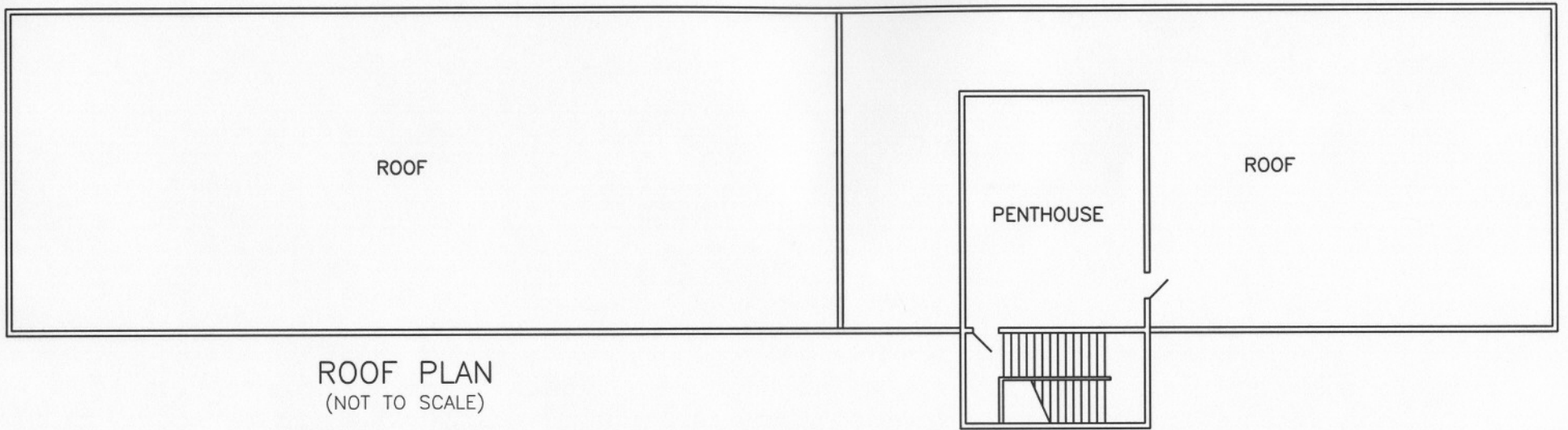
BASEMENT



 NOT IN CONTRACT

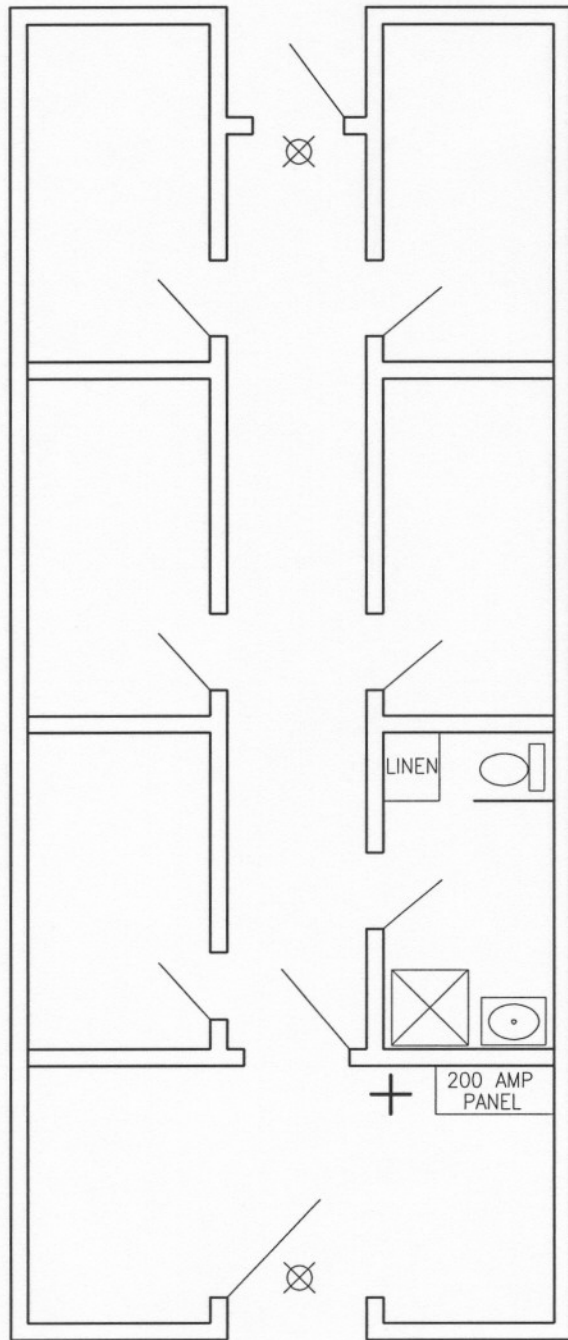
 FIRST AID KIT





HIA MACHINE SHOP

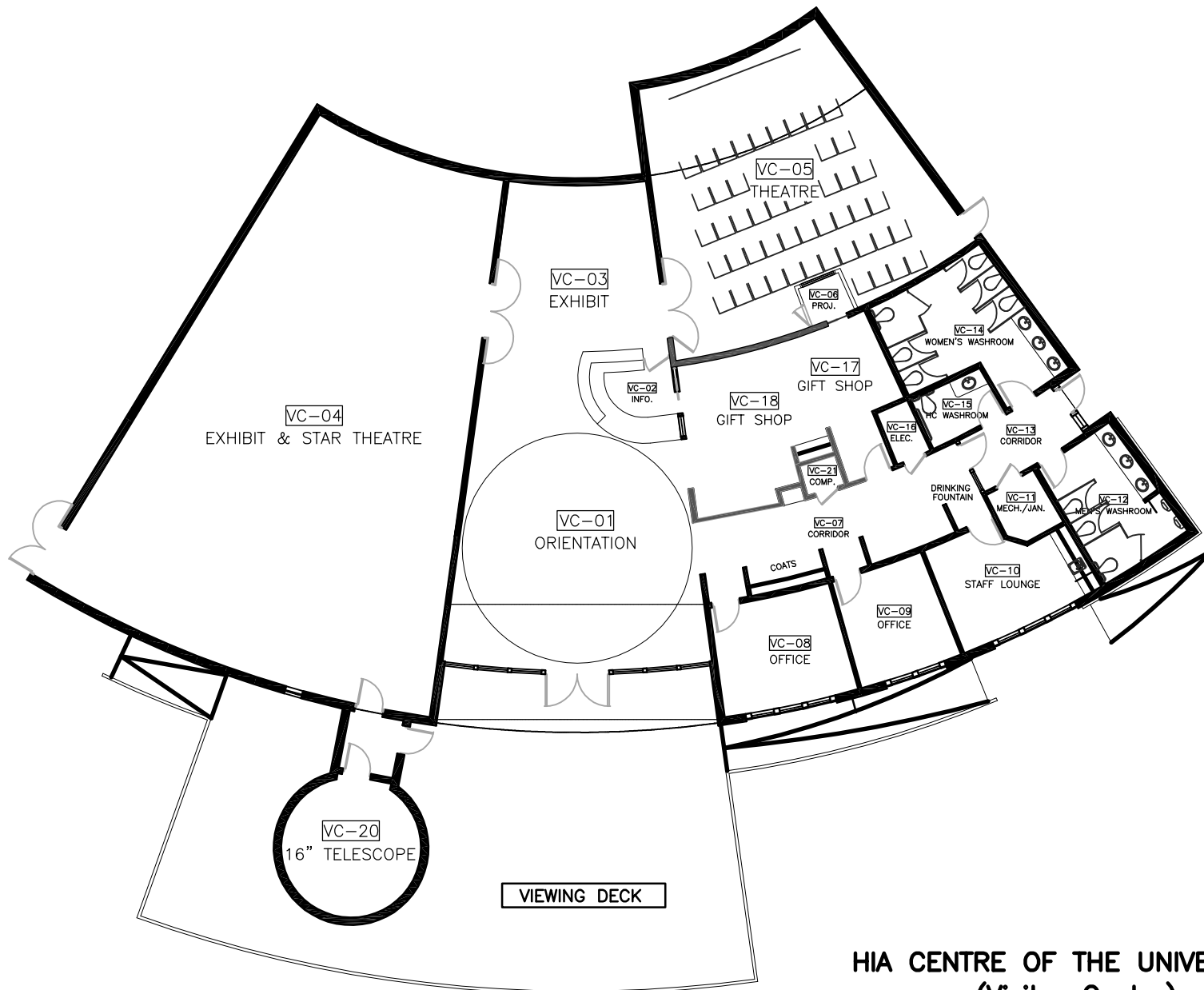
