



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
 National Contracting Services
 Bid Fax: 1-877-558-2349
 Bid E-mail Address:
soumissionsest-bidseast@pc.gc.ca

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

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

REQUEST FOR QUOTATION

Quotation to: Parks Canada Agency

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

Issuing Office:

Parks Canada Agency
 National Contracting Services
 Gatineau, Quebec

Title: Building housekeeping and cleaning services, Chambly Canal and Lachine Canal National Historic Sites	
Solicitation No.: 5P300-23-0243/A	Date: January 24, 2024
Client Reference No.: N/A	

Solicitation Closes: At: 2:00 PM On: February 20, 2024	Time Zone: EST
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F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>
Address Enquiries to: Jillian King
Telephone No.: 873-354-3521
Email Address: Jillian.king@pc.gc.ca
Destination of Goods, Services, and Construction: See herein

TO BE COMPLETED BY THE BIDDER

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

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Contracting Authority:
Jillian King

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IMPORTANT NOTICE TO BIDDERS

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

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

The only acceptable email address for responses to the bid solicitation is soumissionsest-bidseast@pc.gc.ca. Bids submitted by email directly to the Contracting Authority or to any email address other than soumissionsest-bidseast@pc.gc.ca will not be accepted.

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

The maximum email file size that Parks Canada is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

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

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

Security Requirements

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

Direct Deposit

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

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

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PART 1 – INFORMATION AND INSTRUCTIONS

1.1. Security Requirements

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

1.1.1. Before award of a contract, the following conditions must be met:

- (a) The Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 – Resulting Contract Clauses;
- (b) The Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

1.1.2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

1.2. Statement of Work

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

1.3. 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. Trade Agreement

This requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), Canada-Chile Free Trade Agreement (CCFTA), Canada-Colombia Free Trade Agreement (CCoFTA), Canada-Honduras Free Trade Agreement (CHFTA), Canada-Korea Free Trade Agreement (CKFTA), Canada-Panama Free Trade Agreement (CPaFTA), Canada-Peru Free Trade Agreement (CPFTA).

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PART 2 – BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

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

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

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

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

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

2.2. Submission of Bids

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

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

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

The only acceptable email address for responses to bid solicitations is soumissionsesest-bidseast@pc.gc.ca.

The maximum email file size that Parks Canada is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

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

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

2.3. Enquiries – Bid Solicitation

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

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

2.4. Applicable Laws

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

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

2.5. Bid Challenge and Recourse Mechanisms

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

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

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

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

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PART 3 – BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

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

Section I: Financial Bid
Section II: Certifications

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

Section I: Financial Bid

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

Section II: Certifications

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

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PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

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

4.1.1. Financial Evaluation

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

4.1.2. Basis of Selection

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

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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1. Certifications Required with the Bid

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

5.1.1. Integrity Provisions – Declaration of Convicted Offences

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

5.2. Certifications Precedent to Contract Award and Additional Information

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

5.2.1. Integrity Provisions – Required Documentation

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

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), must provide the information requested at **Annex E to Part 5 of the Bid Solicitation** prior to contract award.

5.2.2. Former Public Servant

Contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds.

In order to comply with Treasury Board policies and directives on contracts awarded to Former Public Servants, the Bidder must provide the information requested at **Annex F to Part 5 of the Bid Solicitation** prior to contract award.

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5.2.3. Federal Contractors Program for Employment Equity – Bid Certification

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

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

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PART 6 – RESULTING CONTRACT CLAUSES

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

6.1. Security Requirements

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

*Sensitive assets may include: cash, artefacts, firearms, explosives, keys, vehicles, historic sites and bldgs., electronic equipment, IT networks, critical installations and systems, etc.

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

6.2. Statement of Work

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

6.2.1. Task Authorization Process

Task Authorisation:

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

Task Authorisation Process:

6.2.1.1 The Project Authority will provide the Contractor with a description of the task using the Task Authorization form specified in **Annex G**.

6.2.1.2 The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

6.2.1.3 The Contractor must provide the Project Authority, within 3 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

6.2.1.4 The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

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6.2.2. Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of **\$ 9,999.00**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

6.2.3. Canada's Obligation - Portion of the Work - Task Authorizations

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

6.3. Standard Clauses and Conditions

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

6.3.1. General Conditions

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

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

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

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

6.4. Term of Contract

6.4.1. Period of the Contract

The period of the Contract is from April 1, 2024, to March 31, 2026, inclusive.

