

RETURN BIDS TO:

Agriculture and Agri-Food Canada

Address: See Part 2 - Bidder Instructions

Attention: Desta Kissack

Email:

REQUEST FOR PROPOSAL

Proposal To: Agriculture and Agri-Food Canada

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

Comments:

Vendor/Firm Name and Address:

Issuing Office

Agriculture and Agri-Food Canada
Western Service Centre
4-303 Main Street
Winnipeg, MB R3C 3G7

Title: Janitorial Services – Melfort SK, Research Farm	
Solicitation Number 01R11-24-C016	Date of solicitation: 2023-11-23
Solicitation Closes: At: 11:00 a.m. On: 2024-01-04	Time Zone: CST
Address Enquiries to: aaafc.wscprocurement-csoapprovisionnement.aac@agr.gc.ca with a cc to desta.kissack@agr.gc.ca Name: Attn: Desta Kissack Email:	
Telephone Number: 204-583-8127	FAX Number:
Destination of Goods, Services and Construction: Melfort Research Farm 6 Highway 6 South Melfort AB	
Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.	
Delivery required: 2024-02-01	Delivery offered:
Vendor/Firm Name and Address:	
Name and title of person authorized to sign on behalf of vendor/firm (type or print)	
Signature	
Date	

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

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

1.2 Statement of Work

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

1.3 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.

1.4 Canada Post Corporation's (CPC) Connect service

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

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, and are amended as follows:

- a) Section 05, Submission of Bids, subsection 5.2:

DELETE: (d) send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the bid solicitation or, to the address specified in the bid solicitation, as applicable;

INSERT: (d) send its bid only to the specified Bid Receiving Unit of Agriculture and Agri-Food Canada (AAFC) specified in the bid solicitation or, to the address specified in the bid solicitation, as applicable;

- b) Section 05, Submission of Bids, subsection 5.4:

DELETE: 60 days
INSERT: 120 days

c) Section 06, Late Bids and Section 07, Delayed Bids:

DELETE: "PWGSC"

INSERT: "AAFC"

d) Section 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service

DELETE: Subsection 1 and 2 in its entirety.

INSERT:

08 (2022-03-29) Canada Post Corporation's (CPC) Connect service

1. Canada Post Corporation's Connect service

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [Connect service](#) provided by Canada Post Corporation.

The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by Agriculture and Agri-Food Canada is: aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca

- b. To submit a bid using CPC Connect service, the Bidder must either:
- send directly its bid only to the specified AAFC Bid Receiving Unit, using its own licensing agreement for CPC Connect provided by Canada Post Corporation; or
 - send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified AAFC Bid Receiving Unit requesting to open a CPC Connect conversation. Requests to open a CPC Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting CPC Connect service to the specified AAFC Bid Receiving Unit in the bid solicitation, an officer of the AAFC Bid Receiving Unit will then initiate a CPC Connect conversation. The CPC Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the CPC Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the CPC Connect message field of all electronic transfers.
- f. It should be noted that the use of CPC Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the AAFC Bid Receiving Unit address specified in the solicitation in order to register for the CPC Connect service.
- g. For bids transmitted by CPC Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
- receipt of a garbled, corrupted or incomplete bid;
 - availability or condition of the CPC Connect service;
 - incompatibility between the sending and receiving equipment;
 - delay in transmission or receipt of the bid;
 - failure of the Bidder to properly identify the bid;
 - illegibility of the bid;
 - security of bid data; or,

- viii. inability to create an electronic conversation through the CPC Connect service.
- h. AAFC Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the CPC Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or AAFC Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that that they are using the correct email address for the AAFC Bid Receiving Unit when initiating a conversation in CPC Connect or communicating with the AAFC Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the CPC Connect system.
- j. A bid transmitted by CPC Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

e) Section 20, Further Information:

DELETE: Subsection 20 in its entirety.

2.1.1 Technical Difficulties of Bid Transmission

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where a Bidder has commenced transmission of its bid through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the bid solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:

(i) The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; OR

(ii) The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time.

2.1.2 Completeness of the Bid

After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.

Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

- 1. That certifications and securities required at bid closing are included.*
- 2. That bids are properly signed, that the bidder is properly identified.*
- 3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.*
- 4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.*
- 5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.*

2.2 Submission of Bids

Bids must be submitted using Canada Post Corporation's (CPC) Connect service to the email address specified below by the date, time and place indicated in the bid solicitation:

aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open a CPC Connect conversation, as detailed in Section 2.1 of this solicitation, or to send bids through a CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

Alternate arrangements for submitting bids can be made by contacting the Contracting Authority identified on page 1 of the bid solicitation.

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **14** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

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

- Office of the Procurement Ombudsman (OPO)

- Canadian International Trade Tribunal (CITT)

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in accordance with section 2.2, Submission of Bids of Part 2. The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

Canada requests that the Bidder submits its bid with separately named sections as follows:

- Section I: Technical Bid (1 pdf attachment)
- Section II: Financial Bid (1 pdf attachment)
- Section III: Certifications (1 pdf attachment)

Canada is committed to achieving net zero greenhouse gas (GHG) emissions by 2050 in an effort to position Canada for success in a green economy and to mitigate climate change impacts. As a result, future solicitations may include the following:

- there may be evaluation criteria or other instructions in the solicitation or contract documents related to measuring and disclosing your company's GHG emissions;
- you may be requested or required to join one of the following initiatives to submit a bid, offer or arrangement or if you are awarded the contract:
 - Canada's Net-Zero Challenge;
 - the United Nations Race to Zero;
 - the Science-based Targets Initiative;
 - the Carbon Disclosure Project;
 - the International Organization for Standardization;
- you may be required to provide other evidence of your company's commitment and actions toward meeting net zero targets by 2050.

Section I: Technical Bid

For their Technical Bid, Bidders must demonstrate their compliance with the Mandatory Requirements and include the necessary documentation with their submission.

Section II: Financial Bid

For their Financial Bid, Bidders shall provide firm all-inclusive monthly prices to provide the services requested in each building, in accordance with the Statement of Work Annex "A".

The requirements of the Financial Bid are detailed in Part 4, Evaluation Procedures and Basis of Selection. Bidders are asked to complete Annex "G" Bid Document which will form the financial bid

Prices shall not appear in any area of the bid except in the Financial Bid.

Section III: Certifications

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

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "E" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "E" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Appendix 1 to Part 4 which will be evaluated on a compliant / non-compliant basis.

4.1.2 Financial Evaluation

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

Refer to Annex "G" Bid Document which will form the financial bid.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

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

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](#) website

(<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

Refer to Annex "F".

5.2.2 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.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

- (a) The contractor/offeror personnel requiring access to sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by AAFC;
- (b) The contractor and/or its employees **MUST NOT** have access to PROTECTED and/or CLASSIFIED information or assets;
- (c) The contractor and/or its employees **MUST NOT** remove any PROTECTED and/or CLASSIFIED information or assets from the identified work site(s);
- (d) The contractor and/or its employees **MUST NOT** use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data;
- (e) Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the AAFC; and

- (f) The contractor/offeror must comply with the provisions of the:
Security Requirements Check List.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Supplemental General Conditions

SACC Manual Clause 4013 (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules, apply to and form part of the Contract.

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 February 1, 2024 to January 31, 2025 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 four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor within 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

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Destia Kissack, Senior Contracting Officer
Agriculture and Agri-Food Canada
Western Service Centre
4-303 Main Street
Winnipeg, MB R3C 3G7

Telephone: 204-583-8127
E-mail address: destia.kissack@agr.gc.ca

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

6.5.2 Technical Authority
To be Inserted at Contract Award

The Technical Authority for the Contract is:

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

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

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

6.5.3 Contractor's Representative
To be Inserted at Contract Award

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be paid for the Work performed in accordance with the Basis of Payment at Annex "C", to a ceiling price of \$ _____ (*amount to be inserted at contract award*). Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

6.7.3 Method of Payment

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payment

6.7.4 SACC Manual Clauses

[A9117C](#) (2007-11-30) T1204 - Direct Request by Customer Department

6.7.5 Electronic Payment of Invoices – Contract
(to be updated at contract award)

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

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.
- 2. Invoices must be distributed as follows:
 - a. One original must be forwarded to the Technical Authority for certification and payment.
 - b. One copy must be sent to aafc.accountspayablesrc-crscomptesfournisseurs.aac@agr.gc.ca
 - c. One copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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 Saskatchewan.

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;
- (a) the Supplemental General Conditions - 4013 (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules;
- (c) the General Conditions - Services (Medium Complexity) 2010C (2022-12-01);
- (d) Annex "A", Statement of Work;
- (e) Annex "D", Security Requirements Check List;
- (f) the Contractor's bid dated _____ (*to be inserted at contract award*)

6.12 Dispute Resolution

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

ANNEX "A"

STATEMENT OF WORK

The contractor will be required to provide Janitorial services as described herein

Services to be performed during the regular 'Scheduled Work Hours':

- Weekdays (Monday, Wednesday, Friday only) - 08:00 a.m. to 23:00 p.m.
- Weekends between 08:00 a.m. Saturday and 23:00 p.m. Sunday (for scheduled Bi-Annual or Annual work only, if unable to complete during the regular work week)
- Statutory Holidays are Excluded

This is a non-smoking (including vaping) and scent free Facility

AAFC BUILDINGS at the Melfort Research Farm:

<u>BUILDING NUMBER & NAME</u>	<u>Approx. M² (to be cleaned)</u>
Bldg #72; Chemical Storage Building – Washroom only;	5 M ²
Bldg #73; Field Laboratory – Main floor whole building and coffee room mezzanine;	930 M ²
Bldg #49; Maintenance Shop – Washroom and Office;	22 M ²
Bldg #12; Office Building Main floor;	139 M ²
Bldg #12; Office Building Basement and 2 nd floor;	117 M ²
Bldg #54; Seed Processing Building – Washroom and Laundry area;	8 M ²

CHEMICAL STORAGE BUILDING

SEASONAL - May 1 to October 31 ONLY

WASHROOM / SHOWER (1)

1. WEEKLY - (Wednesday)

1. Clean and disinfect counter, dispensers, sink, taps and toilet
2. Clean and disinfect door handle
3. Clean and polish mirror
4. Clear any blockages from shower and sink drains and toilet
- If unable to fix, report to the Facility Manager immediately
5. Empty garbage can and replace bag when used or soiled
6. Replace / replenish all consumables as required
7. Spot clean door and walls
8. Damp mop tile floor

3. BI-MONTHLY (Every other month; May, July, September)

1. Clean and disinfect garbage can
2. Clean and disinfect light switch and toilet paper holder
3. Clean and disinfect shower curtain and rod
4. Descale shower, sink and toilet as required
5. Spot clean shower walls
6. Wash all exposed plumbing under sink
7. Wash ceiling, door and door frame and walls

