



**RETURN BIDS TO:**

Parks Canada Agency Bid Receiving Unit  
National Contracting Services

Bid Fax: 1-866-246-6893

Bid E-mail Address:

[soumissionsouest-bidswest@canada.ca](mailto:soumissionsouest-bidswest@canada.ca)

This is the only acceptable email address for responses to the bid solicitation. Bids submitted by email directly to the Contracting Authority or to any other email address will not be accepted.

The maximum email file size is 15 megabytes. The Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to bid documents will not be accepted.

**REQUEST FOR PROPOSAL**

**Proposal to: Parks Canada Agency**

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 or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

**Comments:**

**Issuing Office:**

Parks Canada Agency  
National Contracting Services  
Calgary, Alberta

<b>Title:</b> Janitorial Services - Jasper National Park	
<b>Solicitation No.:</b> 5P420-23-0064/A	<b>Date:</b> August 2, 2023
<b>Client Reference No.:</b> n/a	
<b>GETS Reference No.:</b> n/a	

<b>Solicitation Closes:</b> <b>At: 14:00</b> <b>On: August 28, 2023</b>	<b>Time Zone:</b> <b>MDT</b>
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<b>F.O.B.:</b> Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
<b>Address Enquiries to:</b> Amy Barrett Lichter	
<b>Telephone No.:</b> 403-589-3402	<b>Fax No.:</b> 1-866-246-6893
<b>Email Address:</b> <a href="mailto:amy.barrettlichter@pc.gc.ca">amy.barrettlichter@pc.gc.ca</a>	
<b>Destination of Goods, Services, and Construction:</b> See Herein	

**TO BE COMPLETED BY THE BIDDER**

<b>Vendor/ Firm Name:</b>	
<b>Address:</b>	
<b>Telephone No.:</b>	<b>Email Address:</b>
<b>Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):</b>	
<b>Signature:</b>	<b>Date:</b>

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**Contracting Authority:**  
Amy Barrett Lichter

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**Title:**  
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## **IMPORTANT NOTICE TO BIDDERS**

**BIDS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL.**

**BIDS RECEIVED IN-PERSON OR BY COURIER WILL NOT BE ACCEPTED.**

The only acceptable email address for responses to the bid solicitation is [soumissionsouest-bidswest@canada.ca](mailto:soumissionsouest-bidswest@canada.ca). Bids submitted by email directly to the Contracting Authority or to any email address other than [soumissionsouest-bidswest@canada.ca](mailto:soumissionsouest-bidswest@canada.ca) will not be accepted.

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Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

### **Security Requirements**

There are security requirements associated with this requirement. For further instructions consult Part 1 – General Information and Part 6 – Resulting Contract Clauses.

### **Direct Deposit**

The Government of Canada has replaced cheques with direct deposit payment(s); an electronic transfer of funds deposited directly into a bank account. In order to receive payment, new vendors that are awarded a contract will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

Additional information on this Government of Canada initiative is available at:  
<http://www.directdeposit.gc.ca>

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## **PART 1 – INFORMATION AND INSTRUCTIONS**

### **1.1. Security Requirements**

New personnel security clearance requests require the fingerprinting of individuals to conduct a criminal record check. The validity of an existing personnel security clearance issued by the Government of Canada is not affected by this requirement of the criminal record check process. Contractors who require personnel security clearances to perform a contract for the Government of Canada are responsible for all costs associated with obtaining the security clearances.

1.1.1. 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;

1.1.2. 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.

### **1.2. Statement of Work**

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

### **1.3. 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 various Parks Canada facilities in Jasper, AB, on **August 10, 2023**. **The site visit will begin at 9:00am MT.**

1.3.1. Interested bidders are to meet at:

**Jasper National Park Administration Building, Front Desk Lobby Area**  
607 Connaught Drive, Jasper, AB

Bidders are requested to communicate with the Contracting Authority no later than August 8, 2023 at 14:00hr to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested 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.

### **1.4. 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.

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## **PART 2 – BIDDER INSTRUCTIONS**

### **2.1. Standard Instructions, Clauses and Conditions**

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

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

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

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

Subsection 2. entitled Canada Post Corporation's Connect service of section 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety.

### **2.2. Submission of Bids**

Bids must be submitted only to the Parks Canada Agency (PCA) Bid Receiving Unit by the date and time indicated on page 1 of the bid solicitation.

**Bids submitted in-person or by courier will not be accepted.**

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### **2.3. Enquiries – Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **2.4. Applicable Laws**

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

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

### **2.5. Bid Challenge and Recourse Mechanisms**

**2.5.1.** Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

**2.5.2.** Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell website](#), under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)

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

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## **PART 3 – BID PREPARATION INSTRUCTIONS**

### **3.1. Bid Preparation Instructions**

Canada requests that the bid be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Indigenous Participation Plan  
Section III: Financial Bid  
Section IV: Certifications

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

#### **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: Indigenous Participation Plan Bid**

In their Indigenous Participation Plan bid, Bidders should explain and demonstrate how they propose to provide specific and agreed upon benefits for Indigenous peoples and firms through the performance of the Work.

#### **Section III: Financial Bid**

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

##### **3.1.1. Exchange Rate Fluctuation**

*SACC Manual* clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### **Section IV: Certifications**

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



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

### **4.1. Evaluation Procedures**

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

#### **4.1.1. Technical Evaluation**

##### **4.1.1.1. Mandatory Technical Criteria**

Technical bids will be evaluated against the technical evaluation criteria at **Annex F**.

#### **4.1.2. Indigenous Participation Plan Evaluation**

Indigenous Participation Plan bids will be evaluated against the Indigenous participation evaluation criteria at **Annex G**.

#### **4.1.3. Financial Evaluation**

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

### **4.2. Basis of Selection – Highest Combined Rating of Indigenous Participation Plan (20%) and Price (80%)**

#### **4.2.1.** To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory criteria.

#### **4.2.2.** Bids not meeting (a) or (b) will be declared non-responsive.

#### **4.2.3.** The selection will be based on the highest responsive combined rating of technical merit, Indigenous participation plan, and price. The ratio will be 20% for the Indigenous participation, and 80% for the price.

#### **4.2.4.** To establish the Indigenous participation plan score, the overall Indigenous participation score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 20%.

#### **4.2.5.** To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 80%.

#### **4.2.6.** For each responsive bid, the technical merit score, Indigenous participation score, and the pricing score will be added to determine its combined rating.

#### **4.2.7.** Neither the responsive bid obtaining the highest Indigenous participation score, nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of Indigenous participation, and price will be recommended for award of a contract.

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The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 20 / 80 of Indigenous benefits and price, respectively. Total available points for the Indigenous benefits evaluation equal 100, and the lowest evaluated price is \$45,000.

**Basis of Selection – Highest Combined Rating Indigenous Participation Plan (20%) and Price (80%)**

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Indigenous Participation Score</b>		75/100	95/100	70/100
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Indigenous Participation Score</b>	$75/100 \times 20 = 15$	$95/100 \times 20 = 19$	$70/100 \times 20 = 14$
	<b>Pricing Score</b>	$45/55 \times 80 = 65.45$	$45/50 \times 80 = 72$	$45/45 \times 80 = 80$
<b>Combined Rating</b>		80.45	91	94
<b>Overall Rating</b>		3rd	2 <sup>nd</sup>	1st

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## **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 specified will render the bid non-responsive.

#### **5.2.1. Integrity Provisions – Required Documentation**

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

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](#), must provide the information requested at **Annex H to Part 5 of the Bid Solicitation** prior to contract award.

#### **5.2.2. Former Public Servant**

Contracts awarded to former public servants in receipt of a pension or 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 Former Public Servants, the Bidder must provide the information requested at **Annex I to Part 5 of the Bid Solicitation** prior to contract award.

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### **5.2.3. Federal Contractors Program for Employment Equity – Bid Certification**

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

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

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## **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 apply to and form part of the Contract.

**6.1.1.1.** The Contractor/Offeror's personnel as well as their subcontractors that require unescorted access to work site(s) as well as access to sensitive assets or information must EACH hold and maintain a valid **RELIABILITY STATUS**, granted or approved by Parks Canada Agency Security Directorate (PCASD).

*\*Sensitive assets may include: Cash, artefacts, firearms, explosives, keys, vehicles, Historic sites and buildings, electronic equipment, IT networks, Critical installations and systems, etc.*

**6.1.1.2.** The Contractor/Offeror's personnel as well as their subcontractors MUST NOT remove any PCA information or assets from the identified work site(s) without consent from a PCA employee, and they must ensure that their personnel are made aware of and comply with this restriction.

### **6.2. Statement of Work**

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

#### **6.2.1. Work Authorization Process – As-and-when Requested Services**

##### **6.2.1.1 Work Authorization:**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Work Authorization (WA). The Work described in the WA must be in accordance with the scope of the Contract.

##### **6.2.1.2 Work Authorization Process:**

- (a) The Project Authority will provide the Contractor with a description of the work.
- (b) The WA will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables.
- (c) The Contractor must provide the *Project Authority*, within 1 day of receipt, the proposed total estimated cost for performing the work and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- (d) The Contractor must not commence work until a WA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a WA has been received will be done at the Contractor's own risk.

#### **6.2.2. Canada's Obligation – Portion of the Work – Work Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through work authorizations is limited to the total amount of the actual work performed by the Contractor.

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### **6.3. Standard Clauses and Conditions**

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

#### **6.3.1. General Conditions**

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

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

##### **6.3.1.1. Compliance with On-site Measures, Standing Orders, Policies, and Rules**

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

### **6.4. Term of Contract**

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

The period of the contract is from September 1, 2023 to August 31, 2024 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 (2) additional one (1) year period(s) being September 01, 2024 to August 31, 2025 and September 01, 2025 to August 31, 2026 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 prior to the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### **6.5. Authorities**

#### **6.5.1. Contracting Authority**

The Contracting Authority for the Contract is:

**Amy Barrett Lichter**  
Contracting Officer  
Parks Canada Agency  
National Contracting Services  
Chief Financial Officer Directorate  
Calgary, AB

Telephone: 403-589-3402  
Facsimile: 1-866-246-6893  
E-mail address: [amy.barrettlichter@pc.gc.ca](mailto:amy.barrettlichter@pc.gc.ca)

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

### 6.5.2. Project Authority

The Project Authority for the Contract is:

\*\*\* to be provided at contract award \*\*\*

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

### 6.5.3. Contractor's Representative

\*\*\*to be completed by the Bidder\*\*\*

The Contractor's Representative for the Contract is:

<b>Representative's Name:</b>		
<b>Representative's Title:</b>		
<b>Legal Vendor/ Firm Name:</b>		
<b>Operating Vendor/ Firm Name</b> (if different than above):		
<b>Physical Address:</b>		
<b>City:</b>	<b>Province/ Territory:</b>	<b>Postal Code:</b>
<b>Telephone:</b>		<b>Facsimile:</b>
<b>Email Address:</b>		
<b>Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:</b>		

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

\*\*\* SACC Manual clause A3025C to be inserted at contract award, if applicable \*\*\*

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## 6.7. Payment

### 6.7.1. Basis of payment: Cost reimbursable – Limitation of expenditure

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

### 6.7.2. Limitation of Expenditure

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

**6.7.2.2** No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

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

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

### 6.7.3. 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.

## 6.8. Invoicing Instructions

**6.8.1.** The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a) a copy of a monthly services reports to confirm completed tasks;
- b) a copy of the Indigenous Participation Plan Monthly Report;
- c) a copy of the Work Authorization, if applicable.



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**6.8.2.** Invoices must be distributed as follows:

- a) Invoices must be forwarded electronically to the Project Authority for certification and payment.

**6.9. Certifications and Additional Information**

**6.9.1. Compliance**

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

**6.10. Applicable Laws**

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

**6.11. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the 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, Insurance Requirements;
- (f) Annex D, Indigenous Participation Plan;
- (g) Annex E, Attestation and Proof of Compliance with Occupational Health and Safety (OHS); and
- (h) The Contractor's bid dated **\*\*\* to be inserted at contract award \*\*\***.

**6.12. SACC Manual Clauses**

[A1009C](#) (2008-05-12) Work Site Access  
[A9068C](#) (2010-01-11) Government Site Regulations  
[B6802C](#) (2007-11-30) Government Property  
[B9028C](#) (2007-05-25) Access to Facilities and Equipment

**6.13. Insurance Requirements**

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based

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Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### **6.14. Inspection and Acceptance**

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

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## ANNEX A

### STATEMENT OF WORK

#### 1.0 Title

Janitorial Services - Jasper National Park

#### 2.0 Objective

Jasper National Park Field Unit requires janitorial services at the following buildings located in Jasper, Alberta:

- a) Jasper National Park Heritage Railway Station and Park's Administration Building, 607 Connaught Drive, Jasper, AB
- b) Jasper National Park Information Centre, 500 Connaught Drive, Jasper, AB
- c) Jasper National Park Heritage Firehall, 414 Patricia Street, Jasper, AB
- d) Jasper National Park Maintenance Compound, #1 Compound Road, Jasper, AB

#### 3.0 Contractor's Responsibilities

The contractor must

##### 3.1 Safety

- 3.1.1 Adhere to Federal, Provincial and Municipal regulations and codes concerning the equipment, materials, work habits and procedures.
- 3.1.2 Perform their work in accordance with the rules and regulations of the Canada Labour Code and the Worker's Compensation Board.
- 3.1.3 Store, dispense and use all solutions, solvents, and other products in accordance with the WHMIS Program. All such products must be securely stored and out of public reach. The Contractor must be responsible for ensuring the training of their workers in the WHMIS Program.
- 3.1.4 Dispose of all containers, solutions, etc. in accordance with applicable rules and regulations of the Province of Alberta. All costs must be borne by the Contractor.
- 3.1.5 Provide and assure the use of protective clothing and equipment for their staff including hard hats, protective shoes or boots, goggles, gloves and any other items deemed necessary, to be worn in the areas where applicable.
- 3.1.6 Perform their work so as not to jeopardize the health and safety of the public. The Contractor must provide and use the appropriate "Caution" signage and ropes as necessary to protect the public from hazardous conditions (i.e.: wet floors).

