

Appendix B

MANDATORY CRITERIA

1.11	Attend the bidders meeting, Project Authority will have an attendance form which MUST be signed by the bidder's representative.	Must provide proof
1.12	Must provide a current Letter of Good Standing from the Workers Compensation Board of Manitoba or any other province.	Must provide proof
1.13	Provide at least 2 references for projects of a similar scope to the NRC Brookside site within the last 5 years, or the 2 largest projects undertaken in the last 5 years. The current contractor may use the NRC Brookside as 1 of the projects.	Must provide proof
1.14	The contractor must provide previous inspection reports for 2 contracts similar to the NRC Brookside site, or the 2 largest projects undertaken in the last 5 years.	Must provide proof
1.15	Submit a list of supplies with at least 80% eco-friendly	Must provide proof

COMPLIANCE MATRIX

Contractor **MUST** indicate if they **MEET or AGREE (YES)** or **DO NOT MEET or AGREE (NO)** with each item in the Compliance Matrix and provide details and documentation as part of their bid submission, if required. If a contractor indicates "NO" their submission will be considered non-compliant.

Number	Mandatory Criteria	YES/ NO
1.1	Subcontracting is not permitted. Bidders must clearly demonstrate that sub-contractors will not be used to deliver these services.	
1.2	Must provide and maintain, during the term of the contract, Comprehensive General Liability insurance in an amount of \$2,000,000.00 CAD. Copy of the policy provided.	
1.3	All cleaning and disinfecting products must be used based on the manufacturer's recommendations.	
1.4	The contractor must supply all detergents, cleaning materials, sealers, waxes etc.	
1.5	The Contractor must supply all tissue and paper towels, dish soap, hand soap, urinal deodorant cakes, waste receptacle bags, as well as sanitizing products.	
1.6	Provide a list of disinfection or sanitization training documents for all employees working at site	

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1.7	If a pandemic, viral outbreak or other event occurs where there is an overall reduction in staff on site for an extended period of time, (one week or longer) the contractor will defer their typical daily duties related to office cleaning etc, and will shift to other cleaning and disinfecting as needed. The contractor's deferred hours will be used towards disinfecting or other cleaning. If the disinfection or other cleaning hours exceed the deferred hours, the contractor will be paid hourly if any extra time is spent.	
1.8	Provide a list of current WHMIS training documents for all employees and contractor shall ensure WHMIS training is up to date for all workers on site for the duration of the contract. (Every 3 years).	
1.9	The contractor will respond to emails and voicemails within 24 hours and will respond to urgent emails and voicemails within 12 hours.	
1.10	The contractor will perform regular inspections, frequency to be determined (based on performance) by NRC's representative, but at a minimum once per month and record the results on their inspection form. Completed forms shall be submitted to the NRC's representative at the end of each month with the contractor's invoice.	
1.11	The contractor must notify NRC's representative when each major operation listed in the approved Schedule of Operations has been completed. NRC will perform periodic checks and inspections with the contractor once per month, not to exceed 1 hour.	
1.12	If a checklist is required for cleaning or disinfecting operations in washrooms, kitchens, etc. The contractor shall initial on each completed task after the operation has been performed.	
1.13	For areas that are listed in Appendix "A" on a "Not in Contract Requests", these areas will be paid on a time and material basis and are not part of the base price in the contract.	
1.14	The contractor and all their workers shall adhere to all SAFE Work Manitoba, and Occupational Health and Safety Regulations.	
1.15	All accidents or injuries occurring on site must be reported to the Site operations manager.	
1.16	All employees on site & company contacts for the site must understand and speak fluent English.	