



High Complexity Bid Solicitation and Resulting Contract Template (HC)

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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 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Task Authorization Form and any other annexes.

1.2 Summary

The National Microbiology Laboratory Branch (NMLB) has a requirement for the services of experienced technicians for the provision of interior and exterior window washing, and other surrounding areas. The work is to be performed at the following locations.

Canadian Science Centre for Human and Animal Health (CSCHAH) (2 facilities)

- 1015 Arlington Street, Winnipeg, MB R3E 3P6
- 820 Elgin Avenue, Winnipeg, MB R3E 3M2

and

JC Wilt Infectious Diseases Research Centre (JCWIDRC)

- 745 Logan Avenue, Winnipeg, MB R3E 3L5

The initial contract period is from September 1, 2023 to August 31, 2026, with two additional option years.

Some of the work will be on “an as and when needed” basis and will be called upon using Task Authorizations.

There is a mandatory site visit associated with this requirement. Consult Part 2 – Bidder Instructions, for additional information.

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](#) (2022-03-29) 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: 90 days

2.2 Submission of Bids

Bids must be submitted only to montana.myers@hc-sc.gc.ca by the date, time and place indicated in the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile 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;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.



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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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



2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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.

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 Manitoba.

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 Canadian Science Centre for Human and Animal Health (CSCHAH)*, 1015 Arlington Street, Winnipeg, Manitoba, Canada on Tuesday, June 6, 2023. The site visit will begin at 09:00 CST, inside the main entrance.

Bidders must communicate with the Contracting Authority no later than Friday, June 2, 2023, 14:00 EDT 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

Due to the nature of the bid solicitation, bids transmitted by CPC Connect service and by facsimile will not be accepted.

Canada requests that bidders provide their bid in separate sections as follows:

Section I: Technical Bid – one electronic copy by email;
Section II: Financial Bid – one electronic copy by email;
Section III: Certifications – one electronic copy by email.

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

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

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

Bidders must submit their financial bid in accordance with Attachment 1 to Part 3.

Section III: Certifications

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



ATTACHMENT 1 to PART 3 – PRICING SCHEDULE

Pricing Schedule 1: Scheduled Services

Firm all-inclusive rates for Scheduled Services.

The Firm Lot Prices do not include GST. GST will be added as a separate line item to any invoice issued as a result of a contract.

The quoted prices include all labour, material, tools, equipment, equipment rentals, protective material to protect grass and landscaping, profit, overhead, transportation costs and supervision required to do the Work. No other charges will be allowed. No rental charges shall be paid for tools or equipment incidental to the trade.

Contract Year 1: September 1, 2023 to August 31, 2024		
Scheduled Services	Unit of Issue	Firm Lot Price
Spring Cleaning; In accordance with Annex "A" Statement of Work To be scheduled to begin no later than May 15 and to be completed no later than July 15 each year		
Location – 1015 Arlington Street	LOT	\$
Location – 820 Elgin Ave.	LOT	\$
Location – 745 Logan Ave.	LOT	\$
Fall Cleaning; In accordance with Annex "A" Statement of Work To be scheduled to begin no later than October 10 and to be completed no later than October 31 each year		
Location – 1015 Arlington Street	LOT	\$
Location – 820 Elgin Ave.	LOT	\$
Location – 745 Logan Ave.	LOT	\$
Interior ramp and T and C Block banisters – 1015 Arlington; In accordance with Annex "A" Statement of Work To be scheduled during <i>Off Season' (late Fall-Winter)</i> each year	LOT	\$
(A) Subtotal (excluding GST/HST)		
Estimated applicable taxes		
TOTAL		
Contract Year 2: September 1, 2024 to August 31, 2025		
Scheduled Services	Unit of Issue	Firm Lot Price



Spring Cleaning;		
In accordance with Annex "A" Statement of Work		
To be scheduled to begin no later than May 15 and to be completed no later than July 15 each year		
Location – 1015 Arlington Street	LOT	\$
Location – 820 Elgin Ave.	LOT	\$
Location – 745 Logan Ave.	LOT	\$
Fall Cleaning;		
In accordance with Annex "A" Statement of Work		
To be scheduled to begin no later than October 10 and to be completed no later than October 31 each year		
Location – 1015 Arlington Street	LOT	\$
Location – 820 Elgin Ave.	LOT	\$
Location – 745 Logan Ave.	LOT	\$
Interior ramp and T and C Block banisters – 1015 Arlington;		
In accordance with Annex "A" Statement of Work	LOT	\$
To be scheduled during <i>Off Season' (late Fall-Winter)</i> each year		
(B) Subtotal (excluding GST/HST)		
Estimated applicable taxes		
TOTAL		

