

Solicitation Cover Page

RETURN BIDS TO:

Agriculture and Agri-Food Canada

Address: Eastern Service Centre

Attention: Claudia Lauzier

Email: aafc.escprocurement-cseapprovisionnement.aac@agr.gc.ca

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:

Mandatory Site Visit :

Tuesday, March 26, 2024 at 10:00am (EDT)

Vendor/Firm Name and Address:

Issuing Office

Agriculture and Agri-Food Canada
Eastern Service Centre

Title: Janitorial Services - Sherbrooke Research and Development Centre	
Solicitation Number 01B46-24-009	Date of solicitation: 2024-03-12
Solicitation Closes: At: 2:00pm On: 2024-04-11	Time Zone: EDT
Address Enquiries to: Name: Claudia Lauzier, Contracts Specialist Email: claudia.lauzier@agr.gc.ca	
Telephone Number: 438-455-2392	FAX Number:
Destination of Goods, Services and Construction: Sherbrooke Research and Development Centre 2000, College St. Sherbrooke J1M 0C8	
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:	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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ANNEX “A”

STATEMENT OF WORK

ANNEX “A-1”

PLANS

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ANNEX "B"
BASIS OF PAYMENT

ANNEX "C"
TECHNICAL EVALUATION

ANNEX "D"
SECURITY REQUIREMENTS CHECK LIST

ANNEX "E"
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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work and Plans, the Basis of Payment, the Technical Evaluation, the Security Requirements Checklist and the Integrity Provisions.

1.2 Summary

- 1.2.1 The Sherbrooke Research and Development Centre requires the services of a Contractor to provide housekeeping services for the Centre's buildings as specified in Annex A - Statement of Work.

Approximate area to be maintained : 56,008.5ft² or 5,220m²

Initial period of contract is from May 1st, 2024 to April 30, 2025 with the possibility of extending the contract for 4 additional periods of 1 year each.

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, 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".
- 1.2.3 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.

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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.

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.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

In the complete text content (except Subsection 1.0, Subsection 3.0, and Subsection 20):
Delete "Public Works and Government Services Canada" and Insert "Agriculture and Agri-Food Canada".
Delete "PWGSC" and Insert "AAFC".

Subsection 5.2 of Standard Instructions - Goods or Services - Competitive Requirements 2003 is amended as follows:

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;

a) 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.

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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:
 - i. 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
 - ii. 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:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the CPC Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. 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 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.

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2.2 Submission of Bids

Bids must be submitted only to Agriculture and Agri-Food Canada by the date, time and place indicated on page 1 of the bid solicitation.

OR

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 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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to AAFC will not be accepted

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;
2. an individual who has incorporated;
3. a partnership made of former public servants; or
4. 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.

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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;
2. conditions of the lump sum payment incentive;
3. date of termination of employment;
4. amount of lump sum payment;
5. rate of pay on which lump sum payment is based;
6. period of lump sum payment including start date, end date and number of weeks;
7. 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 five (5) 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.

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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 Quebec.

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 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the **Sherbrooke Research and Development Centre, 2000, College Steet on Tuesday, March 26, 2024. The site visit will begin at 10:00am (EDT).**

Bidders must communicate with the Contracting Authority no later than Monday, March 25, 2024 at 11:00am to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

2.7 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 separately bound sections as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

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Section I: Technical Bid

The Technical Proposal should demonstrate how the Bidder will meet the requirements of the Evaluation Procedures and Basis of Selection (Part 4) as well as Annex C – Technical Evaluation.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

The bidder must complete and sign Annex B (Basis of Payment).
Prices shall not appear in any area of the proposal except in the Financial Proposal.

Section III: Certifications

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

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 the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine if there are two (2) or more bids with a valid Canadian content certification with the bids coming from two or more Bidders that are not affiliated within the meaning used in the *Competition Act*, R.S.C., 1985, c. C-34. In that event, only those bids with a valid certification will be eligible to be awarded a contract; otherwise, all bids will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by Bidders, that there are no longer two (2) or more responsive bids with a valid certification, then all responsive bids will be eligible to be awarded a contract. Canada may conduct the validation of Canadian content certifications at any time in the evaluation process including doing so concurrently with other steps.

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex C.

4.1.2 Financial Evaluation

Mandatory financial criteria are included in Annex B.

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4.2 Basis of Selection

The selection of the responsive Proposal will be made on the basis of the **HIGHEST COMBINED SCORE** for both the technical and financial proposals. The combined scores will be determined by adding the technical and financial points obtained.

The Bidders' Technical and Financial proposals will be scored separately. An Overall Proposal Score will be determined by combining a Bidder's Technical Proposal Score and Financial Proposal Score in accordance with the following weights:

Technical Proposal = 60%
Financial Proposal = 40%
Overall Proposal = 100%

Formula:

$$\frac{\text{Technical Score} \times \text{Ratio (60\%)}}{\text{Max Score}} + \frac{\text{Lowest Price} \times \text{Ratio (40\%)}}{\text{Bidder's Price}} = \text{Overall Score}$$

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 Integrity 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.

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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 : Annex E, as applicable, to be given further consideration in the procurement process.

5.2.2 Security Requirements – Required Documentation

In accordance with the [requirements of 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>), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the Bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

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.

5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to

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the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.4.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
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.
3. 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.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 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.

7.2.1 General Conditions

[2035](#) (2022-05-12), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

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7.3 Security Requirements

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

1. The contractor/offeror personnel requiring access to sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by AAFC;
2. The contractor and/or its employees MUST NOT have access to PROTECTED and/or CLASSIFIED information or assets;
3. The contractor and/or its employees MUST NOT remove any PROTECTED and/or CLASSIFIED information or assets from the identified work site(s);
4. 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;
5. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the AAFC; and
6. The contractor/offeror must comply with the provisions of the: Security Requirements Check List

7.4 Term of Contract

7.4.1 Period of the Contract

The Work is to be performed from May 1st, 2024 to April 30, 2025.

7.4.2 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 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.

7.5 Authorities

The Contracting Authority for the Contract is:

Claudia Lauzier
Contracts Specialist
Agriculture and Agri-Food Canada
2001 Robert-Bourassa, Room 671-TEN,
Montreal, Qc H3A 3N2
Tel.: 438-455-2392
E-mail: claudia.lauzier@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.

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7.5.2 Project Authority

(Information will be provided at contract award)

The Project Authority for the Contract is:

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

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

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.

7.5.3 Contractor's Representative

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

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

7.6 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.

7.7 Payment

For the services provided, Agriculture and Agri-Food Canada will pay the Contractor in accordance with Annex B (Basis of Payment) for Work performed.

Payment will be made no more than once a month, following the submission of all invoicing documentation and upon acceptance by the Project Authority.

7.7.1 Changes in amount of Space to be cleaned

Canada may from time to time notify the contractor in writing of any changes to the amount of space to be cleaned. In the case of the addition or elimination of cleanable space, the change in the amount of the contract shall be calculated using the Cost per Square meter identified in Annex B (Basis of Payment).

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7.7.2 Limitation of Expenditure

For "as and when requested cleaning", Canada's total liability to the Contractor under the Contract must not exceed **\$ 1,000.00 annually** (+ applicable taxes).

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

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

whichever comes first.

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.

7.7.3 Electronic Payment of Invoices – Direct Deposit

The Contractor agrees to receive payment through direct deposit to a financial institution.

Government of Canada considers privacy and security of utmost importance in the issuance of payments. Any information you provide to the Government of Canada in support of Direct Deposit is protected under the Government of Canada *Privacy Act and Access to Information Act (R.S.C., 1985, c. A-1)*.

Additional information is available at:

www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html

7.8 Invoicing Instructions

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. Invoices must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.9 Certifications and Additional Information

7.9.1 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.

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7.9.3 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.
- (c) Annex A, Statement of Work and Annex A-1 Plans;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Technical Evaluation;
- (f) Annex D, Security Requirements Check List;
- (g) Annex E, Integrity Provisions
- (h) the Contractor's bid dated _____.

7.12 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

7.13 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the following article **7.13.1 Commercial General Liability Insurance and 7.13.2 Automobile Liability Insurance**. 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. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.13.1 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 Public Works and Government Services Canada.
 - 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. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

7.13.2 Automobile Liability Insurance

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

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- b. Accident Benefits - all jurisdictional statutes
- c. Uninsured Motorist Protection
- d. 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.

7.14 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](#)".

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ANNEX "A"

STATEMENT OF WORK

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BACKGROUND

The Sherbrooke Research and Development Centre (hereinafter referred to as “the Centre”) requires the services of a Contractor to provide housekeeping services for the Centre’s buildings as specified herein.

PART A GENERAL REQUIREMENTS

1.0 AREAS TO BE MAINTAINED

The Contractor must provide the required housekeeping services in accordance with the requirements and instructions set out in the contract.

1.1 Summary

Building	Description	Estimated area (ft ²)	Estimated area (m ²)
1	Total	36,049	3,350
7 (Swine Complex)	Total	2,472	230
10	Total	2,310	215
12	Total	1,695	160
15	Total	4,392	410
45	Total	573	55
46	Total	3,130	295
69	Total	353.5	35
74	Total	1,430	135
76 (Dairy Centre)	Total	3,604	335

Total estimated area to be cleaned: 56,008.5 ft² or 5,220 m²

1.2 Changes to spaces to be cleaned

From time to time, Canada may notify the Contractor in writing of any changes to the amount of space to be cleaned. When space is added or removed, the new contract amount shall be calculated using the **cost per square metre set out in Appendix B – Basis of Payment.**

2.0 AREAS EXCLUDED FROM CLEANING WORK

The maintenance of grounds, parking areas and roads are excluded from this contract, as are the areas not included in item 1.0 Areas to be maintained.

2.1 Items excluded from cleaning operations

- Laboratory equipment
- Agricultural production equipment
- Cow milking equipment
- Animal care equipment
- Animal slaughtering equipment
- Livestock production areas
- Production areas in the swine barn
- Barn production areas
- Slaughtering and cutting areas

3.0 SCHEDULES

3.1 Regular cleaning schedule for Buildings 1, 10, 12, 15, 45, 46, 69 and 74

Unless otherwise specified, cleaning work must be performed during an evening shift, five days a week, as follows:

Monday to Friday

Evening shift: 3:00 p.m. to 1:00 a.m.

3.2 Regular cleaning schedule for Buildings 7 (Swine Complex) and 76 (Dairy Centre)

Unless otherwise specified, cleaning work must be performed during an evening shift, 7 days a week, as well as holidays, as follows:

Monday to Friday

Evening shift: 3:00 p.m. to 1:00 a.m.*

*The showers and change rooms in Building 76 (Dairy Centre) must be cleaned after the departure of the AAFC employees in charge of evening milking, i.e. after 10:00 p.m.

Saturday, Sunday and Holidays

Evening shifts : 3:00 p.m. to 7:00 p.m.

You may consult the list of public holidays at the following address :

Public holidays - Canada.ca

When the holiday falls on the weekend, the day designated as a holiday will be the first normal working day following the holiday.

3.3 Occupancy of premises

The Contractor's employees must take special care to not disturb the Centre employees on the premises in any way.

Only the Project Authority and the Integrated Services Manager will be authorized to give instructions to the Contractor.

3.4 Additional work

At AAFC's request, additional work may be scheduled, as needed and upon approval of the Project Authority. As per section 7.0 of Part D.

4.0 CONTRACTOR WORK PLANNING – SCHEDULE

The Contractor must provide an Annual Cleaning Schedule (ACS) as described in the Statement of Work, for assessment as part of its proposal.

The Contractor must submit a complete, detailed schedule of the work to be performed on a daily, weekly, monthly, seasonal and annual basis so that the Project Authority knows when the work will be performed and is able to check its accuracy. If more than one of the Contractor's employees is needed to perform the work, the Contractor must provide a copy of each employee's cleaning schedule.

Each area of each building must be clearly identified (e.g. 1st floor offices, polishing, day 5).

Throughout the duration of the contract, the Contractor must keep each work schedule up to date and submit updates to the Project Authority.

5.0 USE OF AAFC PUBLIC UTILITY SERVICES

- In spaces equipped with light switches, lights are to be turned on upon entering

the space and turned off immediately upon exiting.

- The Contractor must validate the equipment to be connected with the Project Authority, who may indicate dedicated sockets for the connection of certain equipment to avoid overloading circuits. If the Contractor replaces any equipment, it is responsible for informing the Project Authority to ensure that the designated outlets are still suitable for connecting the new equipment.
- In the event of a power failure (fuse, etc.) while a cleaning task is being performed, the Project Authority or Security Services must be notified immediately.
- The Contractor is responsible for the condition and maintenance of the equipment (e.g. extension cords, vacuums, polishers). The Project Authority has the right to inspect all equipment and to prohibit the use of equipment the Project Authority deems unsafe.
- Cleaning staff are not authorized to touch the thermostats.
- The electrical and mechanical rooms are off limits to the Contractor and its employees.
- Any water spilled while a cleaning task is being performed must be cleaned up immediately, including in the janitor's closet and other designated janitorial spaces. No leaking or dripping equipment may be stored in these spaces.

6.0 WORKSPACE AVAILABLE TO THE CONTRACTOR

AAFC will provide the Contractor with janitorial premises for the duration of the contract. For the ancillary buildings, this space may be shared with other building uses. At the Contractor's request, AAFC will take reasonable steps to secure the Contractor's equipment.

The Contractor is not allowed to use these spaces for personal purposes, such as an office address or mailing address. Spaces provided to the Contractor must be respected and kept clean. The Contractor will be liable for any damages to these spaces during the term of the contract.

AAFC is not responsible for damage or loss of the Contractor's material, supplies, equipment or personal effects.

7.0 COMMUNICATION

The Contractor must establish and maintain effective communication with the Project Authority to ensure a productive working relationship between all the people involved in this contract.

7.1 Cell phones

The Contractor must provide the Supervisor with a cell phone with which the

Supervisor can be reached at all times. At least once a week, the Supervisor must visit the site to meet with the Project Authority to check on the quality of the Contractor's work.

7.2 Email

The Contractor must provide an email address for the purpose of maintaining ongoing communications relating to the work under the contract.

7.3 Logbook

The Contractor must maintain an on-site logbook for the purpose of communication among its employees. The logbook is intended to track and register requests, complaints, one-off tasks and comments. This logbook will be kept in the Building 84 and will be accessible to both the Project Authority and the Contractor's employees. The Contractor must endeavour to record all activities in the log book, other than routine daily activities. Entries made in the log book must include the time and date of the entry, along with the name of the person making the entry.

7.4 Meetings

At minimum every 6 months, the Project Authority and the Contractor will meet to discuss the cleaning work progress and/or problem-solving strategies. Meeting frequency may increase if deemed necessary by the Project Authority.

PART B RESPONSIBILITIES OF THE CONTRACTOR

1.0 CONTRACTOR'S EMPLOYEES

The Contractor must assign qualified employees to fulfill the contract. The Project Authority may ask the Contractor to replace any of its employees who do not meet the contract requirements owing to incompetence, unacceptable behaviour or safety risks.

All employees working under this contract must have received Workplace Hazardous Materials Information System (WHMIS) training. The training must be up-to-date and adapted to the needs of this contract. Training certificates for the Contractor's employees must be submitted to the Project Authority within 30 days of contract award.

The Supervisor must be able to communicate in French orally and in writing to ensure that safety requirements are understood on site. Employees must be able to communicate orally in French.

1.1 Supervisor

The Supervisor on-site must have the authority to execute the instructions provided by the Project Authority, whether or not this involves changes to the description of the tasks to be performed.

- Supervises the cleaning staff.
- Acts as a liaison between the Contractor and AAFC. Completes the work schedules.
- Inspects the work of the cleaning staff.
- Meets with the Project Authority upon request to discuss problems or work to be done according to the Statement of Work.
- Prepares and updates work schedules.
- Ensures that someone is available to respond to emergency calls outside normal working hours.
- Carries out cleaning tasks as a supervisor working as part of the team.

1.2 Cleaner

- Performs the cleaning tasks.
- Reports to the Supervisor.

2.0 MOVEMENT ON SITE

Given the great distance between the various buildings on the site, the Contractor must provide a vehicle capable of transporting the necessary number of building maintenance employees, as well as equipment/household products and garbage/recycling. AAFC will provide a parking space for the Contractor's vehicle.

3.0 HEALTH AND SAFETY

The Contractor is responsible for the health and safety of its employees on the AAFC site.

The Contractor must establish a health and safety program in accordance with the *Canada Labour Code* and hold health and safety meetings with its employees. Upon request, the Contractor must provide AAFC with a copy of its program and minutes of meetings.

The Contractor must ask the Project Authority about existing health and safety programs at the Sherbrooke RDC. Where applicable, the Sherbrooke RDC program takes precedence over the Contractor's program.

The Project Authority may at any time stop a task performed by the Contractor if the Project Authority deems that there is a serious danger to the safety of the employee or occupants of the premises.

4.0 KEYS AND ACCESS CARDS

At the start of the contract, the Centre must provide the Contractor with an inventory of the keys and access cards required for delivery of the services. From the moment the Contractor provides written acknowledgement of receipt of the inventory, the Contractor is responsible for keeping the inventory up to date and ensuring that the keys are used strictly for the purposes of executing the contract.

AAFC may ask to check the inventory at any time.

5.0 ENVIRONMENTAL PROTECTION

Within the work area, the Contractor is responsible for adhering to federal and provincial legislation and all the regulations and policies applied by AAFC regarding the quality of the workplace and the protection of the environment, specifically with respect to the protection of soil and ground water, water, sewers and storm drains, and air quality. The Contractor must immediately notify AAFC

of any incident it causes or observes that might have an impact on the environment.

6.0 LOST OR FOUND OBJECTS

The Contractor's employees must immediately turn in any objects they find to the Project Authority.

7.0 ABSENTEEISM

If designated employees cannot work for any reason, the Contractor must replace them immediately and at its own expense.

All replacement employees must have the experience and skills required for the position in question, as well as the required clearance. The Contractor must provide the replacement with all the information on the position as well as the necessary training.

PART C PRODUCTS AND EQUIPMENT

1.0 EQUIPMENT SUPPLIED BY AAFC

If the Contractor needs electricity or water for maintenance services or to keep the premises clean, it can use the facilities available on site as is and must ensure that it has everything required to do so. All water and electrical services that require additional installation are at the Contractor's expense. This ensures that the water supply and electricity needed to complete the work does not affect the existing facilities.

1.1 AAFC will supply the following:

- Recycling bags
- Garbage bags
- Compost bags
- Hand soap
- Toilet paper
- Hand paper
- Bleach
- Feminine hygiene products
- Paper bags (sanitary)

1.2 Supply conditions

AAFC will maintain a detailed inventory of the articles in section 1.1 of Part C supplied to the Contractor in order to provide cleaning services. If AAFC deems it necessary, it may at any time implement an inventory management system.

2.0 EQUIPMENT SUPPLIED BY THE CONTRACTOR

The Contractor must provide all the tools, equipment and products needed to accomplish the required tasks, excluding equipment provided by AAFC as described in section 1.1 of Part C.

AAFC is not responsible for supplying the equipment, material or products to be provided by the Contractor.

The Contractor must provide and maintain all the equipment, products and materials referred to in the Statement of Work and must comply with health and safety codes.

The Contractor must provide products that are compatible with the flooring and the architectural finishes of the building. When required, the Contractor will provide the product specified by the manufacturer of the architectural finish, even if the product is not normally used by the Contractor.

The Contractor must plan for and choose the types of floor polishing machines and autoscrubbers that are appropriate for restricted areas (such as offices and laboratories) and large surfaces (such as corridors). For larger areas, AAFC requires the use of an autoscrubber.

All products must be clearly labelled. In addition, hazardous substances must be labelled in accordance with WHMIS standards. The products must have a low level of toxicity, i.e. the products must not be considered toxic, according to WHMIS standards, if the products are swallowed or come into contact with skin.

The Contractor must use green and/or biotechnology-based cleaning products that are environmentally friendly and do not affect wastewater treatment performance. To accomplish this, the products used must be recognized by an environmental certification program such as EcoLogo (Environmental Choice Program in Canada), Green Seal (United States) or Ecolabel (European Union). Manufacturers' instructions must be followed regarding product quantity and use. The Contractor must use low-odour/low-fragrance products.

The Contractor must provide employees with instructions and training on how to handle and use the products.

The Contractor must store equipment and products according to the manufacturer's guidelines.

The Centre may, at any time, take samples of the materials used and test them to ensure that they are up to standard.

As mentioned in section 2.0 of Part B, the Contractor must provide a vehicle for its employees to move from building to building on the site.

PART D CLEANING TASKS

1.0 GENERAL

The maintenance staff must inform the Project Authority or Security Services of any maintenance problems or mechanical failures in a building observed during the cleaning work.

2.0 FLOORS

2.1 Uncarpeted

(tile, cushioned vinyl, ceramic, linoleum, battleship linoleum, marmoleum, terrazzo, slate, rubber, wood, painted and epoxy concrete).

The Contractor must clean each type of floor according to the manufacturer's recommendations. If the Contractor causes any damage, AAFC may call upon a third party to repair it. The Contractor must then cover the cost of this repair.

Floor buffing, polishing, stripping and waxing can be done separately and must be planned in advance and approved by the Project Authority or his or her delegate. **Burnishing the floors is forbidden.**

Daily

- Sweep all uncarpeted floors, except for concrete floors.
- Clean all uncarpeted floors, except for stairwells and photocopier rooms.
- Spot-clean laboratories, offices, workstations and stairwells.

Weekly

- Mop laboratories, offices, workstations, stairwells and photocopying rooms.
- Sweep and mop concrete floors.
- Remove foot grills, clean recessed pan and replace foot grills.
- Lift entrance mat and clean the floor underneath.

Annual

- Buff, polish, strip and wax all uncarpeted floors.

2.2 Carpeted

Daily

- Spot-clean carpets.
- Cut any loose threads.
- Clean spills and stains (identify permanent stains).

Weekly

- Vacuum all carpets.

Annual

- Steam-clean all carpets.

The steam-cleaning of carpets must be planned in advance and approved by the Project Authority or his or her delegate.

2.3 Entrance mats

Daily

- Vacuum all entrance mats (November 1 to April 30).
- Cut any loose threads.
- Clean spills and stains (identify permanent stains).

Weekly

- Vacuum all entrance mats (May 1 to October 31).

Three times per year

- Steam cleaning.

All entrance mats must be steam-cleaned in **January, May and October**. The exact dates must be planned and approved by the Project Authority.

3.0 GARBAGE CANS

AAFC is making an effort to reduce the waste it generates. To achieve this, AAFC is implementing various measures.

Whenever possible, when emptying garbage cans, the Contractor must reuse the bags.

AAFC is implementing waste source separation. To achieve this, waste is divided into four categories: plastic/metal/glass recyclables, paper, compostable materials and ultimate waste.

Only the garbage stations in the corridors must be emptied daily. When necessary, the Contractor must clean any soiled receptacles from the garbage stations.

