



**RETURN BIDS TO:**

Parks Canada Agency Bid Receiving Unit  
National Contracting Services

Bid Fax: **1-877-558-2349**

Bid E-mail Address:

**[soumissionsest-bidseast@pc.gc.ca](mailto:soumissionsest-bidseast@pc.gc.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 QUOTATION**

**Quotation 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.

**Issuing Office:**

Parks Canada Agency  
National Contracting Services  
Rocky Harbour, NL

<b>Title:</b> Janitorial Services- Parks Canada Collections and Curatorial Centre	
<b>Solicitation No.:</b> 5P300-23-0115/A	<b>Date:</b> September 1, 2023
<b>Client Reference No.:</b> N/A	
<b>GETS Reference No.:</b> N/A	

<b>Solicitation Closes:</b> <b>At: 2:00 PM</b> <b>On: September 26, 2023</b>	<b>Time Zone:</b> <b>EDT</b>
------------------------------------------------------------------------------------	---------------------------------

<b>F.O.B.:</b> Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>
<b>Address Enquiries to:</b> Bonnie Knott
<b>Telephone No.:</b> 709-636-4953
<b>Email Address:</b> <a href="mailto:Bonnie.knott@pc.gc.ca">Bonnie.knott@pc.gc.ca</a>
<b>Destination of Goods, Services, and Construction:</b> 555 Av. des Entreprises, Gatineau, QC

**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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## **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 [soumissionsest-bidseast@pc.gc.ca](mailto:soumissionsest-bidseast@pc.gc.ca). Bids submitted by email directly to the Contracting Authority or to any email address other than [soumissionsest-bidseast@pc.gc.ca](mailto:soumissionsest-bidseast@pc.gc.ca) will not be accepted.

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The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

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. Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 555 Av. des Entreprises, Gatineau, QC on September 15, 2023. The site visit will begin at 1 PM EDT. Representatives are required to complete a site orientation course found at [PX3 \(talentlms.com\)](https://talentlms.com) and email the certificate to [bonnie.knott@pc.gc.ca](mailto:bonnie.knott@pc.gc.ca) by September 13, 2023.

Personal Protective Equipment (PPE) is required to tour the site at Gatineau. Bidders are required to bring safety boots, hard hats, high-visibility vests, and eye protection. Limited PPE is available upon request; requests must be made when confirming site visit attendance.

Bidders are requested to communicate with the Contracting Authority ([bonnie.knott@pc.gc.ca](mailto:bonnie.knott@pc.gc.ca)) no later than September 13, 2023 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 who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

### **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.**

The only acceptable facsimile for responses to bid solicitations is 1-877-558-2349.

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

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

All enquiries must be submitted in writing to the Contracting Authority no later than (5) five 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

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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 Quebec.

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: Financial Bid  
Section II: Certifications

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

#### **Section I: Financial Bid**

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

#### **Section II: 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 financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1. Financial Evaluation**

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

#### **4.1.2. Basis of Selection**

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

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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](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), must provide the information requested at **Annex E 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 F 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.

- The contractor/vendor's personnel as well as their subcontractors that require unescorted access to a 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 bldgs., electronic equipment, IT networks, critical installations and systems, etc.*

- The contractor/vendor'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. Task Authorization Process**

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 Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex G.
2. The Task Authorization (TA) 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. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 24 hours of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **6.2.2. Portion of the Work-Task Authorization**

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

#### **6.3.2. Supplemental General Conditions**

##### **6.3.2.1. 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 Work is to be performed during the period of October 2, 2023 to October 1, 2024.

#### **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 (2) two additional (1) one year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

### **6.5. Authorities**

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

The Contracting Authority for the Contract is:

Bonnie Knott  
Contracting Advisor  
Parks Canada Agency  
National Contracting Services  
Chief Financial Officer Directorate  
Rocky Harbour, NL A0K 4N0

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Telephone: 709-636-4953

E-mail address: [bonnie.knott@pc.gc.ca](mailto:bonnie.knott@pc.gc.ca)

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

### 6.5.2 Project Authority

The Project Authority for the Contract is:

\*\*\* 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

The Contractor's Representative for the Contract is: **\*\*submit with bid\*\***

<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- Firm Unit Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B for a cost of \$\_\_\_\_\_ (insert at contract award). Customs duties are included and Applicable Taxes are extra.