FIELD LABORATORY

COFFEE ROOM (1) / CONFERENCE ROOM (1) / ENTRANCES (3) / GRINDING ROOMS (2) / LABS (3) / OFFICE (1) / WASHROOMS (2) / WORK AREAS (2)

1. **DAILY** (Every other weekday; Monday, Wednesday, Friday)
 1. Clean and disinfect sinks (2)
 2. Empty all garbage cans and replace bags when used or soiled
 3. Replenish Hand Sanitizers as required
 4. Replenish paper hand towels in Lab as required
 5. Spot clean all walls
 6. Sweep all tile floors and flight of stairs
 7. Vacuum and spot clean all carpet runners
 8. Wash all counters, sinks and tables in Coffee Room
 9. **WASHROOMS (2)**
 - a) Clean and disinfect all counters, dispensers, shelves, sinks, taps, toilets and urinals
 - b) Clean and disinfect all door handles and locking mechanism on stall doors
 - c) Clean and polish all mirrors
 - d) Clear any blockages from sink drains, toilets and urinals
- If unable to fix, report to the Facility Manager immediately
 - e) Empty all garbage cans and replace bags when used or soiled
 - f) Remove and replace all used bags in sanitary napkin disposal receptacles
 - g) Replace / replenish all consumables as required
 - h) Spot clean all doors and walls, including stalls
 - i) Sweep all tile floors
2. **WEEKLY** (Friday)
 1. Clean and polish all interior glass on all interior and entrance doors
 2. Clean metalwork on metal entrance doors and push doors
 3. Vacuum and spot clean carpet in Conference Room
 4. **STAIRWELL**
 - a) Clean, disinfect and polish handrails
 - a) Spot clean all walls
3. **BI-WEEKLY** (Twice a week; Monday / Wednesday)
 1. Damp mop all tile floors
 2. **WASHROOMS (2)**
 - a) Damp mop all tile floors
4. **BI-MONTHLY** (Every other month; March, May, July, Sept., Nov., Jan.)
 1. Dust all roller blinds
 2. Wash tops of all partition walls
 3. **WASHROOMS (2)**
 - a) Clean and disinfect all garbage cans and sanitary Napkin disposal receptacles
 - b) Clean and disinfect all light switches and toilet paper holders
 - c) Descale all sinks, toilets and urinals as required
 - d) Wash all exposed plumbing under sinks
 - e) Wash ceiling, all doors, door frames and walls, including stalls
- 5A. **ANNUAL** (May)
 1. Clean and polish all INTERIOR windows
 2. Wash all EXTERIOR windows (Main level only)
- 5B. **ANNUAL** (January)
 1. Vacuum around all air ducts
 2. Wash all baseboards and moldings
 3. Wash all ceilings and walls

5C. ANNUAL (February)

1. Shampoo all carpets
2. Strip and refinish all tile floors
3. Wash all florescent light fixtures and covers
4. **WASHROOM (2)**
 - a) Strip and refinish all tile floors

MAINTENANCE SHOP

OFFICE (1) / WASHROOM/SHOWER (1)

1. **DAILY** (Every other weekday; Monday, Wednesday, Friday)
 1. Sweep tile floor in office
 2. **WASHROOM / SHOWER (1)**
 - a) Clean and disinfect counter, all dispensers, grab bar, sink, taps, toilet and urinal
 - b) Clean and disinfect all door handles and locking mechanism on stall doors
 - c) Clean and polish mirror
 - d) Clear any blockages from shower and sink drains, toilet and urinal
- If unable to fix, report to the Facility Manager immediately
 - e) Empty garbage can and replace bag when used or soiled
 - f) Replace / replenish all consumables as required
 - g) Spot clean door and all walls
 - h) Sweep tile floor

2. **BI-WEEKLY** (Twice a week; Monday / Wednesday)
 1. Damp mop all tile floors
 2. **WASHROOM / SHOWER (1)**
 - a) Damp mop all tile floors

3. **BI-MONTHLY** (Every other month; March, May, July, Sept., Nov., Jan.)
 1. **WASHROOM / SHOWER (1)**
 - a) Clean and disinfect Shower curtain and rod
 - b) Spot clean walls
 - c) Dust all roller blinds
 - d) Clean and disinfect garbage can
 - e) Clean and disinfect light switch and toilet paper holder
 - f) Descale shower, sink, toilet and urinal as required
 - g) Wash all exposed plumbing under sink
 - h) Wash ceiling, door, door frame and walls

OFFICE BUILDING - Basement, 1st and 2nd Floor

COFFEE ROOM (1) / ENTRANCE (2) / OFFICES (11) / WASHROOMS (3) / HALLWAYS (2)

1. **DAILY** (Every other weekday; Monday, Wednesday, Friday)
 1. Empty all garbage cans and replace bags when used or soiled
 2. Replace all Emergency Exit Light bulbs in building when required
 3. Sweep all tile floors and flights of stairs
 4. Vacuum and spot clean all carpets and carpet runners and including stairs
 5. **COFFEE ROOM**
 - a) Clean and disinfect sink
 - b) Damp wipe all counters
 - c) Replenish paper hand towels as required
 6. **WASHROOMS (3)**
 - a) Clean and disinfect all counters, dispensers, grab bars, shelves, sinks, taps, toilets and urinals
 - b) Clean and disinfect all door handles and locking mechanism on stall doors
 - c) Clean and polish all mirrors
 - d) Clear any blockages from sink drains, toilets and urinals
- If unable to fix, report to the Facility Manager immediately
 - e) Empty all garbage cans and replace bags when used or soiled
 - f) Remove and replace all used bags in sanitary napkin disposal receptacles
 - g) Replace / replenish all consumables as required
 - h) Spot clean all doors and walls, including stalls
 - i) Sweep all linoleum floors
2. **WEEKLY** (Wednesday)
 1. Clean interior side of all Entrances doors, including door frames
 2. Clean and polish all interior windows on all Entrances doors
 3. Damp wipe tops of all bookcases and file cabinets
 4. Damp wipe all Magazine Racks
 5. Empty all Paper Recycle Containers and take to towns Recycling Depot
 6. **STAIRWELLS**
 - a) Clean, disinfect and polish handrails
 - a) Spot clean all walls
3. **BI-WEEKLY** (Twice a week; Monday / Wednesday)
 1. Damp mop all tile floors
 2. **WASHROOMS (3)**
 - a) Damp mop all linoleum floors
4. **MONTHLY**
 1. Damp wipe all notice boards
 2. Damp wipe all open areas on desks and tables
 3. Damp wipe all radiators
 4. Damp wipe all window sills / ledges
 5. Dust all roller blinds
 6. **WASHROOMS (3)**
 - a) Descale all sinks, toilets and urinals as required
5. **BI-MONTHLY** (Every other month; March, May, July, Sept., Nov., Jan.)
 1. **WASHROOMS (3)**
 - a) Clean and disinfect all garbage cans and sanitary napkin disposal receptacles
 - b) Clean and disinfect all light switches and toilet paper holder
 - c) Wash all ceilings, doors, door frames and walls, including stalls
 - d) Wash all exposed plumbing under sinks

- 6. **BI-ANNUAL** (Twice a year; April / October)
 - 1. Clean and polish all INTERIOR Windows
 - 2. Wash all air intake grilles and air diffuser vents
 - 3. Vacuum all air intake grilles and air diffuser vents

- 7A. **ANNUAL** (January)
 - 1. Wash all baseboards and moldings
 - 2. Wash all walls including flights of stairs

- 7B. **ANNUAL** (February)
 - 1. Shampoo all carpets
 - 2. Strip and refinish all linoleum floors in basement
 - 3. **WASHROOMS (3)**
 - a) Strip and refinish linoleum floor on 1st floor

- 7C **ANNUAL** (May)
 - 1. Wash all EXTERIOR windows (Main level only)

SEED PROCESSING BUILDING

WASHROOM / SHOWER (1)

1. WEEKLY (Wednesday)

1. Clean and disinfect counter, dispensers, shelves, sink, taps and toilet
2. Clean and disinfect door handle
3. Clear any blockages from shower and sink drains and toilet
- If unable to fix, report to the Facility Manager immediately
4. Damp mop tile floor
5. Damp wipe washer and dryer
6. Empty garbage can and replace bag when used or soiled
7. Replace / replenish all consumables as required
8. Spot clean door and walls

2. MONTHLY

1. Clean and disinfect garbage can
2. Clean and disinfect all light switch and toilet paper holder
2. Clean and disinfect shower curtain, rod and walls
3. Descale shower, sink and toilet as required
4. Wash all exposed plumbing under sink
5. Wash ceiling, door, door frame and walls

CONTACTOR RESPONSIBILITY

1. CONSUMABLES

The Contractor will be responsible to provide and maintain sufficient quantities of the following items on the premises :

1. Carpet cleaner / spot remover
2. Floor strippers, finishes and waxes
3. Furniture cleaners & polishes
4. Glass Cleaner
5. General cleaning products
6. Vacuum Cleaner Bags, etc.

These commodities shall meet the standards referred to in Appendix A - Additional Terms & Conditions #11 (Materials and WHMIS Compliance) and be appropriate for use in their respective dispensers and / or locations.

CLEANING PRODUCTS must be biodegradable, phosphate-free, odorless, low-odor, low volatile organic compounds (VOC) products for all general-purpose cleaning. All cleaning products used must meet the Environmental Choice Program Certification ("Eco-Logo") criteria or equivalent. These products must be supplied at no extra cost.

PAPER PRODUCTS - All hygienic paper products must contain a minimum of 10% post-consumer recycled fibres or equivalent. All products used must meet the Environmental Choice Program Certification ("Eco-Logo") criteria or equivalent. These products must be supplied at no extra cost.

2. EQUIPMENT

The Contractor is responsible to provide and maintain (in good working condition) the following equipment required to carry out the work including but not limited to :

1. Caution Signs
2. Machine (Floor) polisher / scrubber
3. Mopping Tanks
4. Mops and brooms
5. Pails / buckets / etc.
6. Scrapers
7. Vacuum Cleaner
8. Wax Applicators
9. Wiping rags / cloths / dusters / etc.

AAFC RESPONSIBILITY

1. CONSUMABLES

AAFC will be responsible to provide and maintain sufficient quantities of the following items on the premises :

1. Cleaners & disinfectants for toilets and urinals
2. Deodorant cakes
3. Garbage Bags, Plastic
5. Hand sanitizer
6. Hand soap
7. Light Bulbs, Emergency Lights and Exits only
8. Paper Bags for Sanitary napkin disposal receptacles
9. Paper towels (Washrooms)
10. Toilet paper, 2 ply

2. EQUIPMENT

AAFC will provide and maintain the following equipment required to carry out the work including but not limited to :

1. Ladders

TERMS OF WORK

1 POST AWARD MEETING

At the discretion of the Facilities Manager, the Contractor *may* be required to attend a Post contract award meeting to ensure all parties have a good understanding of the Minimum Cleaning Standards (Annex "B"), inspection frequency, documentation and management and responsibility with respect to any required corrective actions.