##### 3.2 Business Licensing

- 3.2.1 The Contractor needs to have a valid and appropriate business license to operate in Jasper National Park which must be maintained during the entire contract period.

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### **3.3 Communications and Availability**

3.3.1 The Contractor or a staff member must be accessible at all times during the Jasper National Park operating hours (8:00 am – 5:00 pm) by telephone or pager and must be able to respond within a half-hour in the event of an emergency.

3.3.2 The line of communication will be as follows:

a) Emergency

In the event of a janitorial emergency, a Parks Canada representative () will contact the Contractor.

b) All Other Times

With regard to any issues, the tenants or staff will contact the authorized Parks Canada representative who in turn will instruct the Contractor accordingly. The Contractor must not incur any others costs without prior approval from the authorized representative.

3.3.3 Any damages to property including but not limited to damages resulting from services under this contract must be immediately reported to the Project Authority in writing.

### **3.4 Contractor's Staff / Subcontractors**

3.4.1 Ensure each staff and/or subcontractor(s) holds a valid Reliability security clearance, issued or approved by the Parks Canada Agency Security Directorate (PCASD) prior to access of the work site as per the contract terms and conditions.

3.4.2 Provide 24-hours advance notice of any changes to key staff, to include but is not limited to the on-site contractor representative. This is to ensure that any of Parks Canada property / assets or access to assets (such as keys) are accounted for and retained by the PC Project Authority.

3.4.3 On-site Contractor Representative

At all times the Contractor must have in place an identified contractor representative and an alternate who are qualified and physically present on site in Jasper. This representative and their alternate must be made known to the PC Project Authority at the commencement of the Contract. Should the representative or their alternate change during the contract period the PC Project Authority must be informed immediately.

3.4.4 This on-site contractor representative is responsible for the following:

- a) To act as a single point of contact for the PC Project Authority.
- b) To act as an on-site supervisor and as a liaison between the PC Project Authority and all other contractor staff and/or subcontractor(s) onsite carrying outwork under this contract.
- c) To have the authority to receive, on behalf of the Contractor, any request, direction or other communication from the PC Project Authority in relation to the work being performed under the contract.
- d) To respond within 24 hours in writing to [jasperadministration@pc.gc.ca](mailto:jasperadministration@pc.gc.ca) with exception to emergency communication described in 3.3.
- e) To be experienced and trained in all aspects of the work and terms and conditions of the contract and is responsible for the training, orientation, and proper performance of the contractor staff and/or subcontractor(s). This includes daily inspection of the work performed and completed.
- f) To orient any new contractor staff and/or subcontractor(s) onsite carrying out work of the contract requirements and obligations, the site, facilities and any equipment (i.e. operation and maintenance of floor scrubber).

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- g) To inspect and monitor the quality of the work on a daily basis to ensure satisfaction and compliance to the contract terms and conditions.
- h) To communicate in a clear, effective, and efficient manner in disseminating information to ensure a high degree of quality service is maintained by the contractor throughout the duration of the contract.

#### 3.4.5 Sufficient Staffing

- a) Plan and organize work far in advance and regulate and cross-utilize staff so that the needs of the facilities are met and the most cost-effective operation and maintenance are attained.
- b) At all times maintain the continuity of operation of the facility systems.
- c) For that purpose, make available back-up staff for immediate replacement in the event of any type of absence of any of the regular staff.

#### 3.4.6 Qualifications

- a) All staff must be qualified to do the task for which they are responsible.
- b) All staff members must have a grasp of the English or French language to ensure that they can read labels and instructions, as well as demonstrate an understanding of verbal or written instructions, otherwise, they must work only with a person that meets these criteria.
- c) All staff must be trained in WHMIS and in the safe handling and operation of all equipment and supplies and all appropriate safety precautions.

#### 3.4.7 Health and Safety

- a) All staff must follow all public health guidelines as outlined by Parks Canada, the province of Alberta and the Public Health Agency of Canada when entering any Parks Canada owned and operated facility.

### 3.5. Building Security

- 3.5.1 All doors must be checked and locked upon entry and exit into and out of buildings. Exterior doors and windows must be checked and secured during the janitorial activities.
- 3.5.2 All exterior doors must be kept closed and locked during cleaning operations and the Contractor must ensure no person is permitted in the building during cleaning operations unless authorized.
- 3.5.3 All lights must be turned off when finished unless otherwise in use by authorized personnel.
- 3.5.4 Contractors are subject to key holder agreements and building security protocols as determined by the PC Project Authority.
- 3.5.5 The contractor must actively inquire with the PC Project Authority to receive keys and access codes prior to commencing work on the first day of contract.

### 3.6 Inspection of Work and Records

- 3.6.1 All work must be done to meet or exceed the set standard for the industry and to satisfy the Statements of Work for all facilities.
- 3.6.2 Inspection of the Work is the responsibility of the Contractor, however PC's authorized representative will inspect the work on a regular basis unannounced. Any non-performance will be brought to the supervisor's attention who in turn must notify their crew and implement corrective measures.
- 3.6.3 Tenants in the buildings will bring their comments on non-conformance to the attention of the authorized PC representative who in turn will notify the Contractor.

### **3.7 Equipment and Supplies**

- 3.7.1 All equipment required to do the prescribed work must be of the type suited for the size of the facility and must at all times be in good and safe operating condition.
- 3.7.2 All equipment and supplies must be supplied and maintained by the Contractor with the exception of the floor scrubber located at the JNP Maintenance Compound (see section 2.7.5).
- 3.7.3 Supplies and solutions used to perform the work required must be as much as possible;
1. in efficient working order
  2. environmentally preferable as represented by holding a type 1 eco-label as defined in the newest version of the International Organization for Standardization (ISO) 14024 standard or equivalent eco-label
  3. non-aerosol
  4. appropriate and safe for the task
- 3.7.4 The authorized Parks Canada representative may at any time request that a product be changed or it may be mutually decided upon that the product intended is not sufficient for the task and, therefore, must be changed.
- 3.7.5 Floor Scrubber
- a) The existing floor scrubber currently owned by Parks Canada at the JNP Maintenance Compound will be mechanically maintained by Parks Canada until such time as it is discarded or replaced.
  - b) The contractor will be responsible for the consumable and disposable replaceable items such as, cleaning chemicals and scrub brushes.
  - c) In event of the floor scrubber breaking down Parks Canada will make every effort to repair the machine as quickly as possible after the breakdown is reported to the PCR in writing.
  - d) Parks Canada will not be held liable for any inconvenience or costs incurred by the contractor to complete the regularly scheduled duties while the machine is being repaired.
  - e) If the machine is not working the contractor will continue to clean the floors to the same standards as per the schedule.

### **3.8 Storage**

- 3.8.1 PC will provide a central storage space for a small stock of janitorial daily supplies and equipment.
- 3.8.2 Bulk supplies and any large equipment owned by the Contractor but not used on a frequent basis must be stored by the Contractor in their own off-site storage.
- 3.8.3 Storage of materials must be in accordance with the WHMIS guidelines.

### **3.9 Procedures**

- 3.9.1 The proper procedures must be used for each task. Materials must be applied as per manufacturer's specifications and equipment must be operated as per their respective operating manuals.
- 3.9.2 The Contractor must notify the authorized PC Project Authority of any intended changes to the procedures.

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### **3.10 Consumable Supplies and Environmental Best Practices**

- 3.10.1 Purchase and supply all consumables with the exception of 40" x 50" Hide-a-bag bin plastic garbage bags. Parks Canada Agency will supply this one size of garbage bag at the Jasper National Park Heritage Railway Station, as these bags are not readily available from commercial suppliers and are designed to be used in the Hide-a-bag bin.
- 3.10.2 Supplies and solutions used to perform the work must be environmentally friendly where appropriate, and packaging must be minimal when purchasing materials and supplies. Un-bleached products are also required when available
- 3.10.3 Consumable supplies, i.e. mid or higher grade paper towels, 2-ply (or equivalent) toilet paper, napkins, garbage bags, soaps including WoodWyant 1291 Powdered Hand Soap, deodorizers, unscented fresheners, urinal blocks if applicable, etc. must be bought in bulk by the Contractor and must, as much as possible be recycled product. A small supply will be stored in the on-site storage spaces. The bulk of supplies must be stored in the Contractor's own off-site bulk storage area.
- 3.10.4 All consumables, paper towels, toilet paper, hand sanitizers, soap, urine blocks, garbage bags, WoodWyant 1291 Powdered Hand Soap, etc. in all areas are to be replenished by the Contractor as and when required. This excludes 40" x 50" Hide-a-bag bin plastic garbage bags. Parks Canada Agency will supply this one size of garbage bag at the Jasper National Park Heritage Railway Station, as these bags are not readily available from commercial suppliers and are designed to be used in the Hide-a-bag bin.
- 3.10.5 Follow sustainable environmental practices for the performance of this contract. The Contractor is required to participate fully in Parks Canada's efforts to reduce waste and recycle.

### **3.11 Quality Assurance**

- 3.11.1 The contractor as represented by a permanently, locally stationed supervisor or manager must meet with the project authority prior to commencing work for an initial meeting.
- 3.11.2 A bi-weekly checklist of performed tasks according to the Statement of Work must be submitted to the project authority.
- 3.11.3 The contractor as represented by a permanently, locally stationed supervisor or manager must meet with the project authority or their representatives once per month on site to discuss any concerns regarding the performance of quality standards outlined in 3.12 of this document or other concerns that are deemed suitable by the project authority.

### **3.12 Quality Standards**

The quality standards described below must be strictly adhered to. All inspections made by Parks Canada will be rated according to these quality standards.

- Cleaning General:**
- (a) All surfaces and objects specified must be free of dust, stains, spills, debris and soil immediately after cleaning operation.
  - (b) Machinery and equipment must not block a passageway or present a trip hazard.
  - (c) Caution signs must be placed adjacent to the affected area on all approaches.
  - (d) Furnishings moved by cleaners must be relocated to their original location.

- Damp Wiping:**
- (a) Surfaces must be free of dust, stains, streaks and water spotting following damp wiping.
  - (b) Wiping cloths must be rinsed frequently and free of stains and odours.
  - (c) Feather dusters are not acceptable.
- Spot Cleaning:**
- (a) All affected areas must be clear of stains, fingerprints, streaks, and soil.
  - (b) All over-spray from spray applicators must be wiped clean from all surfaces.
  - (c) Grizzly Bear exhibit must be spot cleaned by using a clean microfiber cloth suited for the use on tempered glass with hot water only and drying of the wet area must be performed by using a clean lint-free microfiber cloth suitable for the use on tempered glass.
- Wash (Cleaning and Disinfecting):**
- (a) Client-approved, environmentally friendly, commercial disinfectant cleaner must be used.
  - (b) Water fountains, kitchen areas and lunch room must be washed and disinfected with appropriate food safe cleaning solutions.
  - (c) Manufacturer's instructions must be followed for best results.
  - (d) All surfaces cleaned and disinfected must be free of residue.
- Cleaning and Descaling:**
- (a) Client-approved, commercial disinfectant cleaner must be used.
  - (b) Manufacturer's instructions must be followed for best results.
  - (c) All surfaces cleaned of accumulated mineral deposits.
  - (d) All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.
- Litter Pickup:**
- (a) All areas cleaned of waste, litter, debris, etc.
- Dusting:**
- (a) All surfaces must be free of dust (and cobwebs).
  - (b) Surface must be dusted using damp rag wiping or vacuuming as appropriate.
  - (c) Dust must be contained and prevented from floating freely in the air during operation.
  - (d) Feather dusters are not acceptable.
- Glass/Mirror Cleaning:**
- (a) All glass must be clean on both sides and free of streaks and finger marks.
  - (b) Using a suitable glass cleaner, wash and wipe dry all glazing inside and outside of all windows surfaces, including storm windows, which are installed and removed in the fall and spring.
  - (c) Adjacent areas including frames, casing and ledges must be free of water spotting, splash marks and streaks.
  - (d) Identify any broken glass, or damages/defects in the operation of doors and windows to the PCR.
- Polish:**
- (a) Using a suitable cleaning agent, spot clean the surfaces for smudges, fingerprints, spots or stains. Close attention must be paid to kick plates. If spot cleaning leaves streaks, wash the entire surface.
  - (b) Using a suitable polish agent, polish surfaces and wipe dry.
  - (c) Polish all dry surfaces of fixtures and chrome handles to a shining quality.
- Sweeping:**
- (a) All floor areas including open areas and flooring around furniture legs and into corners must be free of dirt and litter.



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- Vacuuming:**
- (a) All surfaces, including difficult to reach areas, must have an overall appearance of cleanliness and must be free of visible dust, dirt and grit.
  - (b) A power head must be used. Vacuums must be two motor design (one for suction, one for power head).
- Dry Mopping:**
- (a) All floor areas including open areas and flooring around furniture legs and into corners must be free of debris and dust film.
- Damp Mopping:**
- (a) Floor areas including open areas and flooring around furniture legs and into corners must be clean and free of surface stains, soil, gum marks, mop streaks, loose mop strands and water spotting.
  - (b) The Contractor must sweep or dry mop the area immediately before damp mopping.
  - (c) The Contractor must start damp mopping with clean water and mop.
  - (d) Walls, baseboards and other surfaces must be free of splash marks.
  - (e) Caution signs must be in place around the affected work area.
- Floor Scrubber:**
- (a) At the JNP Maintenance Compound, use the floor scrubber to clean all hallways and other hard surfaced floors.
  - (b) The floor scrubber must be used according to the manufacturer's instructions.
  - (c) All areas must present an overall appearance of cleanliness free of scuffs and stains, have a bright shine, and be free of debris, dirt, stains, splashing, cleaning chemical and water accumulations once the scrubbing is complete.
  - (d) Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.
- Replenish Supplies:**
- (a) As required, refill supplies (i.e.: toilet paper, paper towels, soap, dish soap, dishwasher detergent tabs etc.).
  - (b) Supplies must be restocked on the last day of the contract and must remain in the dispensers for use on the following day.
  - (c) Replenish all deodorizing devices (if applicable) to keep the area fresh smelling. Product must be unscented.
- Waste Containers/  
Ashtrays/  
Recycling Bins:**
- (a) Empty all waste containers. Plastic garbage bag liners can be re-used and replenished.
  - (b) Waste must not accumulate for more than 24 hours and must be disposed of in the bear proof "Hide-a-bag" or larger "Haul-All" dumpsters.
  - (c) Only Recycling Items in big collection bins must be removed. Personal bins located at workstations are exempt from recycling removal.
  - (d) All standards outlined in spot cleaning, cleaning and disinfecting apply. Close attention must be paid to the waste container opening panels.
  - (e) Cigarette butts and any other debris must be removed from the exterior ashtrays and placed in a temporary "butt can" so as not to throw possible embers into the garbage can. Silica sand must be sifted to clean. Enclosed stainless steel ashtrays must be emptied on

- (f) a regular basis. Using a suitable cleaning and disinfecting agent, wash the interior and exterior surfaces of both the waste container and liner.
- (g) Hide-a-bag bins (exterior) to be emptied twice weekly or .Bags of trash will be disposed of into the large "Haul-All" dumpsters. Any recycle items must be disposed of at the local Jasper Recycle Depot or such similar facility.
- (h) Parks Canada Agency will supply the 40" x 50" Hide-a-bag bin plastic garbage bag at the JHRA. These bags are not readily available from commercial suppliers and are designed to be used in the Hide-a-bag bin.