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

### **6.7.2. Basis of Payment – Firm Unit Price(s) – Task Authorizations**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid firm unit price(s) as detailed in the Basis of Payment, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

### **6.7.3. Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ (insert at contract award) Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **6.7.4. Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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- 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**

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 claim must be supported by:

- (a) a copy of the Task Authorization form, as applicable.

2. Invoices must be distributed as follows:

- a) The invoice 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
- (f) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS)
- (g) The Contractor's bid dated **\*\*\* to be inserted at contract award \*\*\***.



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## **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-Specific Requirement**

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 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.

## ANNEX A

### STATEMENT OF WORK

#### 1. Title

Janitorial Services for the Parks Canada Collections and Curatorial Centre (CCC)

#### 2. Scope

##### 2.1. Objective

Parks Canada Agency (PCA) requires janitorial services at the CCC located at 555 Av. des Entreprises, Gatineau, QC.

##### 2.2. Background

The office space is approximately 1350m<sup>2</sup> and the repository areas are approximately 4000m<sup>2</sup>. The construction of the building is nearing completion. However, the firm date of opening is unknown. The project authority will give the Contractor two weeks of notice before opening to allow the Contractor time to prepare to commence the contract.

##### 2.3. Terminology

- a) Common Area – Includes open office spaces that are accessible by more than one (1) PCA employee
- b) Flight of Stairs – includes steps and risers situated between two (2) floor levels including landings
- c) High Traffic Areas – Includes entrance lobby, corridors and traffic aisles
- d) Materials – includes all products as required for the performance of the work, in addition to all supplies necessary for the physical cleaning of the building unless otherwise specified.
- e) Office Equipment – Includes but is not limited to computer monitors, filing cabinets, storage lockers, keyboards, mice, CPU docking stations, telephones and other pieces of movable equipment located within an office space. Additionally, Office Equipment includes but is not limited to the printer and shredder located in the Printer Room and scanners and computers in the Documentation Centre.
- f) Routine Cleaning – means cleaning operations which are specified to be performed on a monthly or more frequently such as weekly or daily.
- g) Scheduled Operations – Cleaning operations that are specified to be performed less frequently than monthly such as every two months, three times a year, quarterly, semi-annually or annually.
- h) Client Request – Cleaning operations that will only be conducted on request. Collections storage requests will come 4 weeks in advance in writing from the Site Authority. For additional localized cleaning (i.e. spilled coffee, mud tracked into area, etc.) 2-hour notice will be supplied.
- i) Office Area – Work areas located on the South wing of the building, this includes the washroom located near the loading dock area.
- j) Collections Storage – Storage/Warehouse areas including (approximate m<sup>2</sup>) Shipping/Receiving (158m<sup>2</sup>), Flex/Staging area (913m<sup>2</sup>), the East wing (1185m<sup>2</sup>) and the West wing (1823m<sup>2</sup>). This excludes the cold storage, secure storage area and quarantine room. Racking consists of approximately 83 racks on the west and 60 on the east. For estimating, please use a rack configuration of 5 levels with measurements of 6.2m H x 7.2m L x 1.5m W. Included in this area is the Collections Documentation Centre and Collaboration Space.

### 3. Requirements

#### 3.1. Tasks

The Contractor must:

- a) Supply all labour, tools, equipment and supplies necessary for the physical cleaning of the worksite and materials as required to perform the work.
- b) Create an itemized log or checklist to be posted in washrooms when Routine Cleaning and Scheduled Operations are performed.
- c) Inform the Project Authority immediately of any deficiencies or damage during the performance of the contract.
- d) Perform minor unplugging of drains, as required
- e) Upon arrival and completion of cleaning, Contact onsite security and report any security concerns (i.e., doors unlocked or propped open, etc.). If evidence is found that someone and/or something has broken into the building notify site security immediately.