2 SITE ORIENTATION

A walk through orientation *may* be provided by the Facilities Manager prior to the commencement of any work. This walk through serves to facilitate the familiarization of the building layout and where specific safety devices such as: emergency showers, eyewash stations, First Aid Kits, Safety Data Sheets (SDS) binders and fire extinguisher locations.

The walk through will include where all building exits are located and where the muster point is located in the event of an emergency situation.

The walk through will include providing the Contractor with all information required to perform the duties.

3 SECURITY

- .1 No employees of the Contractor shall be allowed on site until clearances have been established. **This requirement must be updated when staff changes occur. Notice of staff changes must be made in writing in advance of the proposed changes.**
- .2 Only employees of the Contractor will be allowed into the buildings during Scheduled hours of Work.
- .3 Access to the site outside of the 'Scheduled hours of Work' specified herein must be approved by the Facilities Manager.
- .4 The Contractor shall not allow any unauthorized people into the building under any Circumstances.
- .5 Necessary access cards and or keys will be issued to the Contractor's Security cleared employees and must be fully protected at all times. If / when any employee's access card and or key is misplaced or lost, the Contractor shall notify the Facilities Manager immediately and a replacement will be issued. The Contractor **WILL NOT** duplicate the access cards or keys.

The Contractor must account for all access cards and keys issued and **return upon cessation of the Contract.**

- .6 The Contractor shall be responsible for keeping all 'locked doors' closed and locked during 'Scheduled hours of Work' and ensure all doors are securely closed and locked upon completion of duties.
- .7 Any resource that breaches any of the Security Clauses in this Contract will result in immediate cancellation of the Resource's access card(s) and or key(s) and the Contractor will be required to replace that Resource.

4 PUBLICITY

- .1 The Contractor is not permitted to display any public ceremony; erect or permit the erection of any sign or advertising in connection with the work required under this contract.
- .2 The Contractor may post notices to indicate the equipment is out of service or for repairs. Such notices shall not indicate the Contractor's name or contain advertising.

5 SAFETY

- .1 The Facilities Manager reserves the right to have equipment judged unsafe. The Contractor shall take such equipment out of service and repair or replace such items.
- .2 Machinery and equipment must not block a passageway, or present a trip hazard.
- .3 Caution signs must be placed adjacent to the affected area on all approaches.
- .4 No propane powered equipment shall be used or brought onsite.
- .5 The Contractor shall ensure that all applicable Personal Protective Equipment (PPE) is used.

6 SPACE ASSIGNED

- .1 The Contractor will be provided the required amount of space for the storage of equipment and supplies and will be responsible to keep the assigned space clean.
- .2 Supply shelves are to be maintained in a clean and orderly state.
- .3 The wash area will be maintained in a clean and orderly fashion:
 - i. Sinks must be kept clean and free of any dirt or debris
 - ii. Faucets must be clean and polished
 - iii. Persistent leakage will be reported to Facilities Manager

7 QUALITY

- .1 All work under the contract shall be carried out to the satisfaction of and periodically inspected by the Facilities Manager, who will be the judge of the adequacy and completeness of the work. Inspections will be based on the Statement of Work herein.
- .2 Work will be reviewed on an ongoing basis and deficiencies will be reviewed with the Contractor or his representative as required. Any deficiencies noted must be rectified within 10 days.
- .3 In case of ongoing deficiencies, a letter of complaint, detailing these deficiencies, will be forwarded to the Contractor by the Contracting Authority. If these deficiencies are not remedied to Canada's satisfaction within a reasonable period time, as AAFC may specify in its letter of complaint, Canada may terminate the Contract for just cause, and AAFC may deliver a further letter to the Contractor from AAFC's legal department detailing any additional legal action that may or will be taken.

8 CONTRACTOR'S RESOURCES

.1 PROPOSED RESOURCES

The Bidder must submit the names of at least one (1) supervisor and one (1) cleaner (minimum) who will be providing on-site cleaning services under the resulting contract **within 10 business days of intention to award a contract**. The supervisor and at least one (1) or more of the on-site cleaners must have the ability to communicate effectively in English, and the bidder must identify these resources when submitting the name(s).

.2 Under no circumstances does the Contractor regulate work on other projects from the work site or utilize assigned space as a general office. No business other than that which relates directly to the work site will be permitted.

.3 The Department will not be responsible for damage to the Contractor's supplies, materials, or equipment in the building nor the Contractor's Resources and person belongings brought into the building.

9 DAMAGES

.1 The Contractor shall be fully responsible for any damage caused by the contractors employees; e.g. to the structure, furniture, equipment, counters, etc.

10 MISCELLANEOUS

.1 The Contractor and or its employees shall report any maintenance work required to buildings, floor finishes, heating systems, plumbing and any architectural, mechanical or electrical deficiencies to the Facilities Manager.

.2 The Contractor will report any visible signs of rodents and/or pests to the Facilities Manager.

.3 The Contractor will not use insecticides or insect spray of any kind unless written authorization is received from the Facilities Manager.

.4 Any changes required to the 'Scheduled hours of Work' must be pre-approved by the Facilities Manager.

.5 The Contractor will ensure all doors between all rooms are kept closed during and after cleaning.

.6 The Contractor shall ensure all lights are turned 'off' upon completion of duties.

.7 Any refuse bag labelled as containing 'Hazardous Waste' will be disposed of by AAFC employees.

.8 The Contractor shall provide written notice to the Facilities Manager at least one (1) week prior to completing any scheduled Bi-annual or Annual duties.

11 MATERIALS & WORKPLACE HAZARDOUS - MATERIALS INFORMATION SYSTEM (WHMIS) COMPLIANCE

Upon request by the Facilities Manager, the Contractor must provide proof of up to date WHMIS training for all employees working onsite.

-
- .1 The Contractor shall use as many low toxicity and environmentally friendly products as practical, use products displaying the Environmental Choice Program Certification (Eco-Logo). Samples of Controlled Products may be required for WHMIS Compliance testing to ensure that all materials used meet the Canadian General Standards Board Qualified Products criteria.
 - .2 The Contractor shall ensure that, where substances classified as controlled products under the Control Products Regulations are to be used in Crown-owned facilities and their Resources receive appropriate training as per Provincial / Federal Regulations and WHMIS.
 - .3 The Contractor shall ensure that all controlled products are identified to the Facilities Manager. Where controlled products are to be used at Federally occupied facilities the Facilities Manager will have the authority to review all work to be performed, and where applicable, stop contract work related to the use of controlled products until safety and health concerns are resolved.
 - .4 The Contractor must advise the Facilities Manager when controlled products are to be brought into Crown-owned or occupied facilities. SDS, for all controlled products stored or used onsite, are to be in a conspicuous WHMIS binder in the assigned Janitors Rooms.
 - .5 All containers brought into Crown-owned facilities containing controlled products must be labeled in accordance with WHMIS regulations. The Contractor shall ensure that no down the drain disposal for controlled waste liquids will occur. SDS instructions for product disposal must be followed at all times.
 - .6 All Cleaning products must be biodegradable, phosphate-free, odorless / low odor, low volatile organic compounds products for all general purpose cleaning. All cleaning products used must meet the Environmental Choice Program Certification (Eco-Logo) criteria or equivalent. These products must be supplied at no extra cost.
 - .7 All paper products must contain a minimum of 10% post-consumer recycled fibers or equivalent. All products used must meet Environmental Choice Program Certification (Eco-Logo) criteria or equivalent. These products must be supplied at no extra cost.
- 13** The latest edition of Part II of the Canada Labour Code is in effect and shall be enforced during the term of the Contract.
 - 14** Upon request the Contractor shall furnish the Facilities Manager with a copy of their company's Occupational Health and Safety Policy and Program. It shall be equal to or more stringent than the Municipal, Provincial and Federal Occupational Health and Safety Acts and Regulations.
 - 15** The Contractor must maintain a Workman's Compensation Board (WCB) certificate for the duration of the contract in the province of British Columbia.
 - 16** The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the contract and to ensure compliance with any applicable law. Any insurance coverage is at the Contractor's expense, and for its own Benefit and protection.

ANNEX "B"

MINIMUM CLEANING STANDARDS

DEFINITIONS :

Flight of Stairs	includes steps, risers and landing(s).
Chair mats	plastic / used under chair at desk
Floor mats	small carpets / used inside of exits and entrances
Floor runners	very long pieces of carpet used in hallways / in front of or behind longer counters.

Chairs, garbage cans, etc., shall not be placed on desks or tables during any of the following process.

QUALITY STANDARDS :

The Supplier must meet the following standards :

1. *Clean - General*

- a. IF REQUIRED, Chairs, floor mats and protectors, plants, tables, etc. must be moved by cleaners prior to general cleaning.
- b. No abrasive cleaners shall be used.
- c. Caution signs must be placed adjacent to the affected area on all approaches.
- d. All surfaces and objects specified in the contract must present an overall polished appearance and be free of dust, stains, spills, debris and soil immediately after 'clean' process is complete.
- e. All items moved prior to the 'General Cleaning' process must be relocated to their original location.

2. *Clean and Disinfect*

- a. The Janitorial Staff must apply all performance standards as specified under 'Damp Wipe'.
- b. Client-approved, commercial disinfectant cleaner must be used.
- c. Manufacturer's instructions must be followed for best results.
- d. All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.
- e. All surfaces must present an overall polished appearance and be free of dust, finger prints, smears / smudges, stains, streaks and water spotting once the 'Clean and Disinfect' process is complete.

3. *Clean and Polish - Glass and Mirrors*

- a. All glass must be clean on both sides and free of film, finger marks and streaks.
- b. All mirrors must be free of film, finger marks and streaks.
- c. Adjacent areas including frames, casing and ledges must be free of water spots, splash marks and streaks once the 'Clean and Polish' process is complete.

4. *Damp Mop*

- a. The Janitorial Staff must apply all performance standards as specified under 'Sweep'.
- b. This process is started using clean water mixed with cleaning solution. The water should be changed as required.
- c. Mops must clean, free of odor and rinsed frequently during damp mopping.
- d. Walls, baseboards and other surfaces must be free of splash marks.

-
- e. All Floors including open areas and flooring around furniture legs and into corners must be clean and free of dust and dirt, loose mop strands, scuffs, spills, stains, streaks and water spots once the 'Damp Mop' process is complete.

5. Damp Wipe

- a. This process is started using clean water mixed with cleaning solution. The water should be changed as required.
- b. Cloths and rags must be clean and free of stains and odors and rinsed frequently during damp wiping
- c. All surfaces must present an overall polished appearance and be free of dust, finger prints, smears / smudges, streaks, surface stains and water spots once the 'Damp Wipe' process is complete.

6. High Dusting

- a. 'High dusting' must be achieved by using a clean, stain and odor free damp cloth or by vacuuming.
- b. Feather dusters are not acceptable.
- c. Dust must be contained and prevented from floating freely in the air during the 'High Dusting' Process.
- d. All surfaces must be free from dust once the 'High Dusting' process is complete.