Contract Year 3: September 1, 2025 to August 31, 2026		
Scheduled Services	Unit of Issue	Firm Lot Price
Spring Cleaning;		
In accordance with Annex "A" Statement of Work		
To be scheduled to begin no later than May 15 and to be completed no later than July 15 each year		
Location – 1015 Arlington Street	LOT	\$
Location – 820 Elgin Ave.	LOT	\$
Location – 745 Logan Ave.	LOT	\$
Fall Cleaning;		
In accordance with Annex "A" Statement of Work		
To be scheduled to begin no later than October 10 and to be completed no later than October 31 each year		
Location – 1015 Arlington Street	LOT	\$
Location – 820 Elgin Ave.	LOT	\$
Location – 745 Logan Ave.	LOT	\$



Interior ramp and T and C Block banisters – 1015 Arlington; In accordance with Annex “A” Statement of Work To be scheduled during <i>Off Season’ (late Fall-Winter)</i> each year	LOT	\$
(C) Subtotal (excluding GST/HST)		
Estimated applicable taxes		
TOTAL		

Option Year 1: September 1, 2026 to August 31, 2027		
Scheduled Services	Unit of Issue	Firm Lot Price
Spring Cleaning; In accordance with Annex “A” Statement of Work To be scheduled to begin no later than May 15 and to be completed no later than July 15 each year		
Location – 1015 Arlington Street	LOT	\$
Location – 820 Elgin Ave.	LOT	\$
Location – 745 Logan Ave.	LOT	\$
Fall Cleaning; In accordance with Annex “A” Statement of Work To be scheduled to begin no later than October 10 and to be completed no later than October 31 each year		
Location – 1015 Arlington Street	LOT	\$
Location – 820 Elgin Ave.	LOT	\$
Location – 745 Logan Ave.	LOT	\$
Interior ramp and T and C Block banisters – 1015 Arlington; In accordance with Annex “A” Statement of Work To be scheduled during <i>Off Season’ (late Fall-Winter)</i> each year	LOT	\$
(D) Subtotal (excluding GST/HST)		
Estimated applicable taxes		
TOTAL		

Option Year 2: September 1, 2027 to August 31, 2028		
Scheduled Services	Unit of Issue	Firm Lot Price
Spring Cleaning; In accordance with Annex “A” Statement of Work To be scheduled to begin no later than May 15 and to be completed no later than July 15 each year		



Location – 1015 Arlington Street	LOT	\$
Location – 820 Elgin Ave.	LOT	\$
Location – 745 Logan Ave.	LOT	\$
Fall Cleaning; In accordance with Annex “A” Statement of Work To be scheduled to begin no later than October 10 and to be completed no later than October 31 each year		
Location – 1015 Arlington Street	LOT	\$
Location – 820 Elgin Ave.	LOT	\$
Location – 745 Logan Ave.	LOT	\$
Interior ramp and T and C Block banisters – 1015 Arlington; In accordance with Annex “A” Statement of Work To be scheduled during <u>Off Season’ (late Fall-Winter)</u> each year	LOT	\$
(E) Subtotal (excluding GST/HST)		
Estimated applicable taxes		
TOTAL		

Pricing Schedule 2: As and When Requested Services

Regular Hours: Monday to Friday 07:00-17:00

Outside Regular Hours: Monday to Friday after 17:00, Saturdays & Sundays

Peak Season: approximately early April through to mid-late October

Off-Season: approximately late October, early November – early April

Contract Year 1: September 1, 2023 to August 31, 2024				
As and When Requested Services	Unit of Issue	Estimated Quantity (hours)	Firm Unit Price (per Hour)	Extended Unit Total
Tyndall Cleaning (for cleaning not included in the scheduled work referred to under Scheduled Services)				
Regular Hours	Hour	100	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Interior Window Cleaning; <u>During Peak Season (late Spring-Summer)</u>				
Regular Hours	Hour	20	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Interior Window Cleaning; <u>During Off-Season (Late Fall-Winter)</u>				
Regular Hours	Hour	100	\$	\$



Outside Regular Hours	Hour	10		
Exterior Window Cleaning;				
Regular Hours	Hour	40	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Miscellaneous (as per Annex "A" Statement of Work section 3.7); <i>During 'Peak Season' (late Spring-Summer)</i>				
Regular Hours	Hour	20	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Miscellaneous (as per Annex "A" Statement of Work section 3.7); <i>During 'Off Season' (late Fall-Winter)</i>				
Regular Hours	Hour	100	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Materials				
Materials: Materials must be charged at the Contractor's laid-down cost, plus a mark-up of _____ % not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid receipts included with the invoice submitted to NMLB.		\$	Estimated Quantity \$1000.00	\$
The cost of subcontract work including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors				
(F) Subtotal (excluding GST/HST)				
Estimated applicable taxes				
TOTAL				

Contract Year 2: September 1, 2024 to August 31, 2025				
As and When Requested Services	Unit of Issue	Estimated Quantity (hours)	Firm Unit Price (per Hour)	Extended Unit Total
Tyndall Cleaning (for cleaning not included in the scheduled work referred to under Scheduled Services)				
Regular Hours	Hour	100	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Interior Window Cleaning; <i>During Peak Season (late Spring-Summer)</i>				
Regular Hours	Hour	20	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Interior Window Cleaning; <i>During Off-Season (Late Fall-Winter)</i>				