#### 3.2. Materials and Equipment

- a) The Contractor must submit a list of all materials proposed to be used to the Project Authority for approval before use. Ensure that substances classified as controlled products, under the Controlled Products Regulations, are to be used in Crown-owned facilities, that:
  - i. The Contractor's employees receive appropriate training as per provincial/federal regulations and the Workplace Hazardous Material Information System (WHMIS)
  - ii. Controlled products are brought to the attention of the Project Authority.
  - iii. The Contractor must not mix cleaning products
  - iv. The Contractor must use new cloths for each cleaning product used
  - v. The Contractor must change gloves before and when completing cleaning in the bathrooms and kitchen.
  - vi. The Contractor must provide the Project Authority the current labels and Safety Data Sheets (SDS) of all products to be used on site and list and describe application. The Contractor must ensure that Safety Data Sheets (SDS) are made available to workers for education and training purposes. A binder with the copies of the SDS sheets must be kept on the premises and updated when new products are purchased
  - vii. Wherever possible, the Contractor shall use "green" or locally procured cleaning equipment.
  - viii. The Contractor must ensure all cleaning products are Ecologo certified or Green Seal certified and biodegradable
  - ix. Wherever possible, the Contractor shall use materials and products that are unscented and do not contain SLES, SLS, Parabens, artificial scents and colours and other known carcinogens or irritants.
  - x. Wet/damp cleaning tasks will be performed in a manner to prevent mould growth.
- b) The Contractor must use safe equipment, suitable for the purposes intended and in good condition. All equipment must be licensed and/or certified as required by all authorities having jurisdiction. Equipment must be properly maintained. In particular, electrical components must not be modified in any way. Wiring must be regularly inspected for wear, fraying, or other damage. Damaged equipment will be immediately withdrawn from service until properly repaired. Equipment must never be left unattended while running.

- c) Vacuums
  - i. All vacuums must be equipped with high efficiency 0.3 micron Particulate Air (HEPA) filters. Filters must be changed according to manufacturer's recommendations
  - ii. Sound level of vacuum's must be less than 70 dbA
  - iii. Proper tools/accessories for various types of surfaces must be used
- d) Supply and visibly display bilingual 'Danger Wet Floor' signs when performing wet floor cleaning operations. Signs must be removed once the floor is dry.

### 3.3. Description of Work to be Performed

#### A. Office Areas

- a) The following duties must be performed **daily**:
  - i. Vacuum all rug covered floor surfaces
  - ii. Dust all furniture, fixtures, windowsills, ledges, Meeting Room monitors, wall mounted TVs and other dust collecting areas
  - iii. Clean all glass doors
  - iv. Empty and clean waste, composting and recycling receptacles. Waste, recycling and compost must be emptied into designated bins outside of the building.
  - v. Clean and disinfect washrooms
  - vi. Spot clean walls in common areas
  - vii. Exterior of fridges, freezers and microwaves
  - viii. Clean and disinfect the following
    - Sinks/washbasins located in common areas
    - Water fountain
    - Countertops in common areas
    - Meeting room, Quiet rooms, staff lounge/kitchen and reception areas
    - Light switches
    - Doorknobs
    - Locker doors
  - ix. Damp wipe all handrails and office equipment in common areas and printer room
- b) The following duties must be performed **weekly** (on a Saturday):
  - i. Wash and polish all linoleum and tile surfaces
  - ii. Clean, rake and vacuum all rug covered floor surfaces
  - iii. Interior of microwave
  - iv. Cleaning of boot trays (in winter)
  - v. Wipe down baseboards and top of door frames
  - vi. Office desks and accessories when indicated by PCA staff who will use a tent card on their desk to say they would like their office area cleaned/dusted
- c) The following duties must be performed **monthly** (on the first Saturday):
  - i. Wash finger marks or stains on any woodwork
  - ii. Fridge and freezer interior cleanout
  - iii. Descale coffee machine
  - iv. Clean dishwasher filter
  - v. Wipe down window coverings

- d) The following duties must be performed **quarterly** (Jan, Apr, July and Oct) (on a Saturday)
  - i. Wash and clean inside of exterior windows
  - ii. Clean all light fixtures
- e) The following duties must be performed **bi-annually** (May and October)
  - i. Wash and clean outside of exterior windows