**Washing Walls:**

- (a) All standards outlined in spot cleaning, dusting, damp washing and vacuuming apply.
- (b) In addition, using the proper agent (ensure that it does not deteriorate or affect the surface finishing) wash the entire vertical surface and all elements that constitute. Wash once using an agent, rinse the second time using only water and then wipe dry. Ensure that the surface is free of streaks.
- (c) Vacuum ceiling vents.

**Washing Floors:**

- (a) All standards outlined in "Damp Mopping" apply.
- (b) In addition, surfaces must be rinsed free of cleaning solution after floors are washed.
- (c) All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations as well as scuff marks.

**Washing of  
Grizzly Bear  
Exhibit:**

- (a) All standards outlined in spot cleaning, dusting, damp washing' apply.
- (b) In addition, only hot water must be used to wash the exhibit by using a clean clean microfiber cloth suited for the use on tempered glass with hot water only and drying of the wet area must be performed by using a clean dry lint-free microfiber cloth suitable for the use on tempered glass.
- (c) All areas must be free of dirt, stains, splashing, and water accumulations as well as scuff marks.

**Steam Clean  
Carpets:**

- (a) All carpets and walk-away mats must be clean and free of accumulated dust, dirt and stains as a result of Steam Cleaning.
- (b) Areas must be cleaned to walls and corners.
- (c) Using commercially approved environmentally friendly cleaning agents and techniques steam clean and shampoo carpets and area mats in accordance with the manufacturers recommended specifications.
- (d) Identify any defects, damages, or badly worn areas to the PCR.
- (e) Provide a minimum of two weeks' notice to the PCR of when the work will take pla

**Steam Clean  
Upholstery:**

- (a) All upholstery must be clean and free of accumulated dust, dirt and stains as a result of Steam Cleaning.
- (b) Using commercially approved environmentally friendly cleaning agents and techniques steam clean and shampoo upholstery in accordance with the manufacturers recommended specifications.
- (c) Identify any defects, damages, or badly worn areas to the PCR.
- (d) Provide a minimum of two weeks' notice to the PCR of when the work will

take place.

- Stain Removal:**
- (a) All carpets, walk-away mats and hard surface floors must have no visible stains or discoloration after stain removal operation.
  - (b) Where stain removal involves wetting of a hard surface floor, caution signs must be in place around the affected work area.

- Spray Buff:**
- (a) Following spray buffing, all areas must present an overall appearance of cleanliness, have a bright shine through out and be free of debris and dust.
  - (b) Spills, scuffs and stains must be removed prior to spray buffing.

### 3.13 Item Details

The descriptions of the janitorial tasks to be performed are in accordance with the items being serviced and appear below.

- Floors:**
- (a) Applies to all floor areas and includes stairways and stairwells.

- Walls, Doors and Ceilings:**
- (a) Applies to all vertical surfaces with adjoining horizontal surfaces such as walls complete with attached moulding, screens including tops and moulding, interior doors, door frames, baseboards, casings, ledges and sills, pictures, fixtures on the walls, radiators, clocks, etc. These vertical and respective surfaces vary in type of finish (i.e.: painted dry wall, flat paint, semi-gloss or high gloss paint, finished metal or aluminums, wood surfaces, cloth finishes, brick and stucco finishes).

- Washroom Partitions, Accessories, Fixtures and Showers:**
- (a) Applies to all pre-finished toilet partitions, all wall mounted dispensing devices, washroom tiles, grab bars, etc. Fixtures include toilet stalls, urinals, sinks, wash tubs, etc. Showers include men's and ladies showers located at the JNP Maintenance Compound.

- Interior glass and mirrors:**
- (a) Applies to all interior glazing panels, showcase glass, cabinets, doors and mirrors. It applies to both faces of the exterior doors in entrances, lobbies, stairwells, etc.

- Exterior glass:**
- (a) Applies to all exterior doors and windows.

- Brass Hardware:**
- (a) Applies to all interior and exterior brass hardware such as but not limited to, door/window handles, door/window hinges, latches, panic hardware, kick plates, push plates, etc.

- Waste Containers, Ashtrays, Hide-a-bag Bins, Recycle Bins:**
- (a) Applies to all interior and exterior waste containers, hide-a-bag bins, recycling bins and exterior ashtrays.

- Furniture:**
- (a) Applies to all wood, simulated wood, plastic, metal and fabric covered furniture such as, but not limited to, desks, chairs, tables, work surfaces, cabinets, and public seating benches.

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**Pavement/  
Sidewalks,  
Porches, Gazebos:**

- (a) Applies to all areas immediately adjacent to the Train Station bordered by the metal fence on the front and back of the building including the Gazebo on the east end and the two parking lots on either end of the building.
- (b) Applies to all areas but the Friends of Jasper side porch immediately adjacent to the Information Centre including, the front porches/verandas, stairs from porches to ground level, stairs to the basement, the gazebo area and gazebo benches.
- (c) Applies to the sidewalk and grassy areas on either side, located south of the Maintenance Compound.

**Lunch Room:**

- (a) This applies to the lunch room located in the Jasper National Park Maintenance Compound.

**Kitchen Area:**

- (a) This applies to all kitchens or kitchen-type areas.

**Light Fixtures:  
Light Switches:**

- (a) Applies to all light fixtures.
- (a) Applies to all light switches.

**Air Vents/Heat  
Grills:**

- (a) Applies to all air vents and heating grills. They are located in a variety of places such as the ceiling, along the walls and window sills, etc

**Grizzly Bear Exhibit:** (a) Applies to the Grizzly Bear exhibit located in the lobby area of the train station

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#### **4.0 Additional Cleanings - As and When Requested Services**

Parks Canada Agency may require additional cleaning on an as and when requested basis. The Project Authority will inform the Contractor of the requirements, and an agreement will be reached, in accordance with **Annex “B”**, as to how and when the Work is to be performed. Any Additional Cleanings must be approved in writing by the Project Authority and any changes to the Contract must be authorized in writing by the Contracting Authority.

#### **5.0 Parks Canada’s Responsibilities**

- 5.0.1 Parks Canada Agency will supply 40" x 50" Hide-a-bag bin plastic garbage bags at the Jasper National Park Heritage Railway Station, as these bags are not readily available from commercial suppliers and are designed to be used in the Hide-a-bag bin.
- 5.0.2 At the commencement of the contract provide an initial general orientation and training session for the Contractor, the onsite contractor representative and support staff of the facilities and equipment.
- 5.0.3 Parks Canada will provide Indigenous Cultural Awareness training to the Contractor, the onsite contractor representative and support staff.

#### **6.0 Legend and Explanations related to Cleaning frequencies in all Appendix schedule tables**

6.0.1 Unless stated otherwise Cleaning frequencies are to be understood as:

Daily	Once per day
Weekly	Once per week
Monthly	Once per month
Semi-Annually	Once every 6 months or twice per year (6 month interval) in indicated month
Annually	Once per year
April/October	Once in April and once in October
Mon & Thurs, Sunday	Once on Mondays & Once on Thursdays, Once on Sunday

6.0.2 Unless stated otherwise actions that are performed regularly must be performed at the same time of the defined time period:  
e.g. vacuum weekly: vacuuming must happen once per week at the same weekday; Polish Brass Hardware monthly: polishing must be performed in the same week of each month, i.e. week 2

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**Appendix “1”**  
Statement of Work Janitorial Services at  
Jasper Heritage Railway Station &  
Jasper National Park Administration Offices 607 Connaught Drive, Jasper National Park

The work areas are broken down as follows:

a) Jasper Heritage Railway Station

This includes lobby entrances, all walls, seating/waiting area, seats, armrests and bases, men’s washroom, women’s washroom, accessible washroom, interior and exterior windows, window sills/ledges, light fixtures, connecting hallways/corridors, and stairwells, yard area including window wells and areas immediately surrounding the building including the Gazebo on the east end and benches.

b) Jasper National Park Administration Offices

Includes lobby entrances, all walls, floors, offices, boardrooms, men’s and women’s washrooms, all floors and stairways, stairwells, interior and exterior windows, window sills/ledges, light fixtures and connecting hallways/corridors. Offices are located on the second floor, main floor - front desk area, main floor - East Administration Offices (on the main floor of the south east side of the train station, exterior entrance only), glass room and the basement - east interpretation area.

**1.0 Task Details**

Janitorial tasks to be performed are described in Annex A, Section 3.12 and 3.13. The descriptions are in accordance with the items being serviced and appear in the “Janitorial Work Schedule” below.

**2.0 Cleaning Schedule**

Work must start after closing. Consult the PCR for hours of operation and seasonal changes in hours.

Area 1	Jasper Heritage Train Station	7 days/week	All Year
Area 2	Administration Building Offices	5 days/week	All Year
Area 3	Glass Room (main floor)	5 days/week	All Year
Area 4	East Basement (Interpretation Area) and East Administration Offices (main floor)	5 days/week	April 1 to October 15
		2 days/week	October 16 to March 31

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**2.1 Jasper Heritage Train Station (JHTS) Janitorial Work Schedule:**

AREA 1	ACTION	Cleaning Frequency
<b>Jasper Heritage Train Station (JHTS)</b>		
<b>Floors (Including Stairwells)</b>	Dry Mop/Sweep	Daily
	Damp Mop	Daily
	Vacuum Mats/Carpets	Daily
	Litter Pickup	Daily
	Spray Buff/Floor Scrubber	Monthly
	Steam Clean (Carpets/Mats)	April/October
<b>Walls/Window Ledges and Sills/Doors/Surfaces</b>	Spot Clean	Daily
	Dust	Daily
	Wash Walls, Ledges, Sills, Doors and Surfaces	Monthly
<b>Light Switches</b>	Damp Wipe	Daily
<b>Light Fixtures</b>	Wash	April
<b>Washrooms</b>	Clean/Wash	Daily
	Clean Fixtures/Partitions	Daily
	Replenish Supplies	Daily
	Wash Walls and Partitions	Weekly
	Replenish Deodorizers (Unscented)	Weekly/as needed
	Pour clean water down the drain pipes	Weekly
<b>Interior Glass/Mirrors</b>	Spot Clean	Daily
	Wash	Daily
<b>Grizzly Bear Exhibit</b>	Spot Clean	Daily
	Wash	Weekly
<b>Water Fountain</b>	Wash and Disinfect	Daily
<b>Brass Hardware</b>	Spot Clean	Daily

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	Polish	Monthly
<b>Waste Containers/Ashtrays</b>	Empty and Damp Wipe	Daily
	Wash and Disinfect	Weekly
	Take Out	Weekly
<b>Recycle Bins/Hide-A-Bag Bins</b>	Empty and Damp Wipe	2x per week/as needed
	Spot Clean	Daily
	Wash and Disinfect	Weekly
	Remove Non-Refundable Items (ie. Cardboard, Shredding, etc)	Weekly/as needed
<b>Boiler Room</b>	Clean/Wash	April
	Sweep and Damp Mop	April
<b>Air Vents/Heat Grills</b>	Vacuum	Monthly
	Damp Wipe	Monthly
<b>Janitors Storage</b>	Clean/Wash	Monthly
	Sweep and Damp Mop	Monthly
<b>Outside Assets (Gazebo/Benches)</b>	Dust (Winter)	Weekly
	Wash and Damp Wipe (Summer)	Weekly
<b>Pavement/Sidewalks</b>	Litter Pickup	Daily
<b>Security</b>	Lock Doors/Windows	Daily
	Shut Off All Lights	Daily



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**2.2 Administration Building Office (ABO), Glass Room, East Basement and East Administration Offices Work Schedule:**

AREAS 2 - 4	ACTION	Cleaning Frequency	Cleaning Frequency
Administration Building Office (ABO), Glass Room, East Basement (Interp) and East Administration Offices		Apr 1 - Sep 30	Oct 1 - Mar 31
<b>Floors (Including Stairwells)</b>	Dry Mop/Sweep	Daily	Daily
	Damp Mop	Daily	Daily
	Vacuum Mats/Carpets	Daily	Daily
	Damp Wipe Handrails	Daily	Daily
	Litter Pickup	Daily	Daily
	Spray Buff/Floor Scrubber	Monthly	Monthly
	Steam Clean (Carpets/Mats)	April	October
<b>Walls/Window Ledges and Sills/Doors/Surfaces</b>	Spot Clean	Daily	Daily
	Dust	Weekly	Weekly
	Wash Walls, Ledges, Sills, Doors and Surfaces	Monthly	Monthly
	Dust Wood Paneling, Fireplace and Blinds	Monthly (Indoor blinds only)	Monthly (Indoor blinds only)
<b>Light Switches</b>	Damp Wipe	Daily	Daily
<b>Light Fixtures</b>	Wash	April	
<b>Washrooms</b>	Clean/Wash	Daily	Daily
	Clean Fixtures/Partitions	Daily	Daily
	Replenish Supplies	Daily	Daily
	Wash Walls and Partitions	Weekly	Weekly
<b>Interior Glass/Mirrors</b>	Spot Clean	Daily	Daily
	Wash	Weekly	Weekly