7. Hot Water Extraction

- a. The Janitorial Staff must apply all performance standards as specified under 'Vacuum'.
- b. Areas must be cleaned to walls and corners.
- c. Spot treat stains
- d. All carpets and floor mats must be clean and free of accumulated dust and dirt and stains once the 'Hot Water Extraction' process is complete.
- e. All items moved prior to the 'Hot Water Extraction' process must be relocated to their original location.

8. Machine Scrub

- a. Chairs, floor mats and protectors, plants, tables, etc. must be moved by cleaners prior to Machine Scrubbing.
- b. Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.
- c. Cleaning Solutions must not be allowed to seep under baseboards, furniture, file cabinets, partitions, etc.
- d. All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations once the 'Machine Scrub' process is complete.
- e. All items moved prior to the 'Machine Scrub' process must be relocated to their original location.

9. Scrub and Refinish

- a. The Janitorial Staff must apply all performance standards as specified under 'Machine Scrub'.
- b. In addition, supplier must apply one coat of finish compatible with existing finish.
- c. All areas must present an overall appearance of cleanliness and be free from scuffs and stains; have a bright shine and be free of debris and dust once the 'Scrub and Refinish' process is complete.
- d. All items moved prior to the 'Scrub and Refinish' process must be relocated to their original location.

10. Shampoo

- a. The Janitorial Staff must apply all performance standards as specified under 'Vacuum'.
- b. Chairs, floor mats, plants, tables, etc. must be moved by janitorial staff prior to 'Shampoo'.
- c. Spot treat stains.
- d. Janitorial staff must use cleaning solutions recommended by the Shampooer manufacturer.
- e. Ensure all cleaning solution is removed from the carpet.
- f. The shampooer used must be able to remove enough water to ensure the carpet is dry within 12 hours.
- g. If necessary, turn on fans / dehumidifier to dry carpet faster.
- h. Carpet must be completely dry prior to relocating all items back to their original location.
- i. The carpet must have an overall appearance of cleanliness and must be free of all odors, spots and stains once the 'Shampoo' process is complete.
- j. All items moved prior to the 'Shampoo' process must be relocated to their original location.

11. Spot Clean

- 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.

12. Spray Buff

- a. The Janitorial Staff must apply all performance standards as specified under 'Damp mop'.
- b. Attach a red buffing pad to the rotary floor machine.
- c. Using a spray bottle, apply a fine mist of SPRAYBUFF on a small section of the floor.
- d. Buff the sprayed area using overlapping strokes.
- e. Continue buffing until the desired gloss is achieved and entire area has been spray buffed
- f. Sweep floor to remove any loose debris.
- g. All areas must present an overall appearance of cleanliness, have a bright shine throughout and be free of scuffs, debris and dust once the 'Spray Buffing' process is complete

13. Stain Removal

- a. Where stain removal involves wetting of a hard surface floor, caution signs must be in place around affected work area.
- b. All carpets and floor mats must have no visible stains or discoloration once the 'Stain Removal' process is complete.

14. Steam Clean

- a. The Janitorial Staff must apply all performance standards as specified under 'Vacuum'.
- b. Chairs, floor mats, plants, tables, etc. must be moved by janitorial staff prior to 'Steam Cleaning'.
- c. Spot treat stains.
- d. Janitorial staff must use cleaning solutions recommended by the Steam Cleaner manufacturer.
- e. Ensure all cleaning solution is removed from the carpet.
- f. The steam cleaner used must be able to remove enough water to ensure the carpet is dry within 12 hours.
- g. If necessary, turn on fans / dehumidifier to dry carpet faster.
- h. Carpet must be completely dry prior to relocating all items back to their original location.
- i. The carpet must have an overall appearance of cleanliness and must be free of all spots and stains once the 'Steam Clean' process is complete.

15. Strip and Refinish

- a. The Janitorial Staff must apply all performance standards as specified under 'Machine Scrub'.
- b. All old finish must be removed and all residual chemical must be cleaned away.
- c. New finish must be applied to all portions of the floors.
- d. Refinish must include two (2) coats of finishing material (wax, etc.).
- e. Finishing materials must not be allowed to seep under baseboards, furniture, file cabinets, partitions, etc.
- f. Finishing materials must not seep under, be left on or be visible on baseboards.
- g. 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' process is complete.
- h. All items moved prior to the 'Strip and Refinish' process must be relocated to their original location.

16. Sweep (Dry Mop)

- a. All stairs and floor areas including open areas and flooring around furniture legs and into corners must be free of dust, dirt, and debris.
- b. All surfaces must have an overall appearance of cleanliness and must be free of dust, dirt, debris once the 'Sweep' process is complete.

17. Vacuum

- a. All chair mats, floor mats and protectors, plants, tables, etc. must be moved by Janitorial staff prior to the 'Vacuum' process.
- b. All surfaces must have an overall appearance of cleanliness and must be free of dust, dirt, debris and grit once the 'Vacuum' process is complete.
- c. All items moved prior to the 'Vacuum' process must be relocated to their original location.

18. Wash

- a. This process is started using clean water mixed with cleaning solution. The water should be changed as required.
- b. Water mixture must not be allowed to seep under baseboards, furniture, file cabinets, partitions, etc.
- c. Cloths, Rags and Mops must be clean, free of stains and odor and rinsed frequently during the 'Wash process'.
- d. All surfaces must present an overall polished appearance and be free of cleaning solution, debris, dirt and dust, finger prints, scuff and splash marks, surface stains, smears, smudges, streaks and water accumulations and spots once the 'Wash' process is complete.
- e. FOR FLOORING
 - Chairs, chair mats, floor mats, floor runners, plants, tables, etc. must be moved by Janitorial staff prior to the 'Wash' process.
 - The Janitorial Staff must apply all performance standards as specified under 'Sweep (Dry Mop)'.
 - All items moved prior to the 'Wash' process must be relocated to their original location.

ANNEX "C"

BASIS OF PAYMENT

C1 Contract Payment

Subject to this Contract, His Majesty will pay the Contractor the following amounts for the performance by the Contractor of the work as outlined and detailed in the Statement of Work (*all amounts to be inserted at contract award*):

PRICING FOR INITIAL CONTRACT PERIOD; February 1, 2024 to January 31, 2025

CHEMICAL STORAGE BUILDING – SEASONAL (MAY 1 – OCTOBER 31)

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Weekly (Wednesday)	MONTH	\$ XX
2	Bi-Monthly (May, July, Sept.)		

FIELD LABORATORY

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Daily (Monday, Wednesday, Friday)	MONTH	\$ XX
2	Weekly (Friday)		
3	Bi-Weekly (Monday, Wednesday)		
4	Bi-Monthly (March, May, July, Sept., Nov., Jan.)		
5A	Annual (May)		
5B	Annual (January)		
5C	Annual (February)		

MAINTENANCE SHOP

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Daily (Monday, Wednesday, Friday)	MONTH	\$ XX
2	Bi-Weekly (Monday, Wednesday)		
3	Bi-Monthly (March, May, July, Sept., Nov., Jan.)		

OFFICE BUILDING

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Daily (Monday, Wednesday, Friday)	MONTH	\$ XX
2	Weekly (Wednesday)		
3	Bi-Weekly (Monday, Wednesday)		
4	Monthly		
5	Bi-Monthly (March, May, July, Sept., Nov., Jan.)		
6	Bi-Annual (April, Oct.)		
7A	Annual (January)		
7B	Annual (February)		
7C	Annual (May)		

SEED PROCESSING BUILDING

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Weekly (Wednesday)	MONTH	\$ XX
2	Monthly		

ALL BUILDINGS

As and When Required Services

For Work requested by the Project Authority that is on an **'as and when required' basis** and not identified in the SOW shall be at an hourly rate of **\$ XX up to a maximum of 20 hours**.

AAFC will use the following formula to reduce the contract price by the M² area that may be unavailable for cleaning. The Facility Manager will provide the Contractor with the total M² of area for area under construction at the beginning of each month, *if and when required*.

Contract Adjustment when AAFC space not available for cleaning - Cost per square meter

$$\frac{\$ \text{_____}}{\text{(Total Bid price for Initial Contract Period)}} \div 1,221 \text{ M}^2 = \frac{\$ \text{_____}}{\text{(Total Area to Maintain)}} \div 12 = \frac{\$ \text{_____}}{\text{(Cost per square meter per month)}} / \text{M}^2$$

C2 Option to Extend

If AAFC chooses to exercise the option periods, the following Unit Prices will apply:

PRICING FOR OPTION PERIOD ONE (1); February 1, 2025 to January 31, 2026

CHEMICAL STORAGE BUILDING – SEASONAL (MAY 1 – OCTOBER 31)

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Weekly (Wednesday)	MONTH	\$ XX
2	Bi-Monthly (May, July, Sept.)		

FIELD LABORATORY

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Daily (Monday, Wednesday, Friday)	MONTH	\$ XX
2	Weekly (Friday)		
3	Bi-Weekly (Monday, Wednesday)		
4	Bi-Monthly (March, May, July, Sept., Nov., Jan.)		
5A	Annual (May)		
5B	Annual (January)		
5C	Annual (February)		

MAINTENANCE SHOP

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Daily (Monday, Wednesday, Friday)	MONTH	\$ XX
2	Bi-Weekly (Monday, Wednesday)		
3	Bi-Monthly (March, May, July, Sept., Nov., Jan.)		

OFFICE BUILDING

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Daily (Monday, Wednesday, Friday)	MONTH	\$ XX
2	Weekly (Wednesday)		
3	Bi-Weekly (Monday, Wednesday)		
4	Monthly		
5	Bi-Monthly (March, May, July, Sept., Nov., Jan.)		
6	Bi-Annual (April, Oct.)		
7A	Annual (January)		
7B	Annual (February)		
7C	Annual (May)		

SEED PROCESSING BUILDING

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Weekly (Wednesday)	MONTH	\$ XX
2	Monthly		

ALL BUILDINGS

As and When Required Services

For Work requested by the Project Authority that is on an 'as and when required' basis and not identified in the SOW shall be at an hourly rate of \$ XX up to a maximum of 20 hours.

AAFC will use the following formula to reduce the contract price by the M² area that may be unavailable for cleaning. The Facility Manager will provide the Contractor with the total M² of area for area under construction at the beginning of each month, *if and when required*.

Contract Adjustment when AAFC space not available for cleaning - Cost per square meter

$$\frac{\$ \text{_____}}{\text{(Total Bid price for Initial Contract Period)}} \div 1,221 \text{ M}^2 = \$ \frac{\text{_____}}{\text{(Total Area to Maintain)}} \div 12 = \$ \frac{\text{_____}}{\text{(Cost per square meter per month)}} / \text{M}^2$$

PRICING FOR OPTION PERIOD TWO (2); February 1, 2026 to January 31, 2027

CHEMICAL STORAGE BUILDING – SEASONAL (MAY 1 – OCTOBER 31)

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Weekly (Wednesday)	MONTH	\$ XX
2	Bi-Monthly (May, July, Sept.)		

