

The following Amendment is regarding RFP 01R11-25-C002 for Janitorial Services – Outlook SK

REMOVE Annex “A” – Statement of Work in its entirety **AND REPLACE WITH** the attached.

ANNEX "A" - (RFP Amendment 002 – January 12, 2024)**STATEMENT OF WORK**

The Contractor will be required to provide Janitorial Services as described herein;

Janitorial Services are to be performed during the following **'Scheduled Work Hours'**:

- Weekdays between 8:00 am and 12:00 am (*No vacuuming or floor scrubbing between 8:00 am and 5:00 pm)
- Weekends between 5:00 pm Friday and 7:00 am Monday (for scheduled Bi-Annual or Annual work only)
- Statutory Holidays excluded

This is a non-smoking, scent free facility

BUILDINGS**Approx. M² (to be cleaned)**

Main Office Building	453.10 M ²
Pesticide Shed (washroom only)	4.3 M ²
Potato Shed (washroom only)	4 M ²

MAIN OFFICE BUILDING**1. DAILY (Weekdays - Statutory Holidays Excluded)**

1. Sweep all linoleum and tile floors
2. Vacuum carpet in Hallways, and all Entrance Mats
3. WASHROOMS
 - a) Clean and disinfect all countertops, dispensers, sinks, taps, toilets and urinals
 - b) Clean and polish all mirrors
 - c) Clear any blockages from sink drains and toilet
- Report all issues to the Site Representative
 - d) Empty all garbage cans and replace bags when used or soiled
 - e) Empty all used bags in sanitary napkin disposal receptacles and replace bag
 - f) Replace / replenish all consumables as required
 - g) Spot clean all doors, partitions and walls

2. WEEKLY

1. Clean and polish glass in interior and exterior doors
2. Damp mop all linoleum and tile floors
- Remove entrance mats prior to cleaning
3. Empty all garbage cans, replace bags when used or soiled and place in designated bins identified by AAFC
4. Empty all paper recycling containers in "paper" and "cardboard" recycling bins identified by AAFC
5. Vacuum carpets in Reception Area, Meeting Room, Copy/Mail/Storage Room, Offices and Library.
6. Wash countertops in Reception Area and Boardroom
7. COFFEE ROOM
 - a) Damp wipe tables
 - b) Empty all garbage cans and replace bags when used or soiled
 - c) Replace / replenish all consumables as required
 - d) Wash all countertops and cupboard doors

3. MONTHLY

1. Clean and disinfect all garbage cans
2. Clean all boot racks at Main Entrance and East Entrance
3. Damp wipe all open areas on desks and tables
4. Damp wipe all exposed vertical surfaces of furniture, bookcases and shelving
5. Damp wipe all blinds, cupboards, fire extinguishers, ledges, notice boards, partition tops, quarter round, window sills, doors and door jambs
6. Machine scrub all textured tile floors in Main Entrance and Interior Washrooms
- Remove entrance mats prior to cleaning
7. WASHROOMS
 - a) Clean and disinfect all garbage cans
 - b) Clean and disinfect all door handles / knobs, light switches, toilet paper holders and sanitary napkin disposal receptacles
 - c) Descale toilets and urinals
 - d) Wash all doors, ledges, partitions, walls and ceiling

4. BI-ANNUAL (April / September)

1. Clean and polish all interior windows
2. Remove and wash all heat and air grills and air vents, and replace
3. Remove and vacuum all window screens, and replace
4. Machine scrub all flat tile floors in Exterior Washrooms

5. Wash all exterior windows
6. Spot clean all walls

5. ANNUAL (December)

1. Damp wipe all baseboards and mouldings
2. Shampoo all carpets
3. Strip and refinish all vinyl / linoleum floors
 - Care shall be taken not to allow cleaning solution to seep under furniture, on base boards, etc.
4. Wash all light fixtures
5. Wash all walls

PESTICIDE SHED AND POTATO SHED (Washrooms Only)