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<b>Brass Hardware</b>	Spot Clean	Daily	Daily
	Polish	Monthly	Monthly
<b>Waste Containers/Ashtrays</b>	Empty and Damp Wipe	Daily	Daily
	Wash and Disinfect	Weekly	Weekly
	Take Out	Weekly	Weekly
<b>Recycle Bins/Hide-A-Bag Bins</b>	Empty and Damp Wipe	Weekly/as needed	Weekly/as needed
	Spot Clean	Daily	Daily
	Wash and Disinfect	Weekly	Weekly
	Remove Non-Refundable Items (ie. Cardboard, Shredding, etc)	Weekly/as needed	Weekly/as needed
<b>Furniture (Desks and Filing Cabinets)</b>	Spot Clean	Daily	Daily
	Dust	Daily	Daily
	Vacuum	Weekly	Weekly
	Wash and Disinfect	April	October
	Steam Clean Upholstery		October
<b>Lunch Room/Kitchen Area</b>	Damp Wipe Tables & Chairs	Daily	Daily
	Wash Microwave and Toaster Oven Inside and Out	Daily	Daily
	Wash and Disinfect All Handles, Taps and Counter Top Surfaces	Daily	Daily
	Wash Wall Behind Waste/Recycling Area	Weekly	Weekly
	Replenish Supplies	Daily	Daily
<b>Meeting Room(s)/Boardroom(s)</b>	Damp Wipe Tables and Chairs	Daily	Daily
	Vacuum	Weekly	Weekly
	Wash and Disinfect	Weekly	Weekly

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<b>Basement Including Furnace Room and Overhead Pipes</b>	Clean/Wash	April	
	Sweep and Damp Mop	April	
<b>Air Vents/Heat Grills</b>	Vacuum	Monthly	Monthly
	Damp Wipe	Monthly	Monthly
<b>Janitors Storage</b>	Clean/Wash	Monthly	Monthly
	Sweep and Damp Mop	Monthly	Monthly
<b>Pavement/Sidewalks</b>	Litter Pickup	Daily	Daily
<b>Security</b>	Lock Doors/Windows	Daily	Daily
	Shut Off All Lights	Daily	Daily

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## **Appendix “2”**

### Statement of Work Janitorial Services at Jasper National Park Information Centre 500 Connaught Drive, Jasper National Park

#### **Jasper National Park Information Centre**

Janitorial services are required in the lobby areas, all floors, offices, staff washrooms, staff rooms, interior and exterior windows, window sills/ledges, light fixtures, connecting hallways/corridors, stairs, stairwells and verandas excluding the veranda adjacent to the Friends of JNP Park. The work is to be performed on all three levels of the building and also includes the fireplace, mantle, hearth, chimney and area around the fireplace. This contract does not include cleaning in the Friends of JNP store, storage areas and front porch/veranda.

#### **1.0 Task Details**

Janitorial tasks to be performed are described in Annex A, Section 3.12 and 3.13. The descriptions are in accordance with the items being serviced and appear in the “Janitorial Work Schedule” below.

#### **2.0 Cleaning Schedule**

Work can start fifteen minutes after closing. Consult the PCR for hours of operation and seasonal changes in hours.

Area 1	Upstairs offices, common areas, stairs from basement to main floor, stairs from main floor to upstairs, basement and upstairs bathroom	5 days/week	All Year
Area 2	Main floor	7 days/week	All Year
Area 3	Basement	Semi-annual	April and October
Area 4	Uniform room (in basement)	2 days/month	All year
Area 5	Basement bathroom	7 days/week	All year

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**2.1 Information Centre Janitorial Work Schedule**

<b>ALL AREAS</b>	<b>ACTION</b>	<b>Cleaning Frequency</b>
<b>Information Centre</b>		
<b>Floors (Including Stairwells)</b>	Dry Mop/Sweep	Daily
	Damp Mop	Daily
	Vacuum Mats/Carpets	Daily
	Damp Wipe Handrails	Daily
	Litter Pickup	Daily
	Spray Buff/Floor Scrubber	Monthly
	Steam Clean (Carpets/Mats)	November/ March/ July
<b>Walls/Window Ledges and Sills/Doors/Surfaces</b>	Spot Clean	Daily
	Dust	Daily
	Wash Walls, Ledges, Sills, Doors and Surfaces	Daily
	Dust Wood Paneling, Fireplace and Blinds	Monthly
<b>Light Switches</b>	Damp Wipe	Daily
<b>Light Fixtures</b>	Wash	April
<b>Washrooms</b>	Clean/Wash	Daily
	Clean Fixtures/Partitions	Daily
	Replenish Supplies	Daily
	Wash Walls and Partitions	Weekly
	Replenish Deodorizers (Unscented)	Weekly

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<b>Interior Glass/Mirrors</b>	Spot Clean	Daily
	Wash	Monthly
<b>Brass Hardware</b>	Spot Clean	Daily
	Polish	Monthly
<b>Waste Containers/Ashtrays</b>	Empty and Damp Wipe	Daily
	Wash and Disinfect	Weekly
	Take Out	Weekly
<b>Recycle Bins/Hide-A-Bag Bins</b>	Empty and Damp Wipe	Daily
	Spot Clean	Daily
	Wash and Disinfect	Weekly
	Remove Non-Refundable Items (ie. Cardboard, Shredding, etc)	Weekly/as needed
<b>Furniture (Desks and Filing Cabinets)</b>	Spot Clean	Daily
	Dust	Daily
	Vacuum	Weekly
	Wash and Disinfect	April/October
	Steam Clean Upholstery	November
<b>Lunch Room/Kitchen Area</b>	Damp Wipe Tables & Chairs	Daily
	Wash Microwave Inside and Out	Daily
	Wash and Disinfect All Handles, Taps and Counter Top Surfaces	Daily
	Wash Wall Behind Waste/Recycling Area	Weekly

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	Replenish Supplies	Daily
<b>Meeting Room(s)</b>	Damp Wipe Tables and Chairs	N/A
	Vacuum	N/A
	Wash and Disinfect	N/A
<b>Uniform Room</b>	Clean/Wash	Daily
<b>Basement Including Furnace Room and Overhead Pipes</b>	Clean/Wash	April/October
	Sweep and Damp Mop	April/October
<b>Air Vents/Heat Grills</b>	Vacuum	April/October
	Damp Wipe	April/October
<b>Janitors Storage</b>	Clean/Wash	Monthly
	Sweep and Damp Mop	Monthly
<b>Outside Assets (Front Porches, Stairs to Ground Level, Back Stairs to Basement, Gazebo/Veranda Benches, Guard Wall Tops, and Railings)</b>	Dust (Winter)	Weekly
	Wash and Damp Wipe (Summer)	Weekly
	Spot Clean	Weekly
	Sweep (Winter)	Weekly
	Damp Mop/Wash (Summer)	Weekly
<b>Pavement/Sidewalks</b>	Litter Pickup	Daily
<b>Security</b>	Lock Doors/Windows	Daily
	Shut Off All Lights	Daily

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**Appendix “3”**  
**Optional Services “as and when requested”**  
Statement of Work Janitorial Services at  
Jasper National Park Heritage  
Firehall 414 Patricia Street, Jasper National Park

**Jasper National Park Heritage Firehall**

Janitorial services are required in all areas, including the entrance, interpreters' bay, washrooms, interior and exterior windows, window sills/ledges, light fixtures, floors, walls and connecting hallways/corridors and stairwells. The work is to be performed on the main and second floor of the building. Work excludes exhibits.

**1.0 Task Details**

Janitorial services are to be provided on an “as and when requested” basis only. Thus, services must only be performed and invoiced as and when requested by the project authority in written form. Janitorial tasks to be performed are described in Annex A, Section 3.11 and 3.12. The descriptions are in accordance with the items being serviced and appear in the “Janitorial Work Schedule” below.

**2.0 Cleaning Schedule**

The contractor is to consult with the PCR for hours of operation and seasonal changes to hours.

Area 1	Main floor (except Area 3 and litter pick up) and second floor bathroom	5 days/week	May 1 – September 30
		Monthly	October 1 – April 30
Area 2	Second floor (excluding bathroom)	Monthly	All Year
Area 3	Vehicle Bay/ Gallery (Room 1-10 in floor plan)	Semi-annual	April and October



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2.1 Jasper National Park Heritage Firehall Janitorial Work Schedule:

ALL AREA	ACTION	Cleaning Frequency	Cleaning Frequency
Jasper Park Heritage Firehall		May 1 - Sep 30	Oct 1 – Apr 30
<b>Floors (Including Stairwells)</b>	Dry Mop/Sweep	Daily	Daily
	Damp Mop	Daily	Daily
	Vacuum Mats/Carpets	Daily	Daily
	Damp Wipe Handrails	Daily	Daily
	Litter Pickup	Daily	Daily
	Steam Clean (Carpets/Mats)	April	October
<b>Walls/Window Ledges and Sills/Doors/Surfaces</b>	Spot Clean	Daily	
	Dust	Weekly	Daily
	Wash Walls, Ledges, Sills, Doors and Surfaces	Monthly	Daily
<b>Light Switches</b>	Damp Wipe	Daily	Daily
<b>Light Fixtures</b>	Wash	April	
<b>Washrooms</b>	Clean/Wash	Daily	Daily
	Clean Fixtures/Partitions	Daily	Daily
	Replenish Supplies	Daily	Daily
	Wash Walls and Partitions	Weekly	Daily
<b>Interior Glass/Mirrors</b>	Spot Clean	Daily	
	Wash	Monthly	Daily
<b>Brass Hardware</b>	Spot Clean	Daily	Daily
	Polish	Monthly	Daily
<b>Waste Containers/Ashtrays</b>	Empty and Damp Wipe	Daily	Daily
	Wash and Disinfect	Weekly	Daily
	Take Out	Daily	Daily

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<b>Recycle Bins/Hide-A-Bag Bins</b>	Empty and Damp Wipe	Weekly	Daily
	Spot Clean	Weekly	Daily
	Wash and Disinfect	Monthly	Daily
	Remove Non-Refundable Items (ie. Cardboard, Shredding, etc)	Monthly	Daily
<b>Furniture (Desks and Filing Cabinets)</b>	Spot Clean	Daily	Daily
	Dust	Daily	Daily
	Vacuum	Weekly	Daily
	Wash and Disinfect	April	October
	Steam Clean Upholstery		October
<b>Meeting Room(s)</b>	Damp Wipe Tables and Chairs	Daily	Daily
	Vacuum	Weekly	Daily
	Wash and Disinfect	Weekly	Daily
<b>Air Vents/Heat Grills</b>	Vacuum	April	October
	Damp Wipe	April	October
<b>Janitors Storage</b>	Clean/Wash	Monthly	Daily
	Sweep and Damp Mop	Monthly	Daily
<b>Vehicle Bay/ Gallery Room (Room 1-10)</b>	Sweep and Mop Floors	April	October
	Dust	April	October
<b>Pavement/Sidewalks</b>	Litter Pickup	Daily	1 time per week
<b>Security</b>	Lock Doors/Windows	Daily	Daily
	Shut Off All Lights	Daily	Daily

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#### **Appendix “4”**

##### Statement of Work Janitorial Services at Jasper National Park Maintenance Compound #1 Compound Road, Jasper National Park

The work areas are broken down as follows:

- Entry areas (four)
- All hallways/corridors
- Men’s washroom
- Men’s shower room
- Women’s washroom including shower stall
- Dispatch Office washroom and kitchen area
- Locker area
- Common areas (boardrooms and library)
- All offices including Dispatch Office, Resource Conservation, Law Enforcement, Highways and Asset Management departments
- Lunch room and common staff area (Bull Pen)
- Public Safety, Equipment Room and Fire Crew Crib lock-ups
- Laundry Room and Multi-Use Room
- Garage office
- Floors in Stores

The work excludes the following areas:

- Stores excluding the floors
- Highways
- Garage area excluding the garage office
- Trades Section

#### **1.0 Task Details**

Janitorial tasks to be performed are described in Annex A, Section 3.12 and 3.13. The descriptions are in accordance with the items being serviced and appear in the “Janitorial Work Schedule” below.

#### **1.1 Security**

- a) The Contractor is responsible for locking all doors and windows by 6:00 pm.
- b) After hour entrance and exit must be through main doors adjacent to Dispatch Office. Ensure all other doors are locked and all windows

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are closed and locked.

## **2.0 Cleaning Schedule**

Work must not start before 5:00 pm and must begin by 6:00 pm. Hours must be approved by the PCR.