Not In Contract



+ FIRST AID KIT

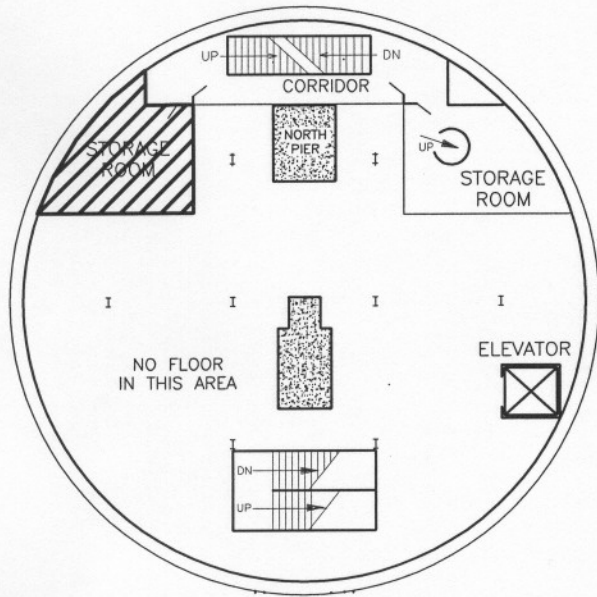
HIA DORMITORY

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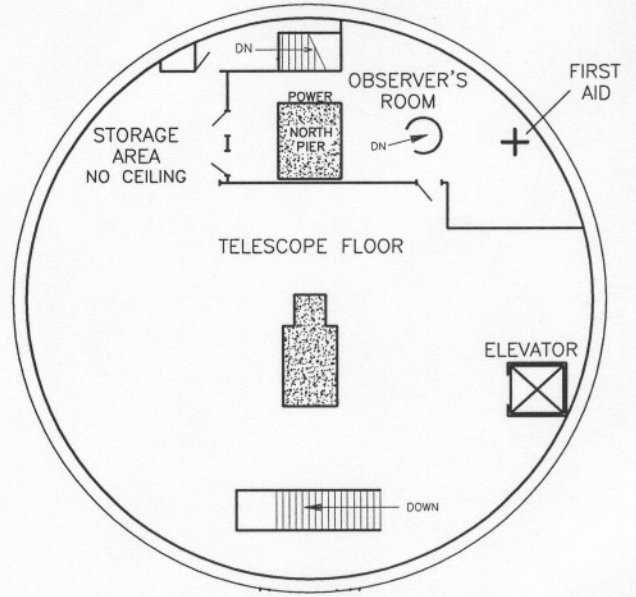