The Contractor must implement selective collection of these four waste groups and direct them to the appropriate containers designated by the Project Authority. With waste source separation, the volumes for each type of waste do not justify the presence of external containers near each building to dispose of each type of waste. The Contractor must therefore move waste from one building to another in order to dispose of it in the appropriate outdoor containers. Refer to Section 2.0, Part B, Movement on site.

3.1 Paper and cardboard

All paper and cardboard, unless marked otherwise, must be recycled and must not be thrown in the garbage by the Contractor. Cardboard containers must be flattened and placed in designated areas near the store and then taken to the designated containers outside.

All paper and cardboard must be collected in the designated containers in the sorting stations provided by AAFC.

The Contractor will be responsible for keeping the collection areas clean and tidy.

3.2 Plastic, glass and metal

All plastic, glass and metal, unless marked otherwise, must be recycled and must not be thrown in the garbage by the Contractor. AAFC will store all plastic, glass and metal collected for recycling.

Clear plastic bags must be used in all containers identified for this purpose in the sorting stations for recycling plastics, glass and metals. These recycling containers must be spot-cleaned when soiled.

3.3 Compostable materials

Compostable materials must be collected separately and stored in the biodegradable bags provided for this purpose in the sorting stations.

AAFC will designate outdoor containers near the main building for these materials.

The Project Authority will inform the Contractor of the collection days for these materials. The day before collection, the Contractor must move full containers (360 L wheeled bins) to the side of the Centre's roadway for collection. Following collection, the Contractor must return all containers to the designated area near the main building.

After collection, if the Contractor notices that the containers are soiled, it must inform the Project Authority. AAFC will be responsible for container maintenance.

3.4 Sorting station

Daily

- Empty ultimate waste.
- Empty glass/metal/plastic recycling.
- Empty the compost bin and replace bin liner.
- Empty paper.

3.5 Office and laboratory garbage cans

Do not collect.

3.6 Bathroom garbage cans

Large garbage cans identified as being for compostable materials

The large bathroom garbage cans identified as being for compostable materials are used mainly for brown paper. The bags used are certified recyclable bags. The contents of these garbage cans must be directed to composting containers.

Small garbage cans

Small garbage cans, usually installed close to the toilet, are dedicated mainly to feminine hygiene products and other non-compostable waste. The contents of these garbage cans are ultimate waste.

4.0 BUILDING INTERIOR

4.1 Entrances, exits, lobbies and reception/security areas

Daily

- Remove any litter.
- Empty garbage bins and replace liners, when needed.
- Clean glass doors and their frames, on both sides.
- Clean benches, countertops and counter sides with a damp cloth.
- Spot-clean display cases, directory board glass, sidelights and walls.
- Clean doors and sash windows.

Weekly

- Dust.
- Dust newspaper display stands.
- Polish all metals.
- Clean display cases and directory boards.

Monthly

- Clean wall/ceiling vents.
- Clean sidelights and their frames.
- Dust high surfaces.

4.2 Hallways and corridors

Daily

- Remove any litter.
- Empty garbage/recycling/paper/compost sorting stations and replace bags.
- Spot-clean doors, sash windows, walls, display cases, directory board glass and sidelights.
- Clean and disinfect commonly touched surfaces (e.g. switches, door handles).
- Clean and disinfect the drinking fountains.
- Spot-clean marks on walls.

Weekly

- Dust.
- Dust fire extinguishers and first-aid kits installed on the walls.
- Polish all metals.

Monthly

- Clean inside fire cabinets and dust fire extinguishers.
- Clean fire cabinet windows on both sides.
- Dust high surfaces.

4.3 Elevators*Daily*

- Remove any litter.
- Clean the interior and exterior of the metal panels.
- Spot-clean doors, frames and walls.
- Clean and disinfect control panels and elevator call panels.

Weekly

- Scrape and vacuum the elevator door sills and those of the landings.
- Polish metal with the appropriate product.
- Clean automatic door sensors using an approved glass cleaner.

Monthly

- Clean walls, doors and door frames.

4.4 Stairwells*Daily*

- Remove any litter.
- Clean glass doors and sash windows.
- Spot-clean walls, doors and sidelights.
- Clean handrails.

Weekly

- Dust.
- Remove cobwebs in the corners near the ceiling.
- Clean stairs.
- Polish all metal surfaces.

Monthly

- Clean sidelights on both sides of the doors.
- Clean all wall heater cabinets.
- Dust high surfaces.

4.5 Offices, workstations and meeting and conference rooms

Daily

- Remove any litter.
- Wipe chair armrests and put chairs back correctly.
- Clean tables and chairs.

Weekly

- Remove any marks/fingerprints on the outside of the filing cabinets.
- Clean the outside of the workstation filing cabinets.
- Dust.
- Dust empty shelves.
- Dust empty shelves.
- Dust heating cabinets.

Monthly

- Dust high surfaces.
- Dust ventilation outlets.
- Dust ventilation return grilles.
- Wipe table legs with a damp cloth.
- Clean chair legs, doors, sash windows and garbage bins.

4.6 Cafeteria

Daily

- Remove any litter.
- Empty sorting station and replace liners, when needed.
- Clean the interior/exterior of the sorting stations.
- Clean tables and chairs.
- Spot-clean doors, sash windows, walls up to 1.5 metres high and microwave ovens.
- Put chairs back correctly.

Weekly

- Clean sash windows on each side and microwave ovens.

4.7 Kitchens and dining rooms

Daily

- Remove any litter.
- Empty garbage bins and replace liners, when needed.
- Check blue recycling bins, empty bags and replace when required.
- Clean tables, chairs, counters, sinks and vending machines.
- Spot-clean garbage bins, blue recycling bins, doors, sash windows, refrigerators, microwave ovens, stoves, chairs, exterior of cupboards and walls up to 1.5 metres high.
- Spot-clean microwave oven interiors.
- Put chairs back correctly.
- Fill soap and paper towel dispensers.

Weekly

- Empty blue recycling bins and replace bags as required.
- Dust.
- Clean garbage cans and glass partitions.

Monthly

- Dust high surfaces.
- Clean wall heaters.

4.8 Washrooms, locker rooms and shower stalls, entrance rooms, laundry rooms, cloakrooms and infirmary

Daily

- Remove any litter.
- Unclog sinks, urinals and drains using a plunger (immediately); advise the Project Authority or his or her delegate if it is not possible to unclog with a plunger.
- Refill hand soap, toilet paper, paper towels and feminine hygiene products.
- Empty garbage bins and replace liners when needed.
- Clean and disinfect toilet bowls (including the base and exterior of the bowl), urinals, exterior/interior of sinks, taps, shower faucets and counters.
- Remove litter from urinal strainers and replace when required.
- Clean all mirrors.
- Polish all metals (lights, dispensers, receptacles).
- Clean and polish the hand and foot plates on all doors.
- Remove litter from empty lockers.
- Clean locker exteriors and benches with a damp cloth.

- Remove litter from showers and clean drains.
- Clean and disinfect shower walls with a soap-free detergent.
- Remove the rubber mat in the showers, wash the floor and put the mats back.
- Spot-clean doors, walls, partitions and sash windows.
-

Weekly

- Dust.
- Descale toilet bowls and urinals.
- Clean partitions and doors.
- Pour a clean bucket of water down the drains.

Monthly

- Clean and disinfect receptacle interiors.
- Dust high surfaces.
- Dust visible pipes.

4.9 Laboratories

Daily

- Remove any litter.
- Empty garbage bins and replace liners, when needed.
- Spot-clean sash windows and glass doors.

Monthly

- Wash and disinfect garbage bins and replace liners.
- Clean sash windows and glass doors on both sides.

4.10 Biosafety containment laboratories

Access to biosafety level 2 containment areas such as Laboratory B-10 in Building 1 is governed by a specific protocol and is controlled and limited to specially trained personnel. AAFC will provide the necessary training to the Contractor's employees according to the schedule agreed upon with the Project Authority.

Daily

- Remove any litter.
- Spot-clean sash windows and glass doors.
- Clean transition zone surfaces (counter, eyewash station).

- Sweep transition zone.

Weekly

- Wash floors with a disinfectant solution as prescribed by AAFC.

Monthly

- Clean sash windows and glass doors on both sides.

4.11 Radiation safety laboratories

Access to radiation safety areas such as Laboratories 240, 245 and 247 in Building 1 is governed by a specific protocol and is controlled and limited to specially trained personnel. The Contractor's Supervisor must arrange a weekly timeslot with the Project Authority for an AAFC employee to accompany one of the Contractor's employees during the work.

Daily (no escort required)

- Spot-clean sash windows and glass doors (outside only).

Weekly

- Spot-clean sash windows and glass doors (inside).
- Clean metal surfaces (switches, door handles).
- Sweep floors.
- Wash floors using an appropriate solution.

4.12 Miscellaneous

Monthly

- Dust artificial plants, remove litter and wash the outside of the pots.

Annual

- * Clean air vents, diffusers, and intake and exhaust grills.
- Vacuum upholstered sofas, chairs and office chairs.
- Vacuum workstation partitions.
- Clean leather, vinyl and wood chairs using an approved product.
- Dust Venetian and vertical blinds.
- * Clean employees' lockers.
- * Clean window interiors.

* These tasks must be organized in advance with the Project Authority or his or her delegate.

5.0 BUILDING EXTERIOR

Daily

- Remove any litter.
- Remove foreign materials from grills.
- Clean the glass doors and metal frames, on both sides.
- Thoroughly clean doors, including windows and door handles.
- Spot-clean sidelights.
- Remove litter from intake grills.

Weekly

- Remove cobwebs from canopies, roof, lights fixtures and handicap ramps.
- Dust the vent openings of intake and exhaust grills.
- Clean walls parallel to entrance and exit doors.

Monthly

- Clean underside of canopies, roof, loading ramps, doors and platforms of the buildings.
- Clean each side of sidelights and metal door frames up to four (4) metres high.
- Sweep the handicap ramps and clean the glass ramp.

The above requirements shall apply to outside entrances, exits, passageways, verandas, steps, concrete platforms as well as to the loading docks, up to a distance of 2 metres from the walls, except for “Butt Stop” boxes, which are included as long as they are located within 12 metres.

6.0 REPLACEMENT OF LIGHTS

The Supervisor must inform the Project Authority as soon as possible of any LED, incandescent, halogen, CFL or fluorescent bulbs that need to be replaced. AAFC will replace them.

7.0 “AS AND WHEN REQUESTED” CLEANING

Additional, emergency and onetime cleaning may be required in addition to the routine cleaning, scheduled cleaning and service calls.

If the work cannot be performed by the employees during their regular schedules and/or additional resources are needed, the Contractor may charge AAFC for additional services, according to the rates set out in Annex B – Basis of payment

and if detailed justification is provided to the Project Authority and the Project Authority authorizes it in advance.

8.0 SPECIAL SERVICES

8.1 Laboratories:

Cleaning staff must pay special attention when conducting cleaning services in laboratories.

The following items must not be touched under any circumstances: sinks, counters, benches, workstations, desks, tables, waste containers with biohazard labels, refrigerators, tools, incubators, and closets.

In addition, the Contractor and its employees must:

- Learn to recognize radiation warnings and biohazards as specified by WHMIS.
- NOT touch any items displaying those signs and symbols.
- NOT touch any red and orange garbage bags, as they contain toxic waste.
- Practise good personal hygiene. Wash their hands after touching walls or items in laboratories.
- NOT eat or drink in laboratories.

Safety principles:

1. If someone finds something broken or spilled in a laboratory, the person must leave the lab immediately and notify the person in charge of the laboratory and/or security. The Technical Authority must also be notified as soon as possible.
2. In the event of an accident involving an employee of the Contractor in a laboratory, the employee must leave the lab immediately and notify the person in charge of the laboratory and/or security. The Technical Authority must also be notified as soon as possible.
3. If an employee of the Contractor detects an odour of gas or any other suspicious smell, the employee must leave the lab immediately and notify the person in charge of the laboratory and/or security. The Technical Authority must also be notified as soon as possible.

Biosafety mode areas

Laboratory B-10 of the main building (1) is in Biosafety mode. A lab coat must be worn and cleaning equipment (brooms, mops, etc.) must remain in the laboratory.

Building 7 (Swine Centre) and Building 45C are in biosafety mode. Special procedures are in place to access the sites. In addition, cleaning equipment must remain within those areas.

The Contractor's employees must receive biosecurity training in order to have access to the premises in biosecurity mode.

This training will be given by a representative of AAFC. An annual update of one hour will be required to maintain access.

PART E GUIDELINES ON QUALITY STANDARDS

1.0 ABSOLUTE OBLIGATION

The absolute obligation to supply staff consists of providing a team of competent employees able to perform the ongoing services required by this Statement of Work. The Contractor is responsible for selecting team members, instructing them, training them, assigning them their duties and monitoring their performance.

The Contractor is also responsible for supplying, maintaining and replacing the equipment needed to perform the work, as required.

The Contractor must also supply the equipment and products needed to carry out the cleaning profiles.

2.0 QUALITY CONTROL

The Contractor is responsible for carrying out at least one official inspection per month. Compliance with quality standards will be verified through periodic inspections. These inspections will include a monthly visit to all buildings covered by this contract. The Project Authority is not required to attend these inspections. However, the Project Authority must be informed of the date of the inspection and reserves the right to attend if necessary. Inspections will be followed by a written report within a week of the inspection. Monthly inspections must be included and indicated in the annual cleaning schedule.

The Centre reserves the right to inspect the work at its discretion.

Complaints by building occupants regarding any tasks, in part or in whole, will be forwarded to the Contractor via the quality control binders for immediate action.

The AAFC representative will meet with the Contractor representative to discuss the complaints received. The AAFC representative will inform the Contractor of changes that must be made to its work methods and will identify any shortcomings that need to be addressed. When it is possible for the Contractor to take corrective action, the Project Authority will tell the Contractor what corrective measures it can take to address the shortcomings.

When it is not possible for the Contractor to take corrective action or perform work that has not been completed on time, AAFC reserves the right to have a third party perform the uncompleted work. The Contractor will not be paid for the portion of the work not performed. In such a situation, the AAFC representative will send a written notice to the Contractor indicating its failure to meet its

obligations and the corresponding amounts.

3.0 QUALITY ASSESSMENT CRITERIA

After a cleaning, there will be no litter, dust, dirt, foreign bodies or cobwebs, including in the corners, behind or under the radiators, under the furniture or behind the doors.

After a cleaning, there will be no more spots, marks, streaks, water stains, splatters or cleaning product residue on any horizontal or vertical surface.

All furniture and equipment moved during the cleaning process are to be put back in their place.

Marks or scratches made by a machine on a vertical or horizontal surface are not tolerated. The Contractor is liable for damages, and repairs must be done to the satisfaction of AAFC.

Floors: Sweeping

- ✓ There must be no more dust, litter or other material in the corners, behind or under the portable heaters, under the furniture or behind the doors.
- ✓ There must be no layers of dust or dirt in places where the dust pan was used.

Floors: Damp mopping or washing

- ✓ All areas must be clean and free of surface stains, streaks and loose mop strands.
- ✓ The water, cleaning product and mop head must be reasonably clean when the floor is washed with a damp mop. Change the water and cleaning product often to avoid a muddy appearance or a ripple effect on the floor (which is not acceptable).
- ✓ Care must be taken not to let water or cleaning product seep under furniture or cabinets.

Floors: Polishing

- ✓ All floor surfaces must look glossy and clean.
- ✓ All floor surfaces must be free of scratches and spots.
- ✓ After the floor is swept, no visible dust or dirt shall remain.
- ✓ There must be no marks or splashes left by the equipment on vertical surfaces.

Floors: Scrubbing or stripping

- ✓ Floors must have a clean, smooth look.

- ✓ After scouring, no accumulation of wax or protective coatings shall remain on the floor.
- ✓ No visible stains or dirt shall remain after the scheduled polishing.
- ✓ The corners, baseboards and wall edges must be properly washed so that no residue remains on these surfaces before applying wax or sealant.
- ✓ All furniture (except furniture attached to the floor) must be moved in order to clean the entire surface of the floor. Computer cables are glued to desks or other vertical surfaces with tape, so as not to interfere when possible.
- ✓ No traces of water, splatters or marks shall be left on vertical surfaces by the equipment.
- ✓ Burnishing floors is not allowed in the buildings under this contract.

Floors: Sealant or protective coating/polish

- ✓ There must be no streaks, mop marks, missed spots or other evidence of incorrect application of cleaning products.
- ✓ Floors must look clean, shiny and smooth, including in the corners and under furniture.
- ✓ There must be no trace of sealant or wax on vertical surfaces.

Carpeting: Vacuuming

- ✓ There must be no dust, dirt or other debris, including under the carpet runners.
- ✓ Carpets runners must be clean.
- ✓ Any stray strands must have been cut.

Carpeting: Stain removal

- ✓ Spills must be cleaned as soon as possible after being noticed or reported.
- ✓ Carpets must not be discoloured due to misuse of cleaning products.
- ✓ A stain removal product must be used, if necessary.

Carpeting: Steam cleaning or shampooing

- ✓ The carpeting must smell good and look clean.
- ✓ No water stains or cleaning pad marks shall remain on the carpets.
- ✓ Stains that are impossible to remove by conventional means, damage to carpeted areas or peeling carpet must be reported to the Property and Facility Officer.
- ✓ Use Scotchgard, if necessary.
- ✓ There must be no water stains, splatters or marks left by the machines.

Entrance mats, doormat grids and rubber mats

- ✓ The Contractor must maintain the entrance mats in the best way possible by following the guidelines below:

- ✓ Keep the mats dry and free of salt or sand.
- ✓ Prevent the dirt and water from accumulating on the floor underneath the mats.
- ✓ Put the entrance mats, rubber mats and doormat grids back in their place.

Baseboards, walls, doors and partitions

- ✓ No fingerprints, condensation, spots, splatters, dust, cobwebs or litter shall remain on surfaces.
- ✓ There must be no fingerprints or marks on metal accessories, leaving a clean and bright surface; a suitable cleaning product must be used to avoid damaging surfaces. The Contractor is liable for damages, and repairs must be done to the satisfaction of AAFC.

Drinking fountains

- ✓ No spots, marks, traces of water or residue shall be visible on porcelain surfaces, metal or enamel.
- ✓ All drinking fountains must be disinfected with an appropriate cleaning product.
- ✓ The spigot must be sparkling clean.

Glass (glass doors, partitions, window frames, mirrors and sidelights)

- ✓ There must be no streaks, fingerprints or other unwanted marks on glass surfaces.
- ✓ All frames must be cleaned and polished, if applicable.
- ✓ There must be no water marks or splatters beside the glass.
- ✓ The surfaces must be shiny and clean.

Metal embellishments (metal accessories)

- ✓ All surfaces must be clean and well-polished with an appropriate cleaning product.
- ✓ There must be no streaks, fingerprints or other unwanted marks on the metal surfaces.
- ✓ There must be no water marks or splatters beside the metal parts.
- ✓ Polished surfaces must be smooth and shiny.

Containers (garbage bins and boxes)

- ✓ The containers must be clean and odourless.
- ✓ Plastic bags must be clean, intact and the right size.
- ✓ There must be no spots, dirt or dust on the outer surfaces of the garbage bins.
- ✓ The washroom garbage bins must be disinfected and the exterior polished, when applicable.
- ✓ The garbage bins must always be put back in their place after they are emptied.
- ✓ Bin liners must be replaced and not just emptied.

Dispensers (paper and hand soap)

- ✓ The paper products must be the right size and properly inserted.
- ✓ The dispensers must be closed and locked properly, if necessary.
- ✓ There must be no streaks, fingerprints, other marks or stains on the surface of the dispensers.
- ✓ There must be no water marks or splatters on surfaces near the dispensers.
- ✓ Dispensers must be disinfected and their outer surfaces polished, if necessary.
- ✓ Hand soap dispensers must be cleaned and at least half full at all times.

Countertops and backsplashes

- ✓ No splashes, streaks, water marks, dirt, soap residue or debris shall be visible on surfaces and facings.

Sinks, washbasins, toilets, urinals and showers

- ✓ These items must be disinfected and odourless.
- ✓ No traces of soap residue, grime or dirt shall remain on the surface of the items or on the surrounding surfaces.
- ✓ There must be no sign of mold, streaks, spots, water marks, cleaning product residue, litter or sand on the exterior and interior surfaces of these items.
- ✓ There must be no trash or dirt in the drains.
- ✓ No discolouration (yellow marks) shall be visible on the porcelain finishes.

Note: The washrooms and kitchens are an extremely important part of the cleaning service. For this reason, AAFC will be particularly demanding regarding their level of cleanliness.

Ventilation openings, air diffusers, and intake and exhaust grills

- ✓ The elements of the air circulation system and the metal surfaces surrounding them must be clean and unobstructed.
- ✓ Any obstacles that would interfere with the air flow must immediately be reported to the Project Authority.
- ✓ All surfaces around these elements must be clean.

Furniture

- ✓ These numerous items are considered part of the vertical and horizontal surfaces and are therefore maintained as such.
- ✓ Furniture must always be put back in its place.
- ✓ Glass surfaces of desks and tables must be clean, and free of fingerprints, stains or other unwanted marks.
- ✓ There must be no dust on the seats.
- ✓ All photo frames, plaques and so on are to be dusted.

- ✓ Light fixtures:
- ✓ There must be no bugs or dust on the light fixtures. No dirt shall remain on the furniture or floor beneath the light fixtures.
- ✓ When washed, there must be no streaks or water marks on the furniture or the floors.
- ✓ The diffusers must be put safely back in their place. Spaces reserved for the Contractor and maintenance areas
- ✓ All the floors must be clean.
- ✓ There must be no dust or stains on the accessories and walls.
- ✓ Buckets and carts must be emptied and odourless when they are not being used.
- ✓ No old papers, garbage or empty containers shall be left lying around the maintenance areas.

PART F GLOSSARY

- **Accessories/Maintenance products:** Items required to replace the missing products in washrooms, light bulbs, plastic garbage and recycling bags as well as supplies needed to clean up the building. Synonym: paper towels, hand soap, etc.
- **Vacuum:** Remove litter, dust and dirt on the floors and other surfaces with a vacuum cleaner equipped with appropriate accessories to clean hard-to-reach places.
- **Sweep:** Remove dust, dirt and debris from the floor, the stairs and landings with a dust suppressant, if necessary, and a broom of the right size.
- **Stairwells:** Vertical structure which includes stairs, risers, railings, ramps, landings, baseboards, walls, doors and glass partitions.
- **Strip:** Remove coats of finish on floors using a low-speed polisher with abrasive buffers and the appropriate cleaning solution and after
 - moving the furniture;
 - scouring the floor, corners and baseboards (if necessary);
 - neutralizing and rinsing the floor;
 - washing the baseboards; and
 - rinsing the floor again;
 - when the floor is dry, applying two water-based sealant layers;
 - if necessary, when the sealant is dry, applying two coats of wax; and
 - when the wax is dry, putting the furniture back in its place.