FIELD LABORATORY

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Daily (Monday, Wednesday, Friday)	MONTH	\$ XX
2	Weekly (Friday)		
3	Bi-Weekly (Monday, Wednesday)		
4	Bi-Monthly (March, May, July, Sept., Nov., Jan.)		
5A	Annual (May)		
5B	Annual (January)		
5C	Annual (February)		

MAINTENANCE SHOP

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Daily (Monday, Wednesday, Friday)	MONTH	\$ XX
2	Bi-Weekly (Monday, Wednesday)		
3	Bi-Monthly (March, May, July, Sept., Nov., Jan.)		

OFFICE BUILDING

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Daily (Monday, Wednesday, Friday)	MONTH	\$ XX
2	Weekly (Wednesday)		
3	Bi-Weekly (Monday, Wednesday)		
4	Monthly		
5	Bi-Monthly (March, May, July, Sept., Nov., Jan.)		
6	Bi-Annual (April, Oct.)		
7A	Annual (January)		
7B	Annual (February)		
7C	Annual (May)		

SEED PROCESSING BUILDING

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Weekly (Wednesday)	MONTH	\$ XX
2	Monthly		

ALL BUILDINGS

As and When Required Services

For Work requested by the Project Authority that is on an 'as and when required' basis and not identified in the SOW shall be at an hourly rate of \$ XX up to a maximum of 20 hours.

AAFC will use the following formula to reduce the contract price by the M² area that may be unavailable for cleaning. The Facility Manager will provide the Contractor with the total M² of area for area under construction at the beginning of each month, *if and when required*.

Contract Adjustment when AAFC space not available for cleaning - Cost per square meter

$$\frac{\$ \text{_____}}{\text{(Total Bid price for Initial Contract Period)}} \div 1,221 \text{ M}^2 = \$ \frac{\text{_____}}{\text{(Total Area to Maintain)}} \div 12 = \$ \frac{\text{_____}}{\text{(Cost per square meter per month)}} / \text{M}^2$$

PRICING FOR OPTION PERIOD THREE (3); February 1, 2027 to January 31, 2028

CHEMICAL STORAGE BUILDING – SEASONAL (MAY 1 – OCTOBER 31)

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Weekly (Wednesday)	MONTH	\$ XX
2	Bi-Monthly (May, July, Sept.)		

FIELD LABORATORY

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Daily (Monday, Wednesday, Friday)	MONTH	\$ XX
2	Weekly (Friday)		
3	Bi-Weekly (Monday, Wednesday)		
4	Bi-Monthly (March, May, July, Sept., Nov., Jan.)		
5A	Annual (May)		
5B	Annual (January)		
5C	Annual (February)		

MAINTENANCE SHOP

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Daily (Monday, Wednesday, Friday)	MONTH	\$ XX
2	Bi-Weekly (Monday, Wednesday)		
3	Bi-Monthly (March, May, July, Sept., Nov., Jan.)		

OFFICE BUILDING

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Daily (Monday, Wednesday, Friday)	MONTH	\$ XX
2	Weekly (Wednesday)		
3	Bi-Weekly (Monday, Wednesday)		
4	Monthly		
5	Bi-Monthly (March, May, July, Sept., Nov., Jan.)		
6	Bi-Annual (April, Oct.)		
7A	Annual (January)		
7B	Annual (February)		
7C	Annual (May)		

SEED PROCESSING BUILDING

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Weekly (Wednesday)	MONTH	\$ XX
2	Monthly		

ALL BUILDINGS

As and When Required Services

For Work requested by the Project Authority that is on an **'as and when required' basis** and not identified in the SOW shall be at an hourly rate of \$ XX up to a maximum of 20 hours.

AAFC will use the following formula to reduce the contract price by the M² area that may be unavailable for cleaning. The Facility Manager will provide the Contractor with the total M² of area for area under construction at the beginning of each month, *if and when required*.

Contract Adjustment when AAFC space not available for cleaning - Cost per square meter

$$\frac{\$ \text{ (Total Bid price for Initial Contract Period)}}{1,221 \text{ M}^2} = \$ \frac{\text{ (Total Area to Maintain)}}{12} = \$ \frac{\text{ (Cost per square meter per month)}}{\text{M}^2}$$

PRICING FOR OPTION PERIOD FOUR (4); February 1, 2028 to January 31, 2029

CHEMICAL STORAGE BUILDING – SEASONAL (MAY 1 – OCTOBER 31)

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Weekly (Wednesday)	MONTH	\$ XX
2	Bi-Monthly (May, July, Sept.)		

FIELD LABORATORY

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Daily (Monday, Wednesday, Friday)	MONTH	\$ XX
2	Weekly (Friday)		
3	Bi-Weekly (Monday, Wednesday)		
4	Bi-Monthly (March, May, July, Sept., Nov., Jan.)		
5A	Annual (May)		
5B	Annual (January)		
5C	Annual (February)		

MAINTENANCE SHOP

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Daily (Monday, Wednesday, Friday)	MONTH	\$ XX
2	Bi-Weekly (Monday, Wednesday)		
3	Bi-Monthly (March, May, July, Sept., Nov., Jan.)		

OFFICE BUILDING

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Daily (Monday, Wednesday, Friday)	MONTH	\$ XX
2	Weekly (Wednesday)		
3	Bi-Weekly (Monday, Wednesday)		
4	Monthly		
5	Bi-Monthly (March, May, July, Sept., Nov., Jan.)		
6	Bi-Annual (April, Oct.)		
7A	Annual (January)		
7B	Annual (February)		
7C	Annual (May)		

SEED PROCESSING BUILDING

<u>Item(s)</u>	<u>Description</u>	<u>Unit</u>	<u>Price / Unit</u>
1	Weekly (Wednesday)	MONTH	\$ XX
2	Monthly		

ALL BUILDINGS

As and When Required Services

For Work requested by the Project Authority that is on an **'as and when required' basis** and not identified in the SOW shall be at an hourly rate of \$ XX up to a maximum of 20 hours.

AAFC will use the following formula to reduce the contract price by the M² area that may be unavailable for cleaning. The Facility Manager will provide the Contractor with the total M² of area for area under construction at the beginning of each month, *if and when required*.

Contract Adjustment when AAFC space not available for cleaning - Cost per square meter

$$\begin{array}{l} \$ \underline{\hspace{2cm}} \div 1,221 \text{ M}^2 = \$ \underline{\hspace{2cm}} \div 12 = \$ \underline{\hspace{2cm}} / \text{M}^2 \\ \text{(Total Bid price for Initial} \quad \quad \quad \text{(Total Area to Maintain)} \quad \quad \quad \text{(Cost per square meter per month)} \\ \text{Contract Period)} \end{array}$$

ANNEX "D"

SECURITY REQUIREMENTS CHECKLIST

See following page



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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	A A F C	2. Branch or Directorate / Direction générale ou Direction Research Farm - Melfort Saskatchewan
3. a) Subcontract Number / Numéro du contrat de sous-traitance N / A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N / A	

4. Brief Description of Work / Brève description du travail
Janitorial Services

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

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

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

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

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

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

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

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

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

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

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

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



PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

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

ANNEX “E” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

ANNEX “F”

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

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

List of Names

Name	Title

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: _____

ANNEX “G”

BID DOCUMENT

AAFC will not accept separate pricing or additional charges for any time spent travelling to the AAFC work site (including any accommodations, transportation, truck or mileage charges, meals and incidental allowances). The Unit Price Offered shall include all time and travel-related costs to and from the AAFC work site.

Column B (Firm Cost per unit) must be completed for all line items for your Offer to be considered compliant.

PRICING FOR INITIAL CONTRACT PERIOD; February 1, 2024 to January 31, 2025

CHEMICAL STORAGE BUILDING – SEASONAL (MAY 1 – OCTOBER 31)

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
5 M ²	Weekly (Wednesday) Bi-Monthly (May, July, Sept.)	Month		6	T1

FIELD LABORATORY

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
930 M ²	Daily (Monday, Wednesday, Friday) Weekly (Friday) Bi-Weekly (Monday, Wednesday) Bi-Monthly (March, May, July, Sept., Nov., Jan.) Annual (May) Annual (January) Annual (February)	Month		12	T2

MAINTENANCE SHOP

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
22 M ²	Daily (Monday, Wednesday, Friday) Bi-Weekly (Monday, Wednesday) Bi-Monthly (March, May, July, Sept., Nov., Jan.)	Month		12	T3

OFFICE BUILDING

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
256 M ²	Daily (Monday, Wednesday, Friday) Weekly (Wednesday) Bi-Weekly (Monday, Wednesday) Monthly Bi-Monthly (March, May, July, Sept., Nov., Jan.) Bi-Annual (April, October) Annual (January) Annual (February) Annual (May)	Month		12	T4

SEED PROCESSING BUILDING

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
8 M ²	Weekly (Wednesday) Monthly	Month		12	T5

ALL BUILDINGS

Description	Unit of Issue	Estimated # of Units (A)	Firm Unit Price Offered (B)	Extended Cost (C) = (A x B)
Work on an 'as and when required' basis	Hour	25		T6

Total Cost for Initial Contract Period - (SUM of T1 to T6) = _____

AAFC will use the following formula to reduce the contract price by the M² area that may be unavailable for cleaning. The Facility Manager will provide the Contractor with the total M² of area for area under construction at the beginning of each month, *if and when required*.

Contract Adjustment when AAFC space not available for cleaning - Cost per square meter

$$\begin{aligned}
 & \$ \frac{\text{Total Bid price for Initial Contract Period}}{1,221 \text{ M}^2} = \$ \frac{\text{Total Area to Maintain}}{12} = \$ \frac{\text{Cost per square meter per month}}{\text{M}^2}
 \end{aligned}$$

C2 Option to Extend

If AAFC chooses to exercise the option periods, the following Unit Prices will apply:

PRICING FOR OPTION PERIOD ONE (1); February 1, 2025 to January 31, 2026

CHEMICAL STORAGE BUILDING – SEASONAL (MAY 1 – OCTOBER 31)

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
5 M ²	Weekly (Wednesday) Bi-Monthly (May, July, Sept.)	Month		6	T7

FIELD LABORATORY

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
930 M ²	Daily (Monday, Wednesday, Friday) Weekly (Friday) Bi-Weekly (Monday, Wednesday) Bi-Monthly (March, May, July, Sept., Nov., Jan.) Annual (May) Annual (January) Annual (February)	Month		12	T8

MAINTENANCE SHOP

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
22 M ²	Daily (Monday, Wednesday, Friday) Bi-Weekly (Monday, Wednesday) Bi-Monthly (March, May, July, Sept., Nov., Jan.)	Month		12	T9

OFFICE BUILDING

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
256 M ²	Daily (Monday, Wednesday, Friday) Weekly (Wednesday) Bi-Weekly (Monday, Wednesday) Monthly Bi-Monthly (March, May, July, Sept., Nov., Jan.) Bi-Annual (April, October) Annual (January) Annual (February) Annual (May)	Month		12	T10

SEED PROCESSING BUILDING

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
8 M ²	Weekly (Wednesday) Monthly	Month		12	T11

ALL BUILDINGS

Description	Unit of Issue	Estimated # of Units (A)	Firm Unit Price Offered (B)	Extended Cost (C) = (A x B)
Work on an 'as and when required' basis	Hour	25		T12

Total Cost for Option Period One - (SUM of T7 to T12) = _____

AAFC will use the following formula to reduce the contract price by the M² area that may be unavailable for cleaning. The Facility Manager will provide the Contractor with the total M² of area for area under construction at the beginning of each month, *if and when required*.