- 1. THREE TIMES PER WEEK (from May 1 to October 31)
WEEKLY (from November 1 to April 30)**
 1. Clean and disinfect all countertops, dispensers, door handles / knobs, light switches sinks, taps, toilet paper holders, toilets and urinals
 2. Clean and polish all mirrors
 3. Clear any blockages from sink drains and toilets
- Report all issues to the Site Representative
 4. Empty all garbage cans, replace bags when used or soiled and place in designated bins identified by AAFC
 5. Empty all used bags in sanitary napkin disposal receptacles and replace bag
 6. Replace / replenish all consumables as required
 7. Spot clean all doors, partitions and walls
 8. Wash floors

- 2. MONTHLY**
 1. Clean and disinfect all garbage cans and sanitary napkin disposal receptacles
 2. Clean and disinfect shower doors and walls
 3. Descale Shower

CONTACTOR RESPONSIBILITY

1. CONSUMABLES

The Contractor must 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

These commodities shall meet the standards referred to in Terms of Work (Materials & 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.

2. EQUIPMENT

The Contractor must provide and maintain the following equipment required to carry out the work including but not limited to:

1. Caution Signs
2. Industrial Carpet Cleaner
3. Wax Applicators

AAFC RESPONSIBILITY

1. CONSUMABLES

AAFC will be responsible to provide and maintain sufficient quantities of the following items in stock in the various Janitors Rooms:

1. Deodorant cakes
2. Garbage bags
3. Hand sanitizer
4. Hand soap and containers
5. Paper & Paper Products:
 - Bathroom tissue
 - Paper towels
 - Single fold towels
 - Paper Bags for Sanitary napkin disposal receptacles
6. Sanitary napkins and tampons

2. EQUIPMENT

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

1. Vacuum
2. Floor polisher / scrubber
3. Mops and buckets

TERMS OF WORK

1 POST AWARD MEETING

At the discretion of the **Site Representative**, 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 **Site Representative** 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 The Contractor shall provide all employees with suitable Photo ID. Employees must wear their Photo ID whenever working on site.
- .3 Only employees of the Contractor will be allowed into the buildings during Scheduled hours of Work.
- .4 Access to the site outside of the 'Scheduled hours of Work' specified herein must be approved by the **Site Representative**.
- .5 The Contractor shall not allow any unauthorized people into the building under any Circumstances.
- .6 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 Field Operations Supervisor 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.**

- .7 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.

- .8 Any employee 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 **Site Representative** 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.

- 6** The Contractor shall ensure that all applicable **Personal Protective Equipment (PPE)** is used.

7 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 the **Site Representative**
- .4 The Contractor may park their vehicles in the main employee parking lot only

8 QUALITY

- .1 All work under the contract shall be carried out to the satisfaction of and periodically inspected by the **Site Representative**, 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.

9 CONTRACTOR'S RESOURCES

.1 PROPOSED RESOURCES

The Bidder must submit the names of at least two (2) cleaners who will be providing on-site cleaning services under the resulting contract **within 10 business days of intention to award a contract**. 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 personal belongings brought into the building.

10 DAMAGES

- .1 The Contractor shall be fully responsible for any damage to the structure, furniture, equipment, plants and counters/tops.

11 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 **Site Representative**.
- .2 The Contractor will report any visible signs of rodents and/or pests to the **Site Representative**.
- .3 The Contractor will not use insecticides or insect spray of any kind unless written authorization is received from the **Site Representative**.
- .4 Any changes required to the 'Scheduled hours of Work' must be pre-approved by the **Site Representative**.
- .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 **Site Representative** at least one (1) week prior to completing any scheduled Bi-annual or Annual duties.

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

Upon request by the **Site Representative**, 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 **Site Representative**. Where controlled products are to be used at Federally occupied facilities the Field Operations Supervisor 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 **Site Representative** 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 **Site Representative** 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 **Saskatchewan**.