**B. Collections Storage**

- a) The following duties must be performed **weekly** (during work hours) in the Collections Storage area, Collections Documentation Center and Collaboration space and must be supervised at all times by PCA staff or site security personnel:
  - i. Clean interior glass doors, partitions and any windows **weekly**.
  - ii. Clean and disinfect all light switches and doorknobs
- b) The following duties must be performed **monthly** (during work hours) in the Collections Storage area, Collections Documentation Center and Collaboration space and must be supervised at all times by PCA staff or site security personnel:
  - i. Vacuum all floors and fatigue matting
  - ii. Empty and clean waste and recycling receptacles. Waste and recycling must be emptied in to the designated bins outside of the building
  - iii. Damp mopping of the floor
- c) The following duties must be performed in the Collections Storage, cold storage, secure storage area and quarantine room areas **annually or on client request** and must be supervised at all times by PCA staff or Site Security personnel:
  - i. Dust top and ends of shelving only if artifacts are present.
  - ii. Dust empty shelves.
  - iii. Dust HVAC systems and exposed beams **annually**
  - iv. Clean all light fixtures, ensure that a sheet protects fixtures below from dust or contamination
  - v. Clean all mobile storage unit handles
  - vi. Clean drain covers
  - vii. Clean empty worksurfaces (including prep and packaging tables), exteriors of appliances (washer/dryer), and sink in preparation and packaging area. If there are items on the work surfaces, the contractor must clarify this with a Collections Specialist before cleaning
  - viii. Sweep and mop stairs to mechanical room
  - ix. Stools in the collaboration space and office chairs in the workstations area to be cleaned (vacuumed/damp-wiped)

**d) Storage Furniture**

The following applies to shelving, racks, drawers and other furniture that contain Collection objects and artifacts. These duties must be performed in the Collections Storage areas, Collections Documentation Center and Collaboration Spaces on client request and must be supervised at all times by PCA staff or Site Security personnel

- i. Dust top of shelving
- ii. Dust/vacuum under shelving and around the feet of shelving

- iii. Clean all mobile storage unit handles
  - iv. Dust empty shelving. Do not clean if artifacts are present.
  - v. When cleaning above collections objects or artifacts, those objects must be covered with dust cover prior to cleaning. Dust cover material must be approved by Site Authority. Dust cover to be placed by Collections Facility staff.
- e) Exterior
- i. Wash loading dock doors (June and October)
  - ii. Patrol perimeter of the building and grounds to ensure that all litter and debris is removed weekly.

### 3.3. Level of Service

The Contractor must meet the quality standards described below. The following must be performed at each scheduled cleaning unless otherwise noted.

#### A. Washrooms

##### a) Daily

- i. Sweep floors using dust control method and wash to remove marks from spillages, smudges or other stains, etc.
- ii. Clean and disinfect toilet seats (both sides), bowls and wash basins
- iii. Disinfect body contact points in washrooms such as water taps, receptacles, dispensers and flush valves
- iv. Dust and clean flush tanks, dispensers, receptacles, mirrors, shelves, high ledges and all exposed piping.
- v. Keep walls, partitions and floors free of finger marks, smudges, water splash, etc.
- vi. Keep extra toilet tissue and paper towels in each of the washrooms
- vii. Replace hand soap and deodorizers as necessary
- viii. Keep mirrors clean and polished
- ix. Clean and wash shower
- x. Empty and clean waste receptacles including sanitary hygiene disposal

##### b) Monthly

- i. Descale toilet bowls
- ii. Clean and wash air intake grills

#### B. Floors – Office areas

##### a) Daily

- i. Sweep or vacuum using a dust control method, damp or spot damp mopped to remove marks from spillages, smudges or other stains, etc.
- ii. Damp or spot mop to remove marks from spillages, smudges or other stains, etc.
- iii. Wash with mild detergent solution, then apply and buff, one coat liquid wax annually on a full floor basis. The main aim of this operation is to remove all soil spots, stains, heel marks, and restore the appearance of the floor.
- iv. Strip flooring completely, removing the existing floor finish annually the Optional period of the Contract. Remove floor finish accumulations under furniture, radiators, in corners and on baseboards.
- v. Take care not to allow cleaning solution to seep under furniture legs, file cabinets and partitions

NOTE: Chairs, wastepaper baskets, etc., must not be placed on desks or tables during cleaning operations.