6.4.2. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 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 at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

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6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Jillian King
Contracting Officer
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
30 Victoria Street
Gatineau, Québec J8X 0B3

Telephone: (873) 354-3521

E-mail address: Jillian.king@pc.gc.ca

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

6.5.2. Project Authority

The Project Authority for the Contract is:

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

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

6.5.3. Contractor's Representative

The Contractor's Representative for the Contract is: ****to be completed with your submission****

Representative's Name:		
Representative's Title:		
Legal Vendor/ Firm Name:		
Operating Vendor/ Firm Name (if different than above):		
Physical Address:		
	Province/	Postal

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City:	Territory:	Code:
Telephone:	Facsimile:	
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

6.6. Proactive Disclosure of Contracts with Former Public Servants

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

6.7. Payment

6.7.1. Basis of Payment – Firm Unit Prices

For the work described at Annex A – Statement of Work, with the exception of section 1.3.4:

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

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

6.7.2. Basis of Payment - Firm Unit Price(s) or Firm Lot Price - Task Authorizations

For the work described at Annex A – Statement of Work, with the exception of sections 1.3.1, 1.3.2 and 1.3.3:

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit prices in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included, and Applicable Taxes are extra.

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

6.7.3. Limitation of expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (*insert amount at contract award*). Customs duties are included, and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being

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exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

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

whichever comes first.

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

6.7.4. Monthly Payment

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

1. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
2. all such documents have been verified by Canada;
3. the Work performed has been accepted by Canada.

6.7.5. Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the approved task authorization, as applicable.
2. Invoices must be distributed as follows:
 - a. One (1) copy must be forwarded electronically to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.

6.8. Certifications and Additional Information

6.8.1. 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.

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6.9. Applicable Laws

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

6.10. Priority of Documents

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

- (a) The Articles of Agreement;
- (b) The general conditions [2010C](#) (2022-12-01), General conditions: Services (medium complexity)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (g) The Contractor's bid dated ***** to be inserted at contract award *****.

6.11. SACC Manual Clauses

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

6.12. Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.13. Inspection and Acceptance

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

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ANNEX A

STATEMENT OF WORK

The areas covered by this statement are located at the following address:

Chambly Canal NHS of Canada
Chambly Canal Workshops
1840 Bourgogne Blvd., Chambly, QC J3L 1Y8

Lachine Canal NHS of Canada
Lachine Canal Workshops
1156 Mill Street, Montréal, QC H3K 2B3

Hangar 1825 restrooms
50 Des Seigneurs, Montréal, QC

1.1. Terms Used

- 1.1.1 In these specifications, "*Parks Canada*" means the PARKS CANADA AGENCY (Quebec Waterways).
- 1.1.2 "*Agency Representative*" refers to the Parks Canada technical services representative or his/her authorized representative(s).
- 1.1.3 "*Contractor*" refers to the company selected to perform all the work described herein, according to the instructions and specifications provided for this purpose.
- 1.1.4 Words, expressions and abbreviations with known technical or professional meaning shall be understood to have such meaning in these instructions and these drawings.
- 1.1.5 "*Routine cleaning*" refers to cleaning operations that must be carried out monthly, weekly or daily.
- 1.1.6 "*Thorough cleaning*" refers to cleaning to be carried out less frequently than once a month, e.g. twice a year or annually.
- 1.1.7 "*Normal Working Hours*" refers to the hours of 8:30 to 4:30, Monday to Friday

1.2. Summary of Work

The work under this Contract consists primarily, but not exclusively, of:

- 1.2.1. Performing building housekeeping and cleaning services for the Chambly Canal and Lachine Canal National Historic Sites in Quebec.

1.3. Description of work

This section specifies the requirements for building housekeeping and cleaning services for the Chambly Canal and Lachine Canal National Historic Sites in Quebec.

- 1.3.1. Planned cleaning work for the Lachine Canal workshop (required work):

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The Contractor must perform, throughout the year of each contract period, the tasks in the building rooms based on the frequency indicated in the table below.