When the work is completed, no trace of sealant or wax shall remain. There must be no water marks, splashes or machine marks on the walls, baseboards or other surfaces. There must be no visible streaks, mop strings, marks, missed spots or any other signs of negligence in the cleaning. The floor must look clean and shiny, including in corners and under furniture bolted to the floor. The chairs, wastebaskets, and so on, must not be placed on desks or tables while cleaning but set aside and then put back in their place.

- **Stain remover for carpeting:** Determine the type of stain and remove it with the appropriate stain remover according to the instructions on the commercially-purchased product. No discolouration shall appear on the carpet fibres.
- **Litter:** Paperclips, pieces of paper, mop strings, pins, staples, gum and other items discarded on floors, carpets, furniture and other horizontal surfaces. Synonym: waste.
- **Protective coating/water-based sealant:** Solvent applied to a clean and cleared floor. Apply two coats; the second layer is applied in the direction opposite to the first after having verified that it is completely dry. Apply two coats of wax on top.
- **Stain removal:** Remove fingerprints, smudges and stains or other foreign bodies from horizontal and vertical surfaces using a cloth dampened with glass

cleaner or solvent, whichever is most appropriate.

- **Dust/Dusting:** Remove dust, dirt, debris and other foreign matter using a dust suppressant product or electrostatic mop.
- **Dusting high surfaces:** Remove dust on horizontal and vertical surfaces that are more than 1.5 metres high with a damp cloth or antistatic duster. It may be necessary to climb to achieve this, but never to a height exceeding four (4) metres.
- **Regular dusting:** Remove dust on horizontal and vertical surfaces that are less than 1.5 metres high with a damp cloth or antistatic duster.
- **Drinking fountains:** Porcelain, metal or enamel surfaces must be clean and stain-free and disinfected every day. There must be no spots, marks or streaks around the fountain. Salt deposits and oxidation stains must be eliminated from the spigot using a mild detergent, so that there is no smell after cleaning.
- **Supplies/Accessories:** Items necessary for cleaning buildings. **Synonyms:** solvents, cleaning products, mops, cloths, brooms and other cleaning products.
- **Laboratories:** All research facilities are considered part of the laboratories and must be cleaned as laboratories.
- **Wash:** Apply a solvent at full strength or diluted with water using a cloth or sponge. Scrub and rinse without leaving residue on the surfaces. No abrasive cleaner is to be used.
- **Wash floors, stairs, landings, etc.:** Apply a neutral detergent at full strength or diluted with water using a mop, a cloth, or any other accessory to remove and rinse surfaces, being careful not to leave any soap residue or streaks.
- **Material/Equipment:** Refers to the tools necessary for the performance of work.
- **Clean/Cleaning:** Remove dirt, litter, spills, stains, fingerprints and other foreign matter on horizontal and vertical surfaces with the appropriate accessories, tools and equipment. **Synonyms:** mop, sweep, wash.
- **Cleaners (heavy work):** Empty outdoor ashtrays, clean building exteriors, maintain floors and carpets, replace bulbs, empty all recycling bins and large trash cans, carry garbage bags to outdoor garbage bins, remove boxes containing glass, dust high surfaces; cleaning expected after special projects.
- **Cleaners (light work):** Pick up litter, empty waste containers and recycling bins, clean drinking fountains, restock washrooms items, clean or wash accessories, shine mirrors, polish metal elements, wash windows, remove stains and do the cleaning rounds.
- **Standard cleaning:** Cleaning work covered by the contract on a monthly, weekly, biweekly or daily basis, as outlined in this Statement of Work.
- **Cleaning grills and diffusers:** Remove dust and dirt using a vacuum cleaner equipped with a rigid extension and a brush or wipe with a damp sponge, then dry with a clean cloth.
- **Window cleaning:** Remove dirt, fingerprints and streaks that affect appearance or transparency with a suitable cleaning product. Do not use any abrasive cleaners. **Synonym:** clean or wash windows, window frames, sidelights and mirrors.

- **Scheduled cleaning:** Cleaning work to be done on a quarterly or annual basis and including the requested cleaning in advance or according to the schedule.
- **Cleaning expected after a special project:** Extra cleaning requested by the Property and Facility Officer.
- **Steam cleaning:** Use a water jet spray with suitable detergent to remove dust, dirt and carpet stains. Then, apply an anti-static product. Carpets runners must be clean and there must be no dust or dirt around or beneath them. All furniture and equipment moved during the cleaning operation must be returned to its original location when the carpet is dry. Mats must look clean, feel clean and smell good.
- **Neutralize:** Use water and vinegar to wash floors thoroughly, rinsing with cold water to remove stripping agent residue and the old finish before applying the sealant.
- **Polish:** Remove scuff marks and restore sheen to the floor using a highspeed polisher with a suitable buffer and maintenance product. There must be neither dust nor dirt left on the floor after polishing. The floor must have a uniform glossy appearance. Take care not to hit or splash anything.
- **Metal polishing:** Remove smudges, marks and stains on metallic surfaces using a suitable cleaning product, according to the manufacturer's instructions, and ensure that there is no greasy residue.
- **Scouring:** Remove the top layer of wax using a low-speed polisher equipped with an abrasive buff and suitable soap solution after moving the furniture; scrubbing the floors and corners;
 - washing the baseboards; and
 - neutralizing and rinsing the floors.
 - If necessary, once the floor is completely dry, apply two coats of wax or sealant.
 - when the wax is dry, putting the furniture back in its place.
 - No dirt or stains shall be visible after this work is completed.

Water and other cleaning products must not seep under the furniture, cabinets and appliances bolted to the floor. Care must be taken not to hit or splash the furniture. The floors must be shiny and clean. The chairs, wastebaskets, and so on, must not be placed on desks or tables while cleaning but set aside and then put back in their place.

- **Shampoo carpeting:** Use a polisher equipped with a cleaning product and a suitable buffer after thoroughly vacuuming to remove dust, dirt and stains. Then apply an anti-static product. The carpet runners must be clean and there must be no dirt or dust on the carpet or around and under the carpet runners. Put the furniture back in its place. Mats must look clean, feel clean and smell good.
- **Cleaning rounds:** Pick up litter, wipe spills, clean glass doors or frames, clean washrooms, clean mirrors and restock the empty dispensers. This work is added to that of procurement. Synonym: organize, check.
- **“All types of flooring” includes:** vinyl composition tile (VCT), cushion tile, ceramic tile, “battleship” linoleum, linoleum, marmoleum, terrazzo, slate, rubber, hardwood, painted concrete, epoxy concrete and commercial

carpeting.

PART G MAINTENANCE PROGRAM

Sherbrooke Research and Development Centre

FREQUENCY	#	NUMBER OF TIMES PER DAY	D	THREE TIMES PER WEEK
A		FIVE DAYS PER WEEK	E	TWICE PER YEAR
B		ONCE PER WEEK	F	ONCE PER YEAR
C		ONCE PER MONTH	G	UPON REQUEST

REGULAR SCHEDULES FOR BUILDINGS: 1, 7, 10, 12, 15, 45BC, 45D, 46, 69, 74 and 76

		#	A	B	C	D	E	F	G
Uncarpeted (tile, cushioned vinyl, ceramic, linoleum, battleship linoleum, marmoleum, terrazzo, slate, rubber, wood, painted and epoxy concrete)	Sweep all uncarpeted floors, except for concrete floors.		A						
	Clean all uncarpeted floors, except for stairwells and photocopier rooms.		A						
	Spot-clean laboratories, offices, workstations and stairwells.		A						
	Mop laboratories, offices, workstations, stairwells and photocopying rooms.			B					
	- Sweep and mop concrete floors.			B					
	Remove foot grills, clean recessed pan and replace foot grills.			B					
	Lift entrance mat and clean the floor underneath.			B					
	- Brush, strip, wax and polish all uncarpeted floors.								F
Floors - Carpeted	- Spot-clean carpets.		A						
	- Cut any loose threads.		A						
	- Clean spills and stains (identify permanent stains).		A						
	- Vacuum all carpets.			B					
	- Steam-clean all carpets.								F
Entrance mats	- Vacuum all entrance mats (November 1 to April 30).		A						

	- Cut any loose threads.	A							
	- Clean spills and stains (identify permanent stains).	A							
	- Vacuum all entrance mats (May 1 to October 31).		B						
	- All entrance mats must be steam-cleaned in January, May and October. The exact dates must be planned and approved by the Project Authority.				D				
Entrances, exits, lobbies, reception areas, corridors and hallways.	- Remove any litter.	A							
	- Empty garbage bins and replace bin liners.	A							
	- Check blue recycling containers or stations; empty and replace the bags.	A							
	- Spot-clean doors, sash windows, walls, display cases, directory board glass and sidelights.	A							
	- Clean benches, countertops and counter sides with a damp cloth.	A							
	- Clean and disinfect the drinking fountains.	A							
	- Dust.		B						
	- Clean partition walls on both sides.		B						
	- Dust fire extinguishers and first-aid kits installed on the walls.		B						
	- Polish all metals.		B						
	- Clean inside fire cabinets and dust fire extinguishers.			C					
	- Clean fire cabinet windows on both sides.			C					
	- Dust high surfaces.			C					
Elevators	- Remove any litter.	A							
	- Clean the interior and exterior of the metal panels.	A							
	- Spot-clean doors, frames, walls and control panels.	A							
	- Scrape and vacuum the elevator door sills and those of the landings.		B						
	- Polish metal with the appropriate product.		B						
	- Clean automatic door sensors using an approved glass cleaner.		B						
	- Clean walls, doors and door frames.			C					

Stairwells	- Remove any litter.	A							
	- Clean glass doors and sash windows.	A							
	- Spot-clean walls, doors and sidelights.	A							
	- Dust.		B						
	- Remove cobwebs in the corners near the ceiling.		B						
	- Clean stairs.		B						
	- Polish all metal surfaces.		B						
	- Clean sidelights on both sides of the doors.			C					
	- Clean all wall heater cabinets.			C					
	- Dust high surfaces.			C					
Offices, workstations and meeting and conference rooms	- Remove any litter.	A							
	- Empty garbage bins and replace bin liners.	A							
	- Wipe chair armrests and put chairs back correctly.	A							
	- Spot-clean tables, desks, workstations, doors, sash windows, bookcase glass and glass desks.	A							
	- Clean tables and chairs.	A							
	- Remove any marks/fingerprints on the outside of the filing cabinets.		B						
	- Empty blue recycling bins and replace bags as required.		B						
	- Clean the outside of the workstation filing cabinets.		B						
	- Dust.		B						
	- Dust empty shelves.		B						
	- Dust high surfaces.			C					
	- Clean table legs and blue recycling bins with a damp cloth.			C					
	- Clean chair legs, doors, sash windows and garbage bins.			C					

Kitchens and dining rooms	- Remove any litter.	A							
	- Empty garbage bins and replace liners, when needed.	A							
	- Check blue recycling bins, empty bags and replace when required.	A							
	- Clean tables, chairs, counters, sinks and vending machines.	A							
	- Spot-clean garbage bins, blue recycling bins, doors, sash windows, refrigerators, microwave ovens, stoves, chairs, exterior of cupboards and walls up to 1.5 metres high.	A							
	- Put chairs back correctly.	A							
	- Fill soap and paper towel dispensers.	A							
	- Empty blue recycling bins and replace bags as required.		B						
	- Dust.		B						
	- Clean garbage cans and glass partitions.		B						
	- Dust high surfaces.			C					
	- Clean wall heaters.			C					
	- Clean sash windows on each side and microwave ovens.			B					
	Washrooms, locker rooms and shower stalls, entrance rooms, laundry rooms, cloakrooms and infirmary	- Remove any litter.	A						
- Unclog sinks, urinals and drains using a plunger (immediately); advise the Project Authority or his or her delegate if it is not possible to unclog with a plunger.		A							
- Refill hand soap, toilet paper and paper towels.		A							

	- Leave an extra toilet roll and paper towel roll on each dispenser.	A							
	- Empty garbage bins and replace liners when needed.	A							
	- Clean and disinfect toilet bowls (including the base and exterior of the bowl), urinals, exterior/interior of sinks, taps, shower faucets and counters.	A							
	- Remove litter from urinal strainers and replace when required.	A							
	- Clean all mirrors.	A							
	- Polish all metals (lights, dispensers, receptacles).	A							
	- Clean and polish the hand and foot plates on all doors.	A							
	- Remove litter from empty lockers.	A							
	- Clean locker exteriors and benches with a damp cloth.	A							
	- Remove litter from showers and clean drains.	A							
	- Clean and disinfect shower walls with a soap-free detergent.	A							
	- Remove the rubber mat in the showers, wash the floor and put the mats back.	A							
	- Spot-clean doors, walls, partitions and sash windows.	A							
	- Dust.		B						
	- Descale toilet bowls and urinals.		B						
	- Clean partitions and doors.		B						
	- Pour a clean bucket of water down the drains.		B						
	- Clean and disinfect receptacle interiors.			C					
	- Dust high surfaces.			C					
	- Dust visible pipes.			C					
Laboratories	- Remove any litter.	A							
	- Empty garbage bins and replace liners, when needed.	A							
	- Spot-clean sash windows and glass doors.	A							

	- Empty blue recycling bins and replace bags as required.			B					
	- Wash and disinfect garbage bins and replace liners.				C				
	- Clean sash windows and glass doors on both sides.				C				
Building interior - Miscellaneous	- Dust artificial plants, remove litter and wash the outside of the pots.				C				
	- Vacuum mobile vertical filing cabinet tracks in the buildings.						E		
	* Clean air vents, diffusers, and intake and exhaust grills.							F	
	* Wipe ceiling fans with a damp cloth.							F	
	- Vacuum upholstered sofas, chairs and lounge chairs.							F	
	* Clean employees' lockers.							F	
	* Clean window interiors.							F	
	- Vacuum workstation partitions.							F	
	- Clean leather, vinyl and wood chairs using an approved product.							F	
	- Dust Venetian and vertical blinds.							F	
	(* These tasks must be organized in advance with the Project Authority or his or her delegate.)								
Exterior of buildings (If applicable, these requirements shall apply to outside entrances, exits, passageways, verandas, steps,	- Remove any litter.		A						
	- Sweep.		A						
	- Remove foreign materials from grills.		A						
	- Empty and wipe the outsides of "Butt Stop" boxes.		A						
	- Clean the glass doors and metal frames, on both sides.		A						

concrete platforms as well as to the loading docks, up to a distance of 2 metres from the walls, except for "Butt Stop" boxes, which are included as long as they are located within 12 metres.)	- Thoroughly clean doors, including windows and door handles.		A						
	- Spot-clean sidelights.		A						
	- Remove litter from intake grills.		A						
	- Remove cobwebs from canopies, roof, lights fixtures and handicap ramps.			B					
	- Dust the vent openings of intake and exhaust grills.			B					
	- Clean walls parallel to entrance and exit doors.			B					
	- Clean underside of canopies, roof, loading ramps, doors and platforms of the buildings.				C				
	- Clean each side of sidelights and metal door frames up to four (4) metres high.				C				
	- Sweep the handicap ramps and clean the glass ramp.				C				

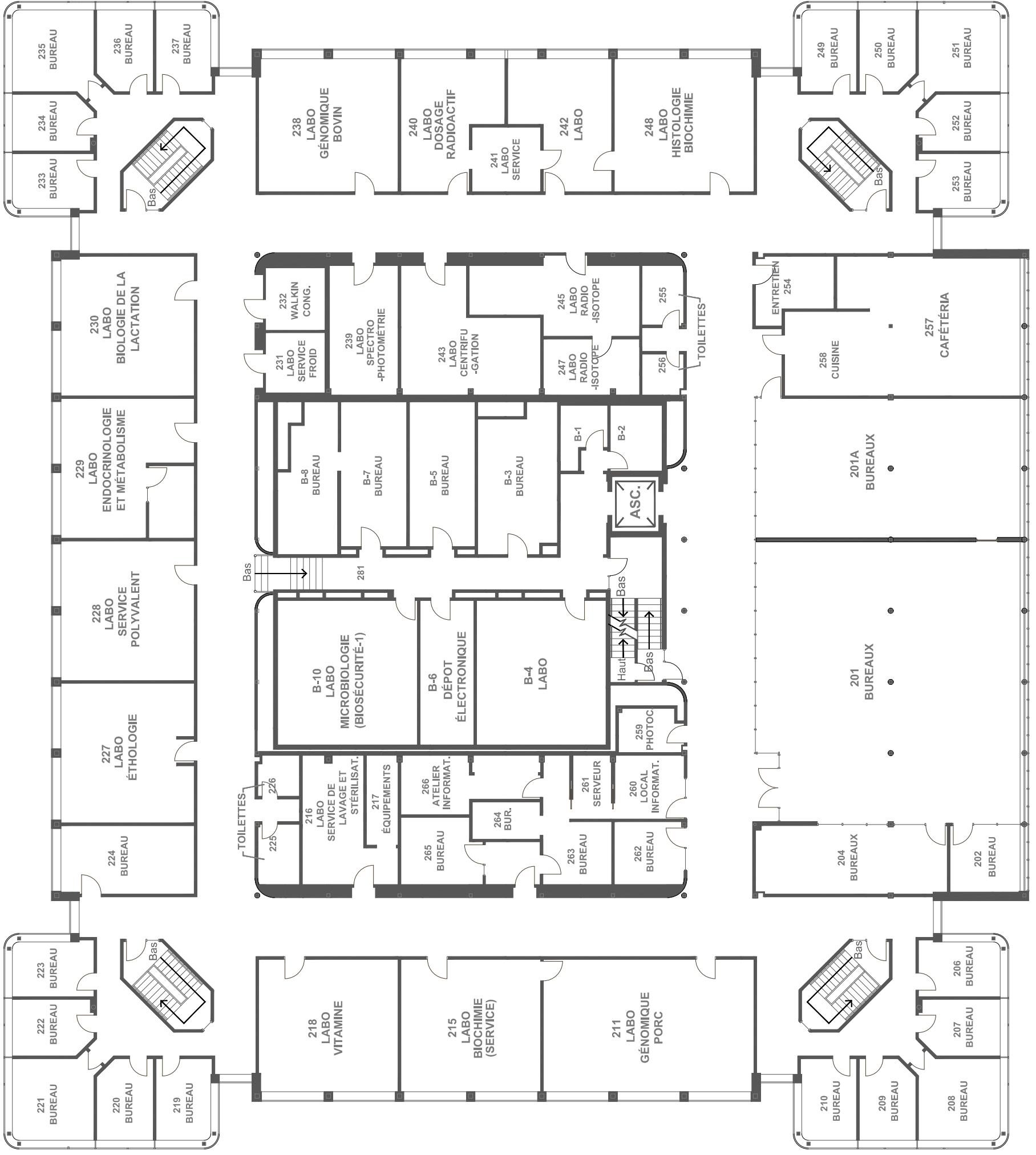
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01B46-24-009
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
24-009

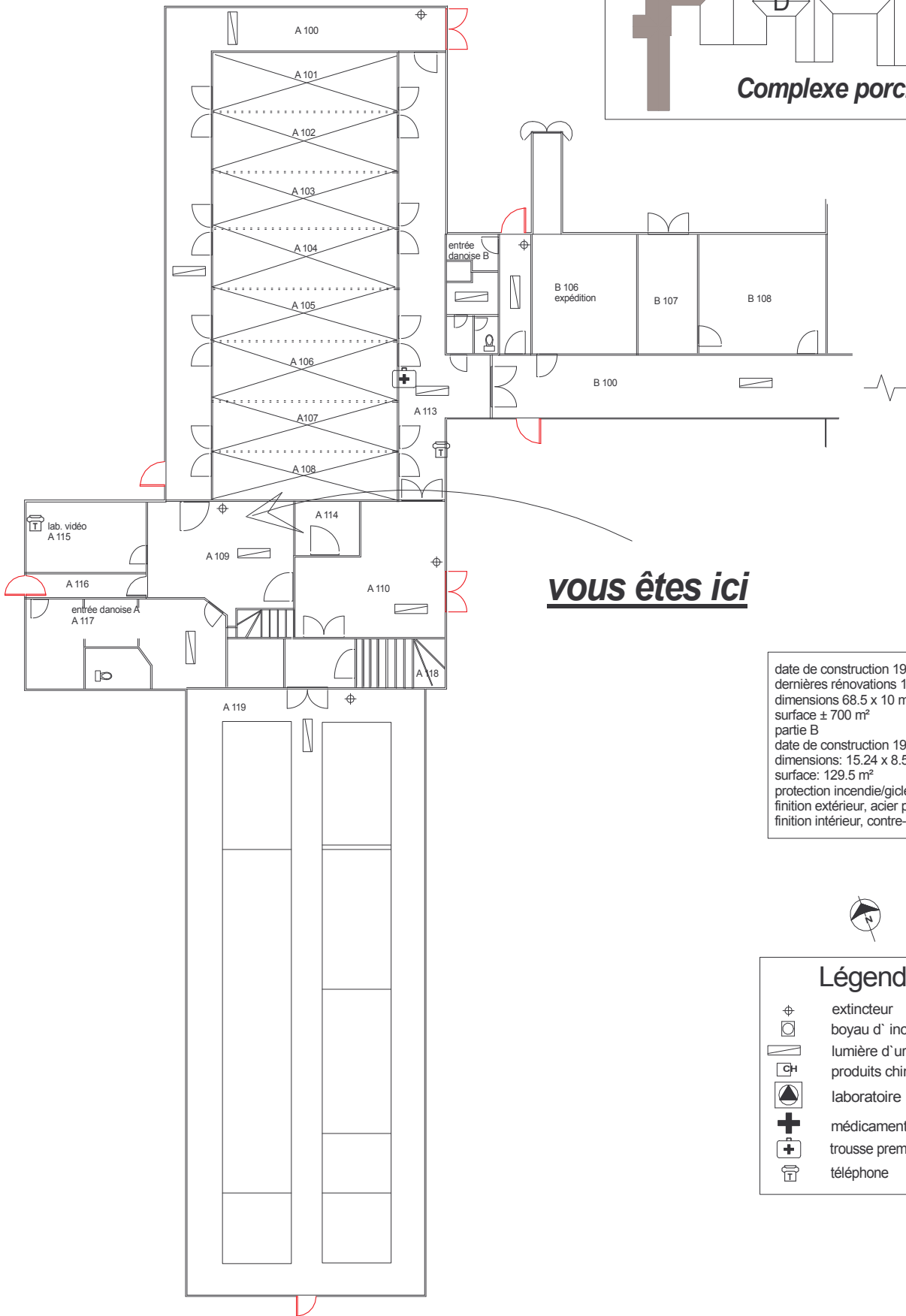
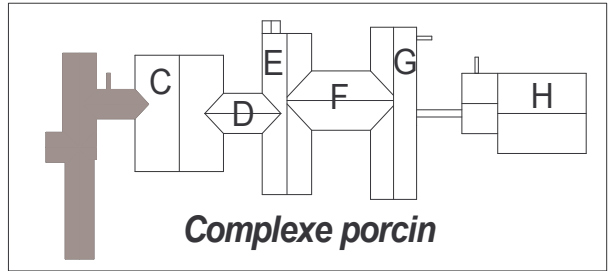
Buyer ID - Id de l'acheteur
Claudia Lauzier
CCC No./N° CCC - FMS No./N° VME