**HIA CENTRE OF THE UNIVERSE
(Visitor Centre)**

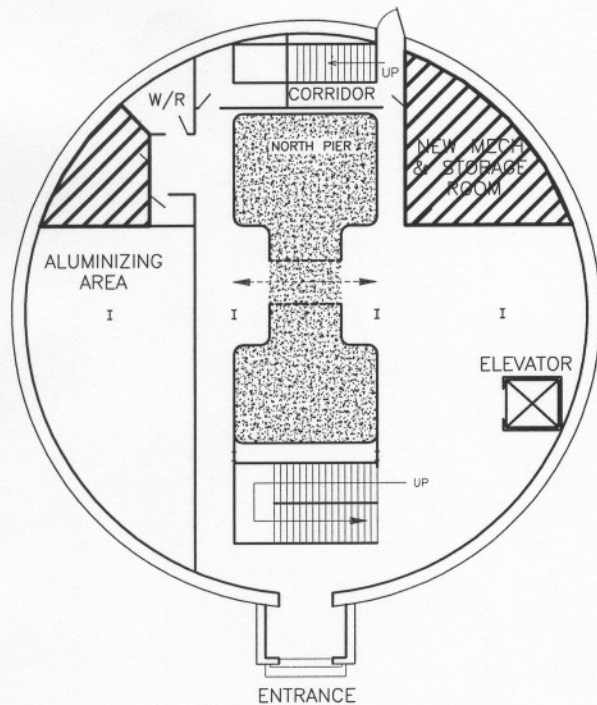
1.8 METER – 72" PLASKETT TELESCOPE & DOME



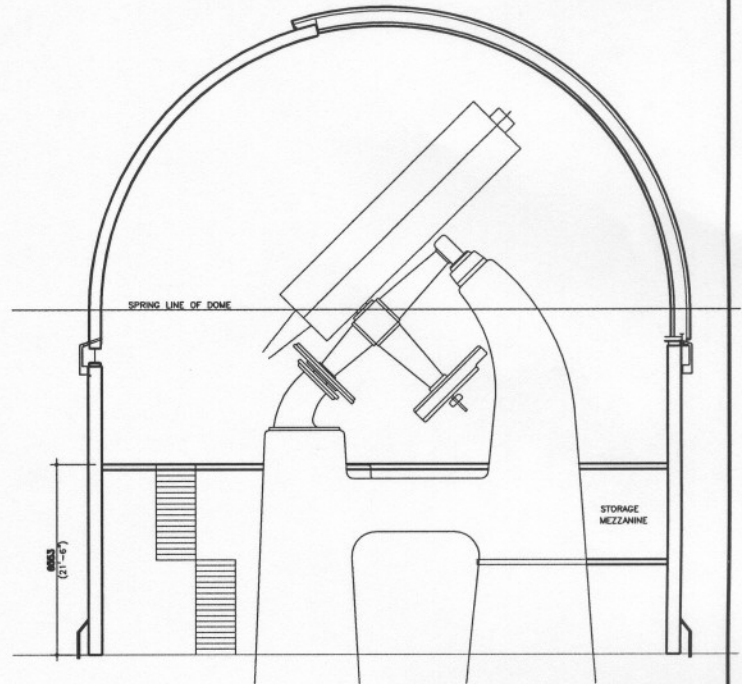
SECOND FLOOR
(Mezzanine)