Regular Hours	Hour	100	\$	\$	
Outside Regular Hours	Hour	10			
Exterior Window Cleaning;					
Regular Hours	Hour	40	\$	\$	
Outside Regular Hours	Hour	10	\$	\$	
Miscellaneous (as per Annex "A" Statement of Work section 3.7); <i>During 'Peak Season' (late Spring-Summer)</i>					
Regular Hours	Hour	20	\$	\$	
Outside Regular Hours	Hour	10	\$	\$	
Miscellaneous (as per Annex "A" Statement of Work section 3.7); <i>During 'Off Season' (late Fall-Winter)</i>					
Regular Hours	Hour	100	\$	\$	
Outside Regular Hours	Hour	10	\$	\$	
Materials					
Materials: Materials must be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid receipts included with the invoice submitted to NMLB.		\$	Estimated Quantity \$1000.00	\$	\$
The cost of subcontract work including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors					
(G) Subtotal (excluding GST/HST)					
Estimated applicable taxes					
TOTAL					

Contract Year 3: September 1, 2026 to August 31, 2026				
As and When Requested Services	Unit of Issue	Estimated Quantity (hours)	Firm Unit Price (per Hour)	Extended Unit Total
Tyndall Cleaning (for cleaning not included in the scheduled work referred to under Scheduled Services)				
Regular Hours	Hour	100	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Interior Window Cleaning; <i>During Peak Season (late Spring-Summer)</i>				
Regular Hours	Hour	20	\$	\$
Outside Regular Hours	Hour	10	\$	\$



Interior Window Cleaning; <i>During Off-Season (Late Fall-Winter)</i>					
Regular Hours	Hour	100	\$	\$	
Outside Regular Hours	Hour	10			
Exterior Window Cleaning;					
Regular Hours	Hour	40	\$	\$	
Outside Regular Hours	Hour	10	\$	\$	
Miscellaneous (as per Annex "A" Statement of Work section 3.7); <i>During 'Peak Season' (late Spring-Summer)</i>					
Regular Hours	Hour	20	\$	\$	
Outside Regular Hours	Hour	10	\$	\$	
Miscellaneous (as per Annex "A" Statement of Work section 3.7); <i>During 'Off Season' (late Fall-Winter)</i>					
Regular Hours	Hour	100	\$	\$	
Outside Regular Hours	Hour	10	\$	\$	
Materials					
Materials: Materials must be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid receipts included with the invoice submitted to NMLB.		\$	Estimated Quantity \$1000.00	\$	\$
The cost of subcontract work including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors					
(H) Subtotal (excluding GST/HST)					
Estimated applicable taxes					
TOTAL					

Option Year 1: September 1, 2026 to August 31, 2027				
As and When Requested Services	Unit of Issue	Estimated Quantity (hours)	Firm Unit Price (per Hour)	Extended Unit Total
Tyndall Cleaning (for cleaning not included in the scheduled work referred to under Scheduled Services)				
Regular Hours	Hour	100	\$	\$
Outside Regular Hours	Hour	10	\$	\$



Interior Window Cleaning; <i>During Peak Season (late Spring-Summer)</i>					
Regular Hours	Hour	20	\$	\$	
Outside Regular Hours	Hour	10	\$	\$	
Interior Window Cleaning; <i>During Off-Season (Late Fall-Winter)</i>					
Regular Hours	Hour	100	\$	\$	
Outside Regular Hours	Hour	10			
Exterior Window Cleaning;					
Regular Hours	Hour	40	\$	\$	
Outside Regular Hours	Hour	10	\$	\$	
Miscellaneous (as per Annex "A" Statement of Work section 3.7); <i>During 'Peak Season' (late Spring-Summer)</i>					
Regular Hours	Hour	20	\$	\$	
Outside Regular Hours	Hour	10	\$	\$	
Miscellaneous (as per Annex "A" Statement of Work section 3.7); <i>During 'Off Season' (late Fall-Winter)</i>					
Regular Hours	Hour	100	\$	\$	
Outside Regular Hours	Hour	10	\$	\$	
Materials					
Materials: Materials must be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid receipts included with the invoice submitted to NMLB.		\$	Estimated Quantity \$1000.00	\$	\$
The cost of subcontract work including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors					
(I) Subtotal (excluding GST/HST)					
Estimated applicable taxes					
TOTAL					

Option Year 2: September 1, 2027 to August 31, 2028				
As and When Requested Services	Unit of Issue	Estimated Quantity (hours)	Firm Unit Price (per Hour)	Extended Unit Total



Tyndall Cleaning (for cleaning not included in the scheduled work referred to under Scheduled Services)				
Regular Hours	Hour	100	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Interior Window Cleaning; <i>During Peak Season (late Spring-Summer)</i>				
Regular Hours	Hour	20	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Interior Window Cleaning; <i>During Off-Season (Late Fall-Winter)</i>				
Regular Hours	Hour	100	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Exterior Window Cleaning;				
Regular Hours	Hour	40	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Miscellaneous (as per Annex "A" Statement of Work section 3.7); <i>During 'Peak Season' (late Spring-Summer)</i>				
Regular Hours	Hour	20	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Miscellaneous (as per Annex "A" Statement of Work section 3.7); <i>During 'Off Season' (late Fall-Winter)</i>				
Regular Hours	Hour	100	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Materials				
Materials: Materials must be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid receipts included with the invoice submitted to NMLB.	\$	Estimated Quantity \$1000.00	\$	\$
The cost of subcontract work including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors				
(J) Subtotal (excluding GST/HST)				
Estimated applicable taxes				
TOTAL				