ANNEX "A-1"

PLANS











SST bâtiment A&B



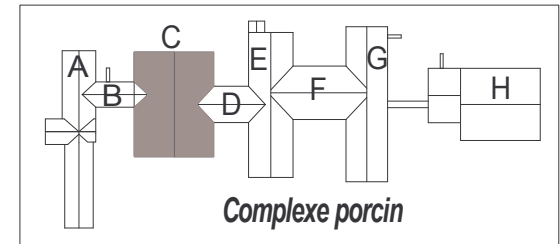
date de construction 1956 (partie A)
 dernières rénovations 1998/2001
 dimensions 68.5 x 10 m
 surface ± 700 m²
 partie B
 date de construction 1998
 dimensions: 15.24 x 8.5 m
 surface: 129.5 m²
 protection incendie/gicleurs automatiques
 finition extérieur, acier pré-peint
 finition intérieur, contre-plaqué peint



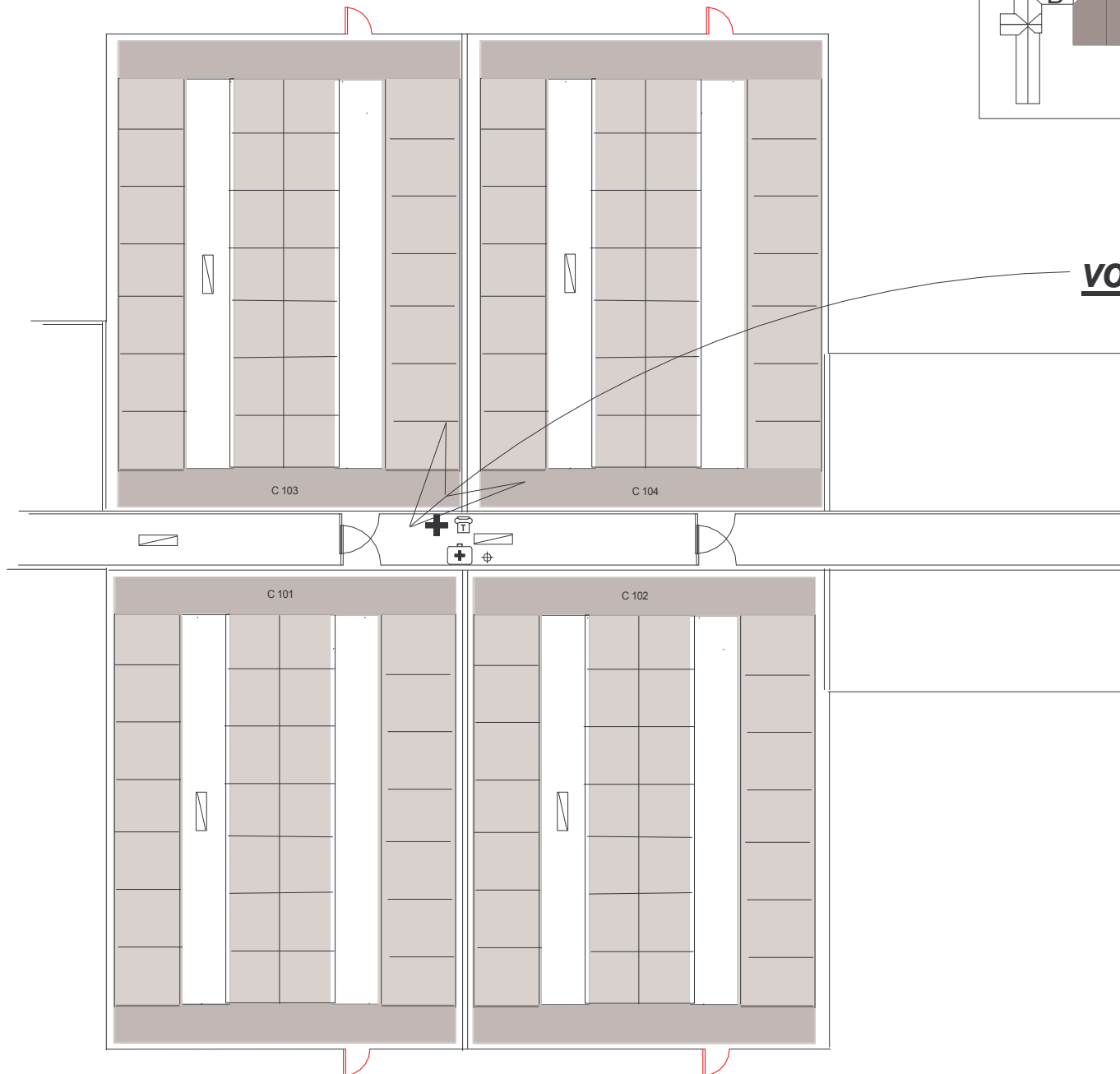
Légende:

-  extincteur
-  boyau d' incendie
-  lumière d'urgence
-  produits chimiques
-  laboratoire
-  médicaments
-  trousse premiers soins
-  téléphone

Bâtiment C











vous êtes ici



construction : 1998
 dimensions: 30.94 x 38.76
 surface: 1199 m²
 protection incendie/gicleurs automatiques
 finition extérieur, acier pré-peint
 finition intérieur, contre-plaqué peint



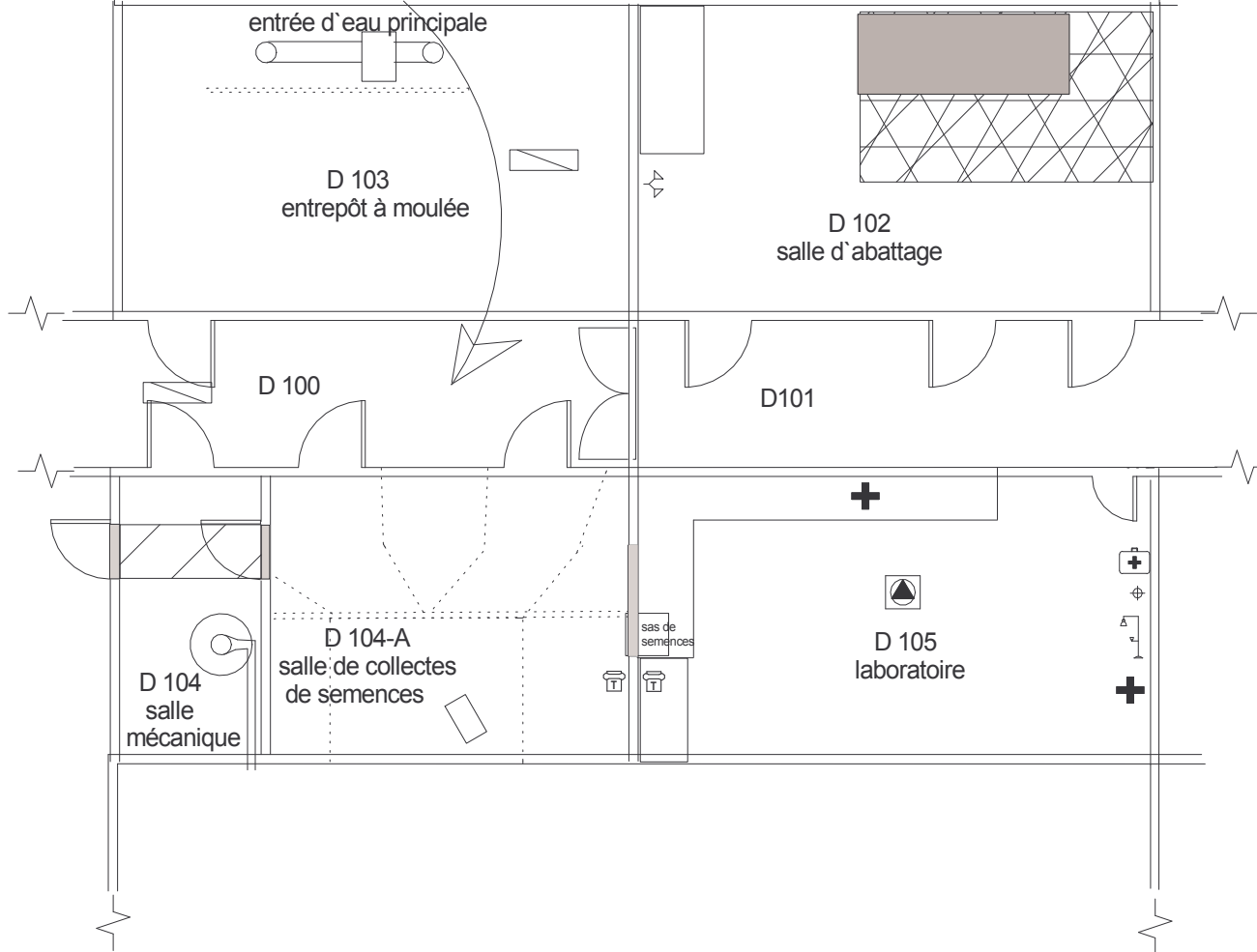
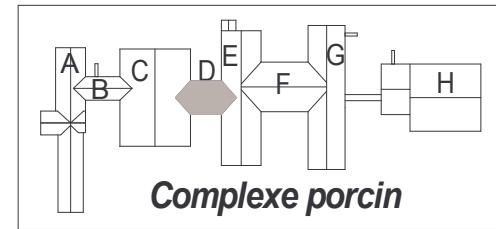
Légende:

-  extincteur
-  boyau d'incendie
-  lumière d'urgence
-  produits chimique
-  laboratoire
-  médicaments
-  trousse premier soins
-  téléphone

Bâtiment D

vous êtes ici

sortie d'urgence



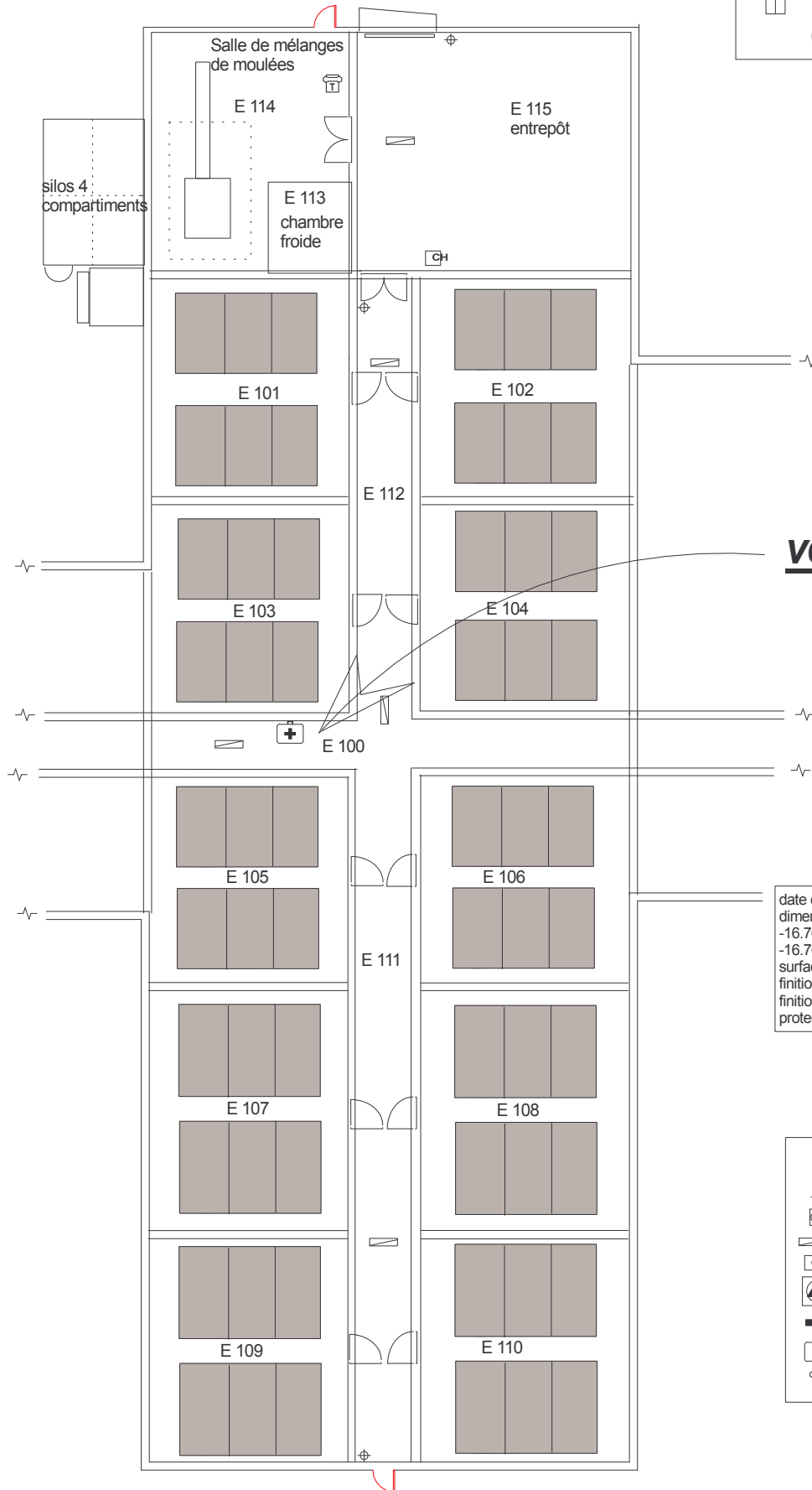
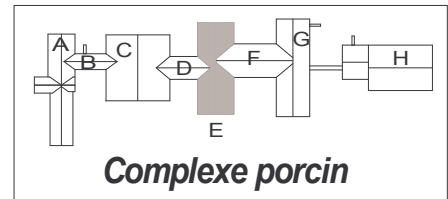
date de construction 1998
dimensions 15.240 x 12.395 m
surface 188.9 m²
protection incendie/gicleurs automatiques
 finition extérieur, acier pré-peint
 finition intérieur, contre-plaqué peint



Légende:

- extincteur
- boyau d' incendie
- lumière d'urgence
- produits chimiques
- laboratoire
- médicaments
- trousse premiers soins
- téléphone
- lumière d'urgence
- douche d'urgence - lave-yeux

Bâtiment E



vous êtes ici

date de construction 1998
 dimensions:
 -16.76 x 43.48 m/ pouponnière
 -16.76 x 9.754 m/ meunerie
 surface 892 m²
 finition extérieur, acier pré-peint
 finition intérieur, contre-plaqué peint
 protection incendie/gicleurs automatiques

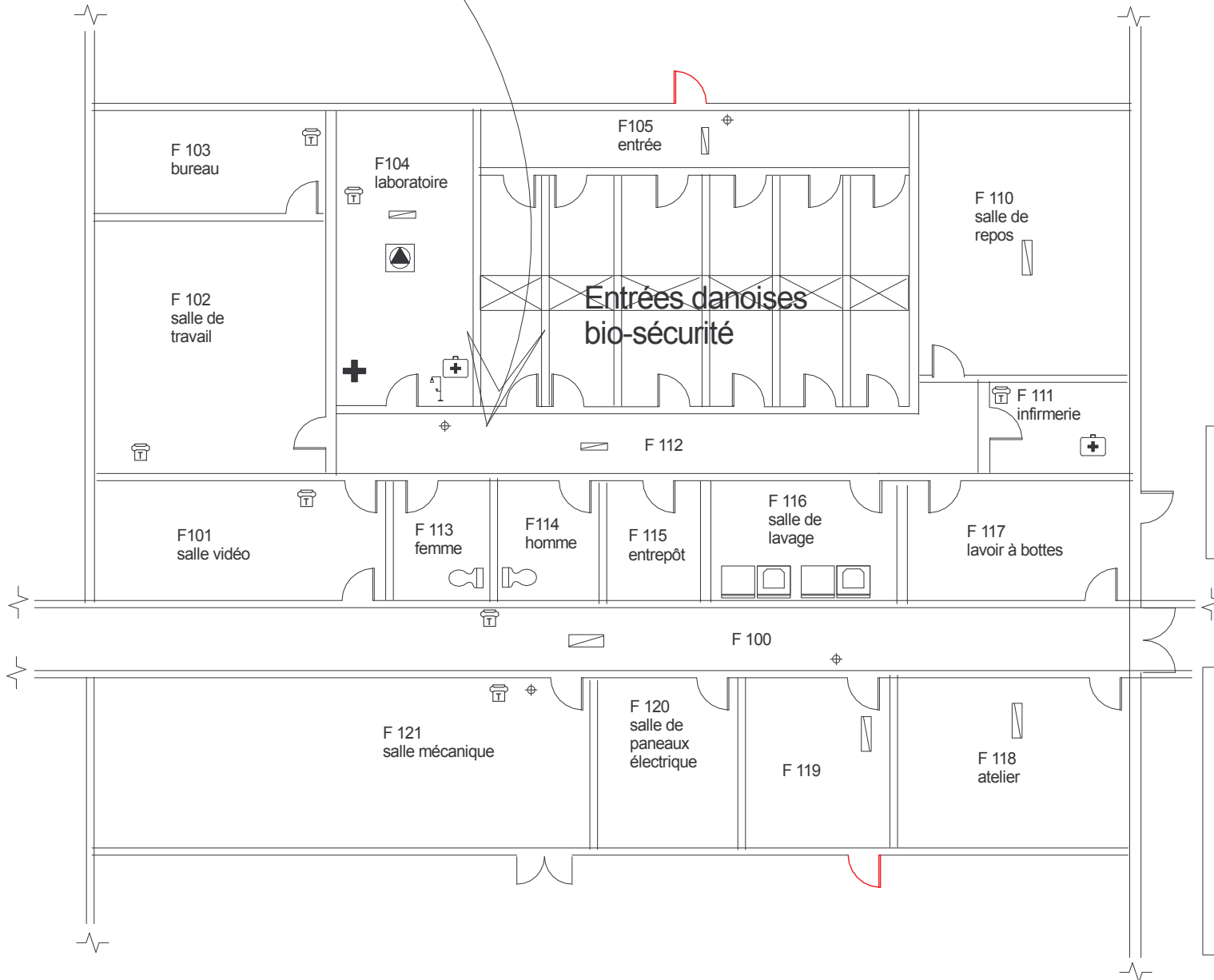
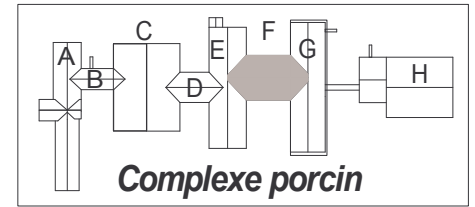


Légende:

- extincteur
- boyau d' incendie
- lumière d'urgence
- produits chimique
- laboratoire
- médicaments
- trousse premier soins
- téléphone

Bâtiment F










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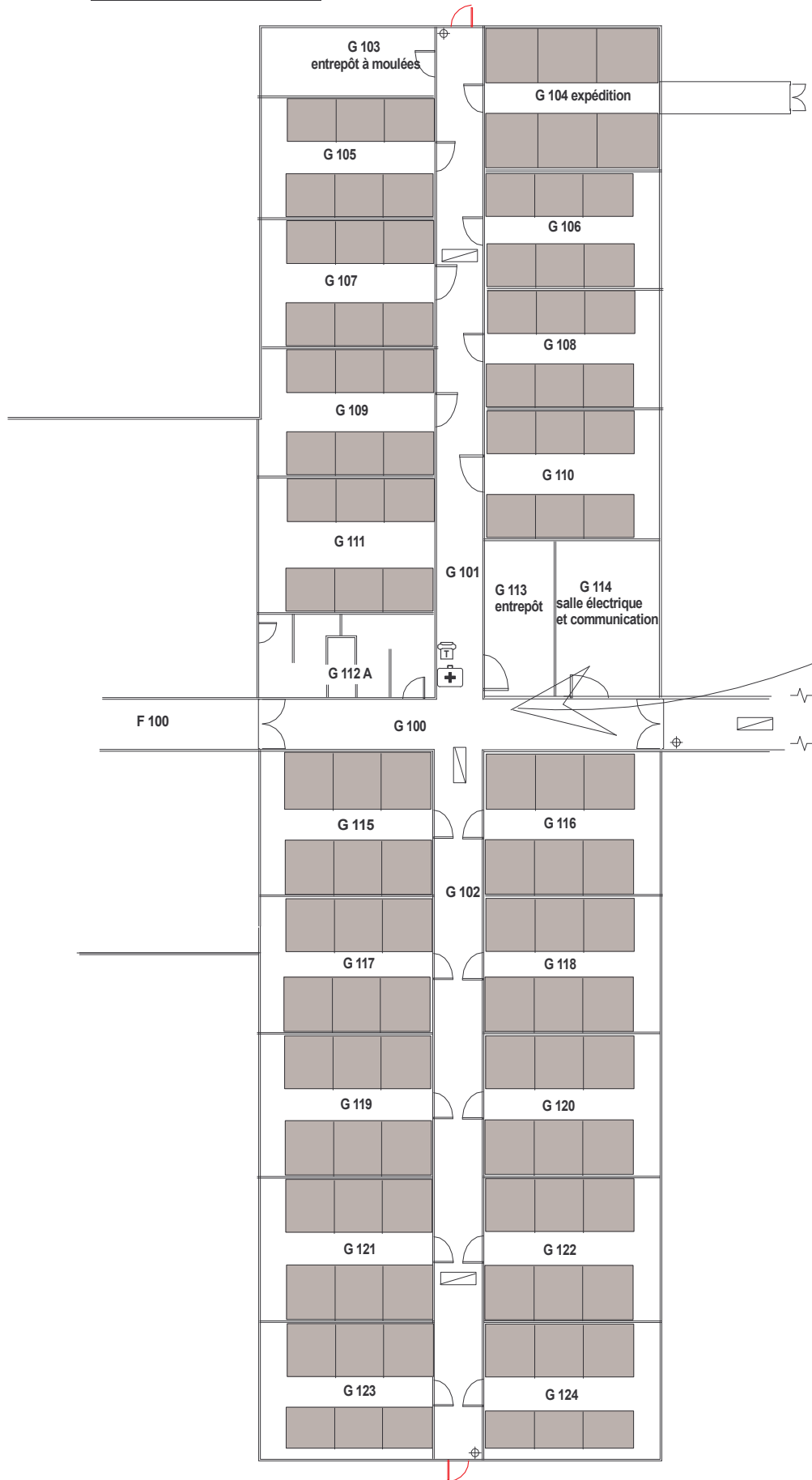
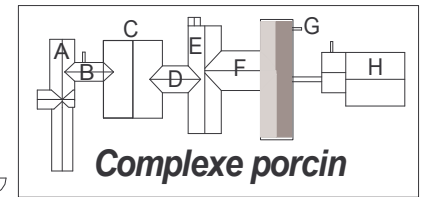
date de construction 1998
 dimensions 22.55 x 18.85
 surface 425 m²
 finition extérieur, acier pré-peint
 finition intérieur, contre-plaqué peint
 protection incendie/ gicleurs automatiques