TASKS	ROOMS				
	KITCHEN, CHANGING ROOMS (LOCKERS)	RESTROOMS AND SHOWERS	CONFERENCE ROOM, OFFICES, JANITORIAL SPACE AND PHOTOCOPYING AREA	OUTDOOR AND OTHER LOCATIONS	WALKWAYS, STAIRS, ELEVATOR AND HALLWAY
ROUTINE CLEANING SERVICE					
Sweep and wash the floor/tiles	1 time per day (Monday to Friday)	1 time per day (Monday to Friday)	1 time per week (Wednesday or Thursday)		1 time per week
Clean/disinfect sink, toilets, counter, mirrors and push plates	1 time per day (Monday to Friday)	1 time per day (Monday to Friday)			
Clean/disinfect glass walls	1 time per month		1 time per month		
Restock paper towel, soap dispensers, menstrual products (pads and tampons) as well as deodorizer blocks		1 time per day (Monday to Friday)			
Dust at heights under 2.1 metres (7 feet)	1 time per day (Monday to Friday)	1 time per day (Monday to Friday)	1 time per week		
Empty garbage bins and remove cobwebs	1 time per day (Monday to Friday)	1 time per day (Monday to Friday)	1 time per day (Monday to Friday)		1 time per day
Wash and disinfect garbage bins	1 time per day (Monday to Friday)	1 time per week on Wednesdays	1 time per week on Thursdays		1 time per week and + as needed
THOROUGH CLEANING					
Clean indoor light fixtures	1 time per year in April	1 time per year in April	1 time per year in April	1 time per year in April	1 time per year in April
Cleaning/Washing – walls, ceilings, partitions, surrounds, doors, windows, frames, shelves, cabinets, ledges, fire extinguishers, railings, handrails, hardware, etc.	1 time per year in April	1 time per year in April	1 time per year in April		1 time per year in April
Cleaning, washing and disinfecting – sinks, toilets, urinals, taps,	1 time per year in April	1 time per year in April			

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counters, mirrors, fountains, push plates, garbage bins, etc.					
Cleaning/washing – tables, chairs, benches, desks, filing cabinets, bookcases, shelves, household appliances, computers and electronics, televisions, telephones, etc.	1 time per year in April		1 time per year in April		

1.3.2. Planned cleaning work for the Chambly Canal workshop (required work):

The Contractor shall perform, throughout the year of each contract period, the tasks in the building rooms based on the frequency indicated in the table below.

TASKS	ROOMS				
	CAFETERIA AND CLOAKROOM	BATHROOMS	OFFICES AND MEETING ROOMS	OUTDOOR AND OTHER LOCATIONS	WALKWAYS, STAIRS AND HALLWAYS
ROUTINE CLEANING SERVICE					
Sweep and wash the floor/tiles	1 time per day (Monday to Friday)	1 time per day (Monday to Friday)	1 time per week (Wednesday or Thursday)		1 time per week
Clean/disinfect sink, toilets, counter, mirrors and push plates	1 time per day (Monday to Friday)	1 time per day (Monday to Friday)			
Restock paper towel, soap dispensers, menstrual products (pads and tampons) as well as deodorizer blocks		1 time per day (Monday to Friday)			
Dust at heights under 2.1 metres (7 feet)	1 time per day (Monday to Friday)	1 time per day (Monday to Friday)	1 time per week		
Empty garbage bins and remove cobwebs	1 time per day (Monday to Friday)	1 time per day (Monday to Friday)	1 time per day (Monday to Friday)		1 time per day
Wash and disinfect garbage bins	1 time per day (Monday to Friday)	1 time per week on Wednesdays	1 time per week on Thursdays		1 time per week and + as needed
THOROUGH CLEANING					
Clean indoor light fixtures	1 time per year in April	1 time per year in April	1 time per year in April	1 time per year in April	1 time per year in April
Cleaning/Washing – walls, ceilings, partitions, surrounds, doors, windows, frames, shelves, cabinets, ledges, fire extinguishers,	1 time per year in April	1 time per year in April	1 time per year in April		1 time per year in April

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railings, handrails, hardware, etc.					
Cleaning, washing and disinfecting – sinks, toilets, urinals, taps, counters, mirrors, fountains, push plates, garbage bins, etc.	1 time per year in April	1 time per year in April			
Cleaning/washing – tables, chairs, benches, desks, filing cabinets, bookcases, shelves, household appliances, computers and electronics, televisions, telephones, etc.	1 time per year in April		1 time per year in April		

1.3.3. Planned cleaning work for the Hangar 1825 washrooms (required work):

Between May 17 and October 15 of each contract period, the Contractor must perform work in the building rooms based on the frequency indicated in the table below.

The Contractor must perform the tasks listed in the table below at the following frequency:

- ❖ Four (4) days a week (Saturday, Sunday, Tuesday and Thursday) between May 17 and June 15 and between September 2 and October 15;
- ❖ Seven (7) days a week between June 16 and September 1.