**C. Miscellaneous**

**a) Daily**

- i. Damp wipe and disinfect all telephones
- ii. Dust and clean borders around cabinets and notice boards

**b) Monthly**

- i. Dust high ledges, tops of partitions, pipes, doors and other high areas
- ii. Clean notice boards and interior of hose cabinets
- iii. Dust window coverings with approved dusting tools
- iv. Keep all fire extinguishers cleaned and polished

**D. Interior stairs (on client request)**

- a) Sweep and damp mop
- b) Dust all banister, balustrades and balusters using a dust control method
- c) Wipe down baseboards and keep free of mop streaks, wax accumulation and splash marks

**E. Walls and Partitions – Office Areas**

**a) Daily**

- i. Spot clean interior walls and partitions of finger marks
- ii. Dust ledges, mouldings, etc.

**b) Weekly**

- i. Dust baseboards and keep free from mop streaks, wax accumulation, or splash marks.

**c) Monthly**

- i. Dust walls

**F. Counters– Office Areas**

**a) Daily**

- i. Keep facings free from dust
- ii. Dust counter tops each scheduled cleaning

**b) Weekly**

- i. Wash and polish.

**G. Interior and Exterior Glass/Wood– Office Areas**

**a) Daily**

- i. Cleaning Glass: remove all dirt that detracts for appearance or transparency of the glazing over its full exposed area
- ii. Cleaning Wood: clean by damp wiping. Washing with mild detergent and subsequent rinsing is allowed if necessary. Use towel or cloths to dry the wood after cleaning. Report defects to the Site authority

**b) Weekly**

- i. Clean interior glass doors, partitions and any windows
- ii. Wash and polish partitions and transom glass

**H. Light Fixtures– Office Areas**

**a) Quarterly (Jan, Apr, July, October)**

- i. For LED fixtures: remove shield, wash exposed pan, wash acrylic shield using anti-static procedure
- ii. For LED bulbs and tubes: report burnt out lights immediately to the Site authority
- iii. For Exit Lamps: remove shields and clean fixtures
- iv. When cleaning above collections objects or artifacts, Those objects must be covered with a dust cover prior to beginning cleaning. Dust cover material must be approved by the Site Authority. Dust cover to be placed by Collections Facility staff.

**I. Furniture and Fixtures– Office Areas**

- i. The following applies to office furniture only and does not include any object or artifacts which may be in the office or Collaboration space If there are any questions about a piece of furniture being or not being an artifact, the contractor must clarify this with a Collections Specialist before handling and/or cleaning. Only tables in the collaboration space that are clear of any papers, objects, work equipment can be cleaned.

**a) Daily**

- i. Dust horizontal surfaces
- ii. Dust empty shelving including meeting room cabinetry.
- iii. Dust bookcases. Books are not to be disturbed.
- iv. spot clean glass surfaces of display cabinets for fingerprints/other markings as often as required

**b) Weekly**

- i. Dust vertical surfaces
- ii. Dust vinyl furniture during each scheduled cleaning. Damp wipe and polish.

**c) Monthly**

- ii. Polish furniture
- iii. Vacuum fabric covered office dividers
- iv. Damp clean and dry glass surfaces of display cabinets in reception area, hallway and collaboration space

**b) Customer Requested**

- i. Office desks, filing cabinets, storage lockers and accessories must only be cleaned when indicated by PCA staff. Cleaning staff will make available tent cards that can be placed on desks at end of day Friday for cleaning on Saturday.

**J. Waste Receptacles**

- a) Empty waste and recycling receptacles and replace plastic liners. This does not include emptying the glove recycling program boxes; this will be taken care of by PCA staff.
- b) Remove all waste to the large garbage container located on the North side of the facility

**3.4. Quality Standards**



Project Authority is entitled to inspect the services supplied at any times to ensure the Contractor is performing the services in accordance with this Statement of Work. The Contractor must meet the following standards:

**A. *Cleaning: General***

- a) All surfaces and objects specified in the contract 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. Caution signs must be removed when there is no more hazard in the area.
- d) Furnishings moved by cleaners must be relocated to their original location.
- e) Cleaning supply room must be kept in good order at all times with all containers labeled with contents and itemized list.