Légende:

-  extincteur
-  boyau d' incendie
-  éclairage d'urgence
-  produits chimiques
-  laboratoire
-  médicaments
-  trousse premier soins
-  téléphone
-  douche d'urgence / lave-yeux

Bâtiment G



vous êtes ici

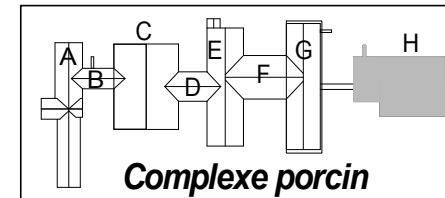
date de construction 1998
 dimensions 15.543 x 57 m
 surface 885.95 m²
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 finition intérieur, contre-plaqué peint
 protection incendie/ gicleurs automatiques



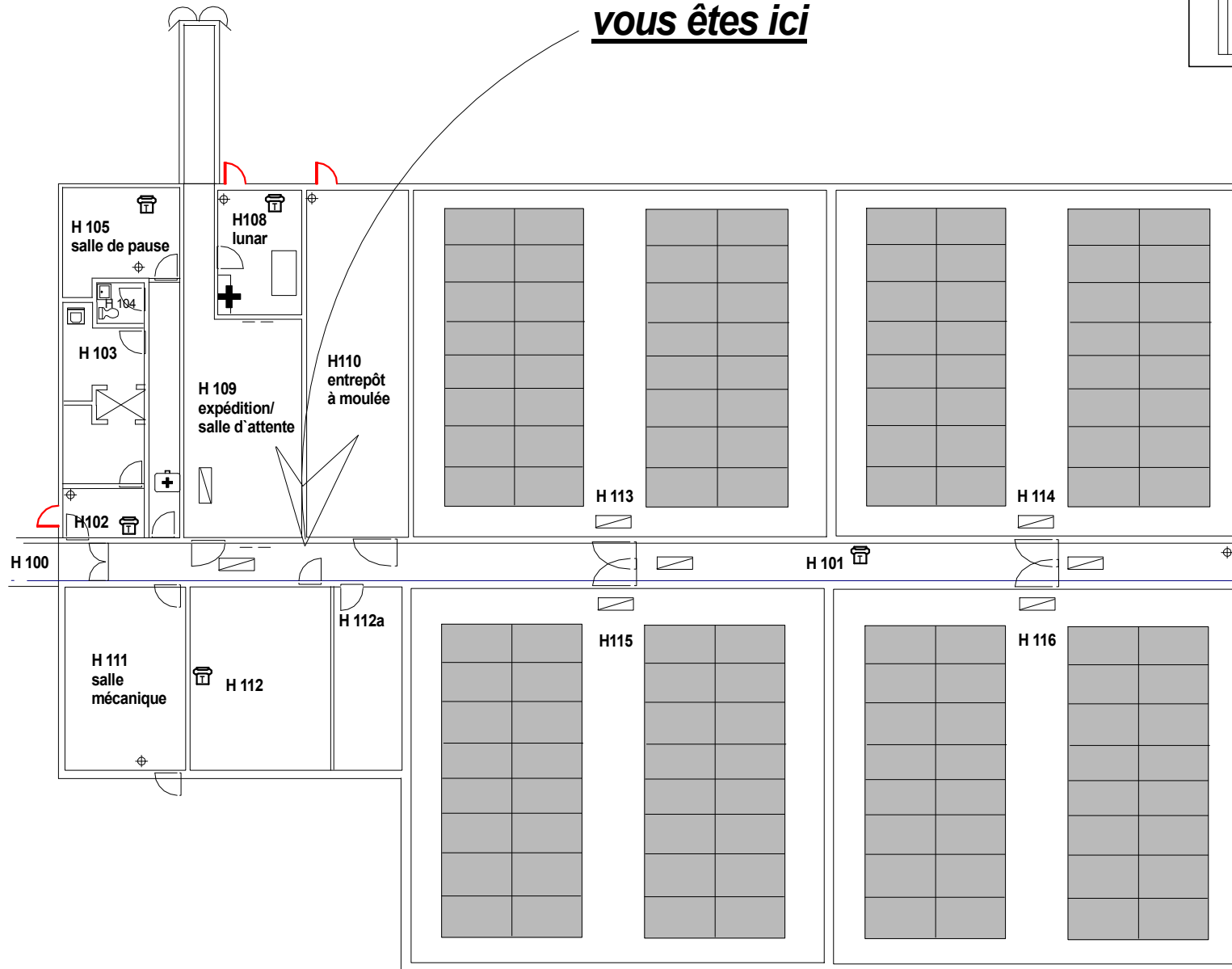
Légende:

- extincteur
- boyau d' incendie
- lumière d'urgence
- produits chimiques
- laboratoire
- médicaments
- trousse premiers soins
- téléphone

Bâtiment H



vous êtes ici



date de construction 1998
 dimensions 43.91 x 25.907 m
 surface 1137.57m²
 finition extérieur, acier pré-peint
 finition intérieur, contre-plaqué peint
 protection incendie/ gicleurs automatiques



Légende:

- extincteur
- boyau d'incendie
- lumière d'urgence
- produits chimiques
- laboratoire
- médicaments
- trousse premiers soins
- téléphone

BÂTIMENT 10-A
BUILDING 10-A
Superficie: 343,78 mc

CRDS / ACC (B10-A)

BÂTIMENT 10-A
BUILDING 10-A

SÉCURITÉ INCENDIE
FIRE SAFETY



DANGER / WARNING

- Gaz comprimé
Compressed gas
- Matière inflammable
Flammable material
- Matière comburante
Oxidizing material
- Matériel radioactif
Radioactive material
- Matière infectieuse
Biological hazard

POINT DE RASSEMBLEMENT
/ ASSEMBLY POINT



Agriculture et
Agroalimentaire Canada Agriculture and
Agri-Food Canada

Canada

SÉCURITÉ INCENDIE
FIRE SAFETY

0 1 1,5m 2m
Échelle: 1:150

Date :
26 juin 2023

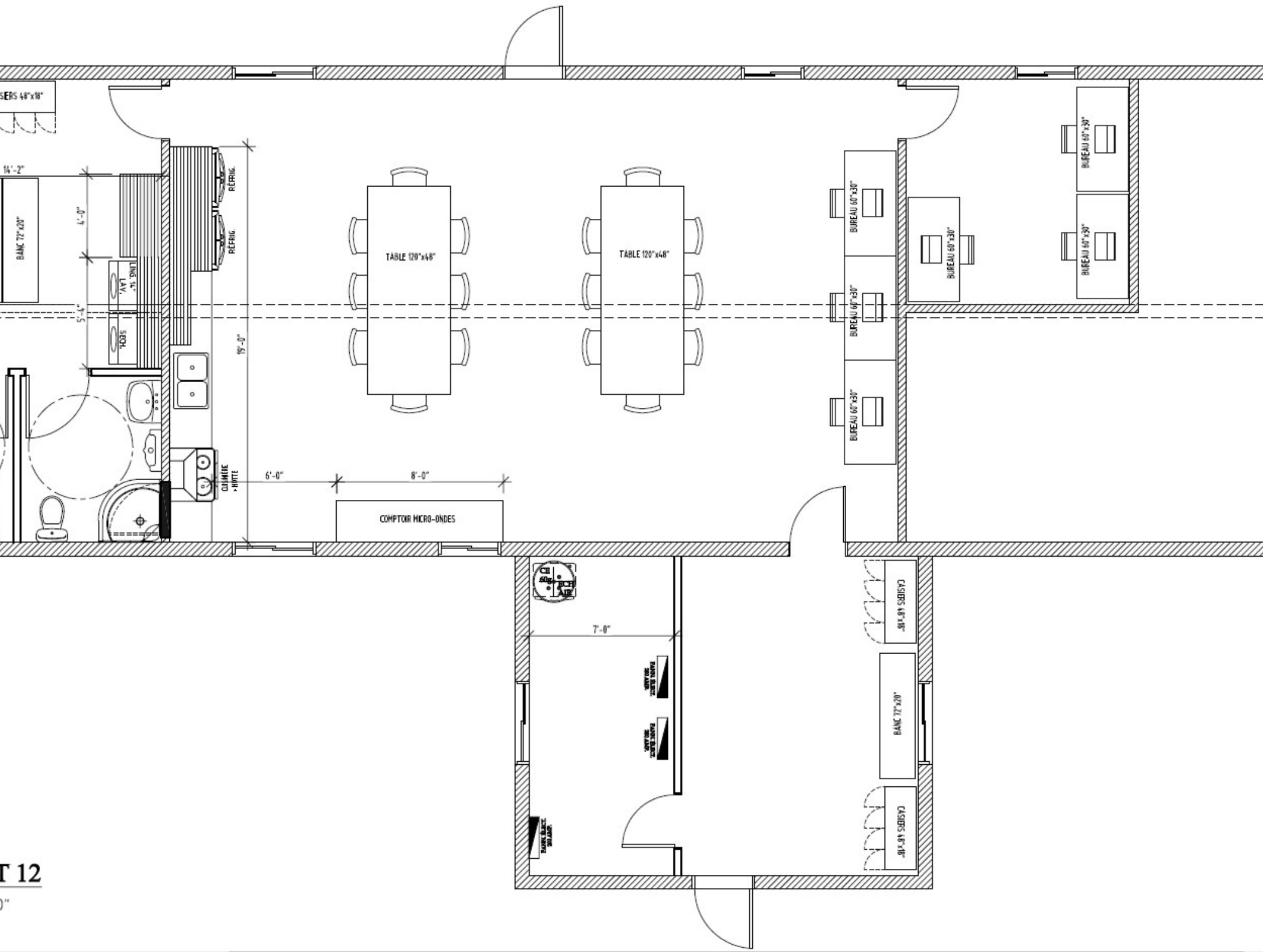
BÂTIMENT 10-A
BUILDING 10-A

Réalisé par / Made by
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Page 1 / 1

LÉGENDE / LEGEND

- Zone à risque
Risk area
- Déclencheur manuel d'alarme
Fire alarm call point
- Panneau d'alarme incendie
Fire alarm panel
- Panneau annonceur
Annunciator panel
- Extincteur portatif
Extinguisher
- Valve de contrôle des gicleurs
Automatic sprinkler control valve
- Connection du service incendie
Pumper connection
- Défibrillateur
Defibrillator
- Sortie d'urgence
Emergency exit
- Direction vers la sortie
Direction to emergency exit
- Trousse de premiers soins
First aid kit
- Douche oculaire et douche d'urgence
Safety shower and eyewash station
- Douche oculaire portative
Portable eyewash
- Point de rassemblement
Assembly point
- Armoire de sécurité
Security cupboard
- Entrée d'eau
Water entrance
- Arrêt d'urgence électricité
Emergency electrical stop
- Détecteur d'incendie
Fire detector
- Klaxon / klaxon stroboscopique
Klaxon / strobe horn
- Panneau de sortie mur / plafond
Wall / ceiling exit sign
- Éclairage d'urgence
Emergency lighting
- Caméras de surveillance
Surveillance camera
- Entrée de gaz
Gas entrance
- Panneau électrique / breaker
Electrical panel / breaker
- Panneau de contrôle
Control panel
- Panneau de contrôle intrusion
Intrusion control panel
- Panneau de contrôle Startech
Startech control panel
- Plan d'évacuation au mur (numéro)
Wall evacuation plan (number)



CASIERES 48"x18"

BANC 77"x20"

14'-2"

5'-4"

4'-0"

REFRIG.

REFRIG.

FOURS

ECLAIRAGE + WHITE

TABLE 120"x48"

TABLE 120"x48"

COMPTOIR MICRO-ONDES

BUREAU 60"x30"

BUREAU 60"x30"

BUREAU 60"x30"

BUREAU 60"x30"

BUREAU 60"x30"

BUREAU 60"x30"

7'-0"

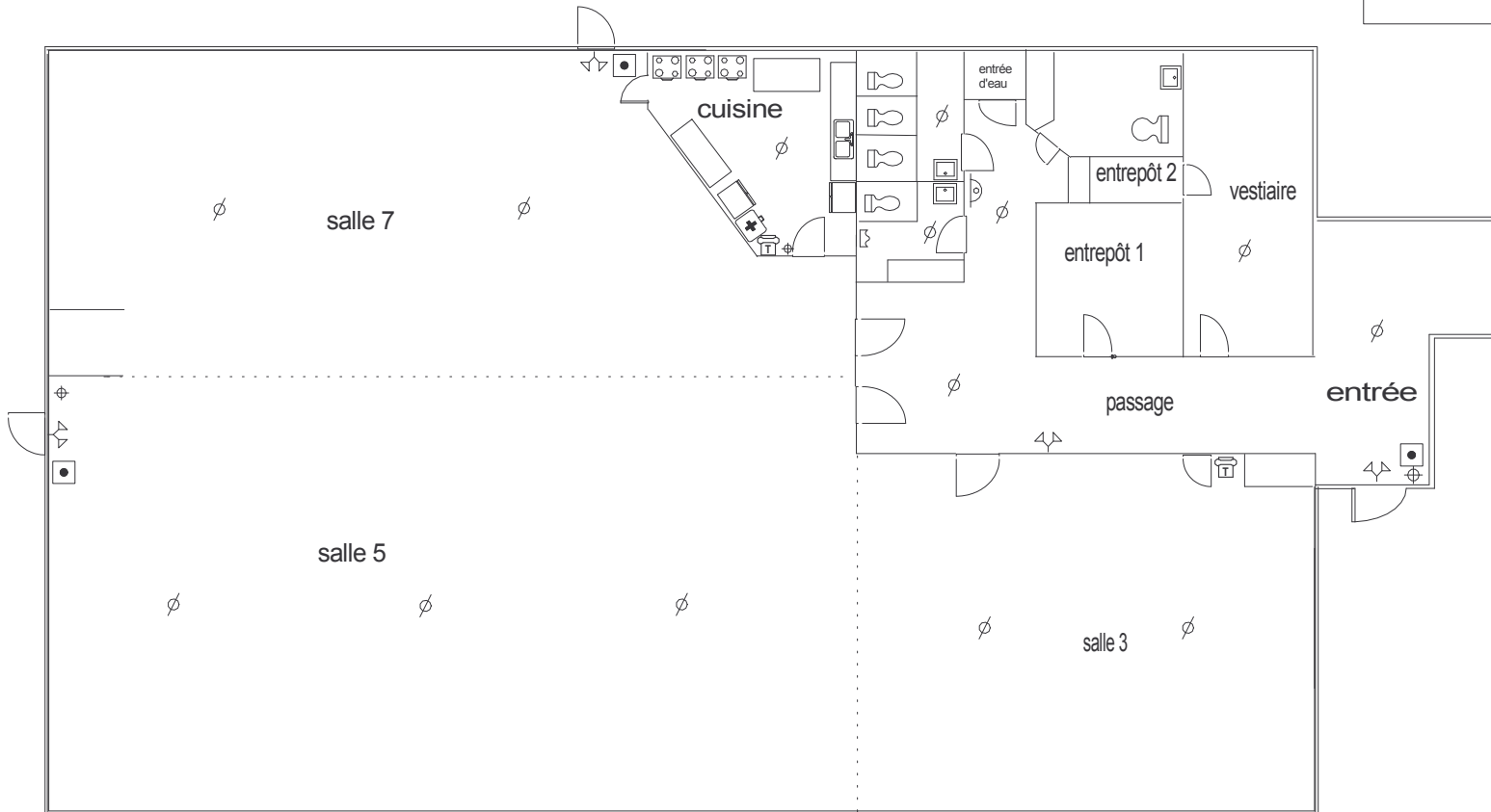
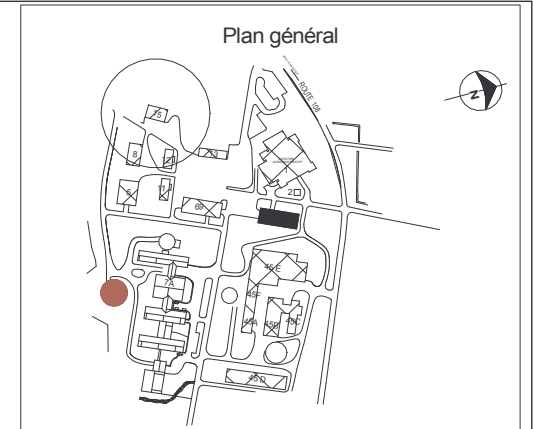
BANC 77"x20"

CASIERES 48"x18"


CASIERES 48"x18"

Pavillon Sévigny # 15









Surfaces:
 salle 3= 6.63x 9.52 : 63.12 m²
 salle 5= 8.53x 16.87 : 140.9 m²
 salle 7= 7.32x 14.63 : 107 m²



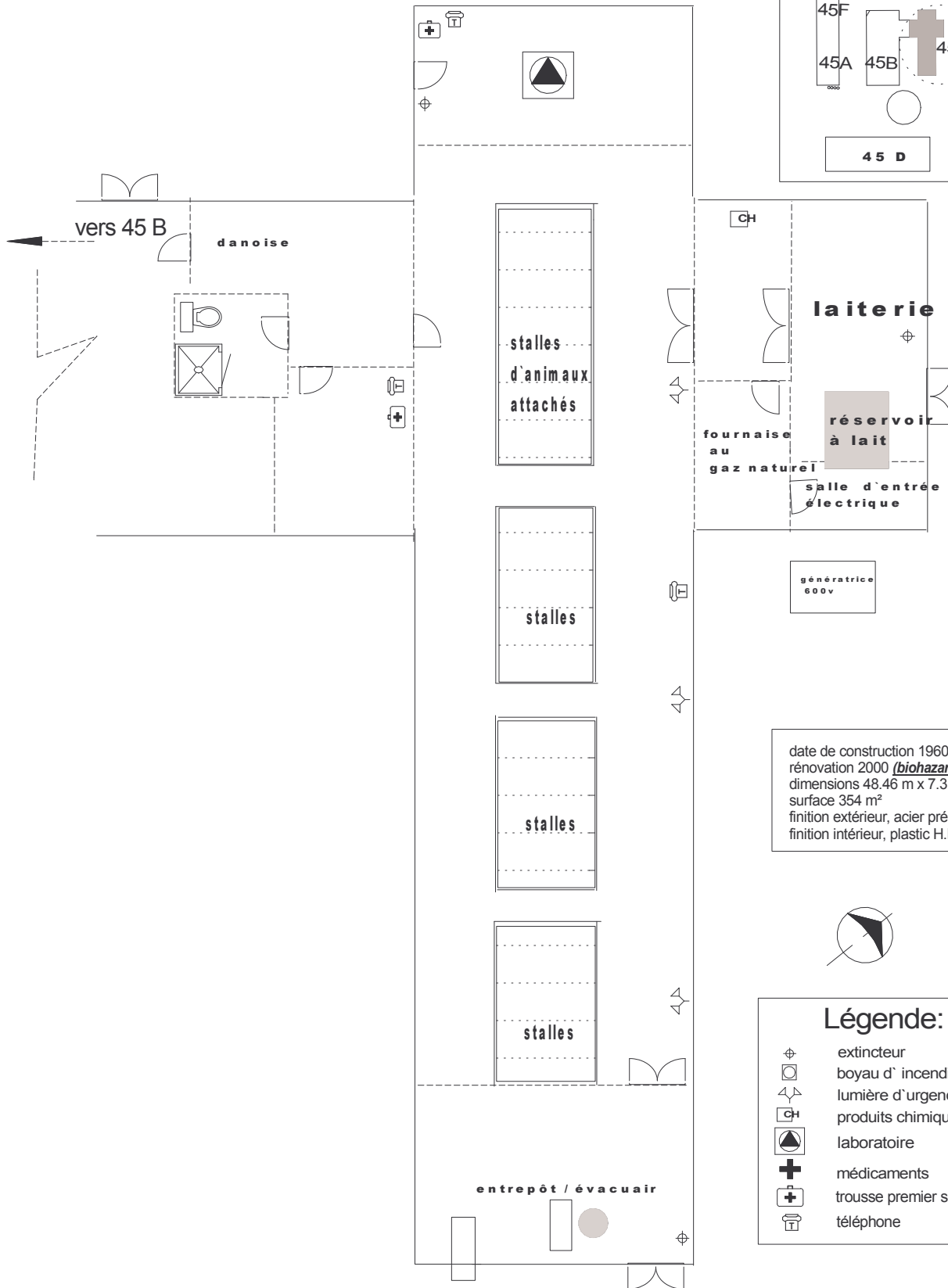
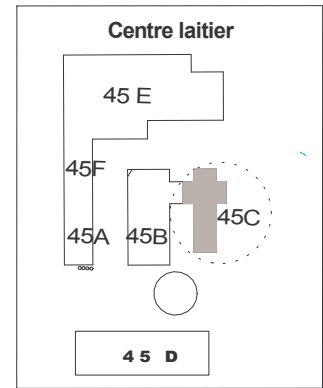
- date de construction 1955-56
- dernière rénovation 1997
- dimensions: 15.8 x 26.39 m
- surface 418 m²
- détecteurs de chaleur et déclencheurs d'alarme dans chaque pièces
- lecteur de carte magnétique à la porte nord-est
- finition extérieur, brique
- finition intérieur, gypse



Légende:

	extincteur
	boyau d' incendie
	lumière d'urgence
	produits chimique
	déclancheur d'alarme
	détecteur de chaleur
	trousse premier soins
	téléphone

45 C bio-sécurité II



date de construction 1960-1961
 rénovation 2000 (**biohazard II**)
 dimensions 48.46 m x 7.31 m
 surface 354 m²
 finition extérieur, acier pré-peint
 finition intérieur, plastic H.D.P.E.