Contract Adjustment when AAFC space not available for cleaning - Cost per square meter

$$\begin{aligned}
 & \$ \frac{\text{Total Bid price for Initial Contract Period}}{1,221 \text{ M}^2} = \$ \frac{\text{Total Area to Maintain}}{12} = \$ \frac{\text{Cost per square meter per month}}{\text{M}^2}
 \end{aligned}$$

PRICING FOR OPTION PERIOD TWO (2); February 1, 2026 to January 31, 2027

CHEMICAL STORAGE BUILDING – SEASONAL (MAY 1 – OCTOBER 31)

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
5 M ²	Weekly (Wednesday) Bi-Monthly (May, July, Sept.)	Month		6	T13

FIELD LABORATORY

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
930 M ²	Daily (Monday, Wednesday, Friday) Weekly (Friday) Bi-Weekly (Monday, Wednesday) Bi-Monthly (March, May, July, Sept., Nov., Jan.) Annual (May) Annual (January) Annual (February)	Month		12	T14

MAINTENANCE SHOP

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
22 M ²	Daily (Monday, Wednesday, Friday) Bi-Weekly (Monday, Wednesday) Bi-Monthly (March, May, July, Sept., Nov., Jan.)	Month		12	T15

OFFICE BUILDING

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
256 M ²	Daily (Monday, Wednesday, Friday) Weekly (Wednesday) Bi-Weekly (Monday, Wednesday) Monthly Bi-Monthly (March, May, July, Sept., Nov., Jan.) Bi-Annual (April, October) Annual (January) Annual (February) Annual (May)	Month		12	T16

SEED PROCESSING BUILDING

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
8 M ²	Weekly (Wednesday) Monthly	Month		12	T17

ALL BUILDINGS

Description	Unit of Issue	Estimated # of Units (A)	Firm Unit Price Offered (B)	Extended Cost (C) = (A x B)
Work on an 'as and when required' basis	Hour	25		T18

Total Cost for Option Period Two - (SUM of T13 to T18) = _____

AAFC will use the following formula to reduce the contract price by the M² area that may be unavailable for cleaning. The Facility Manager will provide the Contractor with the total M² of area for area under construction at the beginning of each month, *if and when required*.

Contract Adjustment when AAFC space not available for cleaning - Cost per square meter

$$\begin{aligned}
 & \$ \frac{\text{Total Bid price for Initial Contract Period}}{1,221 \text{ M}^2} = \$ \frac{\text{Total Area to Maintain}}{12} = \$ \frac{\text{Cost per square meter per month}}{\text{M}^2}
 \end{aligned}$$

PRICING FOR OPTION PERIOD THREE (3); February 1, 2027 to January 31, 2028

CHEMICAL STORAGE BUILDING – SEASONAL (MAY 1 – OCTOBER 31)

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
5 M ²	Weekly (Wednesday) Bi-Monthly (May, July, Sept.)	Month		6	T19

FIELD LABORATORY

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
930 M ²	Daily (Monday, Wednesday, Friday) Weekly (Friday) Bi-Weekly (Monday, Wednesday) Bi-Monthly (March, May, July, Sept., Nov., Jan.) Annual (May) Annual (January) Annual (February)	Month		12	T20

MAINTENANCE SHOP

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
22 M ²	Daily (Monday, Wednesday, Friday) Bi-Weekly (Monday, Wednesday) Bi-Monthly (March, May, July, Sept., Nov., Jan.)	Month		12	T21

OFFICE BUILDING

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
256 M ²	Daily (Monday, Wednesday, Friday) Weekly (Wednesday) Bi-Weekly (Monday, Wednesday) Monthly Bi-Monthly (March, May, July, Sept., Nov., Jan.) Bi-Annual (April, October) Annual (January) Annual (February) Annual (May)	Month		12	T22

SEED PROCESSING BUILDING

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
8 M ²	Weekly (Wednesday) Monthly	Month		12	T23

ALL BUILDINGS

Description	Unit of Issue	Estimated # of Units (A)	Firm Unit Price Offered (B)	Extended Cost (C) = (A x B)
Work on an 'as and when required' basis	Hour	25		T24

Total Cost for Option Period Three - (SUM of T19 to T24) = _____

AAFC will use the following formula to reduce the contract price by the M² area that may be unavailable for cleaning. The Facility Manager will provide the Contractor with the total M² of area for area under construction at the beginning of each month, *if and when required*.

Contract Adjustment when AAFC space not available for cleaning - Cost per square meter

$$\begin{aligned}
 & \$ \frac{\text{Total Bid price for Initial Contract Period}}{1,221 \text{ M}^2} = \$ \frac{\text{Total Area to Maintain}}{12} = \$ \frac{\text{Cost per square meter per month}}{\text{M}^2}
 \end{aligned}$$

PRICING FOR OPTION PERIOD FOUR (4); February 1, 2028 to January 31, 2029

CHEMICAL STORAGE BUILDING – SEASONAL (MAY 1 – OCTOBER 31)

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
5 M ²	Weekly (Wednesday) Bi-Monthly (May, July, Sept.)	Month		6	T25

FIELD LABORATORY

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
930 M ²	Daily (Monday, Wednesday, Friday) Weekly (Friday) Bi-Weekly (Monday, Wednesday) Bi-Monthly (March, May, July, Sept., Nov., Jan.) Annual (May) Annual (January) Annual (February)	Month		12	T26

MAINTENANCE SHOP

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
22 M ²	Daily (Monday, Wednesday, Friday) Bi-Weekly (Monday, Wednesday) Bi-Monthly (March, May, July, Sept., Nov., Jan.)	Month		12	T27

OFFICE BUILDING

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
256 M ²	Daily (Monday, Wednesday, Friday) Weekly (Wednesday) Bi-Weekly (Monday, Wednesday) Monthly Bi-Monthly (March, May, July, Sept., Nov., Jan.) Bi-Annual (April, October) Annual (January) Annual (February) Annual (May)	Month		12	T28

SEED PROCESSING BUILDING

Approximate Area	Description of Work	Unit of Issue (A)	Firm Unit Price Offered (B)	Quantity (C)	Extended Cost = (B x C)
8 M ²	Weekly (Wednesday) Monthly	Month		12	T29

ALL BUILDINGS

Description	Unit of Issue	Estimated # of Units (A)	Firm Unit Price Offered (B)	Extended Cost (C) = (A x B)
Work on an 'as and when required' basis	Hour	25		T30

Total Cost for Option Period Three - (SUM of T25 to T30) = _____

AAFC will use the following formula to reduce the contract price by the M² area that may be unavailable for cleaning. The Facility Manager will provide the Contractor with the total M² of area for area under construction at the beginning of each month, *if and when required*.

Contract Adjustment when AAFC space not available for cleaning - Cost per square meter

$$\frac{\$ \text{_____}}{1,221 \text{ M}^2} = \frac{\$ \text{_____}}{\text{(Total Area to Maintain)}} \div 12 = \$ \text{_____} / \text{M}^2$$

(Total Bid price for Initial Contract Period) (Cost per square meter per month)

Total Cost for Initial Contract Period _____
Total Cost for Option Period One (1) + _____
Total Cost for Option Period Two (2) + _____
Total Cost for Option Period Three (3) + _____
Total Cost for Option Period Four (4) + _____

TOTAL COST for all periods = _____

Supplier to indicate:

Vendor / Company Name: _____

Signature : _____

Date:

APPENDIX 1 TO PART 4 OF THE BID SOLICITATION

MANDATORY REQUIREMENTS

All mandatory requirements identified below must be met and included with bid submission. Failure to comply with any of the mandatory requirements will render the submission non-compliant and will receive no further consideration. If documentation is required to demonstrate compliance the Bidder must include the necessary documentation with their bid.

M1 - Mandatory Site Visit

Bidders must attend a site visit where the services are to be rendered and make themselves familiar with the site and any conditions that may affect the nature or provision of the services required. Ignorance of the local conditions at no time will constitute a valid reason to justify additional cost or an inability to satisfactorily meet any one of the tasks stipulated.

Bidders will be required to sign an attendance sheet at the visit. By signing the attendance sheet, bidders are confirming they have attended the visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant.

The Site Visit will be held on **Thursday, December 7, 2023 at 10:00 am, local Melfort time (CST).**

LOCATION:

Melfort Research Farm, 3 miles south of Melfort on Highway 6. Bidders are to report to the Main Office – Building 12.

TO CONFIRM YOUR ATTENDANCE PLEASE CONTACT:

Sheldon Stobbs
Facilities Manager
Phone: (306) 921-4276
Email: sheldon.stobbs@agr.gc.ca