**B. *Spot Cleaning***

- a) All affected areas must be clear of stains, streaks and soil.
- b) All over-spray from spray applicators must be wiped clean from all surfaces.

**C. *Sweeping***

- a) All floor areas including open areas and flooring around furniture legs and into corners be free of dirt and litter.

**D. *Dust Mopping***

- a) All floor areas including open areas and flooring around furniture legs and into corners must be free of debris and dust film.

**E. *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, mop streaks, loose mop strands and water spotting.
- b) The supplier must sweep or dry mop the area immediately before damp mopping.
- c) The supplier must start damp mopping with clean water and mop.
- d) Walls, baseboards and other surfaces must be free of splash marks.

**F. *Wash 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.

**G. *Machine Scrubbing***

- a) All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.
- b) Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.

**H. *Spray Buffing***

- 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.

I. **Scrub and Refinish**

- a) Supplier must apply all performance standards as with "Machine Scrubbing".
- b) In addition, supplier must apply one coat of finish compatible with existing finish.
- c) As a result of the "Scrub and Refinish", all areas must present an overall appearance of cleanliness free of scuffs and stains, have a bright shine and be free of debris and dust once the "Scrub and Refinish" is complete.

J. **Strip and Refinish**

- a) Supplier must apply all performance standards as with "Scrub and Refinish".
- b) All old finish must be removed, and all residual stripper chemical cleaned away.
- c) New finish must be applied to all portions of the floors.
- d) Refinish must include 2 coats of finishing material (wax, etc.).
- e) All areas must be clean and clear of all stains, blemishes and dirt, and have a consistent shine free of scrapes and marks once the "Strip and Refinish" is complete.

K. **Vacuuming**

- a) All carpet surfaces must have an overall appearance of cleanliness and must be free of visible dust, dirt and grit. A power head must be used. Vacuums must be 2 motor design (1 for suction, 1 for power head).

L. **Stain Removal**

- a) All carpets and waterhog mats and door mats 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 affected work area.

M. **Hot Water Extraction**

- a) All carpets and waterhog mats and Door mats must be clean and free of accumulated dust and dirt and stain as a result of Hot Water Extraction.
- b) Areas must be cleaned to walls and corners.

N. **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 odors. Cloths used for damp wiping washrooms (i.e., toilets, urinals, etc.) must be kept separate from those used in other parts of the building.
- c) Feather dusters are not acceptable.

O. **Glass and Mirror Cleaning**

- a) All glass must be clean on both sides and free of streaks and finger marks. Cleaning agents must be approved for use on windows coated with a window film.
- b) Adjacent areas including frames, casing and ledges must be free of water spotting, splash marks and streaks.

P. **High dusting**

- a) All surfaces must be free of dust.
- b) High dusting must be affected using either damp rag wiping or vacuuming. The method will be specified by the client.
- c) Dust must be contained and prevented from floating freely in the air during operation.

**Q. *Clean and Disinfect***

- a) Project Authority-approved, commercial disinfectant cleaner must be used.
- b) Manufacturer's instructions must be followed for best results.
- c) All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.

R. If the service provider is found responsible the service provider will be responsible for all recovery costs associated with:

- a) Lost Keys
- b) False Alarms
- c) Damage to Property
- d) Theft

**3.5. Task Authorization-If and When Requested Cleaning**

PCA may require additional cleaning of the facility 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 pricing at Annex "B", as to how and when the Work is to be performed. Any changes in excess of or outside the scope of the contract must be approved in writing by the contractual authority.