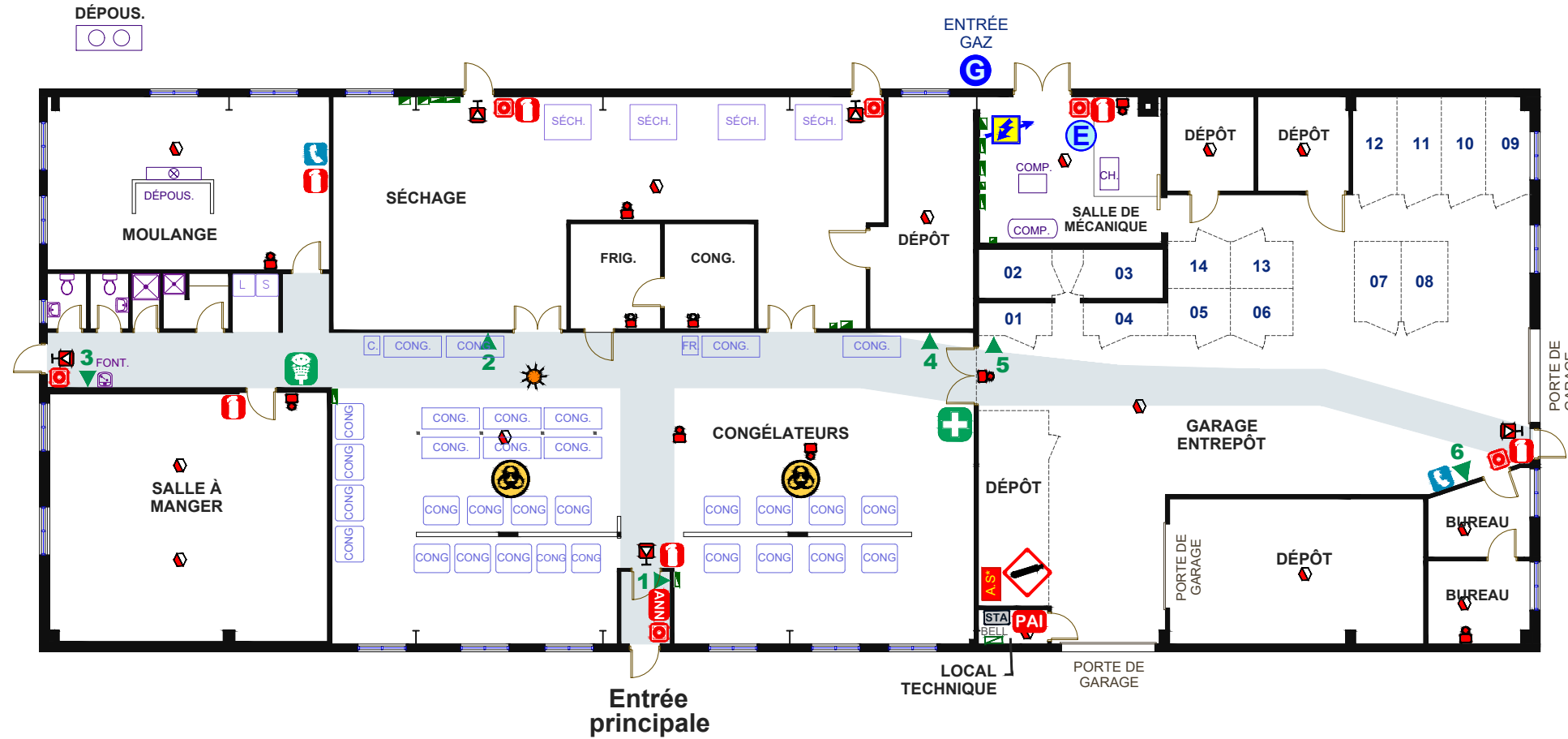


Légende:

- extincteur
- boyau d'incendie
- lumière d'urgence
- produits chimique
- laboratoire
- médicaments
- trousse premier soins
- téléphone

BÂTIMENT 46
BUILDING 46

Superficie: 899,27 mc



DANGER / WARNING

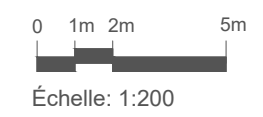
- Gaz comprimé / Compressed gas
- Matière inflammable / Flammable material
- Matière comburante / Oxidizing material
- Matière infectueuse / Biological hazard
- Matériel radioactif / Radioactive material

POINT DE RASSEMBLEMENT / ASSEMBLY POINT
Bâtiment 12

Agriculture et Agroalimentaire Canada / Agriculture and Agri-Food Canada



SÉCURITÉ INCENDIE
FIRE SAFETY

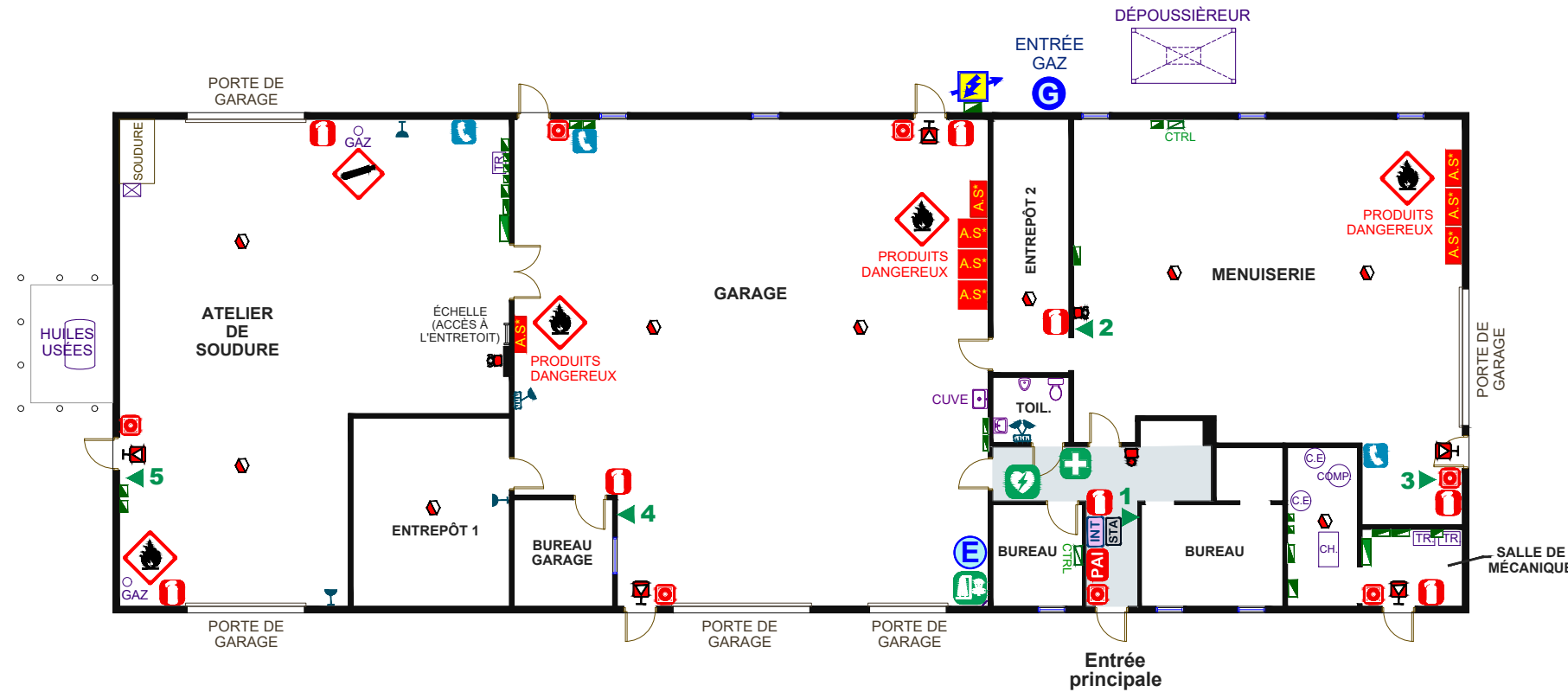


Date : 6 juin 2023	BÂTIMENT 46 BUILDING 46
Réalisé par / Made by © Dynatek - 2023	Page 1 / 1






LÉGENDE / LEGEND

- Zone à risque / Risk area
- Déclencheur manuel d'alarme / Fire alarm call point
- Panneau d'alarme incendie / Fire alarm panel
- Panneau annonciateur / Annunciator panel
- Extincteur portatif / Extinguisher
- Valve de contrôle des gicleurs / Automatic sprinkler control valve
- Connection du service incendie / Pumper connection
- Défibrillateur / Defibrillator
- Sortie d'urgence / Emergency exit
- Direction vers la sortie / Direction to emergency exit
- Trousse de premiers soins / First aid kit
- Douche oculaire et douche d'urgence / Safety shower and eyewash station
- Douche oculaire portative / Portable eyewash
- Point de rassemblement / Assembly point
- Armoire de sécurité / Security cupboard
- Entrée d'eau / Water entrance
- Arrêt d'urgence électricité / Emergency electrical stop
- Détecteur d'incendie / Fire detector
- Klaxon / klaxon stroboscopique / Klaxon / strobe horn
- Panneau de sortie mur / plafond (ISO) / Wall / ceiling exit sign (ISO)
- Panneau de sortie mur / plafond / Wall / ceiling exit sign
- Éclairage d'urgence / Emergency lighting
- Caméras de surveillance / Surveillance camera
- Entrée de gaz / Gas entrance
- Panneau électrique / breaker / Electrical panel / breaker
- Panneau de contrôle / Control panel
- Panneau de contrôle Startech / Startech control panel
- Plan d'évacuation au mur (numéro) / Wall evacuation plan (number)

BÂTIMENT 69
BUILDING 69
Superficie: 634,77 mc



DANGER / WARNING

-  Gaz comprimé
Compressed gas
-  Matière inflammable
Flammable material
-  Matière comburante
Oxidizing material
-  Matériel radioactif
Radioactive material
-  Matière infectieuse
Biological hazard





























POINT DE RASSEMBLEMENT / ASSEMBLY POINT

 **Bâtiment 12**

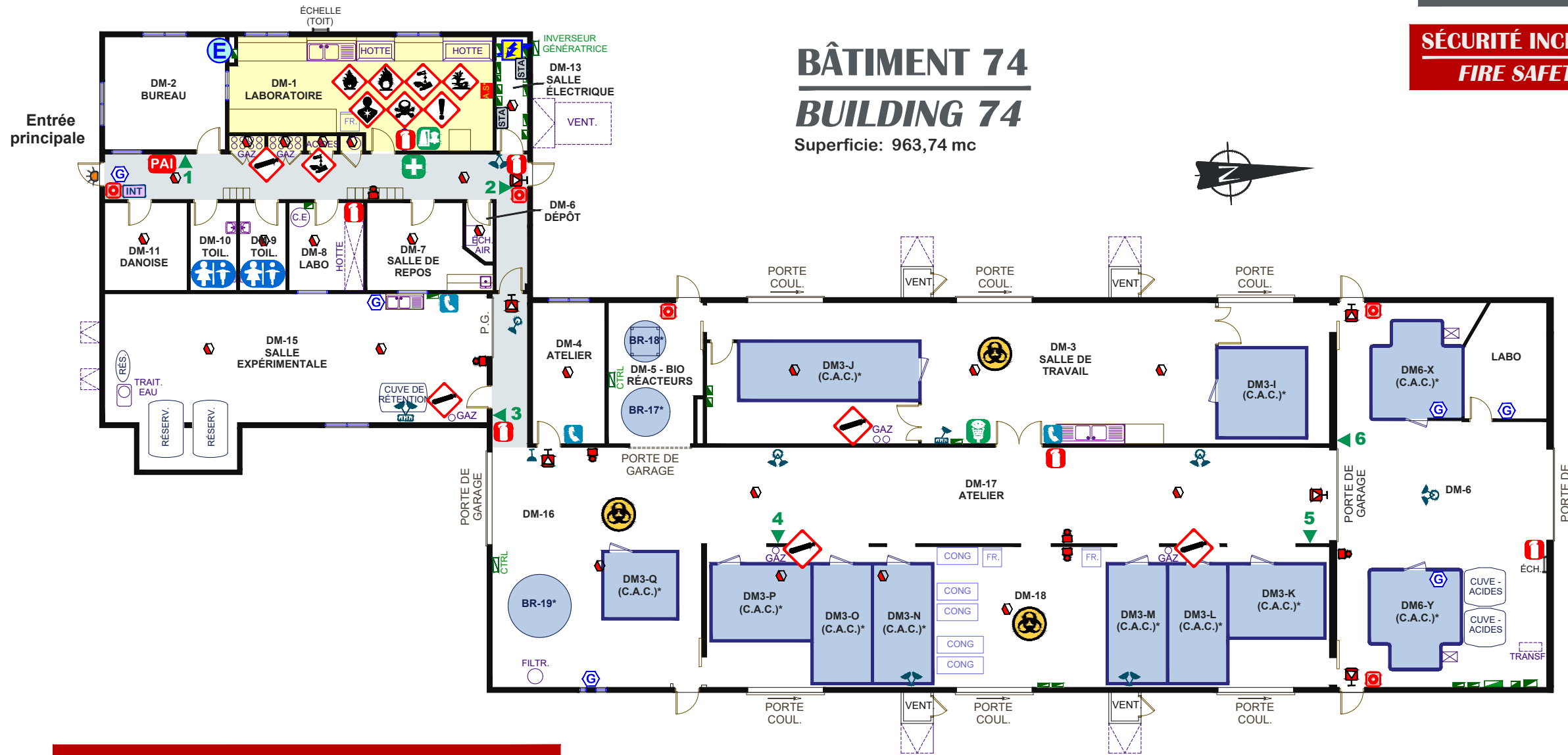
 Agriculture et Agroalimentaire Canada
Agriculture and Agri-Food Canada

Canada

LÉGENDE / LEGEND

-  Zone à risque
Risk area
-  Déclencheur manuel d'alarme
Fire alarm call point
-  Panneau d'alarme incendie
Fire alarm panel
-  Panneau annonceur
Annunciator panel
-  Extincteur portatif
Extinguisher
-  Valve de contrôle des gicleurs
Automatic sprinkler control valve
-  Connection du service incendie
Pumper connection
-  Défibrillateur
Defibrillator
-  Sortie d'urgence
Emergency exit
-  Direction vers la sortie
Direction to emergency exit
-  Trousse de premiers soins
First aid kit
-  Douche oculaire et douche d'urgence
Safety shower and eyewash station
-  Douche oculaire portable
Portable eyewash
-  Point de rassemblement
Assembly point
-  Armoire de sécurité
Security cupboard
-  Entrée d'eau
Water entrance
-  Arrêt d'urgence électricité
Emergency electrical stop
-  Détecteur d'incendie
Fire detector
-  Klaxon / klaxon stroboscopique
Klaxon / strobe horn
-  Panneau de sortie mur / plafond
Wall / ceiling exit sign
-  Éclairage d'urgence
Emergency lighting
-  Caméras de surveillance
Surveillance camera
-  Entrée de gaz
Gas entrance
-  Panneau électrique / breaker
Electrical panel / breaker
-  Panneau de contrôle
Control panel
-  Panneau de contrôle intrusion
Intrusion control panel
-  Panneau de contrôle Startech
Startech control panel
-  Plan d'évacuation au mur (numéro)
Wall evacuation plan (number)

BÂTIMENT 74
 BUILDING 74
 Superficie: 963,74 mc



DANGER / WARNING

- | | | | |
|--|--|--|---|
| | Gaz comprimé
Compressed gas | | Danger d'explosion
Explosion hazard |
| | Matière inflammable
Flammable material | | Danger pour la santé
Health hazard |
| | Matière comburante
Oxidizing material | | Danger pour l'environnement
Danger for environment |
| | Matériel corrosif
Corrosive material | | Matière infectieuse
Biological hazard |
| | Matière toxique et infect.
Toxic and infect. material | | Matériel radioactif
Radioactive material |
| | Danger
Warning | | |

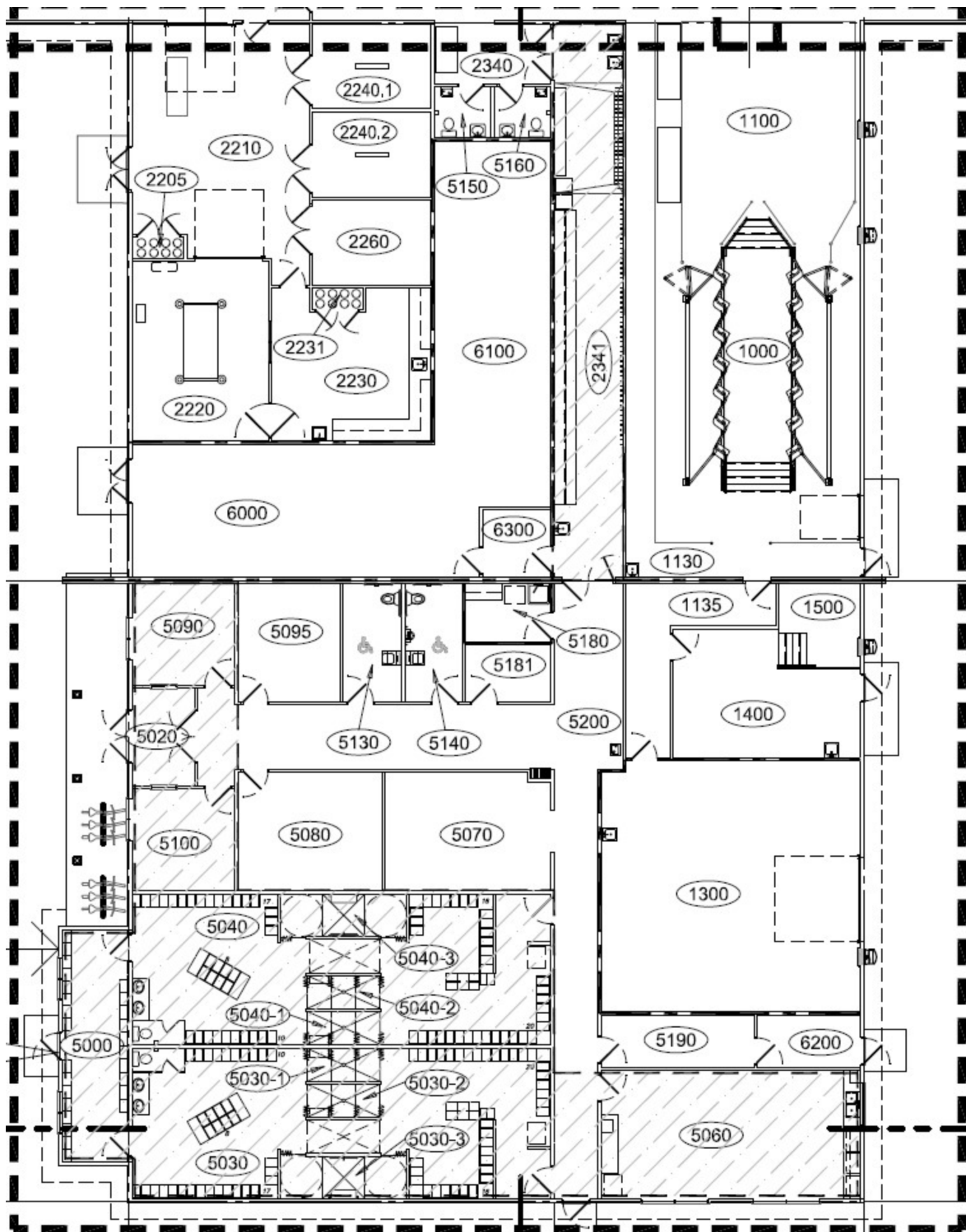
*C.A.C = CHAMBRE À ATMOSPHÈRE CONTRÔLÉE
 *B.R. = BIO-RÉACTEUR
 *A.S. = ARMOIRE DE SÉCURITÉ

POINT DE RASSEMBLEMENT
 / ASSEMBLY POINT



LÉGENDE / LEGEND

- Zone à risque
Risk area
- Déclencheur manuel d'alarme
Fire alarm call point
- Panneau d'alarme incendie
Fire alarm panel
- Panneau annonceur
Annunciator panel
- Extincteur portatif
Extinguisher
- Valve de contrôle des gicleurs
Automatic sprinkler control valve
- Connection du service incendie
Pumper connection
- Défibrillateur
Defibrillator
- Sortie d'urgence
Emergency exit
- Direction vers la sortie
Direction to emergency exit
- Trousse de premiers soins
First aid kit
- Douche oculaire et douche d'urgence
Safety shower and eyewash station
- Douche oculaire portative
Portable eyewash
- Point de rassemblement
Assembly point
- Armoire de sécurité
Security cupboard
- Entrée d'eau
Water entrance
- Arrêt d'urgence électricité
Emergency electrical stop
- Détecteur d'incendie
Fire detector
- Klaxon / klaxon stroboscopique
Klaxon / strobe horn
- Panneau de sortie mur / plafond
Wall / ceiling exit sign
- Éclairage d'urgence
Emergency lighting
- Caméras de surveillance
Surveillance camera
- Entrée de gaz
Gas entrance
- Panneau électrique / breaker
Electrical panel / breaker
- Panneau de contrôle
Control panel
- Panneau de contrôle intrusion
Intrusion control panel
- Panneau de contrôle Startech
Startech control panel
- Plan d'évacuation au mur (numéro)
Wall evacuation plan (number)



Solicitation No. - N° de l'invitation
01B46-24-009
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
24-009

Buyer ID - Id de l'acheteur
Claudia Lauzier
CCC No./N° CCC - FMS No./N° VME

ANNEX "B"

BASIS OF PAYMENT



ANNEX B - BASIS OF PAYMENT

*Prices must exclude taxes

Initial contract period: From May 1st, 2024 to April 30, 2025

The Contractor will be paid in accordance with the following terms and conditions for the work performed under contract as described in Annex A – Statement of Work :

1.1 For regular cleaning services in Buildings 1, 10, 12, 15, 45, 46, 69, 74
Excluding article 7.0 of Part D : Cleaning «as required and on request»

Building No.	A Cleanable Area (m ²)	B Firm Monthly Cost	C Yearly Cost (C x 12)
Sherbrooke Research and Development Centre Buildings 1, 10, 12, 15, 45, 46, 69, 74			
1	3350	\$	\$
10	215	\$	\$
12	160	\$	\$
15	410	\$	\$
45	55	\$	\$
46	295	\$	\$
69	35	\$	\$
74	135	\$	\$
TOTAL (estimated)	4,665 m²	\$	\$

1.2 For regular cleaning services in Buildings 7 (Swine Complex) and 76 (Dairy Centre)

Building No.	A Cleanable Area (m ²)	B Firm Monthly Cost	C Yearly Cost (C x 12)
Sherbrooke Research and Development Centre Buildings 7 (Swine Complex) and 76 (Dairy Centre)			
7	230	\$ _____	\$ _____
76	335	\$ _____	\$ _____
TOTAL estimated	565 m²	\$ _____	\$ _____



Cost for Initial contract period: From May 1st, 2024 to April 30, 2025

1.1 TOTAL (Yearly Cost (C)) for regular services in Buildings : 1, 10, 12, 15, 45, 46, 69, 74	\$ _____
1.2 TOTAL (Yearly Cost (C)) for regular services in Buildings : 7 (Swine Complex), 76 (Dairy Centre)	\$ _____
TOTAL for Initial contract period	\$ _____

1.3 For additional workload described in Annex A Statement of Work, Part D, Article 7.0 “As and when requested” cleaning.

refer to point 3.0 of Part A for regular hours according to work schedules

		Supervisor	General Cleaner
Buildings : 1, 10, 12, 15, 45, 46, 69, 74			
A)	During Regular Work Hours Monday to Friday	\$ _____ /hr	\$ _____ /hr
B)	Outside Regular Work Hours Saturday, Sunday and Holidays	\$ _____ /hr	\$ _____ /hr
Buildings : 7 Swine complex, 76 Dairy Centre			
C)	During Regular Work Hours Monday to Sunday (Including Holidays)	\$ _____ /hr	\$ _____ /hr
D)	Outside Regular Work Hours	\$ _____ /hr	\$ _____ /hr