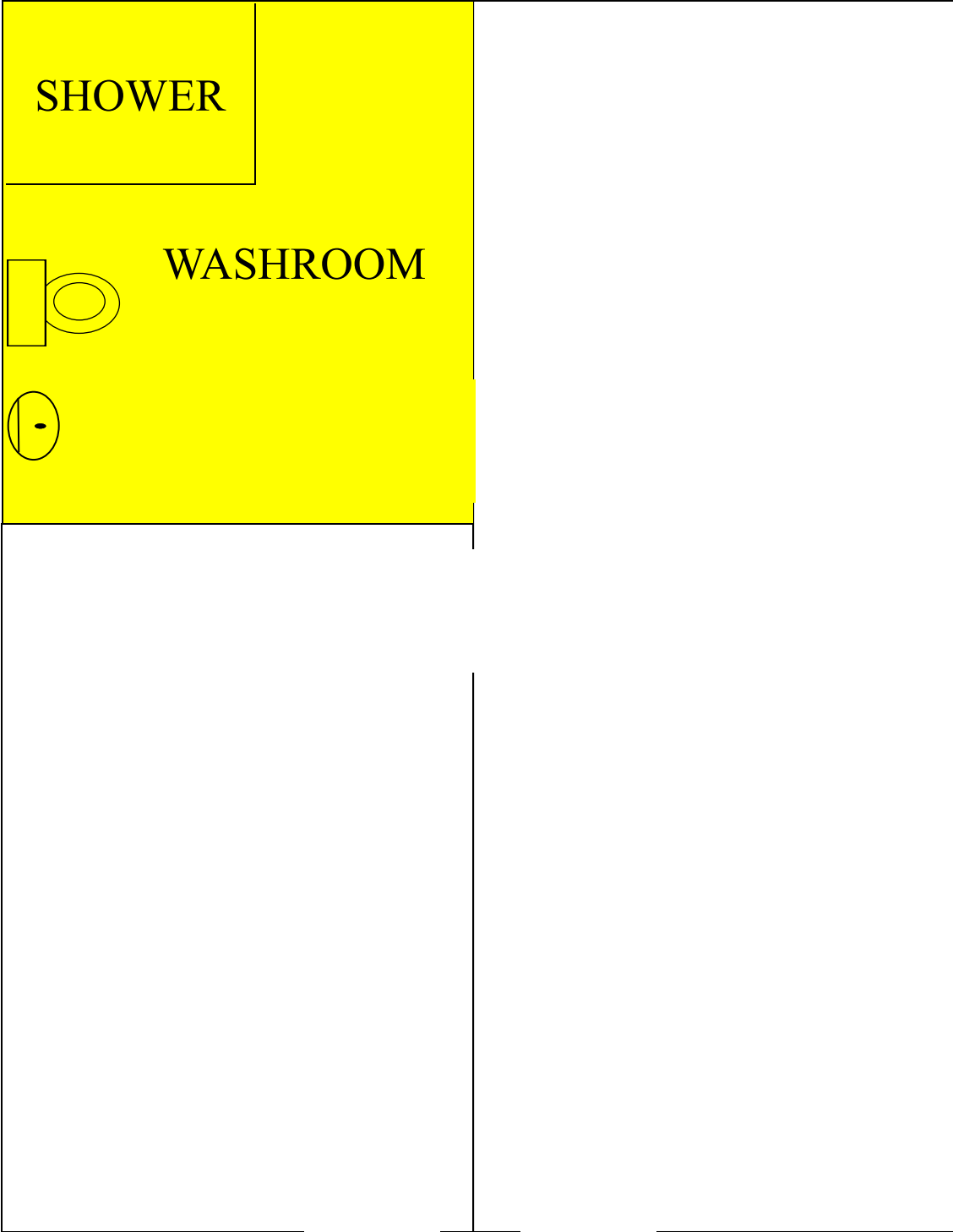
APPENDIX 2

FLOOR PLANS

[\(See following pages\)](#)