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2.1 Jasper Maintenance Compound Janitorial Work Schedule:

ALL AREAS	ACTION	Daily	Mon & Thurs	Sunday	Weekly / Monthly	Semi-Annual	Annual	N/A
Compound		All YEAR	All YEAR	All YEAR	All YEAR	Specified Months Indicated	April	
Floors (Including Stairwells)	Dry Mop/Sweep	Dispatch area, entrance areas, lunchroom, bullpen, corridors, washrooms & common areas	Law enforcement, locker area, garage office, public safety & fire crew crib lock-ups	Stores, Equipment, Laundry and Multi-Use Rooms				
	Damp Mop	Dispatch area, entrance areas, lunchroom, bullpen, corridors, washrooms & common areas	Law enforcement, locker area, garage office, public safety, & fire crew crib lock-ups	Stores, Equipment, Laundry and Multi-Use Rooms				
	Vacuum Mats/Carpets	Dispatch Area & entrance areas	All office areas	Stores, Equipment, Laundry and Multi-Use Rooms				
	Litter Pickup	X						
	Spray Buff/Floor Scrubber		X					
	Steam Clean (Carpets/Mats)					Apr/Oct		
	Spot Clean	X						
Walls/Window Ledges and Sills/Doors/Surfaces	Deep Clean Walls						X	

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<b>(excluding Exterior Window Sills)</b>	Dust		X					
	Wash Walls, Ledges and Sills, Doors and Surfaces				Weekly			
	Blinds				Monthly			
<b>Light Switches</b>	Damp Wipe	X						
<b>Light Fixtures</b>	Wash						X	
<b>Washrooms and Showers</b>	Clean/Wash	X						
	Clean Fixtures/Partitions	X						
	Replenish Supplies	X						
	Wash Walls and Partitions	X						
	Replenish Deodorizers (Unscented)	X						
<b>Interior Glass/Mirrors</b>	Spot Clean	X						
	Wash					Apr/Oct		
<b>Water Fountain</b>	Wash and Disinfect	X						
<b>Waste Containers/Ashtrays</b>	Empty and Damp Wipe	X						
	Wash and Disinfect				Weekly			
	Take Out	X						
<b>Recycle Bins/Hide-A-Bag Bins</b>	Empty and Damp Wipe	X						
	Spot Clean	X						
	Wash and Disinfect				Weekly			
	Remove Non-Refundable Items (ie. Cardboard, Shredding, etc)	X						
<b>Furniture (Desks (Lunch room inclusive) and Filing Cabinets)</b>	Spot Clean	X						
	Dust		X					
	Vacuum				Weekly			
	Wash and Disinfect					Apr/Oct		

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	Steam Clean Upholstery					October		
<b>Lunch Room/Kitchen Area</b>	Damp Wipe Tables & Chairs	X						
	Wash Microwave Inside and Out	X						
	Wash and Disinfect All Handles, Taps, Sinks and Counter Top Surfaces	X						
	Wash Wall Behind Waste/Recycling Area, Fridge Exterior, Range Hood, Kitchen Backsplash and Stove Top				Weekly			
	Replenish Supplies	X						
<b>Meeting Room(s)/ Boardroom(s)</b>	Damp Wipe Tables and Chairs	X						
	Vacuum				Weekly			
	Wash and Disinfect				Weekly			
<b>Janitors Storage</b>	Clean/Wash				Monthly			
	Sweep and Damp Mop				Monthly			
<b>Pavement/Sidewalks</b>	Litter Pickup	X						
<b>Security</b>	Lock Doors/Windows	X						
	Shut Off All Lights	X						

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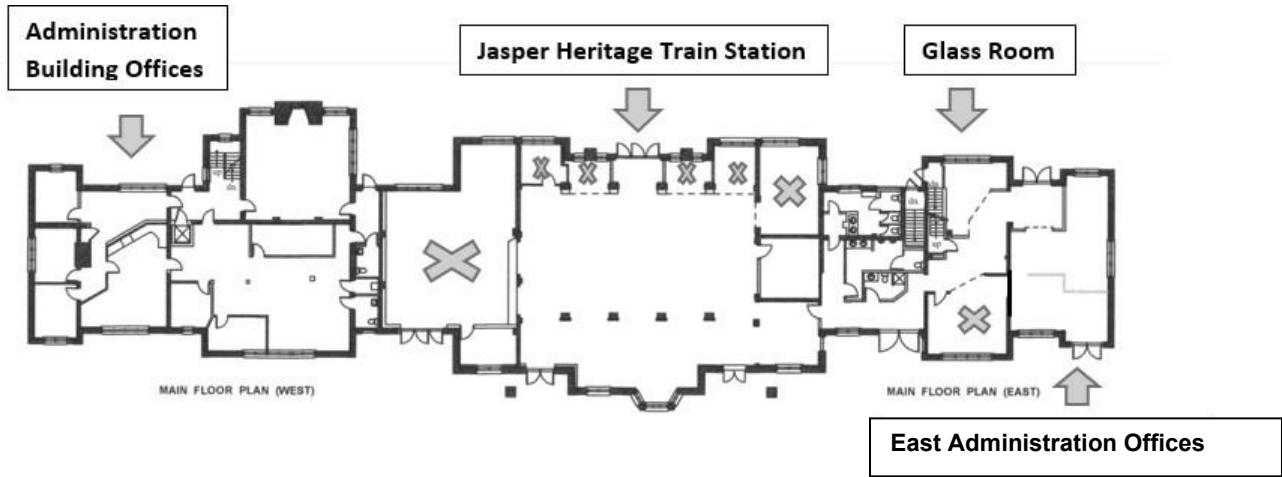
Contracting Authority:  
Amy Barrett Lichter

Client Reference No.:  
n/a

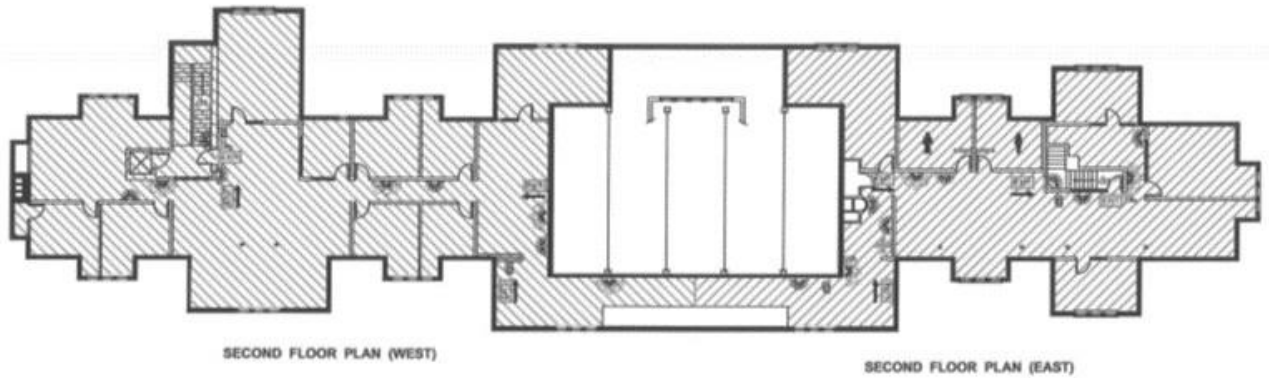
Title:  
Janitorial Services - Jasper National Park

### Appendix "5" – Floor Plans

Jasper Heritage Railway Station,  
Jasper National Park Administration Offices,  
East Administration Offices and Jasper  
National Park Glass Room – Main Floor

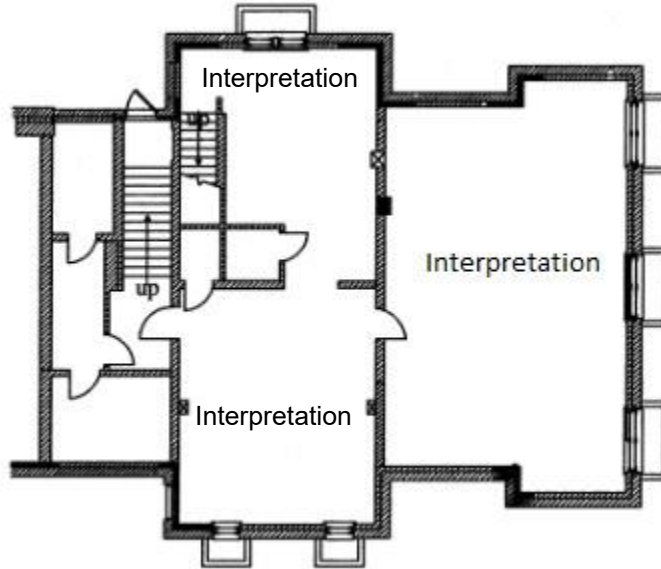


Jasper National Park Administration Offices - Second Floor

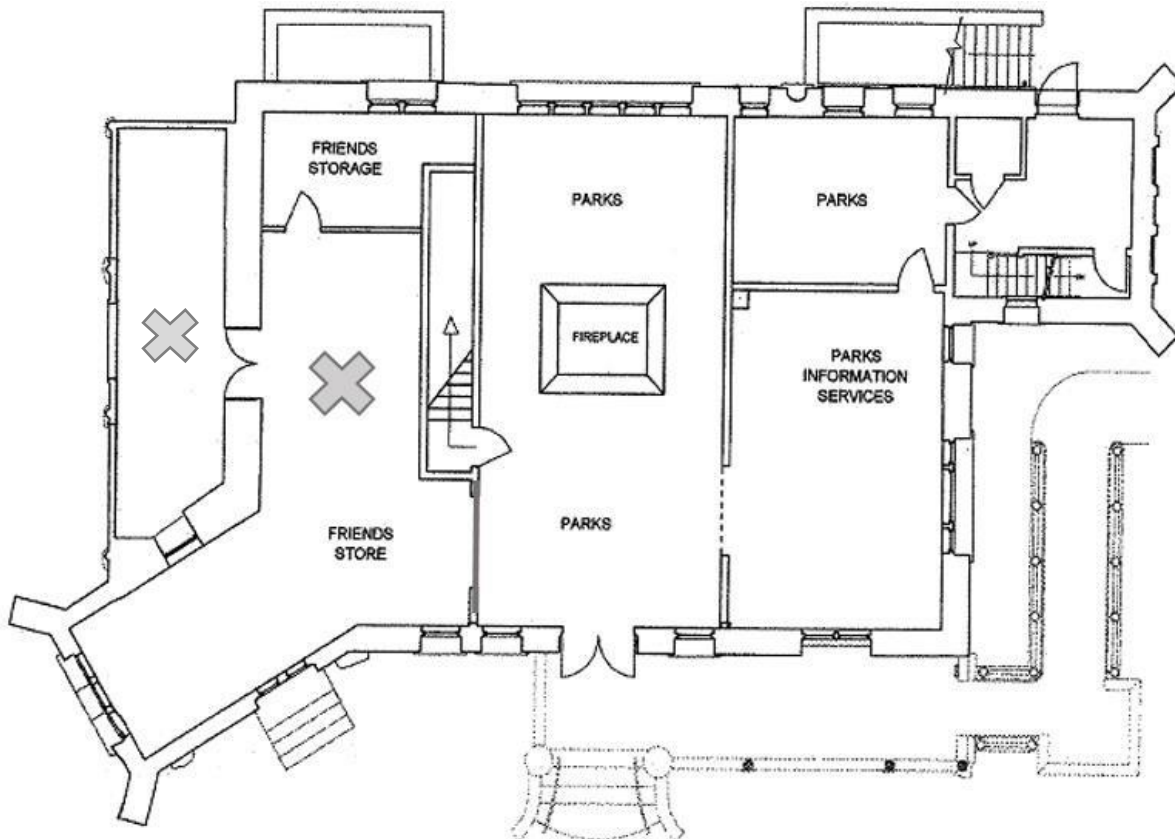




**Jasper National Park Administration Offices - Interpretation Area East Basement**



**Jasper National Park Information Centre – Main Floor**



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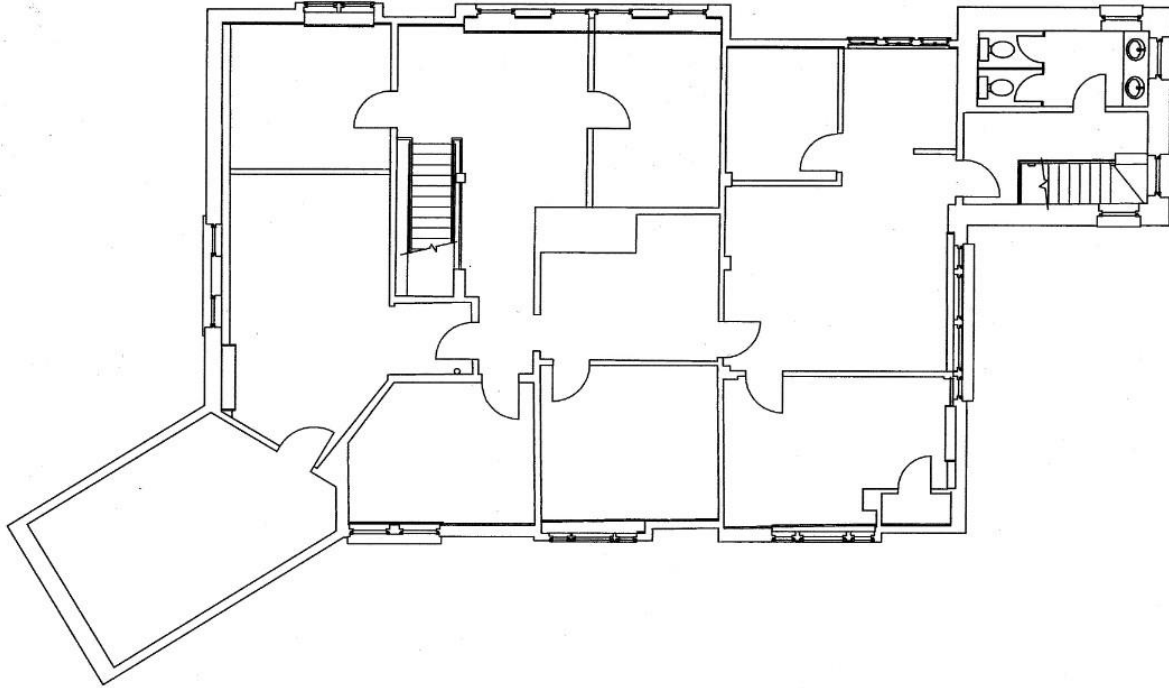
Contracting Authority:  
Amy Barrett Lichter