1.4 Contract Adjustment - Cost per square meter

$$\begin{array}{l}
 \$ \underline{\hspace{2cm}} \div \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \div 12 = \$ \underline{\hspace{2cm}} / \text{m}^2 \\
 \text{(Bid price, as per total} \quad \quad \quad \text{5,220 m}^2 \text{ = } \quad \quad \quad \text{(Total area to maintain)} \quad \quad \quad \text{(Cost per square meter per month)} \\
 \text{Of column C)}
 \end{array}$$



Optional Year 1: From May 1st, 2025 to April 30, 2026

The Contractor will be paid in accordance with the following terms and conditions for the work performed under contract as described in Annex A – Statement of Work :

2.1 For regular cleaning services in Buildings 1, 10, 12, 15, 45, 46, 69, 74
 Excluding article 7.0 of Part D : Cleaning «as required and on request»

Building No.	A Cleanable Area (m ²)	B Firm Monthly Cost	C Yearly Cost (C x 12)
Sherbrooke Research and Development Centre Buildings 1, 10, 12, 15, 45, 46, 69, 74			
1	3350	\$	\$
10	215	\$	\$
12	160	\$	\$
15	410	\$	\$
45	55	\$	\$
46	295	\$	\$
69	35	\$	\$
74	135	\$	\$
TOTAL (estimated)	4,665 m²	\$	\$

2.2 For regular cleaning services in Buildings 7 (Swine Complex) and 76 (Dairy Centre)

Building No.	A Cleanable Area (m ²)	B Firm Monthly Cost	C Yearly Cost (C x 12)
Sherbrooke Research and Development Centre Buildings 7 (Swine Complex) and 76 (Dairy Centre)			
7	230	\$ _____	\$ _____
76	335	\$ _____	\$ _____
TOTAL estimated	565 m²	\$ _____	\$ _____



Cost for Optional Year 1: From May 1st, 2025 to April 30, 2026

2.1 TOTAL (Yearly Cost (C)) for regular services in Buildings : 1, 10, 12, 15, 45, 46, 69, 74	\$ _____
2.2 TOTAL (Yearly Cost (C)) for regular services in Buildings : 7 (Swine Complex), 76 (Dairy Centre)	\$ _____
TOTAL for Optional Year 1	\$ _____

2.3 For additional workload described in Annex A Statement of Work, Part D, Article 7.0 “As and when requested” cleaning.

refer to point 3.0 of Part A for regular hours according to work schedules

		Supervisor	General Cleaner
Buildings : 1, 10, 12, 15, 45, 46, 69, 74			
A)	During Regular Work Hours Monday to Friday	\$ _____ /hr	\$ _____ /hr
B)	Outside Regular Work Hours Saturday, Sunday and Holidays	\$ _____ /hr	\$ _____ /hr
Buildings : 7 Swine complex, 76 Dairy Centre			
C)	During Regular Work Hours Monday to Sunday (Including Holidays)	\$ _____ /hr	\$ _____ /hr
D)	Outside Regular Work Hours	\$ _____ /hr	\$ _____ /hr

2.4 Contract Adjustment - Cost per square meter

$$\begin{array}{l}
 \$ \underline{\hspace{2cm}} \div \underline{\mathbf{5,220\ m^2}} = \underline{\hspace{2cm}} \div 12 = \$ \underline{\hspace{2cm}} / \text{m}^2 \\
 \text{(Bid price, as per total} \qquad \qquad \qquad \text{(Total area to maintain)} \qquad \qquad \qquad \text{(Cost per square meter per month)} \\
 \text{Of column C)}
 \end{array}$$



Optional Year 2 : From May 1st, 2026 to April 30, 2027

The Contractor will be paid in accordance with the following terms and conditions for the work performed under contract as described in Annex A – Statement of Work :

3.1 For regular cleaning services in Buildings 1, 10, 12, 15, 45, 46, 69, 74
Excluding article 7.0 of Part D : Cleaning «as required and on request»

Building No.	A Cleanable Area (m ²)	B Firm Monthly Cost	C Yearly Cost (C x 12)
Sherbrooke Research and Development Centre Buildings 1, 10, 12, 15, 45, 46, 69, 74			
1	3350	\$	\$
10	215	\$	\$
12	160	\$	\$
15	410	\$	\$
45	55	\$	\$
46	295	\$	\$
69	35	\$	\$
74	135	\$	\$
TOTAL (estimated)	4,665 m²	\$	\$

3.2 For regular cleaning services in Buildings 7 (Swine Complex) and 76 (Dairy Centre)

Building No.	A Cleanable Area (m ²)	B Firm Monthly Cost	C Yearly Cost (C x 12)
Sherbrooke Research and Development Centre Buildings 7 (Swine Complex) and 76 (Dairy Centre)			
7	230	\$ _____	\$ _____
76	335	\$ _____	\$ _____
TOTAL estimated	565 m²	\$ _____	\$ _____



Cost for Optional Year 2: From May 1st, 2026 to April 30, 2027

3.1 TOTAL (Yearly Cost (C)) for regular services in Buildings : 1, 10, 12, 15, 45, 46, 69, 74	\$ _____
3.2 TOTAL (Yearly Cost (C)) for regular services in Buildings : 7 (Swine Complex), 76 (Dairy Centre)	\$ _____
TOTAL for Optional Year 2	\$ _____

3.3 For additional workload described in Annex A Statement of Work, Part D, Article 7.0 “As and when requested” cleaning.

refer to point 3.0 of Part A for regular hours according to work schedules

		Supervisor	General Cleaner
Buildings : 1, 10, 12, 15, 45, 46, 69, 74			
A)	During Regular Work Hours Monday to Friday	\$ _____ /hr	\$ _____ /hr
(B)	Outside Regular Work Hours Saturday, Sunday and Holidays	\$ _____ /hr	\$ _____ /hr
Buildings : 7 Swine complex, 76 Dairy Centre			
(C)	During Regular Work Hours Monday to Sunday (Including Holidays)	\$ _____ /hr	\$ _____ /hr
(D)	Outside Regular Work Hours	\$ _____ /hr	\$ _____ /hr

3.4 Contract Adjustment - Cost per square meter

$$\begin{array}{l}
 \$ \underline{\hspace{2cm}} \div \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \div 12 = \$ \underline{\hspace{2cm}} / \text{m}^2 \\
 \text{(Bid price, as per total} \quad \quad \quad \text{5,220 m}^2 \text{ = } \quad \quad \quad \text{(Total area to maintain)} \quad \quad \quad \text{(Cost per square meter per month)} \\
 \text{Of column C)}
 \end{array}$$



Optional Year 3: From May 1st, 2027 to April 30, 2028

The Contractor will be paid in accordance with the following terms and conditions for the work performed under contract as described in Annex A – Statement of Work :

4.1 For regular cleaning services in Buildings 1, 10, 12, 15, 45, 46, 69, 74
Excluding article 7.0 of Part D : Cleaning «as required and on request»

Building No.	A Cleanable Area (m ²)	B Firm Monthly Cost	C Yearly Cost (C x 12)
Sherbrooke Research and Development Centre Buildings 1, 10, 12, 15, 45, 46, 69, 74			
1	3350	\$	\$
10	215	\$	\$
12	160	\$	\$
15	410	\$	\$
45	55	\$	\$
46	295	\$	\$
69	35	\$	\$
74	135	\$	\$
TOTAL (estimated)	4,665 m²	\$	\$

4.2 For regular cleaning services in Buildings 7 (Swine Complex) and 76 (Dairy Centre)

Building No.	A Cleanable Area (m ²)	B Firm Monthly Cost	C Yearly Cost (C x 12)
Sherbrooke Research and Development Centre Buildings 7 (Swine Complex) and 76 (Dairy Centre)			
7	230	\$ _____	\$ _____
76	335	\$ _____	\$ _____
TOTAL estimated	565 m²	\$ _____	\$ _____



Cost for Optional Year 3: From May 1st, 2027 to April 30, 2028

4.1 TOTAL (Yearly Cost (C)) for regular services in Buildings : 1, 10, 12, 15, 45, 46, 69, 74	\$ _____
4.2 TOTAL (Yearly Cost (C)) for regular services in Buildings : 7 (Swine Complex), 76 (Dairy Centre)	\$ _____
TOTAL for Optional Year 3	\$ _____

4.3 For additional workload described in Annex A Statement of Work, Part D, Article 7.0 “As and when requested” cleaning.

refer to point 3.0 of Part A for regular hours according to work schedules

		Supervisor	General Cleaner
Buildings : 1, 10, 12, 15, 45, 46, 69, 74			
A)	During Regular Work Hours Monday to Friday	\$ _____ /hr	\$ _____ /hr
B)	Outside Regular Work Hours Saturday, Sunday and Holidays	\$ _____ /hr	\$ _____ /hr
Buildings : 7 Swine complex, 76 Dairy Centre			
C)	During Regular Work Hours Monday to Sunday (Including Holidays)	\$ _____ /hr	\$ _____ /hr
D)	Outside Regular Work Hours	\$ _____ /hr	\$ _____ /hr

4.4 Contract Adjustment - Cost per square meter

$$\begin{array}{l}
 \$ \underline{\hspace{2cm}} \div \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \div 12 = \$ \underline{\hspace{2cm}} / \text{m}^2 \\
 \text{(Bid price, as per total} \quad \quad \quad \text{5,220 m}^2 \text{ = } \quad \quad \quad \text{(Total area to maintain)} \quad \quad \quad \text{(Cost per square meter per month)} \\
 \text{Of column C)}
 \end{array}$$



Optional Year 4: From May 1st, 2028 to April 30, 2029

The Contractor will be paid in accordance with the following terms and conditions for the work performed under contract as described in Annex A – Statement of Work :

5.1 For regular cleaning services in Buildings 1, 10, 12, 15, 45, 46, 69, 74
Excluding article 7.0 of Part D : Cleaning «as required and on request»

Building No.	A Cleanable Area (m ²)	B Firm Monthly Cost	C Yearly Cost (C x 12)
Sherbrooke Research and Development Centre Buildings 1, 10, 12, 15, 45, 46, 69, 74			
1	3350	\$	\$
10	215	\$	\$
12	160	\$	\$
15	410	\$	\$
45	55	\$	\$
46	295	\$	\$
69	35	\$	\$
74	135	\$	\$
TOTAL (estimated)	4,665 m²	\$	\$

5.2 For regular cleaning services in Buildings 7 (Swine Complex) and 76 (Dairy Centre)

Building No.	A Cleanable Area (m ²)	B Firm Monthly Cost	C Yearly Cost (C x 12)
Sherbrooke Research and Development Centre Buildings 7 (Swine Complex) and 76 (Dairy Centre)			
7	230	\$ _____	\$ _____
76	335	\$ _____	\$ _____
TOTAL estimated	565 m²	\$ _____	\$ _____



Cost for Optional Year 4 : From May 1st, 2028 to April 30, 2029

5.1 TOTAL (Yearly Cost (C)) for regular services in Buildings : 1, 10, 12, 15, 45, 46, 69, 74	\$ _____
5.2 TOTAL (Yearly Cost (C)) for regular services in Buildings : 7 (Swine Complex), 76 (Dairy Centre)	\$ _____
TOTAL for Optional Year 4	\$ _____

5.3 For additional workload described in Annex A Statement of Work, Part D, Article 7.0 “As and when requested” cleaning.

refer to point 3.0 of Part A for regular hours according to work schedules

		Supervisor	General Cleaner
Buildings : 1, 10, 12, 15, 45, 46, 69, 74			
A)	During Regular Work Hours Monday to Friday	\$ _____ /hr	\$ _____ /hr
B)	Outside Regular Work Hours Saturday, Sunday and Holidays	\$ _____ /hr	\$ _____ /hr
Buildings : 7 Swine complex, 76 Dairy Centre			
C)	During Regular Work Hours Monday to Sunday (Including Holidays)	\$ _____ /hr	\$ _____ /hr
D)	Outside Regular Work Hours	\$ _____ /hr	\$ _____ /hr

5.4 Contract Adjustment - Cost per square meter

$$\begin{array}{l}
 \$ \underline{\hspace{2cm}} \div \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \div 12 = \$ \underline{\hspace{2cm}} / \text{m}^2 \\
 \text{(Bid price, as per total} \quad \quad \quad \text{5,220 m}^2 \text{ = } \quad \quad \quad \text{(Total area to maintain)} \quad \quad \quad \text{(Cost per square meter per month)} \\
 \text{Of column C)}
 \end{array}$$



5 YEARS GRAND TOTAL

For the performance of regular work as described in Annex A – Statement of Work :

(Total cost initial contract + Total cost of option year #1 + Total cost of option year #2 + Total cost of option year #3 + Total cost of option year #4)

<p>SIGNATURE</p> <p>Signed at: _____ this _____ day of _____ 2024. (City and Province)</p> <p>Name and address of vendor/Company: (including Postal Code)</p> <p>_____</p> <p>_____</p> <p>Name of bidder: _____</p> <p>Bidder's Position: _____</p> <p>Bidder's Signature: _____</p>
--

Solicitation No. - N° de l'invitation
01B46-24-009
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
24-009

Buyer ID - Id de l'acheteur
Claudia Lauzier
CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

TECHNICAL EVALUATION

**ANNEX C
TECHNICAL EVALUATION**

4.1.1 Technical Evaluation

The assessment by AAFC will be based solely on the information contained in the Proposal. An item not addressed will be given zero (0) points under the point rated system. AAFC may, but is not obligated to, ask the Bidder for clarifications.

The Bidder is requested to use the tables provided and/or identify where the information can be found in the proposal (i.e.: identify the page / project number, etc.)

4.1.1.1 Mandatory Technical Criteria (MC1, MC2 & MC3)

Failure to comply with any of the following mandatory requirements will render the Proposal non-compliant and the Proposal will receive no further consideration.

MC1 - Contractor's Experience and Past Performance

The Bidder must provide evidence of its experience and past performance by referencing Two (2) contract satisfactorily rendered for a minimum of two (2) consecutive years, under the same contract, within the past five (5) years, from the bid closing date, wherein the range of janitorial services provided are comparable to those described in this Request for Proposal (RFP).

PROJECT/CONTRACT REFERENCE 1	
Name of client organization or Company	Name:
Name and title of client contact	Name: Title:
Telephone number and e-mail address of client contact	Phone No.: E-Mail :
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the contract:	
Value of the contract :	\$
Performance period of the contract (indicate month and year)	

Description of Contract:

PROJECT/CONTRACT REFERENCE 2	
Name of client organization or Company	Name:
Name and title of client contact	Name: Title:
Telephone number and e-mail address of client contact	Phone No.: E-Mail :
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the contract:	
Value of the contract	\$
Performance period of the contract (indicate month and year)	
Description of Contract:	

MC2- On-site Supervisor(s) Expertise and Experience

It is Mandatory that the On-site Supervisor(s) have a minimum of two (2) consecutive years' experience, in a supervisory role in the field of janitorial services.

The Bidder must provide evidence of the experience and satisfactory performance of the On-site Supervisor(s) by referencing one (1) contract with a duration of a minimum of two (2) consecutive years, within the past five (5) years, in providing janitorial services in a range comparable in size, scope and complexity to those described in the Request for Proposal (RFP).

Name of On-site Supervisor	Years of Experience

ON SITE SUPERVISOR REFERENCE	
Name of client organization or Company	Name:
Name and title of client contact	Name: Title:
Telephone number and e-mail address of client contact	Phone No.: E-mail.:
Approximate size in square meters of the cleanable area of the contract	_____ square meters
Location/site of the contract:	
Value of the Contract	\$
Performance period of the contract. (indicate month and year)	
Description of Contract:	
Responsibilities of the individual:	

MC3 - Annual Cleaning Schedule (ACS)

Provide Annual Cleaning Schedule (ACS), as described in Part A, Section 4.0 of the Statement of Work, Annex A.

4.1.1.2 Point Rated Technical Criteria (PR1, PR2 and PR3)

Failure to obtain the required minimum number of points for each of the following technical criteria will render the Proposal non-compliant and the Proposal will receive no further consideration.

PR1 Quality Management Plan (Max. 10 points)

How does the Contractor intend to ensure the highest quality possible for work activities and deliverables described in the RFP?

Describe how absenteeism and turnover of workers will be address.

What quality control audit programs will be in place? What customer/user satisfaction assurance and complaint rectification process will be in effect?

PR2 Health and Safety Plan (Max. 10 points)

Does the Proponent have a comprehensive Health and Safety policy and if so, what related information does it contain?

Describe any safety training provided for staff and the minimum level of safety training for all employees?

Describe how workplace hazards are identified and how employees are notified of job-specific hazards?

PR3 Transition Plan (Max. 10 points)

Has the Contractor submitted a comprehensive Transition Plan that details the major milestones, mobilization activities, site familiarization and handover schedules/activities between the present Contractor, as well as coordination requirements with AAFC.

Minimum Passing Points for each technical requirements: (6)

4.1.1.3 Generic Evaluation Table

AAFC Evaluation Board members will evaluate the strengths and weaknesses of the Bidder's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below:

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 point	2 points	4 points	6 points	8 points	10 points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Offeror does not possess qualifications and experience	Offeror lacks qualifications and experience	Offeror has an acceptable level of qualifications and experience	Offeror is qualified and experienced	Offeror is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects

4.2 Basis of Selection

The selection of the responsive Proposal will be made on the basis of the **HIGHEST COMBINED SCORE** for both the technical and financial proposals. The combined scores will be determined by adding the technical and financial points obtained.

The Bidders' Technical and Financial proposals will be scored separately. An Overall Proposal Score will be determined by combining a Bidder's Technical Proposal Score and Financial Proposal Score in accordance with the following weights:

Technical Proposal = 60%
Financial Proposal = 40%
Overall Proposal = 100%

Formula:

$$\frac{\text{Technical Score} \times \text{Ratio (60\%)}}{\text{Max Score}} + \frac{\text{Lowest Price} \times \text{Ratio (40\%)}}{\text{Bidder's Price}} = \text{Overall Score}$$

Solicitation No. - N° de l'invitation

01B46-24-009

Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.

File No. - N° du dossier

24-009

Buyer ID - Id de l'acheteur

Claudia Lauzier

CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**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	2. Branch or Directorate / Direction générale ou Direction DGI
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail
Le center de recherche et de développement de Sherbrooke (CRDS) requiert les services d'un entrepreneur pour assurer l'entretien ménager des édifices du CRDS, tel que spécifié dans l'énoncé des travaux.

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

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 : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :
---	---	---

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

PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <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 UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED NATO DIFFUSION RESTREINTE <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"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <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"/>
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Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

Security Classification / Classification de sécurité
--



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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																
IT Media / Support TI																
IT Link / Lien électronique																

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).**



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Frédéric Tremblay		Title - Titre Gestionnaire des services intégrés	Signature <i>Frédéric Tremblay</i> Tremblay, Frederic 2023.07.12 17:20:45-04'00'
Telephone No. - N° de téléphone 819-578-4064	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel frederic.tremblay3@agr.gc.ca	Date 2023-07-12
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Lise Levesque-Masson		Title - Titre Coordonnatrice des LVERS	Signature Lise Levesque-Masson Digitally signed by Lise Levesque-Masson Date: 2023.07.13 08:57:56 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Lise.Levesque-Masson@AGR.GC.CA	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Security Classification / Classification de sécurité
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Instructions for completion of a Security Requirements Check List (SRCL)

The instruction sheet should remain attached until Block #17 has been completed.

GENERAL - PROCESSING THIS FORM

The project authority shall arrange to complete this form.

The organization security officer shall review and approve the security requirements identified in the form, in cooperation with the project authority.

The contracting security authority is the organization responsible for ensuring that the suppliers are compliant with the security requirements identified in the SRCL.

All requisitions and subsequent tender / contractual documents including subcontracts that contain PROTECTED and/or CLASSIFIED requirements must be accompanied by a completed SRCL.

It is important to identify the level of PROTECTED information or assets as Level "A," "B" or "C," when applicable; however, certain types of information may only be identified as "PROTECTED". No information pertaining to a PROTECTED and/or CLASSIFIED government contract may be released by suppliers, without prior written approval of the individual identified in Block 17 of this form.

The classification assigned to a particular stage in the contractual process does not mean that everything applicable to that stage is to be given the same classification. Every item shall be PROTECTED and/or CLASSIFIED according to its own content. If a supplier is in doubt as to the actual level to be assigned, they should consult with the individual identified in Block 17 of this form.

PART A - CONTRACT INFORMATION

Contract Number (top of the form)

This number must be the same as that found on the requisition and should be the one used when issuing an RFP or contract. This is a unique number (i.e. no two requirements will have the same number). A new SRCL must be used for each new requirement or requisition (e.g. new contract number, new SRCL, new signatures).

1. Originating Government Department or Organization

Enter the department or client organization name or the prime contractor name for which the work is being performed.

2. Directorate / Branch

This block is used to further identify the area within the department or organization for which the work will be conducted.

3. a) Subcontract Number

If applicable, this number corresponds to the number generated by the Prime Contractor to manage the work with its subcontractor.

b) Name and Address of Subcontractor

Indicate the full name and address of the Subcontractor if applicable.

4. Brief Description of Work

Provide a brief explanation of the nature of the requirement or work to be performed.

5. a) Will the supplier require access to Controlled Goods?

The Defence Production Act (DPA) defines "Controlled Goods" as certain goods listed in the Export Control List, a regulation made pursuant to the *Export and Import Permits Act (EIPA)*. Suppliers who examine, possess, or transfer Controlled Goods within Canada must register in the Controlled Goods Directorate or be exempt from registration. More information may be found at www.cgd.gc.ca.

b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?

The prime contractor and any subcontractors must be certified under the U.S./Canada Joint Certification Program if the work involves access to unclassified military data subject to the provisions of the Technical Data Control Regulations. More information may be found at www.dlis.dla.mil/jcp.

6. Indicate the type of access required

Identify the nature of the work to be performed for this requirement. The user is to select one of the following types:

a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?

The supplier would select this option if they require access to PROTECTED and/or CLASSIFIED information or assets to perform the duties of the requirement.

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.

The supplier would select this option if they require regular access to government premises or a secure work site only. The supplier will not have access to PROTECTED and/or CLASSIFIED information or assets under this option.

c) Is this a commercial courier or delivery requirement with no overnight storage?

The supplier would select this option if there is a commercial courier or delivery requirement. The supplier will not be allowed to keep a package overnight. The package must be returned if it cannot be delivered.

7. Type of information / Release restrictions / Level of information

Identify the type(s) of information that the supplier may require access to, list any possible release restrictions, and if applicable, provide the level(s) of the information. The user can make multiple selections based on the nature of the work to be performed.