Total Evaluated Price:



**SUBTOTAL (A) + SUBTOTAL (B) + SUBTOTAL (C) + SUBTOTAL (D) +SUBTOTAL
(F) + SUBTOTAL (E) + SUBTOTAL (G) +SUBTOTAL (H) + SUBTOTAL (I) +
SUBTOTAL (J) = \$_____**



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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

ATTENTION BIDDERS:			
Write beside each of the criterion the relevant page number(s) from your bid which addresses the requirement identified in the criteria.			
#	Mandatory Technical Criteria (MT)	Met (Yes/No)	Cross-Reference to bid (indicate page #)
MT1	<p>Personnel The Bidder must provide a signed attestation that they have the required personnel to fulfill the requirements stated in Annex A: Statement of Work section 2.4.</p>		
MT2	<p>Corporate Experience The bidder must demonstrate by providing two (2) project/job descriptions completed within the last three (3) years, each lasting for at least six (6) consecutive months, that they have experience providing window cleaning services or similar scope* to the current requirement. * The previous experience scope of work must be similar in nature as described in the statement of work.</p> <p>The Bidder must provide the information required for items 1-4 for two (2) projects/jobs:</p> <ol style="list-style-type: none"> 1) The name and location of the organization for whom service was provided; 2) The start and end dates of the project/job; 3) A short description of facility type/function and the services provided; 4) Contact information (name, telephone number and/or email address) for the client. <p>Canada reserves the right to contact references to validate experience.</p>		



4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria



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.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.1.2 Task Authorization

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

6.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex C.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within two (2) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$10,000.00. Applicable Taxes included, inclusive of any revisions.

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

6.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

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

6.2 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.



6.2.1 General Conditions

2035 (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.2.2 Supplemental General Conditions

6.2.2.1 On-site Maintenance

The Contractor must perform on-site maintenance and related services with respect to Canada-owned equipment and components located at the site(s) identified in the contract.

6.3 Security Requirements

Unscreened contractors must be escorted:

1. Unscreened contractors must be escorted by an employee or Commissionaire at all times when visiting Government of Canada facilities.
2. Information which is to be used in the development of the contracted product, as reference material or otherwise made available to the contractor must be unclassified material and considered to be releasable to the public by Health Canada/Public Health Agency of Canada and/or The Government of Canada.
3. No Protected or Classified information is to be made available to the contractor, used in the production of the contracted product, or produced as a result of this contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from September 1, 2023 to August 31, 2026 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Montana Myers

Title: Procurement and Contracting Officer

Organization: Health Canada

E-mail address: montana.myers@hc-sc.gc.ca



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

6.5.2 Project Authority (to be inserted 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.

6.5.3 Contractor's Representative (to be inserted at contract award)

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

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment – Scheduled Services

For the Work described in Pricing Schedule 1 of the Basis of Payment in Annex B :

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price, for a cost of \$ _____ (insert the amount at contract award). Customs duties are excluded and Applicable Taxes are extra.

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



6.7.2 Basis of Payment – Task Authorizations

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

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

6.7.2.1 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$_____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- when it is 75 percent committed, or
- four (4) months before the contract expiry date, or
- as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

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

6.7.3 Method of Payment

6.7.3.1 Scheduled Services – Milestone Payments

SACC Manual Clause [H3010C](#) (2016-01-28) – Milestone Payments - Not subject to holdback

6.7.3.2 Task Authorizations – Single Payment

SACC Manual Clause [H1000C](#) (2008-05-12) – Single Payment

6.8 Invoicing Instructions

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

Each invoice must be supported by:

a. a copy of the release document and any other documents as specified in the Contract.

2. Invoices must be distributed as follows:

a. One (1) electronic copy must be forwarded to the Project Authority and to p2p.invoicesfactures@hc-sc.gc.ca for certification and payment.



6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions, [B9025C](#) (2008-12-12) On-Site Maintenance;
- (c) [2035](#) (2022-12-01), General Conditions - Higher Complexity – Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated _____, (insert date of bid).

6.12 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement

6.13 Dispute Resolution

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



ANNEX A - STATEMENT OF WORK

1. Scope of Work

1.1. Title

Interior and exterior window washing

1.2. Objectives of the Requirement

The Canadian Science Centre for Human and Animal Health (CSCHAH), the JC Wilt Infectious Diseases Research Centre (JCWIDRC) and the Medical Countermeasures (MCM) facility have a requirement for the services of experienced technicians for the provision of interior and exterior window washing, and other surrounding areas as detailed herein.