Client Reference No.:  
n/a

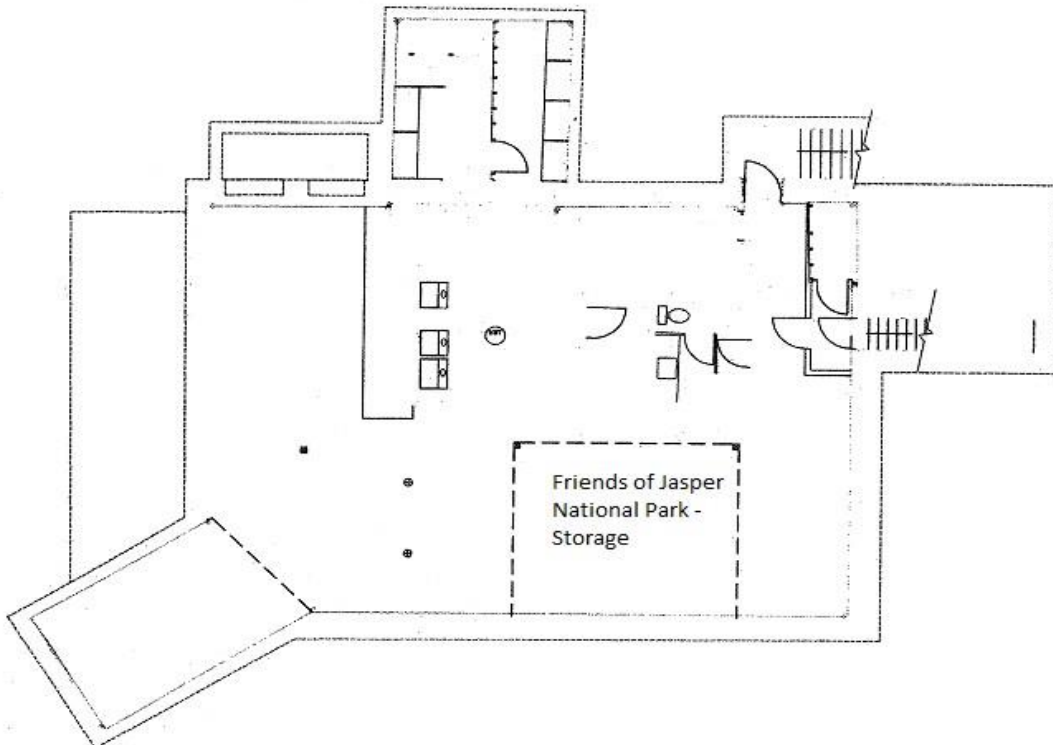
Title:  
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### Jasper National Park Information Centre – Second Floor



### Jasper National Park Information Centre – Basement



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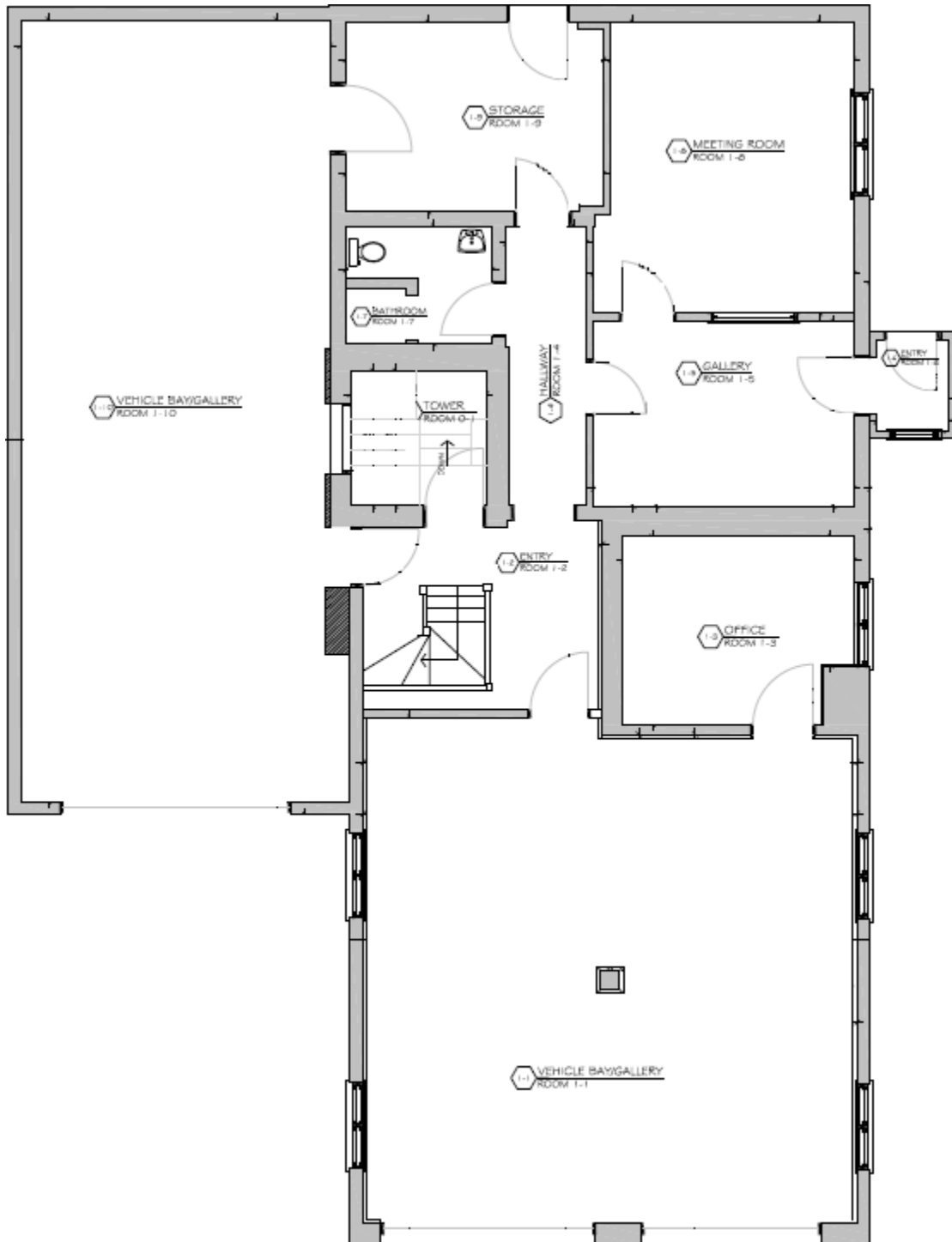
Contracting Authority:  
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### Jasper National Park Heritage Old Firehall - Main Floor



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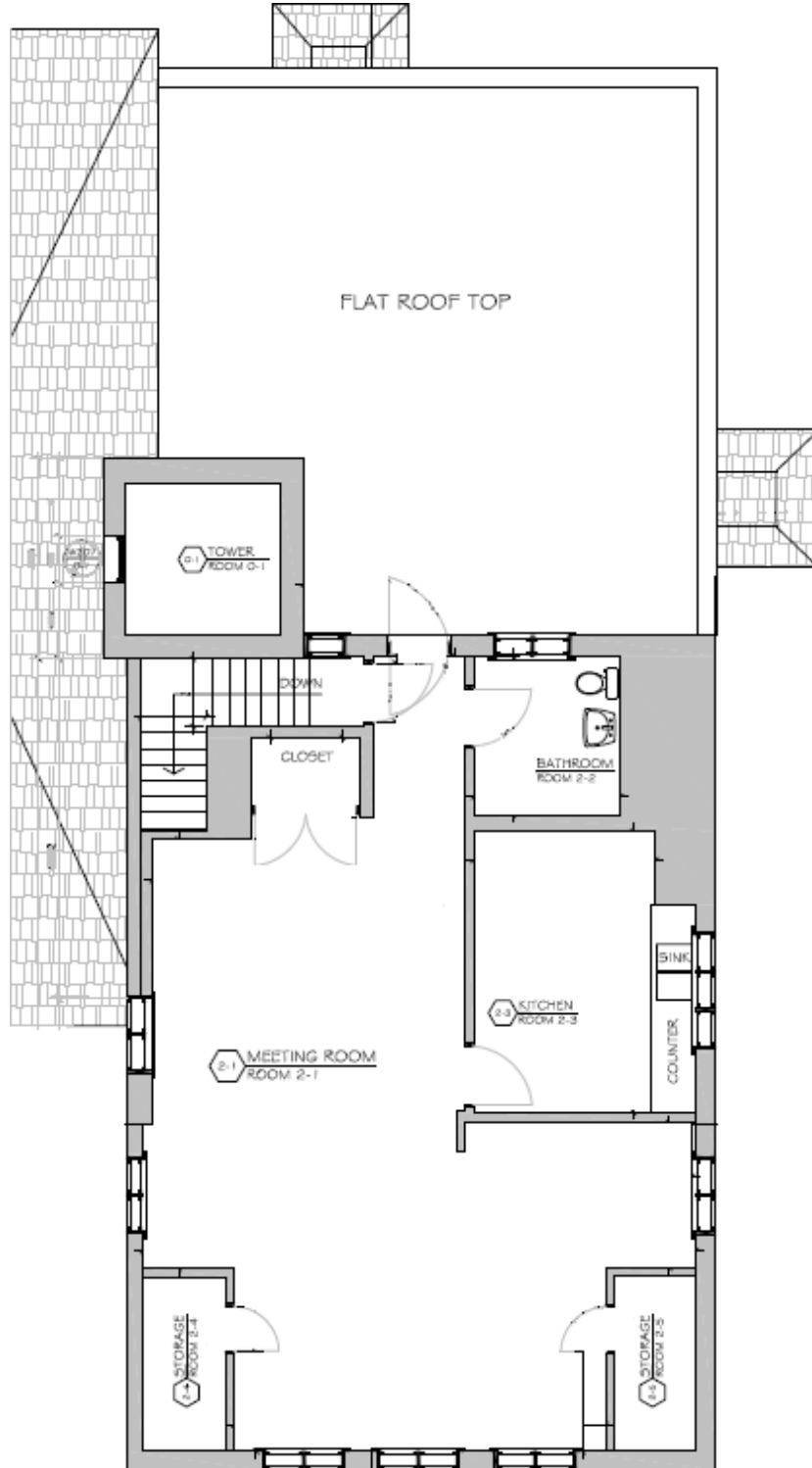
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### Jasper National Park Heritage Old Firehall - Second Floor



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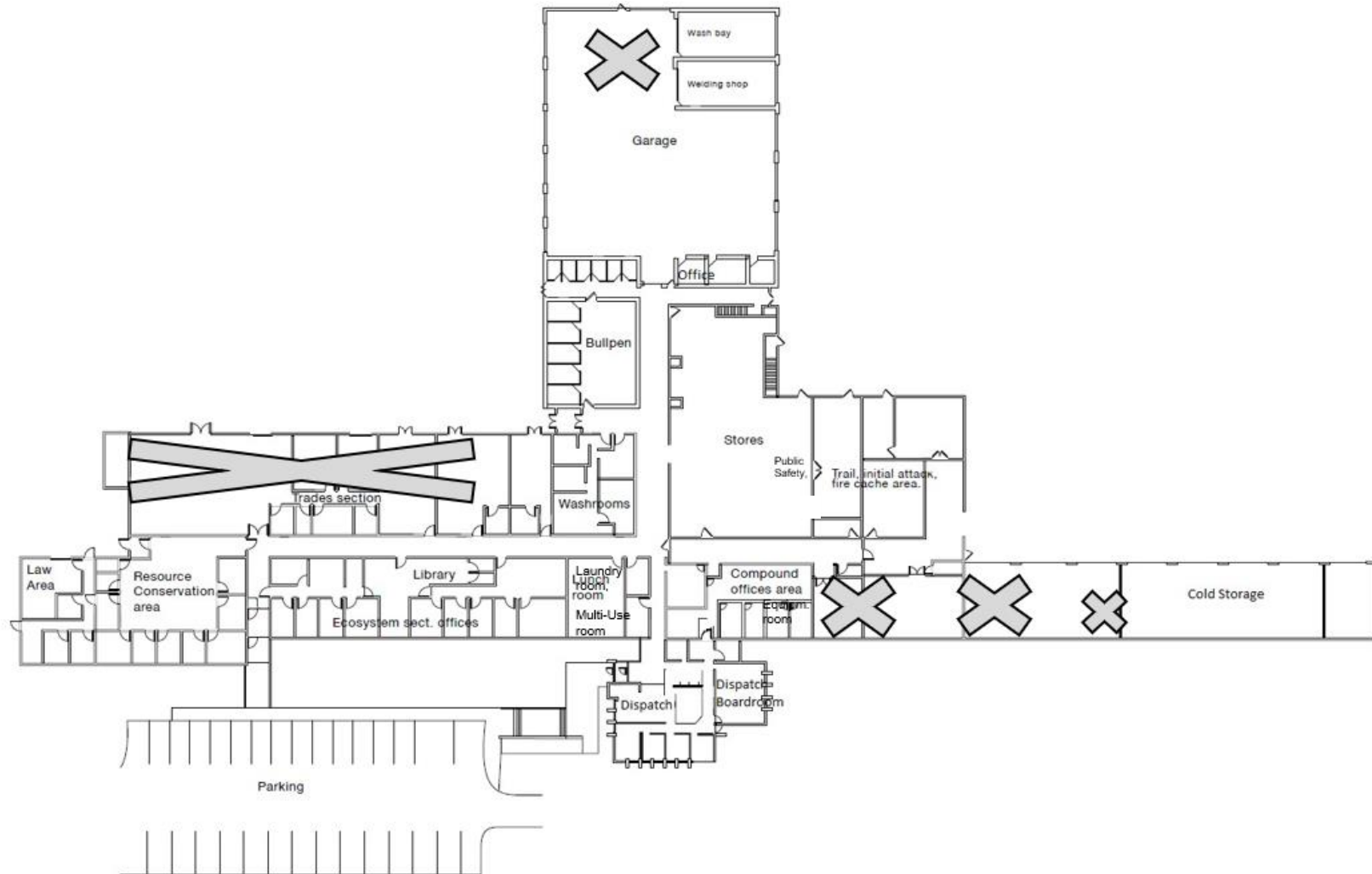
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## Jasper National Park Maintenance Compound



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**ANNEX B**

**BASIS OF PAYMENT**

**\*\* To Be Completed By the Bidder\*\***

**Financial Bid Submission Requirements**

- (a) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (b) Bidder must submit its financial bid in accordance with this Basis of Payment.
- (c) The bid must be submitted in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- (d) Total Combined Evaluated Estimated Bid Price Calculation:
  - a. For the purposes of evaluation, the evaluated bid price will be comprised of the combined total of Table 1 through Table 3.