Departments must process SRCLs through PWGSC where:

- contracts that afford access to PROTECTED and/or CLASSIFIED foreign government information and assets;
- contracts that afford foreign contractors access to PROTECTED and/or CLASSIFIED Canadian government information and assets; or
- contracts that afford foreign or Canadian contractors access to PROTECTED and/or CLASSIFIED information and assets as defined in the documents entitled Identifying INFOSEC and INFOSEC Release.

a) Indicate the type of information that the supplier will be required to access

Canadian government information and/or assets

If Canadian information and/or assets are identified, the supplier will have access to PROTECTED and/or CLASSIFIED information and/or assets that are owned by the Canadian government.

NATO information and/or assets

If NATO information and/or assets are identified, this indicates that as part of this requirement, the supplier will have access to PROTECTED and/or CLASSIFIED information and/or assets that are owned by NATO governments. NATO information and/or assets are developed and/or owned by NATO countries and are not to be divulged to any country that is not a NATO member nation. Persons dealing with NATO information and/or assets must hold a NATO security clearance and have the required need-to-know.

Requirements involving CLASSIFIED NATO information must be awarded by PWGSC. PWGSC / CIISD is the Designated Security Authority for industrial security matters in Canada.

Foreign government information and/or assets

If foreign information and/or assets are identified, this requirement will allow access to information and/or assets owned by a country other than Canada.

b) Release restrictions

If **Not Releasable** is selected, this indicates that the information and/or assets are for **Canadian Eyes Only (CEO)**. Only Canadian suppliers based in Canada can bid on this type of requirement. NOTE: If Canadian information and/or assets coexists with CEO information and/or assets, the CEO information and/or assets must be stamped **Canadian Eyes Only (CEO)**.

If **No Release Restrictions** is selected, this indicates that access to the information and/or assets are not subject to any restrictions.

If **ALL NATO countries** is selected, bidders for this requirement must be from NATO member countries only.

NOTE: There may be multiple release restrictions associated with a requirement depending on the nature of the work to be performed. In these instances, a security guide should be added to the SRCL clarifying these restrictions. The security guide is normally generated by the organization's project authority and/or security authority.

c) Level of information

Using the following chart, indicate the appropriate level of access to information/assets the supplier must have to perform the duties of the requirement.

PROTECTED	CLASSIFIED	NATO
PROTECTED A	CONFIDENTIAL	NATO UNCLASSIFIED
PROTECTED B	SECRET	NATO RESTRICTED
PROTECTED C	TOP SECRET	NATO CONFIDENTIAL
	TOP SECRET (SIGINT)	NATO SECRET
		COSMIC TOP SECRET

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

If Yes, the supplier personnel requiring access to COMSEC information or assets must receive a COMSEC briefing. The briefing will be given to the "holder" of the COMSEC information or assets. In the case of a "personnel assigned" type of contract, the customer department will give the briefing. When the supplier is required to receive and store COMSEC information or assets on the supplier's premises, the supplier's COMSEC Custodian will give the COMSEC briefings to the employees requiring access to COMSEC information or assets. If Yes, the Level of sensitivity must be indicated.

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

If Yes, the supplier must provide the Short Title of the material and the Document Number. Access to extremely sensitive INFOSEC information or assets will require that the supplier undergo a Foreign Ownership Control or Influence (FOCI) evaluation by CIISD.

PART B - PERSONNEL (SUPPLIER)

10. a) Personnel security screening level required

Identify the screening level required for access to the information/assets or client facility. More than one level may be identified depending on the nature of the work. Please note that Site Access screenings are granted for access to specific sites under prior arrangement with the Treasury Board of Canada Secretariat. A Site Access screening only applies to individuals, and it is not linked to any other screening level that may be granted to individuals or organizations.

RELIABILITY STATUS	CONFIDENTIAL	SECRET
TOP SECRET	TOP SECRET (SIGINT)	NATO CONFIDENTIAL
NATO SECRET	COSMIC TOP SECRET	SITE ACCESS

If multiple levels of screening are identified, a Security Classification Guide must be provided.

b) May unscreened personnel be used for portions of the work?

Indicating Yes means that portions of the work are not PROTECTED and/or CLASSIFIED and may be performed outside a secure environment by unscreened personnel. The following question must be answered if unscreened personnel will be used:

Will unscreened personnel be escorted?

If No, unscreened personnel may not be allowed access to sensitive work sites and must not have access to PROTECTED and/or CLASSIFIED information and/or assets.

If Yes, unscreened personnel must be escorted by an individual who is cleared to the required level of security in order to ensure there will be no access to PROTECTED and/or CLASSIFIED information and/or assets at the work site.

PART C - SAFEGUARDS (SUPPLIER)

11. INFORMATION / ASSETS

a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information and/or assets on its site or premises?

If Yes, specify the security level of the documents and/or equipment that the supplier will be required to safeguard at their own site or premises using the summary chart.

b) Will the supplier be required to safeguard COMSEC information or assets?

If Yes, specify the security level of COMSEC information or assets that the supplier will be required to safeguard at their own site or premises using the summary chart.

PRODUCTION

c) Will the production (manufacture, repair and/or modification) of PROTECTED and/or CLASSIFIED material and/or equipment occur at the supplier's site or premises?

Using the summary chart, specify the security level of material and/or equipment that the supplier manufactured, repaired and/or modified and will be required to safeguard at their own site or premises.

INFORMATION TECHNOLOGY (IT)

d) Will the supplier be required to use its IT systems to electronically process and/or produce or store PROTECTED and/or CLASSIFIED information and/or data?

If Yes, specify the security level in the summary chart. This block details the information and/or data that will be electronically processed or produced and stored on a computer system. The client department and/or organization will be required to specify the IT security requirements for this procurement in a separate technical document. The supplier must also direct their attention to the following document: Treasury Board of Canada Secretariat - Operational Security Standard: Management of Information Technology Security (MITS).

e) Will there be an electronic link between the supplier’s IT systems and the government department or agency?

If Yes, the supplier must have their IT system(s) approved. The Client Department must also provide the Connectivity Criteria detailing the conditions and the level of access for the electronic link (usually not higher than PROTECTED B level).

SUMMARY CHART

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.

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

PROTECTED	CLASSIFIED	NATO	COMSEC
PROTECTED A	CONFIDENTIAL	NATO RESTRICTED	PROTECTED A
PROTECTED B	SECRET	NATO CONFIDENTIAL	PROTECTED B
PROTECTED C	TOP SECRET	NATO SECRET	PROTECTED C
	TOP SECRET (SIGINT)	COSMIC TOP SECRET	CONFIDENTIAL
			SECRET
			TOP SECRET

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

If Yes, classify this form by annotating the top and bottom in the area entitled “Security Classification”.

b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

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).

PART D - AUTHORIZATION

13. Organization Project Authority

This block is to be completed and signed by the appropriate project authority within the client department or organization (e.g. the person responsible for this project or the person who has knowledge of the requirement at the client department or organization). This person may on occasion be contacted to clarify information on the form.

14. Organization Security Authority

This block is to be signed by the Departmental Security Officer (DSO) (or delegate) of the department identified in Block 1, or the security official of the prime contractor.

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

A Security Guide or Security Classification Guide is used in conjunction with the SRCL to identify additional security requirements which do not appear in the SRCL, and/or to offer clarification to specific areas of the SRCL.

16. Procurement Officer

This block is to be signed by the procurement officer acting as the contract or subcontract manager.

17. Contracting Security Authority

This block is to be signed by the Contract Security Official. Where PWGSC is the Contract Security Authority, Canadian and International Industrial Security Directorate (CIISD) will complete this block.

Instructions pour établir la Liste de vérification des exigences relatives à la sécurité (LVERS)

La feuille d'instructions devrait rester jointe au formulaire jusqu'à ce que la case 17 ait été remplie.

GÉNÉRALITÉS - TRAITEMENT DU PRÉSENT FORMULAIRE

Le responsable du projet doit faire remplir ce formulaire.

L'agent de sécurité de l'organisation doit revoir et approuver les exigences de sécurité qui figurent dans le formulaire, en collaboration avec le responsable du projet.

Le responsable de la sécurité des marchés est le responsable chargé de voir à ce que les fournisseurs se conforment aux exigences de sécurité mentionnées dans la LVERS.

Toutes les demandes d'achat ainsi que tous les appels d'offres et les documents contractuels subséquents, y compris les contrats de sous-traitance, qui comprennent des exigences relatives à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS doivent être accompagnés d'une LVERS dûment remplie.

Il importe d'indiquer si les renseignements ou les biens PROTÉGÉS sont de niveau A, B ou C, le cas échéant; cependant, certains types de renseignements peuvent être indiqués par la mention « PROTÉGÉ » seulement. Aucun renseignement relatif à un contrat gouvernemental PROTÉGÉ ou CLASSIFIÉ ne peut être divulgué par les fournisseurs sans l'approbation écrite préalable de la personne dont le nom figure à la case 17 de ce formulaire.

La classification assignée à un stade particulier du processus contractuel ne signifie pas que tout ce qui se rapporte à ce stade doit recevoir la même classification. Chaque article doit être PROTÉGÉ et/ou CLASSIFIÉ selon sa propre nature. Si un fournisseur ne sait pas quel niveau de classification assigner, il doit consulter la personne dont le nom figure à la case 17 de ce formulaire.

PARTIE A - INFORMATION CONTRACTUELLE

Numéro du contrat (au haut du formulaire)

Ce numéro doit être le même que celui utilisé sur la demande d'achat et services et devrait être celui utilisé dans la DDP ou dans le contrat. Il s'agit d'un numéro unique (c.-à-d. que le même numéro ne sera pas attribué à deux besoins distincts). Une nouvelle LVERS doit être utilisée pour chaque nouveau besoin ou demande (p. ex. un nouveau numéro de contrat, une nouvelle LVERS, de nouvelles signatures).

1. Ministère ou organisme gouvernemental d'origine

Inscrire le nom du ministère ou de l'organisme client ou le nom de l'entrepreneur principal pour qui les travaux sont effectués.

2. Direction générale ou Direction

Cette case peut servir à fournir plus de détails quant à la section du ministère ou de l'organisme pour qui les travaux sont effectués.

3. a) Numéro du contrat de sous-traitance

S'il y a lieu, ce numéro correspond au numéro généré par l'entrepreneur principal pour gérer le travail avec son sous-traitant.

b) Nom et adresse du sous-traitant

Indiquer le nom et l'adresse au complet du sous-traitant, s'il y a lieu.

4. Brève description du travail

Donner un bref aperçu du besoin ou du travail à exécuter.

5. a) Le fournisseur aura-t-il accès à des marchandises contrôlées?

La *Loi sur la production de défense* (LPD) définit « marchandises contrôlées » comme désignant certains biens énumérés dans la Liste des marchandises d'exportation contrôlée, un règlement établi en vertu de la *Loi sur les licences d'exportation et d'importation* (LLEI). Les fournisseurs qui examinent, possèdent ou transfèrent des marchandises contrôlées à l'intérieur du Canada doivent s'inscrire à la Direction des marchandises contrôlées ou être exemptés de l'inscription. On trouvera plus d'information à l'adresse www.cgp.gc.ca.

b) 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?

L'entrepreneur et tout sous-traitant doivent être accrédités en vertu du Programme mixte d'agrément Etats-Unis / Canada si le travail comporte l'accès à des données militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques. On trouvera plus d'information à l'adresse www.dlis.dla.mil/jcp/.

6. Indiquer le type d'accès requis

Indiquer la nature du travail à exécuter pour répondre à ce besoin. L'utilisateur doit choisir un des types suivants :

a) Le fournisseur et ses employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?

Le fournisseur choisit cette option s'il doit avoir accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS pour accomplir le travail requis.

b) 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.

Le fournisseur choisit cette option seulement s'il doit avoir accès régulièrement aux locaux du gouvernement ou à un lieu de travail protégé. Le fournisseur n'aura pas accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS en vertu de cette option.

c) S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?

Le fournisseur choisit cette option s'il y a nécessité de recourir à un service de messagerie ou de livraison commerciale. Le fournisseur ne sera pas autorisé à garder un colis pendant la nuit. Le colis doit être retourné s'il ne peut pas être livré.

7. Type d'information / Restrictions relatives à la diffusion / Niveau d'information

Indiquer le ou les types d'information auxquels le fournisseur peut devoir avoir accès, énumérer toutes les restrictions possibles relatives à la diffusion, et, s'il y a lieu, indiquer le ou les niveaux d'information. L'utilisateur peut faire plusieurs choix selon la nature du travail à exécuter.

Les ministères doivent soumettre la LVERS à TPSGC lorsque:

- les marchés prévoient l'accès aux renseignements et aux biens de nature PROTÉGÉS et/ou CLASSIFIÉS étrangers ;
- les marchés prévoient aux entrepreneurs étrangers l'accès aux renseignements et aux biens de nature PROTÉGÉS et/ou CLASSIFIÉS canadiens; ou
- les marchés prévoient aux entrepreneurs étrangers ou canadiens l'accès aux renseignements et aux biens de nature PROTÉGÉS et/ou CLASSIFIÉS tels que définis dans les documents intitulés Moyens INFOSEC détermination et Divulgateion de INFOSEC.

a) Indiquer le type d'information auquel le fournisseur devra avoir accès

Renseignements et/ou biens du gouvernement canadien

Si des renseignements et/ou des biens canadiens sont indiqués, le fournisseur aura accès à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS appartenant au gouvernement canadien.

Renseignements et/ou biens de l'OTAN

Si des renseignements et/ou des biens de l'OTAN sont indiqués, cela signifie que, dans le cadre de ce besoin, le fournisseur aura accès à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS appartenant à des gouvernements membres de l'OTAN. Les renseignements et/ou les biens de l'OTAN sont élaborés par des pays de l'OTAN ou leur appartiennent et ne doivent être divulgués à aucun pays qui n'est pas un pays membre de l'OTAN. Les personnes qui manient des renseignements et/ou des biens de l'OTAN doivent détenir une autorisation de sécurité de l'OTAN et avoir besoin de savoir.

Les contrats comportant des renseignements CLASSIFIÉS de l'OTAN doivent être attribués par TPSGC. La DSICI de TPSGC est le responsable de la sécurité désigné relativement aux questions de sécurité industrielle au Canada.

Renseignements et/ou biens de gouvernements étrangers

Si des renseignements et/ou des biens de gouvernements étrangers sont indiqués, ce besoin permettra l'accès à des renseignements et/ou à des biens appartenant à un pays autre que le Canada.

b) Restrictions relatives à la diffusion

Si **À ne pas diffuser** est choisi, cela indique que les renseignements et/ou les biens sont **réservés aux Canadiens**. Seuls des fournisseurs canadiens installés au Canada peuvent soumissionner ce genre de besoin. NOTA : Si des renseignements et/ou des biens du gouvernement canadien coexistent avec des renseignements et/ou des biens réservés aux Canadiens, ceux-ci doivent porter la mention **Réservé aux Canadiens**.

Si **Aucune restriction relative à la diffusion** est choisi, cela indique que l'accès aux renseignements et/ou aux biens n'est assujéti à aucune restriction.

Si **Tous les pays de l'OTAN** est choisi, les soumissionnaires doivent appartenir à un pays membre de l'OTAN.

NOTA : Il peut y avoir plus d'une restriction s'appliquant à une demande, selon la nature des travaux à exécuter. Pour ce genre de contrat, un guide de sécurité doit être joint à la LVERS afin de clarifier les restrictions. Ce guide est généralement préparé par le chargé de projet et/ou le responsable de la sécurité de l'organisme.

c) Niveau d'information

À l'aide du tableau ci-dessous, indiquer le niveau approprié d'accès aux renseignements et/ou aux biens que le fournisseur doit avoir pour accomplir les travaux requis.

PROTÉGÉ	CLASSIFIÉ	NATO
PROTÉGÉ A	CONFIDENTIEL	NATO NON CLASSIFIÉ
PROTÉGÉ B	SECRET	NATO DIFFUSION RESTREINTE
PROTÉGÉ C	TRÈS SECRET	NATO CONFIDENTIEL
	TRÈS SECRET (SIGINT)	NATO SECRET
		COSMIC TRÈS SECRET

8. Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

Si la réponse est Oui, les membres du personnel du fournisseur qui doivent avoir accès à des renseignements ou à des biens COMSEC doivent participer à une séance d'information COMSEC. Cette séance sera donnée au « détenteur autorisé » des renseignements ou des biens COMSEC. Dans le cas des contrats du type « personnel affecté », cette séance sera donnée par le ministère client. Lorsque le fournisseur doit recevoir et conserver, dans ses locaux, des renseignements ou des biens COMSEC, le responsable de la garde des renseignements ou des biens COMSEC de l'entreprise donnera la séance d'information COMSEC aux membres du personnel qui doivent avoir accès à des renseignements ou à des biens COMSEC.

9. Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Si la réponse est Oui, le fournisseur doit indiquer le titre abrégé du document, le numéro du document et le niveau de sensibilité. L'accès à des renseignements ou à des biens extrêmement délicats INFOSEC exigera que le fournisseur fasse l'objet d'une vérification Participation, contrôle et influence étrangers (PCIE) effectuée par la DSICI.

PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Niveau de contrôle de la sécurité du personnel requis

Indiquer le niveau d'autorisation de sécurité que le personnel doit détenir pour avoir accès aux renseignements, aux biens ou au site du client. Selon la nature du travail, il peut y avoir plus d'un niveau de sécurité. Veuillez noter que des cotes de sécurité sont accordées pour l'accès à des sites particuliers, selon des dispositions antérieures prises auprès du Secrétariat du Conseil du Trésor du Canada. La cote de sécurité donnant accès à un site s'applique uniquement aux personnes et n'est liée à aucune autre autorisation de sécurité accordée à des personnes ou à des organismes.

COTE DE FIABILITÉ	CONFIDENTIEL	SECRET
TRÈS SECRET	TRÈS SECRET (SIGINT)	NATO CONFIDENTIEL
NATO SECRET	COSMIC TRÈS SECRET	ACCÈS AUX EMBLEMES

Si plusieurs niveaux d'autorisation de sécurité sont indiqués, un guide de classification de sécurité doit être fourni.

b) Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

Si la réponse est Oui, cela veut dire que certaines tâches ne sont pas PROTÉGÉES et/ou CLASSIFIÉES et peuvent être exécutées à l'extérieur d'un environnement sécurisé par du personnel n'ayant pas d'autorisation de sécurité. Il faut répondre à la question suivante si l'on a recours à du personnel n'ayant pas d'autorisation de sécurité :

Le personnel n'ayant pas d'autorisation de sécurité sera-t-il escorté?

Si la réponse est Non, le personnel n'ayant pas d'autorisation de sécurité ne pourra pas avoir accès à des lieux de travail dont l'accès est réglementé ni à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS.

Si la réponse est Oui, le personnel n'ayant pas d'autorisation de sécurité devra être escorté par une personne détenant la cote de sécurité requise, pour faire en sorte que le personnel en question n'ait pas accès à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS sur les lieux de travail.

PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

11. RENSEIGNEMENTS / BIENS :

a) Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

Si la réponse est Oui, préciser, à l'aide du tableau récapitulatif, le niveau de sécurité des documents ou de l'équipement que le fournisseur devra protéger dans ses installations.

b) Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

Si la réponse est Oui, préciser, à l'aide du tableau récapitulatif, le niveau de sécurité des renseignements ou des biens COMSEC que le fournisseur devra protéger dans ses installations.

PRODUCTION

c) Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

Préciser, à l'aide du tableau récapitulatif, le niveau de sécurité du matériel que le fournisseur fabriquera, réparera et/ou modifiera et devra protéger dans ses installations.

TECHNOLOGIE DE L'INFORMATION (TI)

d) 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?

Si la réponse est Oui, préciser le niveau de sécurité à l'aide du tableau récapitulatif. Cette case porte sur les renseignements qui seront traités ou produits électroniquement et stockés dans un système informatique. Le ministère/organisme client devra préciser les exigences en matière de sécurité de la TI relativement à cet achat dans un document technique distinct. Le fournisseur devra également consulter le document suivant : Secrétariat du Conseil du Trésor du Canada – Norme opérationnelle de sécurité : Gestion de la sécurité des technologies de l'information (GSTI).

e) Y aura-t-il un lien électronique entre les systèmes informatiques du fournisseur et celui du ministère ou de l'agence gouvernementale?

Si la réponse est Oui, le fournisseur doit faire approuver ses systèmes informatiques. Le ministère client doit aussi fournir les critères de connectivité qui décrivent en détail les conditions et le niveau de sécurité relativement au lien électronique (habituellement pas plus haut que le niveau PROTÉGÉ B).

TABLEAU RÉCAPITULATIF

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.

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.

PROTÉGÉ	CLASSIFIÉ	NATO	COMSEC
PROTÉGÉ A	CONFIDENTIEL	NATO DIFFUSION RESTREINTE	PROTÉGÉ A
PROTÉGÉ B	SECRET	NATO CONFIDENTIEL	PROTÉGÉ B
PROTÉGÉ C	TRÈS SECRET	NATO SECRET	PROTÉGÉ C
	TRÈS SECRET (SIGINT)	COSMIC TRÈS SECRET	CONFIDENTIEL
			SECRET
			TRÈS SECRET

12. a) La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

Si la réponse est Oui, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de

sécurité » au haut et au bas du formulaire.

b) La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

Si la réponse est Oui, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

PARTIE D - AUTORISATION

13. Chargé de projet de l'organisme

Cette case doit être remplie et signée par le chargé de projet pertinent (c.-à-d. la personne qui est responsable de ce projet ou qui connaît le besoin au ministère ou à l'organisme client. On peut, à l'occasion, communiquer avec cette personne pour clarifier des renseignements figurant sur le formulaire.

14. Responsable de la sécurité de l'organisme

Cette case doit être signée par l'agent de la sécurité du ministère (ASM) du ministère indiqué à la case 1 ou par son remplaçant ou par le responsable de la sécurité du fournisseur.

15. Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

Un Guide de sécurité ou un Guide de classification de sécurité sont utilisés de concert avec la LVERS pour faire part d'exigences supplémentaires en matière de sécurité qui n'apparaissent pas dans la LVERS et/ou pour éclaircir certaines parties de la LVERS.

16. Agent d'approvisionnement

Cette case doit être signée par l'agent des achats qui fait fonction de gestionnaire du contrat ou du contrat de sous-traitance.

17. Autorité contractante en matière de sécurité

Cette case doit être signée par l'agent de la sécurité du marché. Lorsque TPSGC est le responsable de la sécurité du marché, la Direction de la sécurité industrielle canadienne et internationale (DSIC) doit remplir cette case.

Solicitation No. - N° de l'invitation
01B46-24-009
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
24-009

Buyer ID - Id de l'acheteur
Claudia Lauzier
CCC No./N° CCC - FMS No./N° VME

ANNEX "E"

INTEGRITY PROVISIONS

INTEGRITY PROVISION

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

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](#), must submit a list of names prior to award of a contract. Bidders must provide the information requested below.

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

Organizational Structure: <input type="checkbox"/> Corporate Entity <input type="checkbox"/> Privately Owned Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership
--

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: _____