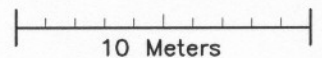
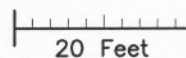
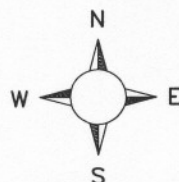
THIRD FLOOR
(Telescope Observing)



FIRST FLOOR
(Ground)

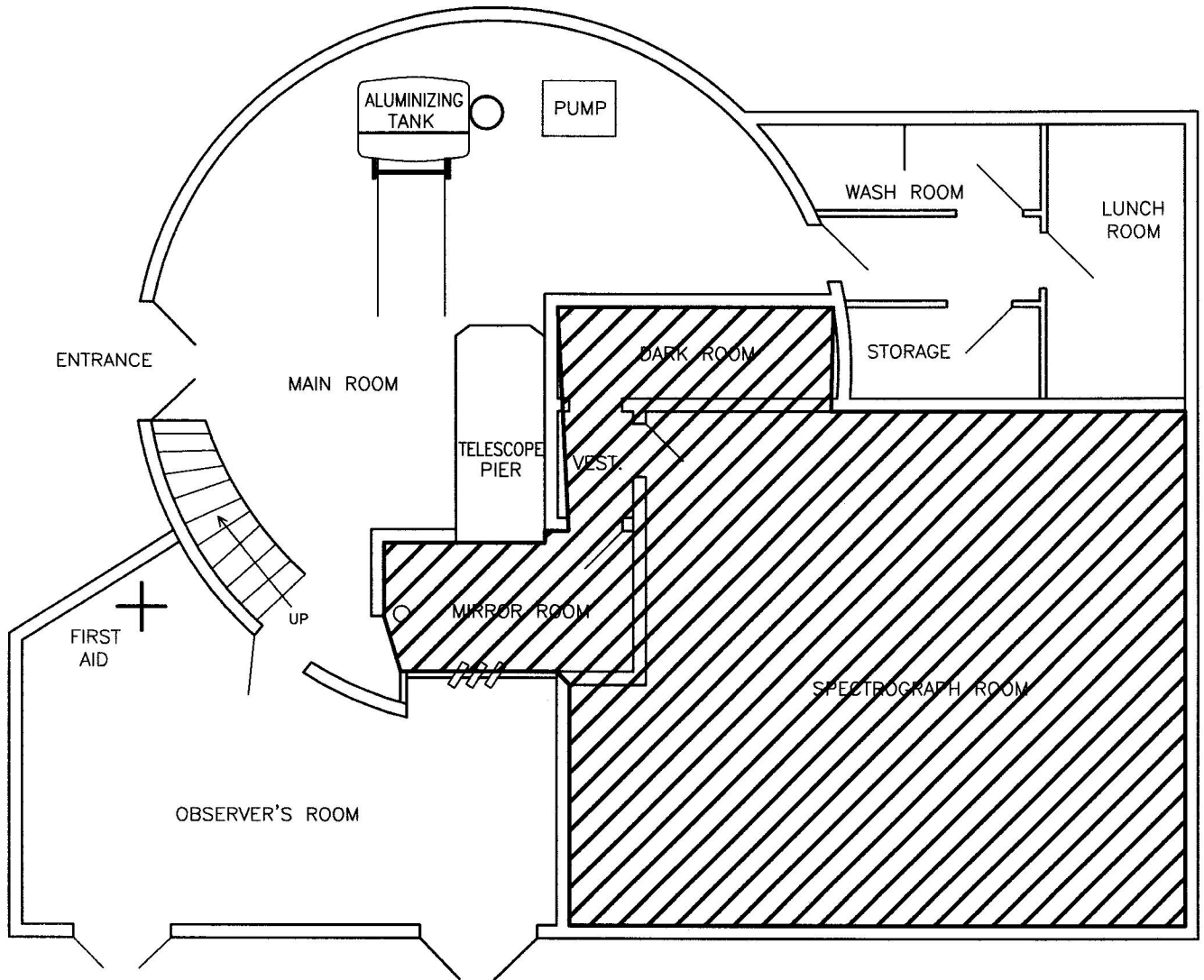


SIDE VIEW



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HIA 1.2m 48" McKellar Telescope Dome



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