The Scope of Work detailed herein includes, but shall not be limited to, the provision, by the Contractor, of all labour, supervision, material and equipment necessary to complete the work and provide the services as detailed herein.

The Contractor must supply all labour, tools, equipment, products and materials required to carry out the work as described within the present document, unless stated otherwise. All work must be done according to applicable laws, codes and/or regulations.

1.3. Background

Canada's National Microbiology Laboratory Branch (NMLB) is known around the world for its scientific excellence. The NMLB works with public health partners in Canada and abroad to prevent the spread of infectious diseases. The NMLB has multiple sites across Canada.

The Canadian Science Centre for Human and Animal Health (CSCHAH) is unique in both Canada and the world. CSCHAH is recognized as a leading-edge facility in an elite group of centres around the world equipped with laboratories ranging from biosafety level 2 to level 4 designed to accommodate the most basic to the most deadly infectious organisms. It is the first high-containment laboratory in the world where both animal and human disease research are conducted within the same facility.

The JC Wilt Infectious Diseases Research Centre (JCWIDRC) is one of few laboratories in North America to receive LEED® Canada Gold, the second highest status for leadership in Energy and Environmental Design. LEED® is a rating system that is recognized as the international mark of excellence for green building in over 132 countries. The JCWIDRC, which serves as a hub for HIV research and diagnostics in Canada.

1.4. Location of Work, Work Site and Delivery Point

The Work will be performed at the Canadian Science Centre for Human and Animal Health (CSCHAH) located at 1015 Arlington Street and 820 Elgin Avenue, the JC Wilt Infectious Diseases Research Centre (JWIDRC) located at 745 Logan Avenue, Winnipeg, Manitoba, Canada.

2. Requirements

2.1. Tasks, Activities, Deliverables and Milestones



- 2.1.1. The Scope of Work detailed herein includes, but shall not be limited to the provision, by the Contractor, of all labour, supervision, material and equipment necessary to complete the work and provide the services as detailed herein.
- 2.1.2. The Contractor must provide certified and skilled technicians to provide window and building cleaning services.
- 2.1.3. The Contractor must provide services on a scheduled and "as and when requested" basis where NMLB is the sole authority for the issuance of such a request. "As and When requested" services must be preauthorized in writing by the Project Authority.
- 2.1.4. The Contractor must submit the proposed schedule and plan of operation in writing - (Section 2.2 Contractor's Work Plan and Proposed Schedule). This will be done to ensure to the Project Authority that:
 - a) All work is being carried out in a safe manner
 - b) CSCAH/JCWIDRC property or equipment will not be damaged;
 - c) The Work will be completed in a timely manner; and
 - d) To coordinate areas that affect facility staff or visitors, such as cafeteria and above the main entrances, etc.
- 2.1.5. The Contractor must assemble, erect or install material and personnel handling devices, scaffolds, ropes, slings and hoists.
- 2.1.6. The Contractor will identify to the Project Authority any product defect or damage the Contractor may come across or cause in the performance of the work by way of written report.
- 2.1.7. Regular business hours are 0600 to 1800 hours, Monday through Friday inclusive, excluding holidays. Building operation is 365 days per year 24 hours per day.
- 2.1.8. Unless otherwise specified, the Contractor must comply with manufacturer's latest printed instructions for materials.
- 2.1.9. Attend meetings on site when requested by the Project Authority.
- 2.1.10. **The work includes:**

Areas to be Serviced

1. 1015 Arlington

- a) exterior building envelope and cladding including penthouse cladding;
- b) exterior building tyndall stone;
- c) all exterior and interior windows (including ledges and frames);
- d) all windows and glass doors (interior and exterior sides) in the lobby;
- e) Cafeteria curtain walls (exterior and interior sides);
- f) Courtyards – windows and doorways (exterior and interior sides) and tyndall stone;
- g) Library and Ramp curtain walls (exterior and interior sides);
- h) Cafeteria and other general areas, cleaning – ledges, pillars and high beam dusting;
- i) Interior glass panels located on the entrance walkway / ramp. (Approximately 275 panels).

2. 820 Elgin,

- b) all exterior/interior windows
- c) all exterior/interior doors

3. 745 Logan

- a) all windows and skylights (exterior and interior sides);
- a) exterior building cladding and panels, including penthouse area; and

Additional sites as requested by the Project Authority.

General Instructions

- 1. Leave all surfaces dry and free of streaking. The Contractor must ensure that all splashing and staining resulting from the Work will be cleaned and removed.



2. Glass – Remove all superficial adherent matter that detracts from the appearance of transparency of the glazing over its full area.
3. Solar Film – Windows with solar film are to be cleaned according to instructions which will be provided by the Project Authority. Abrasive cleaners and brushes are not to be used.
4. Metal – Remove superficial dirt by “wet” methods that will not scratch or otherwise damage the surface. Mild soaps and detergents may be used providing surfaces are well rinsed afterwards with clean water. Do not use acids or strong “salts” except as recommended by the manufacturer. Manufacturer’s instructions must be strictly followed to avoid damage to the panels.
5. The white Duranar, paint finish Alucobond panels at 1015 Arlington are to be cleaned following the manufacturer’s instructions regarding cleaning solutions and methods of application/rinsing.
6. The Contractor is to commence work on the date authorized by the Project Authority and continue such work without interruption, with the exception of delays due to weather, until that portion of the contract is fully complete.
7. On completion of work, by stages, inspections shall be conducted by the Project Authority and the on-site supervisor. The Project Authority will determine if the quality and quantity of the work performed shall be final.