TASKS	ROOMS				
	BUILDING EXTERIOR	WASHROOMS	AROUND ENTRANCES AND EXITS	OUTDOOR AND OTHER LOCATIONS	WALKWAYS AND HALLWAYS
<i>ROUTINE CLEANING SERVICE</i>					
Sweep and wash the floor/painted concrete		1 time per day depending on frequency			1 time per day depending on frequency
Clean/disinfect sink, toilets, counter, mirrors and push plates		1 time per day depending on frequency			
Restock paper towel and soap dispensers as well as deodorizer blocks		1 time per day depending on frequency			
Dust and remove cobwebs at heights under 2.1 metres (7 feet)		1 time per day depending on frequency			
Empty garbage and sanitary bins and remove cobwebs		1 time per day depending on frequency			
Wash and disinfect garbage bins		1 time per day depending on frequency			

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Clean/wash/disinfect – walls, doors, surrounds, fountains, ledges, shelves, etc. dirt and fingerprints	1 time per day depending on frequency	1 time per day depending on frequency	1 time per day depending on frequency		
Replace burned-out bulbs/tubes indoor/outdoor lighting fixtures (except mercury lamps)	As needed				
Dispose of burned-out bulbs/tubes in accordance with environmental standards	As needed				
THOROUGH CLEANING					
Clean indoor light fixtures	1 time per year in May	2 times per year early June early August	1 time per year in May	1 time per year in May	1 time per year in May
Cleaning/Washing – walls, ceilings, partitions, surrounds, doors, frames, shelves, cabinets, ledges, fire extinguishers, railings, handrails, hardware, etc.	1 time per year in May	1 time per year in May	1 time per year in May		1 time per year in May
Cleaning, washing and disinfecting – sinks, toilets, urinals, taps, counters, mirrors, fountains, push plates, garbage bins, etc.	1 time per year in May	1 time per year in May			
Scrub/wash thoroughly: concrete paving stones/floors	1 time per year in May		1 time per year in May		

1.3.4. As and When Requested Work (Task Authorization)

Parks Canada may require additional cleaning services upon request. The Project Authority will inform the Contractor of the requirements, and an agreement will be reached on how and when the work must be carried out. Upon request, the Contractor must provide housekeeping services of the same type as, but not limited to, those described above. This work may be required in addition to the work in a room and/or on days not included in the work schedule.

1.4. Work Schedule

1.4.1. Unless otherwise notified by the Project Authority or area foreman, the Contractor must modify its work schedule so that building cleaning services are performed outside the hours indicated below:

- 7:00 to 16:00 for Chambly Canal workshops
- 7:00 to 15:30 for Lachine Canal workshops

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➤ 7:00 to 18:00 for Hangar 1825 restrooms

1.4.2. The Contractor must not perform the cleaning services described in this statement of work on federal and provincial statutory holidays.

1.4.3. The Project Authority may advise to modify the work schedule, without changing the unit cost.

1.5. Contractor's Responsibilities

1.5.1. The Contractor must provide the labour, tools, equipment (vacuum cleaner, floor polisher, stepladder, broom, mop, etc.), materials (toilet paper, paper towels, hand soap, menstrual products (pads and tampons), deodorizer blocks, various-sized garbage bags etc.), permits, transportation and anything else required for the proper performance and completion of the housekeeping work specified in this Statement of Work and to carry out the work diligently during the contract period.

1.5.2. The Contractor must replace lightbulbs as required (lightbulbs are provided by Parks Canada).

1.5.3. The Contractor must comply with all federal, provincial and municipal laws and regulations that may apply to the work and, in particular, with the provisions of the Canadian Environmental Protection Act and the regulations and directives issued under that Act.

1.5.4. The Contractor must accept full responsibility for allocating and coordinating the tasks carried out by the Contractor's workforce. The work must not interfere with the operation of the site.

1.5.5. The Contractor must not allow anyone, other than authorized staff, to enter the building especially outside of the site's hours of operation.

1.5.6. The Contractor must keep all building entrances and accesses clear at all times.

1.5.7. At the end of each working day, the Contractor must ensure that all buildings are locked. The Contractor is also responsible for any false alarms it inadvertently set off. The Contractor must cover the costs incurred by a false alarm.

1.5.8. The Contractor is responsible for the keys entrusted to it. These keys must not be copied at any time and must be returned to the foreman of each site at the end of the contract.