**TABLE 1: Firm Monthly Price – Required Services**

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

1.1 Required Services														
Contract start to August 31, 2024 – Firm Unit Price(s)														
Item No.	Description	Firm Monthly Price(s)												Total Firm Price
		Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	
1.1.1	All-inclusive Monthly costs for Required Services at <u>Jasper Heritage Railway Station</u> as per Appendix 1	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.1.2	All-inclusive Monthly costs for Required Services at <u>Administration Offices 607 Connaught Drive</u> as per Appendix 1	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

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1.1.3	All-inclusive Monthly costs for Required Services at <u>Information Centre 500 Connaught Drive as per Appendix 2</u>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.1.4	All-inclusive Monthly costs for Required Services at <u>Firehall 414 Patricia Street as per Appendix 3</u>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.1.5	All-inclusive Monthly costs for Required Services <u>Jasper National Park Maintenance Compound #1 Compound Road as per Appendix 4</u>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.1	<b>Combined Estimated Total Firm Unit Price(s): Sum of items 1.1.1 through 1.1.5 (excluding applicable tax)</b>												\$	

**1.2 As and When Requested Services  
(Statement of Work Section 4. Additional Services - As and when requested)**

Item No.	Description	Unit of Measurement	Estimated Quantity (A)	Firm Unit Price (B)	Extended Total(s) (A x B)
1.2.1	As and When Requested Services - Hourly Flat Rate	per hour	30	\$	\$
1.2	<b>Estimated Total Firm Unit Price(s): Sum of items 1.2.1 (excluding applicable tax)</b>				\$
A	<b>Combined Estimated Total Firm Unit Price(s) (Items 1.1 + 1.2) (excluding applicable tax)</b>				\$

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**TABLE 2: Firm Monthly Price – Required Services**

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

2.1 Required Services														
Option Year 1 – September 1, 2024 to August 31, 2025 – Firm Unit Price(s)														
Item No.	Description	Firm Monthly Price(s)												Total Firm Price
		Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	
2.1.1	All-inclusive Monthly costs for Required Services at <u>Jasper Heritage Railway Station as per Appendix 1</u>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2.1.2	All-inclusive Monthly costs for Required Services at <u>Administration Offices 607 Connaught Drive as per Appendix 1</u>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2.1.3	All-inclusive Monthly costs for Required Services at <u>Information Centre 500 Connaught Drive as per Appendix 2</u>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2.1.4	All-inclusive Monthly costs for Required Services at <u>Firehall 414 Patricia Street as per Appendix 3</u>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2.1.5	All-inclusive Monthly costs for Required Services <u>Jasper National Park Maintenance Compound #1 Compound Road as per Appendix 4</u>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2.1	<b>Combined Estimated Total Firm Unit Price(s):</b>													\$
	<b>Sum of items 2.1.1 through 2.1.5 (excluding applicable tax)</b>													\$



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2.2 As and When Requested Services (Statement of Work Section 4. Additional Services - As and when requested)					
Item No.	Description	Unit of Measurement	Estimated Quantity (A)	Firm Unit Price (B)	Extended Total(s) (A x B)
2.2.1	As and When Requested Services - Hourly Flat Rate	per hour	30	\$	\$
2.2	<b>Estimated Total Firm Unit Price(s): Sum of items 2.2.1 (excluding applicable tax)</b>				\$
B	<b>Combined Estimated Total Firm Unit Price(s) (Items 2.1 + 2.2) (excluding applicable tax)</b>				\$

**TABLE 3: Firm Monthly Price – Required Services**

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

3.1 Required Services Option Year 2 – September 1, 2025 to August 31, 2026 – Firm Unit Price(s)														
Item No.	Description	Firm Monthly Price(s)												Total Firm Price
		Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	
3.1.1	All-inclusive Monthly costs for Required Services at <u>Jasper Heritage Railway Station as per Appendix 1</u>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
3.1.2	All-inclusive Monthly costs for Required Services at <u>Administration Offices 607 Connaught Drive as per Appendix 1</u>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

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3.1.3	All-inclusive Monthly costs for Required Services at <u>Information Centre 500 Connaught Drive as per Appendix 2</u>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
3.1.4	All-inclusive Monthly costs for Required Services at <u>Firehall 414 Patricia Street as per Appendix 3</u>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
3.1.5	All-inclusive Monthly costs for Required Services <u>Jasper National Park Maintenance Compound #1 Compound Road as per Appendix 4</u>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
3.1	<b>Combined Estimated Total Firm Unit Price(s): Sum of items 3.1.1 through 3.1.5 (excluding applicable tax)</b>												\$	
<b>3.2 As and When Requested Services (Statement of Work Section 4.Additional Services - As and when requested)</b>														
Item No.	Description	Unit of Measurement		Estimated Quantity (A)	Firm Unit Price (B)	Extended Total(s) (A x B)								
3.2.1	As and When Requested Services - Hourly Flat Rate	per hour		30	\$	\$								
3.2	<b>Estimated Total Firm Unit Price(s): Sum of items 3.2.1 (excluding applicable tax)</b>												\$	
C	<b>Combined Estimated Total Firm Unit Price(s) (Items 3.1 + 3.2) (excluding applicable tax)</b>												\$	

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**Table 4: Total Combined Evaluated Price Calculation**

<b>D</b>	<b>Total Evaluated Bid Price (Items A+B+C) (excluding applicable tax)</b>	<b>\$</b>
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**Notes:**

- (a) Unidentified costs will not be allowable under the Contract unless there is a change to the work requirements and addressed by a contract amendment issued by the Contracting Authority;
- (b) Additional payment terms and conditions will not apply to the contract; and
- (c) Customs duties are included and Applicable Taxes are extra.

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## **ANNEX C**

### **INSURANCE REQUIREMENTS**

#### **COMMERCIAL GENERAL LIABILITY INSURANCE**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Parks Canada Agency.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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## ANNEX D

### INDIGENOUS PARTICIPATION PLAN

#### PART A

#### 1. REPORTING REQUIREMENTS

##### 1.1 Indigenous Participation Plan Submission

The Contractor's Indigenous Participation Plan (IPP) should provide detail on sub-contracting, skills development, and employment activities. The plan must provide details on how each transaction will be carried out, the proposed objectives and schedule, required resources, any dependencies, and what benefits (employment, skills development, or other) will be provided.

##### 1.2 Indigenous Participation Plan Monthly Report

The Contractor must provide a detailed report on a monthly basis detailing the benefits accomplished to date and a copy of the monthly report is required with each invoice submission. The Contractor must indicate if any objectives were not met, identify why not, explain how the situation will be remedied and within what timeframe.

##### 1.3 Indigenous Participation Plan Final Report

The Contractor must provide a detailed report on the Indigenous Participation accomplished throughout the project. This report must be provided to the Project Authority prior to Final Payment.

#### 2. FINAL CONTRACTOR ACHIEVEMENT REPORTING AND CERTIFICATION

- (a) The successful Contractor must provide a summary of activities undertaken to meet the guarantees made as part of the Indigenous Participation Plan (IPP) portion of their bid. Supporting information (invoices, work logs, payroll receipts, etc.) must be provided by the Contractor prior to final payment.
- (b) The Contractor must indicate if any objectives were not met *and* identify why not.
- (c) Information provided may be subject to verification.
- (d) The IPP Certification and IPP Achievement Reports must be submitted prior to final payment with details how the Contractor met its' IPP guarantee.
- (e) Failure to comply with the request to submit the certification and report may result in the full penalty identified in Part B.

Example Achievement Table Format:

1. Achievement of Human Resources Plan		
Current % of Indigenous Labour = ____ %		
Name & Position Title	Onsite Indigenous Employee Hours	Total Employee Hours

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2. Achievement of Indigenous Business Plan		
Current % of Indigenous Subcontracting = ____ %		
Subcontractor or Supplier Name	Value of work Sub-contracted	
3. Achievement of Skills Development Plan		
Name & Position Title	Type of Training	Indigenous Training Hours

**CONTRACTOR CERTIFICATION**

<b>INDIGENOUS BENEFIT PLAN ACHIEVEMENT CERTIFICATION:</b>		
_____	_____	_____
<b>PRINT NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>The Contractor certifies the information contained in the ACHIEVEMENT TABLE is accurate and complete.</b>		

**PART B INDIGENOUS PARTICIPATION PLAN NON-COMPLIANCE CONDITIONS**

1. Under the provisions of the Contract, where the Contractor meets the IPP guarantees specified and certified in its bid, the Contractor will be paid the agreed contract price.
2. If the Contractor fails to fulfill their guarantee of the IPP, an amount of up to the assessed value of the guarantee may be deducted from the hold back provisions or final payment.
3. The amounts deducted will be determined based on the difference between the assessed value of the guarantee and the value of fulfilled portion of the guarantee.
4. For the purposes of the deduction calculation in situations where a guarantee is a percentage of the Contract Value, the "Contract Value" is calculated as the final contract value including all amendments to the original award amount unless identified as being excluded from the IPP calculation at the time of amendment or amendment negotiation.
5. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any penalties owing and unpaid under this section.
6. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.
7. Canada reserves the right, at their sole discretion, to reduce or eliminate amounts withheld if it can be clearly demonstrated that significant efforts were made to meet the IPP guarantee and the minimum requirements could not be met due to circumstances out of the Contractor's control.

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## ANNEX E

### ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

\*\*\* to be completed after contract award \*\*\*

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the Canada Labour Code and the Canada Occupational Health and Safety Regulations are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

<b>Parks Canada Responsible Authority/Project Lead</b>	<b>Address</b>	<b>Contact Information</b>
<b>Project Manager</b>		
<b>Prime Contractor</b>		
<b>Subcontractor(s)</b> (add additional fields as required)		

<b>Location of Work</b>
-------------------------

<b>General Description of Work to be Completed</b>
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**Mark "Yes" where applicable.**

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, \_\_\_\_\_ (*contractor*), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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**Contracting Authority:**  
Amy Barrett Lichter

**Client Reference No.:**  
n/a

**Title:**  
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## ANNEX F TO PART 4 OF THE BID SOLICITATION

### TECHNICAL EVALUATION

#### 1. Technical Bid Format

The technical bid must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient.

In order to facilitate the evaluation of the bid, **Canada strongly requests that bidders address and present topics in the order of the evaluation criteria under the same headings.**

To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

The Bidder is advised to pay careful attention to the wording used throughout this Request for Proposal (RFP). Failure to satisfy a term or condition of this RFP may result a bid being deemed non-responsive.

All information required for evaluation purposes must be included directly in the Bidder's technical bid. The evaluation team cannot consider information not provided directly in the technical bid (e.g. links to additional website content, references checks, etc.).

#### 2. Mandatory Technical Criteria

Technical bids will be evaluated against the mandatory technical criteria below.

For a bid to be declared responsive to the solicitation requirements it must demonstrate and meet all of the mandatory technical criteria. Bids declared non-responsive to the mandatory technical criteria will be given no further evaluation.

##### **Mandatory Proposal Requirements:**

The Bidder must submit a proposal that includes all of the following information:

- 2.1 Examples of Previous Experience: should include one (1) example of previous or current operation, where the Bidder is clearly identified as the prime contractor.
- 2.2 Project Approach and Methodology

Item No.	Evaluation Criteria
2.1	<p><b>Examples of Previous Experience</b></p> <p>The Bidder must provide one (1) example of previous or current operation, where the Bidder is clearly identified as the prime contractor within the last five (5) years. Month and year of completion should be indicated (e.g., JULY 2018) as of the time of solicitation closing. The examples must be similar in scope, nature and complexity to the requirements described at Appendix A – Statement of Work.</p> <p><i>The Evaluation Team will only evaluate a maximum of two (2) examples in order of appearance in the Bidder's proposal.</i></p>

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Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
		**To Be Completed by Evaluation Team**		
2.1.1	Experience - example(s) submitted has been completed in the previous five (5) years.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
2.1.2	The provided example clearly identifies the Bidder as the prime contractor.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
2.1.3	<p>The provided example is similar in scope, nature and complexity to the requirements described at Appendix A – Statement of Work including but not limited to:</p> <ul style="list-style-type: none"> <li>• Required Services and Tasks</li> <li>• Frequency and delivery of Services</li> <li>• Communication Requirements</li> <li>• Quality Control Measures</li> </ul>	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	

--continued below--

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2.2	<p><b>Project Approach and Methodology</b></p> <p>The Bidder must provide a detailed proposal that outlines how the Bidder will meet all the objectives and deliverables outlined in Annex A – Statement of Work. The proposal must demonstrate an understanding of the project, and the project challenges and solutions. (see below for objectives and challenges that need to be part of proposed project approach and methodology).</p> <p>2.2.1 Bidder plan provides detail on how to meet the objectives of the project.          2.2.2 The proposal addresses solutions to overcome potential challenges          2.2.3 Consumable Supplies the bidder clearly identifies how they will meet “green” objectives.</p> <p>The total proposed approach and methodology package should not exceed three (3) pages.</p>			
Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
**To Be Completed by Evaluation Team**				
2.2.1	<p>The proposal outlines how the Bidder will meet objectives of the project;</p> <ul style="list-style-type: none"> <li>• All to be serviced buildings</li> <li>• Required Services and Tasks</li> <li>• Frequency of Services</li> <li>• Notes Key staff positions</li> <li>• Communication Requirements</li> <li>• Quality Control Measures.</li> </ul>	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
**To Be Completed by Evaluation Team**				
2.2.2	<p>The proposal addresses solutions for the following challenges;</p> <ul style="list-style-type: none"> <li>• Highly fluctuating labour needs and potential staff shortages</li> <li>• Staffing strategy that maintains uninterrupted services</li> </ul>	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
**To Be Completed by Evaluation Team**				

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<b>2.2.3</b>	<p>The Bidder must describe the approach to be used to meet the requirements for Consumable Supplies as well as Supplies and Solutions described at Annex "A" - Statement of Work:</p> <ul style="list-style-type: none"><li>a) purchasing and supplying environmentally-friendly/preferable paper products made from recycled content</li><li>b) procuring consumable bulk supplies with a minimum of packaging.</li><li>c) purchasing and supplying environmentally friendly/preferable consumables, cleaning supplies as represented by holding a type 1 eco-label as defined in the newest version of the International Organization for Standardization (ISO) 14024 or equivalent eco label.</li><li>d) Non aerosol and appropriate and safe for the task</li></ul>	<input type="checkbox"/> <b>Met</b>	<input type="checkbox"/> <b>Not Met</b>	
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**Bids that do not demonstrate and meet all of the mandatory technical criteria will be given no further evaluation.**

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## **ANNEX G TO PART 4 OF THE BID SOLICITATION**

### **INDIGENOUS PARTICIPATION PLAN EVALUATION**

#### **PART A INFORMATION**

##### **1. Preamble**

The Contractor should attempt to provide specific and agreed upon benefits for Indigenous People and Indigenous Firms in the Area of the Contract.