Detail for Exterior Cladding, Exterior Windows and other Exterior Surfaces

1. For the 1015 Arlington location, clean the cladding panels, the perimeter glazing, draught deflectors, and the sash and window framing in accordance with the manufacturer’s cleaning information, which can be found at [Alucobond@ USA \(alucobondusa.com\)](mailto:Alucobond@USA) ;
2. Clean any sills and grooves of any blown on dirt and debris;
3. Clean surrounds to remove splashes and stains and leave them dry and streak free;
4. Clean debris on surfaces left by pigeons or other birds;
5. Clean security cameras if requested, by Project Authority or their designate;
6. All exterior wall-mounted and free standing signs shall be cleaned by washing with a mild detergent, rinsed with clear water and wiped dry to prevent streaking. No abrasive cleaning products are to be used.

Detail for Interior Windows/Doors

1. Clean the interior of the perimeter glazing, sash and window framing.
2. Clean sills of any dust and dirt.
Clean sills and surrounds to remove splashes, dirt and stains. Leave all surfaces dry and streak free

Schedule of Operations

Spring Cleaning;

is to be scheduled to commence by May 15th and to be completed no later than July 15 each year.

The following areas are to be included in the Spring Cleaning:

- a) Exterior building envelope and cladding on the whole building at 1015 Arlington; including spot cleaning of tyndall (T, L & P blocks).
- b) All exterior windows at 1015 Arlington;
- c) Interior windows on Cafeteria and ramp curtain walls of 1015 Arlington; including the wall of windows along the stairs, behind the security x-ray area. All surfaces including ledges, frames, pillars and beams are to be cleaned.
- d) Interior windows at reception area, public and staff entrances at 1015 Arlington;
- e) All windows and doorways in Courtyards (C Block) at 1015 Arlington (exterior and interior sides);
- f) Pressure wash - exterior tyndall stone walls in courtyards, and the tyndall strip on T-Block roof at 1015 Arlington;



- g) All Exterior windows/doors at 820 Elgin;
- h) Interior windows/doors at Main and West entrances of 820 Elgin;
- i) Exterior building and cladding on the whole of 745 Logan;
- j) Exterior and interior windows at reception area, public and staff entrances at 745 Logan; including the wiping of louvres.
- k) All exterior windows and skylights at 745 Logan; and
- l) The interior side of all exterior windows and skylights at 745 Logan except for two areas where equipment won't allow.

Fall Cleaning;

To commence no later than October 10th and be completed no later than October 31st each year.

The following areas are to be included in the Fall Cleaning:

- a) Exterior windows of 1015 Arlington and 820 Elgin;
- b) Interior windows at reception area, public and staff entrances at 1015 Arlington;
- c) Interior windows in the Cafeteria and ramp curtain walls of 1015 Arlington; ; including the wall of windows along the stairs, behind the security x-ray area. All surfaces including ledges, frames, pillars and beams are to be cleaned.
- d) Interior windows/doors at Main and West entrances of 820 Elgin;
- e) Exterior windows at 745 Logan;
- f) The inside of all exterior windows at 745 Logan; exception for two (2) areas where equipment won't allow;
- g) Interior windows at reception area, public and staff entrances at 745 Logan.

Interior ramp and T and C Block banisters – 1015 Arlington;

The glass and banister cleaning is to be scheduled during Off Season' (late Fall-Winter).

The following areas are to be included:

- a) Lower Ramp leading from security Xray machine to the cafeteria;
- b) Upper Ramp leading from security Xray machine to 2nd floor C-block elevator;
- c) Ramp leading from C-block elevator to Library area;
- d) Staircase from cafeteria to cafeteria mezzanine, including glass on mezzanine;
- e) Top Ramp leading from T-block 2nd floor to C-block elevator;
- f) Staircase from security Xray machine to 2nd floor;
- g) Area in T-block located between CFIA and PHAC reception areas.

“As and When requested” services may include but are not limited to;

- a) Common area interior windows;
- b) Office and laboratory interior windows;
- c) Tyndall stone walls interior and exterior spot clean or pressure wash;
- d) Windows (interior and exterior)
- e) Cafeteria and other general areas, cleaning – ledges, pillars, high beam dusting
- f) Other areas, as identified by the Project Authority

Inspection Requirements

During the scheduled spring and fall cleaning services the Project Authority and the Contractor will conduct Weekly, or as mutually agreed upon, inspections to examine work completed to date.