1.5.9. The Contractor must report all required maintenance repairs to the building, plumbing, lighting and heating systems, any breakages or any other anomalies detected, including those resulting from acts of vandalism to the Project Authority of the Agency and to the foreman of the relevant sector by email. Contact information for the Agency Representative and foremen responsible for each site will be provided after contract award.

1.5.10. The Contractor must dispose of waste and lightbulbs in accordance with current environmental standards, laws and regulations as well as recognized and applicable codes of good practice.

1.5.11. The Contractor must ensure that only the minimum number of vehicles required arrive on site. Vehicles must be identified, have emergency lights and a flashing beacon at all times, and must limit their speed on the trail to 10 km/h and stop when crossing with trail users.

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- 1.5.12. The Contractor is responsible for quality control of its work and for ensuring compliance with the conditions and requirements of this statement of work. Any work that does not comply with the conditions and requirements will not be paid for.
- 1.5.13. All persons employed by the Contractor must wear the personal protective equipment required for the work to be performed, must be appropriately dressed and must speak, understand and write French and/or English clearly.
- 1.5.14. The Contractor's employees must be courteous at all times.
- 1.5.15. The Contractor is responsible for ensuring that all Occupational Health and Safety provisions are complied with.
- 1.5.16. If an incident occurs during the work, the Contractor must, during normal business hours, immediately contact the site foreman to ensure effective coordination with Parks Canada for emergency response and media coverage. If an incident occurs outside normal business hours, the Contractor must immediately contact Parks Canada's Emergency Dispatch Service at 1 888 762-1422 to ensure effective coordination of emergency response and media coverage.

1.6. Parks Canada's Responsibilities

- 1.6.1. Parks Canada is responsible for providing electricity and hot and cold water required by the Contractor for the work.
- 1.6.2. Parks Canada will provide space at each site for the Contractor to store its equipment and cleaning products. This room will constantly be kept clean and tidy, with the same care as the other parts of the building.
- 1.6.3. Parks Canada will provide the Contractor with all necessary security access to the buildings.
- 1.6.4. Parks Canada will provide the Contractor with a storage area for the Contractor's stepladder, which will be required to replace burned out lightbulbs and tubes on the building's light fixtures.
- 1.6.5. Parks Canada will empty its own waste and recycling containers.

1.7. General

- 1.7.1. All cleaning products such as soaps, detergents, waxes, strippers, cleaners and other cleaning products must be supplied by the Contractor and must be **Ecologo-certified**.
- 1.7.2. The Contractor must provide safety data sheets for the cleaning products to be used upon contract award.
- 1.7.3. All products required for the operation of the building (e.g. toilet paper, paper towels (paper hand towels), hand soap, menstrual products (pads and tampons), deodorizing blocks and garbage bags for various-sized bins) must be supplied by the Contractor and be made from recycled materials.

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1.7.4.At all times, the Contractor shall provide a sufficient quantity of products to be left in the janitors' room so that the site's reception staff can restock the dispensers in the restrooms in the Contractor's absence.

1.7.5.The maps and photographs in Appendices 1 to 4 of this document, as well as the statement of work, are complementary.

1.8. Inspection

1.8.1.Upon completion of each major task, an inspection may be carried out by the Project Authority, who will decide if the work is satisfactory.

1.8.2.The Contractor must take corrective measures as soon as possible when required by the project Authority.

1.9. Quality Standards

The quality standards described below must be strictly adhered to. All inspections carried out by Parks Canada will be assessed using these quality standards.

1.9.1.General cleaning

- 1.9.1.1. All surfaces and objects mentioned must be free of dust, stains, spills, debris and dirt immediately after the cleaning operation.
- 1.9.1.2. Furniture moved by cleaners must be returned to their original location.

1.9.2.Wiping with a damp cloth

- 1.9.2.1. Surfaces must be free of dust, stains, streaks and water stains after being wiped with a damp cloth.
- 1.9.2.2. Wiping rags should be rinsed frequently and kept free of stains and odours.

1.9.3.Removing stains

- 1.9.3.1. All affected areas must be free of stains, fingerprints, marks and dirt.
- 1.9.3.2. Overspray from sprayers must be cleaned from all surfaces.

1.9.4.Cleaning and disinfecting

- 1.9.4.1. A commercial disinfectant cleaner approved by the Parks Canada must be used.
- 1.9.4.2. The manufacturer's instructions must be followed for best results.
- 1.9.4.3. All cleaned and disinfected surfaces must be rinsed to remove disinfectant residue.