Due to the location of the work to be completed in Jasper National Park, this may include, but is not limited to: Alexis Nakota Sioux Nation, Aseniwuche Winewak Nation of Canada, Bighorn Chiniki Stoney Nation, Enoch Cree Nation #440, Ermineskin Cree Nation, Foothills Ojibway First Nation, Horse Lake First Nation, Kelly Lake Cree Nation, Lac Ste. Anne Community Association, Louis Bull First Nation, Métis Nation of Alberta Association - Region 4, Métis Nation British Columbia (MNBC), Mountain Cree (Smallboy's Camp), Mountain Métis, Nakowinewak Nation of Canada, Paul First Nation, Samson Cree Nation, Simpcw First Nation, Stoney Nakoda Nation, Sucker Creek First Nation, Sunchild First Nation, Swan River First Nation.

##### **2. Indigenous Participation Plan**

The Contractor should submit the Indigenous Participation Plan for Canada's approval with their tender package as outlined in the additional document attachments.

###### **2.1 Requirements for Bidders**

In order to receive points for any Indigenous Participation Plan provided, the Bidder's proposal must include a clear description of the minimum amount of Indigenous Participation guaranteed during the period of the project and must describe how the Bidder will address the contractual requirements of this procurement for the inclusion of Indigenous labour, Indigenous training and the sub-contracting of Indigenous Firms in the Area of the Contract.

Sufficient detail must be included in the Indigenous Participation Plan to allow Canada to assess the value and quality of the proposed Indigenous Participation as well as the probability of the Bidder meeting each of the outlined objectives.

##### **3. Reporting Requirements**

###### **3.1 Indigenous Participation Plan Submission**

The Contractors Indigenous Participation Plan must provide detail on sub-contracting, skills development, and employment activities. The plan must provide details on how each transaction will be carried out, the proposed objectives and schedule, required resources, any dependencies, and what benefits (employment, skills development, or other) will be provided. The plan must provide details on how the contractor will ensure a culturally appropriate and respectful environment.

###### **3.2 Indigenous Participation Plan Monthly Report**

The Contractor must provide a detailed report on a monthly basis detailing the benefits accomplished to date and a copy of the monthly report is required with each invoice submission. The Contractor must indicate if any objectives were not met, identify why not, explain how the situation will be remedied and within what timeframe.

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### 3.3 Indigenous Participation Plan Final Report

The Contractor must provide a detailed report on the Indigenous Participation accomplished throughout the project. This report must be provided to the Project Authority prior to Final Payment.

#### PART B EVALUATION CRITERIA

##### 1. Evaluation & Assessment of IPP

A total of up to 100 points will be awarded for the inclusion of an Indigenous Participation Plan (IPP). This will be worth 20% of the total bid evaluation.

For a bid to be assigned points for guarantees made in respect of any IPP bid criteria, the Bidder must provide proof with their bid to demonstrate how they will meet the objective of each criterion. Bidders may use the attached Guarantee Table to supplement the IPP submission provided in their bid.

Proof of efforts and/or guarantees made by Bidders should include, but not be limited to, the names of persons or companies contacted and the nature of the undertakings at the time of the submission as applicable. Bidders must ensure their IPP documentation demonstrates sufficient evidence to assess the compliance of their bid against the criteria listed herein. It is the Bidders' responsibility to provide sufficient information in its bid to enable the Evaluation Committee to complete its evaluation. Bidders must include all reference material to be considered. Only material and/or documents submitted as part of the bid proposal will be considered. URL links to website will not be considered.

Bidders will be held to guarantees/ certifications made under their IPP, regardless of the points achieved under the evaluation of the IPP bid criteria.

Canada reserves the right to verify any information provided in the IPP guarantee and that untrue statements may result in the tender being declared non-responsive.

##### 2. Evaluation Criteria

<b>BID CRITERIA</b> <i>Canada reserves the right to confirm validity of all declarations/ guarantees.</i>	<b>TOTAL AVAIL. POINTS</b>
<b>1. HUMAN RESOURCES PLAN:</b>  Bidders will be evaluated on their firm guarantee to hire, use and retain Indigenous people from the Area of the Contract in carrying out the work. Additionally, bidders will be evaluated on their commitment to provide a mandatory Indigenous Awareness and Cultural Competence Training for non-Indigenous employees at no additional cost under this Contract. The percentages identified below relate specifically to on-site labour hours regardless of whether they are Prime Contractor staff and/or Sub-contractor staff. A set number of points will be awarded for the Indigenous Awareness and Cultural Competence Training portion of the Human Resources plan.  <u>Indigenous Employment Labour % portion:</u>  Percentages should be supported by a list of specific positions, categories, overall percentage of labour, retention of indigenous staff during the contract period, value or cost	<b>30 Points</b>

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of labour, labour hours and the total project hours that may or will be staffed by onsite Indigenous employment will be confirmed during activities based on supporting documentation provided by the Contractor and Departmental Representative if applicable. Total guaranteed Indigenous Employment/Labour % of Contract: \_\_\_\_\_ %

Bidder must demonstrate how they will meet their Labour %. Simply indicating a “%” commitment is not sufficient to achieve points. Your score will be adjusted in accordance with your backup documentation.

Provision of Indigenous Awareness and Cultural Competence Training Portion:

Three (3) points will be awarded for the contractor commitment to provide Indigenous Awareness and Cultural Competence Training. For these points to be awarded the plan must provide details on the training, such as its length, objectives, and themes linked to Reconciliation and Jasper’s local context, for instance:

- Numbered Treaties;
- Indigenous History, past and present;
- Indigenous Resilience and the impacts of Residential Schools and the 60s scoop;
- Cultural Competence and Building Respectful Relationships in a multicultural context;
- Reconciliation;
- Indigenous and western world views in knowledge-sharing and decision-making;
- Indigenous self-governance.

Each responsive bid will be prorated against the bidder proposing the highest % of proposed guaranteed Indigenous Employment, with the proposal committing to the highest number of labour hours combined with the provision of a mandatory Indigenous Awareness and Cultural Competence Training for non-Indigenous employees receiving full points.

	Bidder 1	Bidder 2	Bidder 3
<b>Proposed guaranteed Indigenous Position #1 hours</b>	150	100	150
<b>Proposed guaranteed Indigenous Position #2 hours</b>	250	210	50
<b>Total proposed guaranteed Indigenous hours</b>	400	310	200
<b>Total estimated hours required for project</b>	1000	950	900
<b>Proposed guaranteed Indigenous Employment/Labour % of Contract</b>	40%	34%	22%

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<b>Calculation of points for Indigenous Employment /Labour % portion</b>	40%/40% = 100% of 27 points available = 27 points	34%/40% = 85% of 27 points available= 22.95 points	22%/40% = 55% of 27 points available=14.85 points	
<b>Provision of Indigenous Awareness and Cultural Competence Training Portion</b>	3 points	0 points	3 points	
<b>Calculation of total points</b>	27 points + 3 points = 30 points total	22.95 points + 0 points = 22.95 points total	14.85 points + 3 points = 17.85 points total	
<p><i>If only one bidder makes a commitment with respect to guaranteed Indigenous Employment, points will be assigned, at Canada's discretion, based on the assessed socio-economic benefit to the Area of the Contract.</i></p>				
<p><b>2. INDIGENOUS BUSINESS PLAN:</b></p> <p>Bidders will be evaluated on their firm guarantee to use Indigenous Contractors for services or the procurement of supplies and equipment from the local Indigenous Communities as defined in the Area of Contract.</p> <p>Note: if the Prime Contractor is an Indigenous owned business, all supplier and subcontracting costs qualify as Indigenous Sub-Contracting/ Supplier Costs.</p> <p>Points awarded should be supported by a list of specific sub-contractors or suppliers that may or will be used by the Contractor and will be confirmed during activities based on supporting documentation provided by the Contractor.</p> <p>Total guaranteed Indigenous Subcontractors/ Suppliers % of Contract: _____ %</p> <p>Percentages <u>must be supported</u> by a list of specific subcontractor/ suppliers that can be confirmed as Indigenous subcontractors. Verification of Indigenous businesses may be made through:</p> <ul style="list-style-type: none"> <li>Indigenous Services Canada (ISC) Indigenous Business Directory; <a href="https://www.sac-isc.gc.ca/rea-ibd">https://www.sac-isc.gc.ca/rea-ibd</a>;</li> <li>A list provided by the local First Nations, if applicable.</li> </ul> <p>Each responsive bid will be prorated against the bidder proposing the highest % of proposed guaranteed Indigenous Subcontractors/ Suppliers, with the proposal committing to the highest number of labour hours receiving full points.</p>				
	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>	<b>40 points</b>
<b>Proposed guaranteed Indigenous subcontracting spend \$</b>	\$2000	\$1000	\$1500	



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<b>Proposed guaranteed Indigenous supplier spend \$</b>	\$3000	\$2000	\$500	
<b>Total proposed guaranteed Indigenous subcontracting and supplier spend \$</b>	\$5000	\$3000	\$2000	
<b>Total project cost (bid price) \$</b>	\$10000	\$9000	\$8000	
<b>Proposed guaranteed Indigenous Subcontractors/Suppliers % of Contract</b>	50%	33%	25%	
<b>Calculation of points</b>	50%/50% = 100% of total points available	33%/50% = 66% of total points available	25%/50% = 50% of total points available	
<p><i>If only one bidder makes a commitment with respect to guaranteed Indigenous Employment, points will be assigned, at Canada's discretion, based on the assessed socio-economic benefit to the Area of the Contract.</i></p>				
<p><b>3. SKILLS DEVELOPMENT PLAN (TRAINING):</b></p> <p>Bidders will be evaluated on their undertaking of a commitment with respect to delivery of on-the-job training and apprenticeship programs for Indigenous peoples from the Area of the Contract at no additional cost under this Contract. "Training and Apprenticeship" is considered delivered when the receiving individuals are registered and acquiring certifiable work skills. This is typically achieved through an independent third party certification process.</p> <p>Training hours committed must be supported by a list of specific training that will be provided, value of training, number of hours committed and the applicable resulting certification achieved.</p> <p>Trade Apprenticeship and Trade Skills Development hours must count toward Red Seal Trade Certification in order to count. Health and Safety Training Hours must be accredited through a third party certification process in order to count. Bidders that commit to Trade Apprenticeship and Trade Skills Development hours, will earn a multiplier of 1.5 hrs for every one (1) hour proposed for scoring of "Calculated Number of Trades Apprenticeship and Trade Skills Development Hours".</p> <p>To establish the total training score, "Health and Safety Hours", and "Calculated Number of Trade Apprenticeship and Trade Skills Development Hours" will be added together. Each responsive bid will be prorated against the bidder proposing the highest number of total training hours, with the proposal committing to the highest number of training hours receiving full points.</p>				
	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>	<b>30 Points</b>
<b>Proposed number of Health &amp; Safety Training Hours</b>	20 hours	35 hours	60 hours	

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<b>certified through a recognized third party organization</b>				
<b>Proposed number of Trade Apprenticeship and Trade Skill Development Hours</b>	100 hours	50 hours	0 hours	
<b>Calculated number of Trade Apprenticeship and Trade Skills Development Hours (with 1.5 multiplier – for scoring purposes only)</b>	100 hours * 1.5 = 150	50 hours * 1.5 = 75	0 hours * 1.5 = 0	
<b>Total number of training hours proposed</b>	170 hours	110 hours	60 hours	
<b>Calculation of points</b>	170/170 = 100% of total points available	110/170 = 65% of total points available	60/170 = 35% of total points available	
<p><i>If only one bidder makes a commitment with respect to delivery of on-the-job training and apprenticeship programs, points will be assigned, at Canada's discretion, based on the assessed socio-economic benefit to the Area of the Contract.</i></p>				
<b>TOTAL POSSIBLE POINTS</b>				<b>100 Points</b>

### 3. Bidder Guarantee and Certification

- Information provided may be subject to verification.
- For follow-up purposes, the communities may receive copies of the contractors Indigenous Participation Plan and periodically receive performance monitoring results.
- Bidders will be held to guarantees/ certifications made under their Indigenous Participation Plan, regardless of the points achieved under the evaluation of the IPP evaluation criteria.
- By submitting a bid, the Bidder certifies its IPP guarantee for contracting submitted with its bid is accurate and complete. The Bidder acknowledges and confirms that any commitments or guarantees in its bid for this contract are covenants under the Contract.

Example Guarantee Table Format:

<b>1. Human Resources Plan</b>		
<b>Guaranteed % of Indigenous Labour = _____ %</b>		
<b>Name &amp; Position Title (Provide name(s) where possible)</b>	<b>Onsite Indigenous Employee Hours</b>	<b>Total Employee Hours</b>

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Bidders to include the # of hours to be worked, categories, overall percentage of labour, labour hours and the total project hours.

**2. Indigenous Business Plan**

**Guaranteed % Indigenous Subcontracting = \_\_\_\_\_ %**

<b>Subcontractor or Supplier Name</b>	<b>Value of work to be Sub-contracted</b>
---------------------------------------	---

**3. Skills Development Plan**

<b>Name &amp; Position Title (Provide name(s) where possible)</b>	<b>Type of Training</b>	<b>Indigenous Training Hours</b>
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Bidders MUST include type of training and hours of training.

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## ANNEX H TO PART 5 OF THE BID SOLICITATION

### LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

#### Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the Bidder's or Offeror's organizational structure:

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

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

#### Supplier Information

<b>Supplier's Legal Name:</b>		
<b>Organizational Structure:</b> <input type="checkbox"/> Corporate Entity <input type="checkbox"/> Privately Owned Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership		
<b>Supplier's Legal Address:</b>		
<b>City:</b>	<b>Province / Territory:</b>	<b>Postal Code:</b>
<b>Supplier's Procurement Business Number (optional):</b>		

#### List of Names

Name	Title

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**Declaration**

I, \_\_\_\_\_, **(name)**

\_\_\_\_\_, **(position)** of

\_\_\_\_\_, **(supplier's name)** declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## ANNEX I TO PART 5 OF THE BID SOLICITATION

### 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? <b>Yes</b> ( <input type="checkbox"/> ) <b>No</b> ( <input type="checkbox"/> )
---

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

#### Work Force Adjustment Directive

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

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.