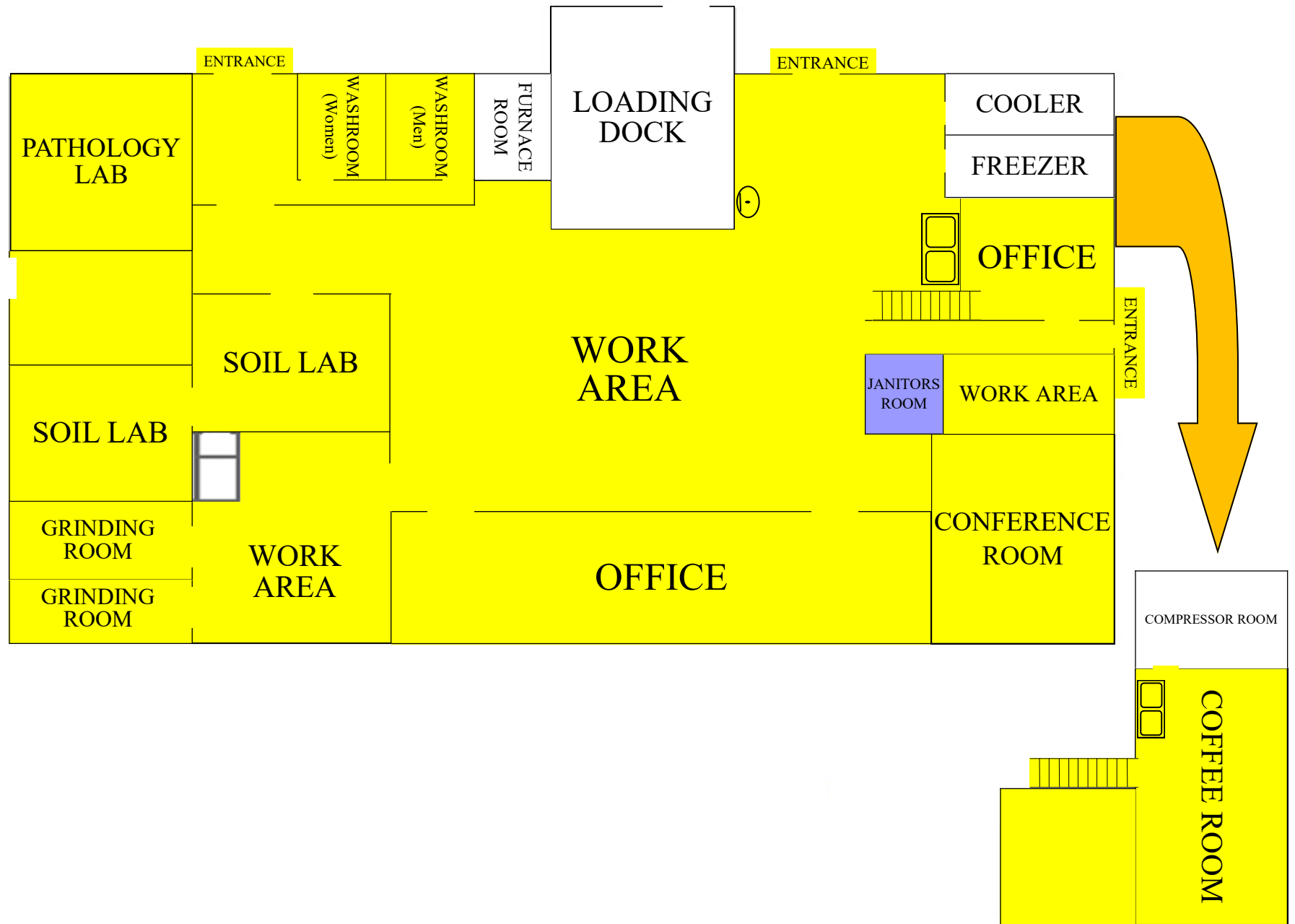
CHEMICAL STORAGE BUILDING

May 31, 2018



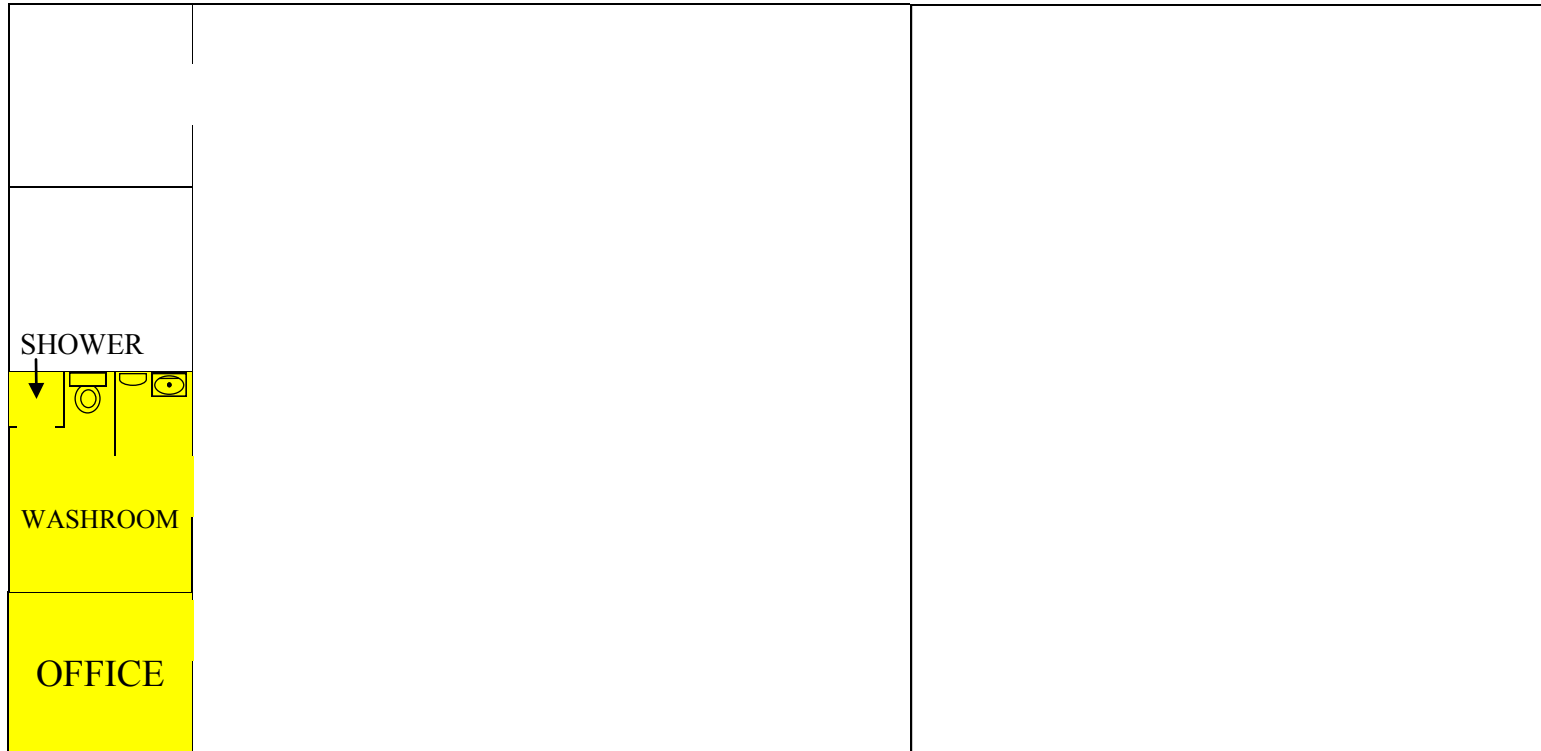
FIELD LABORATORY

May 31, 2018



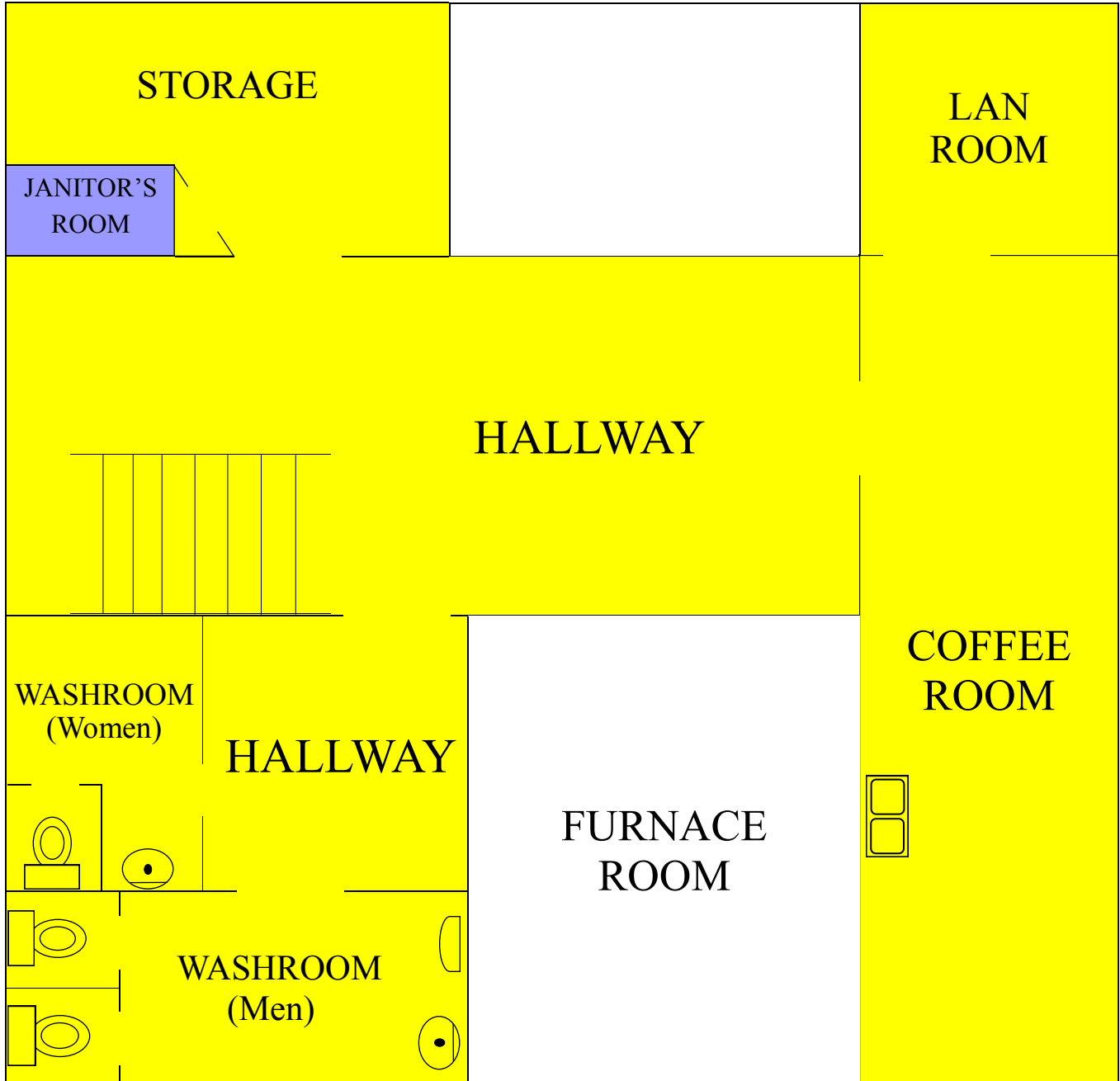
May 31, 2018

MAINTENANCE SHOP



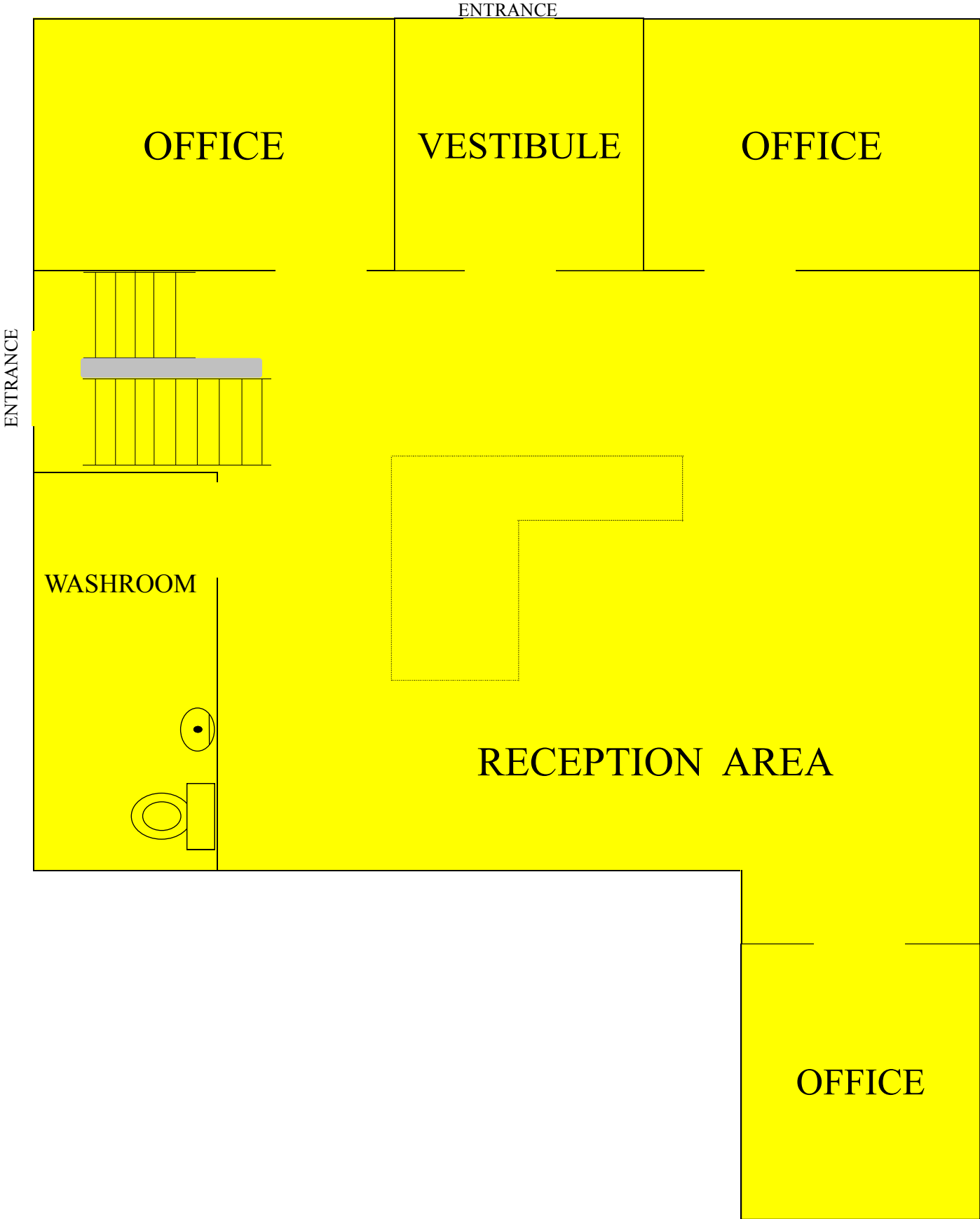
OFFICE BUILDING - Basement

May 31, 2018



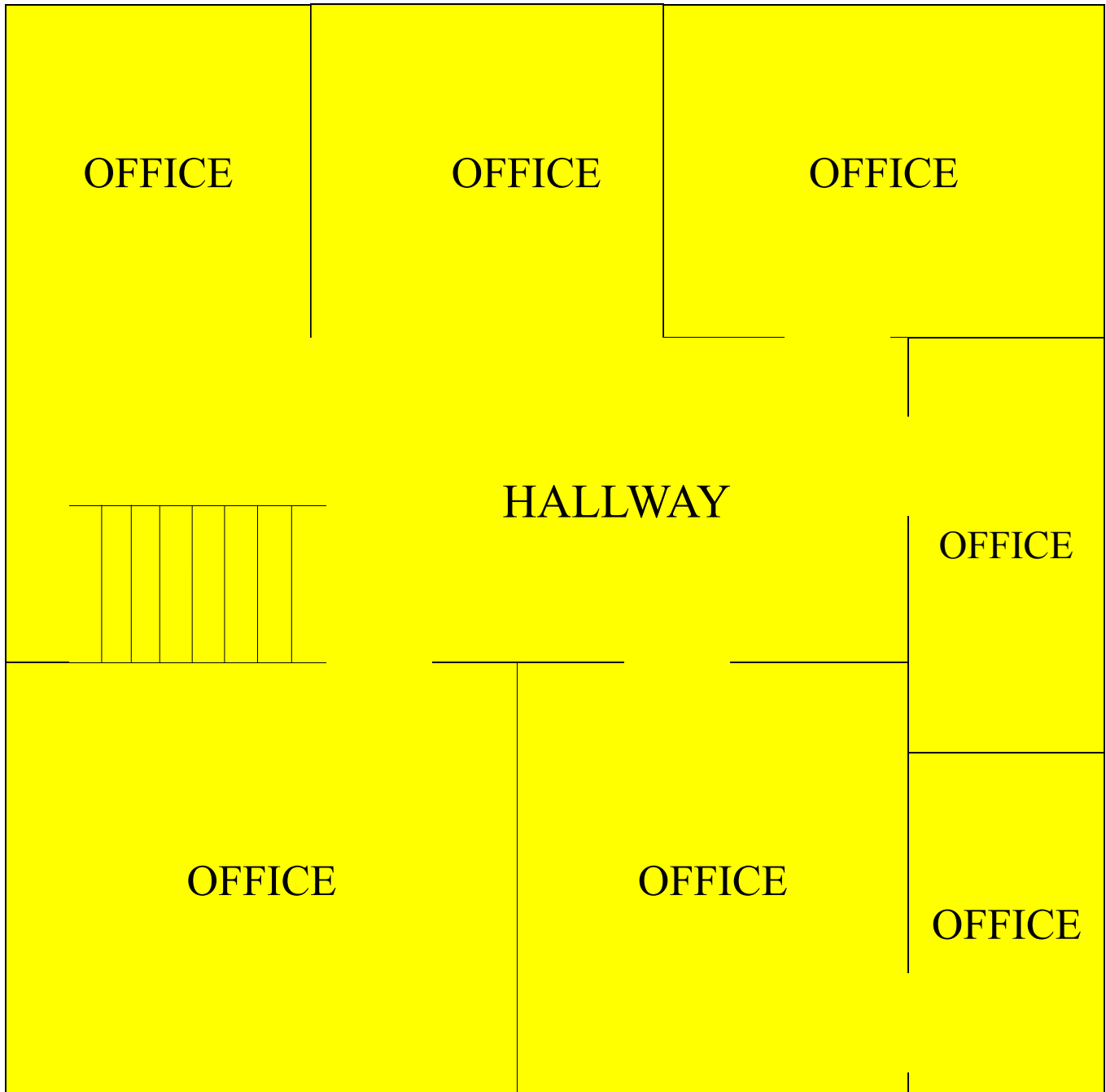
OFFICE BUILDING - 1st Floor

May 31, 2018



OFFICE BUILDING - 2nd Floor

May 31, 2018



SEED PROCESSING BUILDING

May 31, 2018