2.2. Contractor's Work Plan and Proposed Schedule

The Contractor shall prepare a work plan that will include at minimum:

- a) Names of trained and experienced window cleaners assigned to the Work;
- b) The name of the on-site supervisor who will coordinate the onsite work and who will regularly liaise with the Project Authority throughout the duration of the Work. The on-



- site coordinator will also ensure the necessary equipment and safety devices are on-site and available for use;
- c) A schedule of work areas and projected time frames for completion by area for each building;
 - d) Identification of hazardous areas and the means to overcome them;
 - e) Procedures to be used in case of an emergency;
 - f) Ladder safety, fall protection and rescue plans;

The work plan is to be submitted, in writing, to the Project Authority by April 15th every year. Upon request, the Contractor will provide to the Project Authority their work plan for the upcoming season.

2.3. Response Times

- 2.3.1. **“Routine”** - non-urgent service call which is to be performed during regular working hours and on normal working days. The Contractor must respond to request for services within one (1) working day of being notified by the Project Authority.
- 2.3.2. **“Emergency or Urgent”** – Urgently required services to be provided on a priority basis. Urgent requirements the Contractor must respond to request for services within two (2) working days of being notified by the Project Authority.
- 2.3.3. The Contractor must provide telephone numbers for regular service calls and the contact names and telephone numbers for emergency calls. The Contractor is responsible for advising the Project Authority in writing any changes to after-hour technician schedule changes (weekend / holiday coverage) with a minimum of seven (7) calendar days' notice.

2.4. Personnel

- 2.4.1. The Contractor must, throughout the term of the Contract provide a minimum of four (4) window cleaners, each with a minimum of one (1) years of experience, to perform window and cladding cleaning services.
- 2.4.2. All window cleaners must be trained and qualified to use suspended working units, ladders, powered elevated work platforms/vehicle mounted aerial devices and/or all other equipment that will be used to perform window and cladding cleaning.
- 2.4.3. The Contractor's technician I must be trained and certified in Fall Protection, Fall Protection Rescue, Scaffolding and Ladder Safety. In the event that this training is internal, the Contractor is to provide a written statement certifying that such training has been provided and that those individuals identified to perform the work were in attendance for the training.
- 2.4.4. The Contractor may use trained and experienced labourers/assistants to assist the window cleaners in the performance of their duties.
- 2.4.5. The Contractor must ensure that there are at minimum two (2) window cleaners working on site at any time. **Window cleaners will not be allowed to work alone.**
- 2.4.6. The Contractor must appoint a supervisor and the supervisor must visit the location of the window cleaning operation at least (1) once daily.
- 2.4.7. The Contractor must ensure that, where required, all operators of equipment shall hold a valid license to operate the equipment.

2.5. Materials

- 2.5.1. The Contractor must ensure that parts and materials are stored in accordance with manufacturer and supplier's instructions.
- 2.5.2. The Contractor must obtain Project Authority approval prior to storing materials on site. NMLB does not accept responsibility for materials or equipment stored on site.



- 2.5.3. The Contractor must ensure that all materials used in the workplace are classified and labeled according to the [Workplace Hazardous Materials Information Systems \(WHMIS\)](#).
- 2.5.4. The Contractor must provide copies of the Material Safety Data Sheets (MSDS) for products used on the premises to the Project Authority.

3. General Requirements

3.1. Specifications and Standards

- 3.1.1. The Contractor must pay all fees, obtain certificates and permits as required by code and provide the appropriate authorities having jurisdiction with all required information.
- 3.1.2. The Contractor must provide these certificates and permits for work to the Project Authority.
- 3.1.3. The Contractor must comply with all legislative and regulatory provisions whether federal, provincial or municipal applicable to the performance of the work. The Work is to be executed to meet or exceed the requirements of:
 - a) Applicable Federal, Provincial and Municipal statutes, codes, regulations and acts;
 - b) Manitoba Workplace Safety and Health Regulations [C.C.S.M. c. W210 \(gov.mb.ca\)](#), Worker's Compensation Board [Home | Workers Compensation Board of Manitoba \(wcb.mb.ca\)](#) and Municipal statutes and authorities;
 - c) [Canada Labour Code, Part II](#);
 - d) Materials and workmanship must conform to or exceed applicable standards of [Canada Government Specifications Board \(CGSB\)](#), [Canadian Standards Association \(CSA\)](#), and [American Society for Testing Materials \(ASTM\)](#) and reference organizations;
 - e) Equipment or system manufacturer's specifications and calibration settings, instruction manuals and / or leaflets;
 - f) Building specifications; and
 - g) [Workplace Hazardous Materials Information System \(WHMIS\)](#)
 - h) In the event of a conflict between any of the codes, regulations, acts or standards outlined in herein, the most stringent shall apply.

The latest editions of the above codes and standards are applicable throughout the period of the contract including any changes / revisions made during the contract period.

3.2. Existing Services

The Contractor must:

- 3.2.1. Protect and maintain existing active services.
- 3.2.2. Connect to existing services, with minimum disturbance to occupants and building operation.
- 3.2.3. Use existing services at no cost.
- 3.2.4. Inform the Project Authority immediately of any code violation or required repairs which could pose a hazard to employees or building occupants.