1.9.5.Sweeping

- 1.9.5.1. All floor surfaces, including open areas and floor coverings around furniture legs and in corners, must be free of dirt and debris.

1.9.6.Cleaning dust

- 1.9.6.1. All floor surfaces, including open areas and floor coverings around furniture legs and in corners, must be free of debris and dust.

1.9.7.Dusting

- 1.9.7.1. All surfaces must be free of dust (and cobwebs).
- 1.9.7.2. Surfaces must be dusted by using a damp cloth or by vacuuming, as appropriate.
- 1.9.7.3. Dust must be contained and must not float freely in the air during cleaning or operations.

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1.9.8. Wet cleaning

- 1.9.8.1. Floors, including open areas and floor coverings around furniture legs and in corners, must be clean and free of surface stains, dirt, rubber skid marks, mopping streaks, loose mop threads and water spots.
- 1.9.8.2. The Contractor must sweep or wipe the area immediately before damp mopping.
- 1.9.8.3. The Contractor must start by damp mopping with clean water and a mop.
- 1.9.8.4. The Contractor must not leave water marks or splashes on walls, baseboards or other surfaces.
- 1.9.8.5. Caution signs must be placed around the work area.

1.9.9. Scrubbing and finishing

- 1.9.9.1. Floor surfaces, including open areas and floor coverings around furniture legs and in corners, must be cleaned using a mild detergent.
- 1.9.9.2. All areas must be free of dirt, stains, scratches, splashes, cleaning chemicals and water build-up.
- 1.9.9.3. The Contractor must apply a finishing coat compatible with the existing finish (wax), where applicable.
- 1.9.9.4. All areas must appear clean without any scratches or stains, have a shine and be free of debris and dust once the scrubbing and finishing have been completed.

1.9.10. Washing the floors

- 1.9.10.1. All standards described in the "Wet cleaning" section apply.
- 1.9.10.2. Surfaces must also be rinsed without cleaning solution after the floors are washed.
- 1.9.10.3. All areas must be free from dirt, stains, splashes, build-up of cleaning chemicals and water and scuff marks.

1.9.11. Vacuuming

- 1.9.11.1. All surfaces, including hard-to-reach areas, must be generally clean and free from visible dust, dirt and gravel.

APPENDIX I, II AND III TO ANNEX A - STATEMENT OF WORK

See separate document entitled "APPENDIX I, II, III - PLANS".

APPENDIX IV TO SCHEDULE A - STATEMENT OF WORK

See separate document entitled "APPENDIX IV - PHOTOGRAPHS".

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ANNEX B

BASIS OF PAYMENT

Financial Bid Submission Requirements

- (a) Bidder must submit its financial bid in accordance with this Basis of Payment.
- (b) The bid must be submitted in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- (c) Total Combined Evaluated Estimated Bid Price Calculation:
 - a. For the purposes of evaluation, the evaluated bid price will be comprised of the combined total of Table A through Table D.

A. Contract period – Year 1 – April 1, 2024 to March 31, 2025

A1. Required Services - Firm Unit Price(s)

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

Item no.	Description	Unit of Measurement	Firm unit price (a)	Estimated Quantity (b)	Calculated total = a x b
A1.1	Lachine Canal NHS of Canada – Workshops – Routine cleaning service	Monthly	\$	12	\$
A1.2	Lachine Canal NHS of Canada – Workshops – Thorough cleaning	Yearly	\$	1	\$
A1.3	Lachine Canal NHS of Canada – Hangar 1825 – Routine cleaning service	Monthly	\$	12	\$
A1.4	Lachine Canal NHS of Canada – Hangar 1825 – Thorough cleaning	Yearly	\$	1	\$
A1.5	Chambly Canal NHS of Canada – Workshops – Routine cleaning service	Monthly	\$	12	\$
A1.6	Chambly Canal NHS of Canada – Workshops – Thorough cleaning	Yearly	\$	1	\$

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(A1)	TOTAL FIRM UNIT PRICE(S) Sum of total(s) calculated	\$
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A2. Task Authorizations - Labour