**3.6. Constraints**

- A. The Work must be executed with the minimum of inconvenience to PCA personnel. The Contractor must comply with all directions of the Project Authority relative to the scheduling of the Work, including the specific times during which it shall be performed. The Contractor must take all necessary measures to avoid disruption of essential services or impedance, interruption or endangerment of pedestrian or other traffic by reason of the Contractor's activities hereunder.
- B. The Contractor must submit the names of any employees who will be conducting work under the contract to the PCA for confirmation of Security Clearance before they will be allowed to begin work.
- C. The Contractor will supply uniforms to staff working onsite to clearly identify the employees name and the name of the Contractor.
- D. If any employee of the Contractor performing the Work on the Contract, in the opinion of the PCA Site Manager, presents a threat to security, the Contractor will ensure that the employee not perform any further work under the Contract
- E. All labour, tools, equipment and supplies, including, but not limited to garbage bags, toilet tissue, paper hand towels, cleaning materials, disinfectants, waxes and hand soap are the responsibility of the Contractor
- F. The Contractor must ensure that where substances classified as controlled products, under the Controlled Products Regulations, are to be used in Crown-owned facilities, that the Contractor's employees receive appropriate training as per provincial/ federal regulations and the Workplace Hazardous Material Information System (WHMIS)
- G. The Contractor must ensure that all controlled products to be used are brought to the attention of the Site Authority. All containers brought into Crown-owned facilities containing controlled products must be labeled, stored and handled in accordance with WHMIS and Transport of Dangerous Goods Regulations.

**3.7. Travel**

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All travel and associated costs required to perform the Work are the responsibility of the Contractor and will not be paid for or reimbursed by PCA.

### 3.8. Parks Canada Agency Support

PCA will provide:

- a) All electricity, hot and cold water required by the Contractor in connection with the Work
- b) A storage area located directly West of the kitchen during the period of the contract for stocking purposes
- c) All security access required to access the facility to complete the Work
- d) 1 day notification on area closures due to site activities (i.e. tours, hosting of stakeholders, etc.)
- e) Access to the glove recycling program box for the Contractor staff to recycle the gloves used while cleaning the building

### 3.9 Sustainability Requirements

- A. The Contractor must ensure all cleaning products are Ecologo certified or Green Seal certified and biodegradable. This is to ensure cleaning products are non-toxic, non-irritating, non-VOC (less than 0.05% by mass percentage). Cleaning products should be purchased in bulk or refillable, in environmentally responsible packaging and cold water efficient where applicable.
- B. Contractor must maintain a register of all cleaning products used on site and maintain safety data sheets (SDS) for all listed chemicals. SDS should be freely available to cleaning staff and the Project Authority at all times.
- C. Reusable microfiber clothes must be used instead of disposable cloths
- D. The Contractor must ensure all equipment is used in a water efficient manner.

Paper products including bathroom tissue and paper towels must contain 40-60% postconsumer fibre.

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## ANNEX B

### BASIS OF PAYMENT

#### Financial Bid Submission Requirements

- (a) Bidder must submit its financial bid in accordance with this Basis of Payment.
- (b) The bid must be submitted in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- (c) Total Combined Evaluated Estimated Bid Price Calculation:

For the purposes of evaluation, the evaluated bid price will be comprised of the combined total of Table A through Table C.

#### A. Contract Period – October 2, 2023 to October 1, 2024

##### A1. Required Services- Firm Unit Price(s)

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.

Item No.	Description	Unit of Measurement	Firm Unit Price (a)	Estimated Quantity (b)	Extended Total = a x b
A.1	Janitorial Services as per Annex A Statement of Work	Per Month	\$	12	\$
(A1)	<b>TOTAL FIRM UNIT PRICE(S) Sum of Extended Total(s)</b>				\$

##### A.2. Task Authorizations

###### A2.1 Task Authorizations – Labour

The Contractor will be paid for the actual hours worked at the firm hourly rates detailed below. The Contractor will be paid an initial half hour minimum charge calculated from the time the Contractor's technician arrives on-site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

Item No.	Description	Unit of Measurement	Firm Hourly Rate (a)	Estimated Quantity (b)	Extended Total = a x b
A2.1.1	Labour- Urgent within 24 hours	Per Hour	\$	10	\$

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<b>A2.1.2</b>	Labour-Non-urgent	Per Hour	\$	10	\$
<b>(A2.1)</b>	<b>SUB-TOTAL LABOUR COSTS</b> Sum of Extended Total(s)				\$

**Sub-total Evaluated Bid Price – Contract Period**

Item	Description	Bid Price
<b>(A)</b>	<b>SUB-TOTAL EVALUATED BID PRICE – Contract Period</b> A1 + A2.1=	\$

**B. Option Period 1 – October 2, 2024 to October 1, 2025**

**B1. Firm Unit Price(s)**

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.