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

Item No.	Description	Unit of Measurement	Firm Hourly Rate (a)	Estimated Quantity (b)	Extended Total = a x b
A2.1	Lachine Canal NHS of Canada – Workshops – Labour, during normal working hours, for building maintenance and cleaning services	Per Hour	\$	20	\$
A2.2	Lachine Canal NHS of Canada – Hangar 1825 – Labour, during normal working hours, for building maintenance and cleaning services	Per Hour	\$	20	\$
A2.3	Chambly Canal NHS of Canada – Workshops – Labour, during normal working hours, for building maintenance and cleaning services	Per Hour	\$	20	\$
(A2)	TOTAL LABOUR COSTS Sum of Extended Total(s)				\$

A3. Sub-total Evaluated Bid Price – Contract Period – Year 1 – April 1, 2024 to March 31, 2025

Item	Description	Bid Price
(A)	TOTAL EVALUATED BID PRICE – Contract Year 1 Sum of A1 + A2 =	\$

B. Contract Period – Year 2 – April 1, 2025 to March 31, 2026

B1. Required Services – Firm Unit Price(s)

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional,

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technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Item no.	Description	Unit of Measurement	Firm unit price (a)	Estimated Quantity (b)	Calculated total = a x b
B1.1	Lachine Canal NHS of Canada – Workshops – Routine cleaning service	Monthly	\$	12	\$
B1.2	Lachine Canal NHS of Canada – Workshops – Thorough cleaning	Yearly	\$	1	\$
B1.3	Lachine Canal NHS of Canada – Hangar 1825 – Routine cleaning service	Monthly	\$	12	\$
B1.4	Lachine Canal NHS of Canada – Hangar 1825 – Thorough cleaning	Yearly	\$	1	\$
B1.5	Chambly Canal NHS of Canada – Workshops – Routine cleaning service	Monthly	\$	12	\$
B1.6	Chambly Canal NHS of Canada – Workshops – Thorough cleaning	Yearly	\$	1	\$
(B1)	TOTAL FIRM UNIT PRICE(S) Sum of total(s) calculated				\$

B2. Task Authorizations – Labour

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

Item No.	Description	Unit of Measurement	Firm Hourly Rate (a)	Estimated Quantity (b)	Extended Total = a x b
B2.1	Lachine Canal NHS of Canada – Workshops – Labour, during normal working hours, for building maintenance and cleaning services	Per Hour	\$	20	\$
B2.2	Lachine Canal NHS of Canada – Hangar 1825 – Labour,	Per Hour	\$	20	\$

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	during normal working hours, for building maintenance and cleaning services				
B2.3	Chambly Canal NHS of Canada – Workshops – Labour, during normal working hours, for building maintenance and cleaning services	Per Hour	\$	20	\$
(B2)	TOTAL LABOUR COSTS Sum of Extended Total(s)				\$

B3. Sub-total Evaluated Bid Price – Contract Period – Year 2 – April 1, 2025 to March 31 2026

Item	Description	Bid Price
(B)	TOTAL EVALUATED BID PRICE – Contract Year 2 Sum of B1 + B2 =	\$

C. Option Period 1 – April 1, 2026 to March 31, 2027

C1. Required Services – Firm Unit Price(s)

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

Item no.	Description	Unit of Measurement	Firm unit price (a)	Estimated Quantity (b)	Calculated total = a x b
C1.1	Lachine Canal NHS of Canada – Workshops – Routine cleaning service	Monthly	\$	12	\$
C1.2	Lachine Canal NHS of Canada – Workshops – Thorough cleaning	Yearly	\$	1	\$
C1.3	Lachine Canal NHS of Canada – Hangar 1825 – Routine cleaning service	Monthly	\$	12	\$
C1.4	Lachine Canal NHS of Canada – Hangar 1825 – Thorough cleaning	Yearly	\$	1	\$

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C1.5	Chambly Canal NHS of Canada – Workshops – Routine cleaning service	Monthly	\$	12	\$
C1.6	Chambly Canal NHS of Canada – Workshops – Thorough cleaning	Yearly	\$	1	\$
(C1)	TOTAL FIRM UNIT PRICE(S) Sum of total(s) calculated				\$

C2. Task Authorization – Labour

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

Item No.	Description	Unit of Measurement	Firm Hourly Rate (a)	Estimated Quantity (b)	Extended Total = a x b
C2.1	Lachine Canal NHS of Canada – Workshops – Labour, during normal working hours, for building maintenance and cleaning services	Per Hour	\$	20	\$
C2.2	Lachine Canal NHS of Canada – Hangar 1825 – Labour, during normal working hours, for building maintenance and cleaning services	Per Hour	\$	20	\$
C2.3	Chambly Canal NHS of Canada – Workshops – Labour, during normal working hours, for building maintenance and cleaning services	Per Hour	\$	20	\$
(C2)	TOTAL LABOUR COSTS Sum of Extended Total(s)				\$