Item No.	Description	Unit of Measurement	Firm Unit Price (a)	Estimated Quantity (b)	Extended Total = a x b
<b>B.1</b>	Janitorial Services as per Annex A Statement of Work	Per Month	\$	12	\$
<b>(B)</b>	<b>TOTAL FIRM UNIT PRICE(S)</b> Sum of Extended Total(s)				\$

**B2. Task Authorizations**

**B2.1 Task Authorizations – Labour**

The Contractor will be paid for the actual hours worked at the firm hourly rates detailed below. The Contractor will be paid an initial half hour minimum charge calculated from the time the Contractor's technician arrives on-site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

Item No.	Description	Unit of Measurement	Firm Hourly Rate (a)	Estimated Quantity (b)	Extended Total = a x b
<b>B2.1.1</b>	Labour- Urgent within 24 hours	Per Hour	\$	10	\$

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<b>B2.1.2</b>	Labour- Non-Urgent	Per Hour	\$	10	\$
<b>(B2.1)</b>	<b>SUB-TOTAL LABOUR COSTS</b> Sum of Extended Total(s)				\$

**Sub-total Evaluated Bid Price – Option Period 1 –**

Item	Description	Bid Price
<b>(B)</b>	<b>SUB-TOTAL EVALUATED BID PRICE – Option Period 1</b> Sum of B1 + B2.1 =	\$

**C. Option Period 2 – October 2, 2025 to October 1, 2026**

**C1. Firm Unit Price(s)**

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.

Item No.	Description	Unit of Measurement	Firm Unit Price (a)	Estimated Quantity (b)	Extended Total = a x b
<b>C.1</b>	Janitorial Services as per Annex A Statement of Work	Per Month	\$	12	\$
<b>(C1)</b>	<b>TOTAL FIRM UNIT PRICE(S)</b> Sum of Extended Total(s)				\$

**C2. Task Authorizations**

**C2.1 Task Authorizations – Labour**

The Contractor will be paid for the actual hours worked at the firm hourly rates detailed below. The Contractor will be paid an initial half hour minimum charge calculated from the time the Contractor's technician arrives on-site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

Item No.	Description	Unit of Measurement	Firm Hourly Rate (a)	Estimated Quantity (b)	Extended Total = a x b
<b>C2.1.1</b>	Labour- Urgent within 24 hours	Per Hour	\$	10	\$

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<b>C2.1.2</b>	Labour-Non-Urgent	Per Hour	\$	10	\$
<b>(C2.1)</b>	<b>SUB-TOTAL LABOUR COSTS</b> Sum of Extended Total(s)				\$

**Sub-total Evaluated Bid Price – Option Period 2**

Item	Description	Bid Price
<b>(C)</b>	<b>SUB-TOTAL EVALUATED BID PRICE – Option Period 2</b> Sum of C1 + C2.1=	\$

**D. Total Evaluated Bid Price**

Item	Description	Bid Price
<b>(A)</b>	<b>Contract Period –SUB-TOTAL EVALUATED BID PRICE</b>	\$
<b>(B)</b>	<b>Option Period 1</b> <b>SUB-TOTAL EVALUATED BID PRICE</b>	\$
<b>(C)</b>	<b>Option Period 2</b> <b>SUB-TOTAL EVALUATED BID PRICE</b>	
<b>(D)</b>	<b>TOTAL EVALUATED BID PRICE</b> Sum of Bid Price(s)	\$

**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.



## ANNEX C

### INSURANCE REQUIREMENTS

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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- I. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.  
**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**  
Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

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

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**ANNEX D**

**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>
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<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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## ANNEX E 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> ( ) Corporate Entity ( ) Privately Owned Corporation ( ) Sole Proprietor ( ) 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 F 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> ( ) <b>No</b> ( )
---------------------------------------------------------------------------------------------------------

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

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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**

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

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.



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## **ANNEX G**

### **TASK AUTHORISATION FORM**