C3. Sub-total Evaluated Bid Price – Option Year 1 – April 1, 2026, to March 31, 2027

Item	Description	Bid Price
(C)	TOTAL EVALUATED BID PRICE – Option Year 1 Sum of C1 + C2 =	\$

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D. Option Period 2 – April 1, 2027, to March 31, 2028

D1. Required Services – Firm Unit Price(s)

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

Item no.	Description	Unit of Measurement	Firm unit price (a)	Estimated Quantity (b)	Calculated total = a x b
D1.1	Lachine Canal NHS of Canada – Workshops – Routine cleaning service	Monthly	\$	12	\$
D1.2	Lachine Canal NHS of Canada – Workshops – Thorough cleaning	Yearly	\$	1	\$
D1.3	Lachine Canal NHS of Canada – Hangar 1825 – Routine cleaning service	Monthly	\$	12	\$
D1.4	Lachine Canal NHS of Canada – Hangar 1825 – Thorough cleaning	Yearly	\$	1	\$
D1.5	Chambly Canal NHS of Canada – Workshops – Routine cleaning service	Monthly	\$	12	\$
D1.6	Chambly Canal NHS of Canada – Workshops – Thorough cleaning	Yearly	\$	1	\$
(D1)	TOTAL FIRM UNIT PRICE(S) Sum of total(s) calculated				\$

D2. Task Authorization – Labour

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

Item No.	Description	Unit of Measurement	Firm Hourly Rate (a)	Estimated Quantity (b)	Extended Total = a x b
D2.1	Lachine Canal NHS of Canada – Workshops – Labour,	Per Hour	\$	20	\$

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	during normal working hours, for building maintenance and cleaning services				
D2.2	Lachine Canal NHS of Canada – Hangar 1825 – Labour, during normal working hours, for building maintenance and cleaning services	Per Hour	\$	20	\$
D2.3	Chambly Canal NHS of Canada – Workshops – Labour, during normal working hours, for building maintenance and cleaning services	Per Hour	\$	20	\$
(D2)	TOTAL LABOUR COSTS Sum of Extended Total(s)				\$

D3. Sub-total Evaluated Bid Price – Option Year 2 – April 1, 2027, to March 31, 2028

Item	Description	Bid Price
(D)	TOTAL EVALUATED BID PRICE – Option Year 2 Sum of D1 + D2 =	\$

E. Total evaluated bid price

Article	Description	Bid Price
(A)	Contract Period – Year 1 – April 1, 2024, to March 31, 2025 SUB-TOTAL EVALUATED BID PRICE	\$
(B)	Contract Period – Year 2 – April 1, 2025, to March 31, 2026 SUB-TOTAL EVALUATED BID PRICE	\$
(C)	Option Year 1 – April 1, 2026, to March 31, 2027 SUB-TOTAL EVALUATED BID PRICE	\$
(D)	Option Year 2 – April 1, 2027, to March 31, 2028 SUB-TOTAL EVALUATED BID PRICE	\$
(E)	TOTAL EVALUATED BID PRICE	\$

Notes:

- (a) Unidentified costs will not be allowable under the Contract unless there is a change to the work requirements and addressed by a contract amendment issued by the Contracting Authority;
- (b) Additional payment terms and conditions will not apply to the contract; and

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(c) Customs duties are included and Applicable Taxes are extra.

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ANNEX C

INSURANCE REQUIREMENTS – Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Parks Canada Agency.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer

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would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

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

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ANNEX D

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

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

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

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

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

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

Location of Work

General Description of Work to be Completed
--

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Mark "Yes" where applicable.

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

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

Name: _____

Signature: _____

Date: _____

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ANNEX E TO PART 5 OF THE BID SOLICITATION

*** to be submitted with the bid ***

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

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Declaration

I, _____, *(name)*
_____, *(position)* of

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

Signature: _____

Date: _____

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ANNEX F TO PART 5 OF THE BID SOLICITATION

*** to be submitted with the bid ***

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 (<input type="checkbox"/>) No (<input type="checkbox"/>)

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?	Yes (<input type="checkbox"/>) No (<input type="checkbox"/>)
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If so, the Bidder must provide the following information:

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

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ANNEX G – TASK AUTHORISATIONS

See separate attachment