3.3. Cleaning and Waste

The Contractor must:

- 3.3.1. Maintain work area free of accumulated waste and rubbish.
- 3.3.2. Remove and dispose of debris, used and obsolete material on a daily basis. Reuse and recycle wherever possible, onsite or offsite.
- 3.3.3. Remove grease, dust, dirt, stains, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces affected by the Contract work.



3.4. Cutting, Fitting and Patching

Make good all disturbed surfaces to original condition.

3.5. Co-ordination and Protection

The Contractor must:

- 3.5.1. Execute work with minimum disturbance to occupants, public, and normal use of building.
- 3.5.2. Make arrangements with the Project Authority to facilitate execution of work.
- 3.5.3. Maintain access points and exits as work area could be occupied during execution of work.
- 3.5.4. Ensure all possible safety precautions are taken to protect employees or occupants during the course of the work.

3.6. Work Done by Other Means

This Contract does not create an exclusive right of the Contractor to perform the services specified herein. NMLB reserve the right to have any work done by other means.

3.7. Workmanship

- 3.7.1. All workmanship is subject to inspection and approval by the Project Authority.
- 3.7.2. The Contractor must re-do all work unsatisfactory to the Project Authority without extra cost.

3.8. Technical, Operational and Organizational Environment

- 3.8.1. The Contractor's work will be coordinated by the Contractor's Representative under the direction of the NMLB staff responsible for the work.
- 3.8.2. The Contractor must perform the services within the identified Response Time as identified by the Project Authority.

3.9. Method and Source of Acceptance

- 3.9.1. Each requested task will be considered complete when the work is completed to the satisfaction of the Project Authority.

3.10. Project Management Control Procedures

- 3.10.1. When requested by the Project Authority, the Contractor must attend progress meetings on-site.
- 3.10.2. All labour hours submitted on invoices will be verified by the Project Authority.

4. Additional Information

4.1. Canada's Obligations:

- i. Ensure that technicians have the required licenses/certificates to perform the work detailed in the SOW. The Project Authority may, at any time during the Contract request to inspect or obtain a copy of each tradesperson's license / certificate.

4.2. Contractor's Obligations:

- i. All required licenses, certifications and permits must be kept current throughout the entire term of this contract.
- ii. The Contractor's Representative will ensure the scope of work is brought in on time, on budget and of an acceptable quality.
- iii. Provide the necessary material and equipment needed to carry out these activities.



- iv. Unless otherwise specified, the Contractor must use its own equipment and software for the performance of this Statement of Work.
- v. The Contractor must advise the Project Authority when re-fueling of equipment (i.e. pressure washers) is to be done on the premises to ensure any building policies are adhered to. The Contractor must ensure that any flammable or combustible liquid is kept in a container that meets the requirements of the Manitoba Fire Code.
- vi. The Contractor must have the ability to receive and respond to calls during normal business hours and to emergency calls outside regular hours.
- vii. The Contractor must not list, publicize or use for business promotion purposes, the address of the work of this Contract, the name of the facility, Agency or the Government of Canada.

4.3. Language of Work

The Work shall be performed in English.

4.4. Site Safety

- 4.4.1. The Contractor must comply with The Manitoba Workplace Safety and Health Act and the requirements of the Fire Commissioner of Canada relating to the safety of persons on the worksite or the protection of the property against loss or damage from any cause including fire.
- 4.4.2. The Contractor shall adhere to all safety measures respecting personnel and the fire hazards recommended by Federal and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures.
- 4.4.3. The Contractor must ensure that all equipment used to perform the Work is in a state of good repair and meets all safety standards.
- 4.4.4. Anchoring points are located on the roof of 1015 Arlington and these anchoring points are to be utilized to ensure safe working conditions for window cleaners.
- 4.4.5. If practicable, signs containing the words "Danger – Work Overhead" in legible letters shall be posted in prominent locations and in sufficient number to warn pedestrians that window cleaning is being carried out overhead.
- 4.4.6. Every worker on a suspended scaffold, boatswain's chair or similar single-point suspension equipment must have an effective means of summoning assistance in case of emergency.
- 4.4.7. All persons including Contractors, sub trades, suppliers, delivery services, etc. must wear Grade 1 or 2 CSA approved Safety Footwear and other safety equipment necessary when working in or moving through the facility. On occasion NMLB may have requirements above minimum safety requirements.
- 4.4.8. The Contractor and his/her employees must comply with Laboratory Bio-Safety procedures and protocol which will be reviewed during the NMLB orientation session on building policies.
- 4.4.9. NMLB reserves the right to review the Contractor's Occupational Health and Safety Program documentation as it relates to the work performed at or on behalf of the NMLB.

4.5. Site Security

- 4.5.1. Security cleared CSCHAH personnel or Commissionaire(s) must escort the Contractors when work is being done within the facility. No escort required when working outside.



- 4.5.2. Site security is the responsibility of the Contractor who must erect temporary site or dust enclosures to prevent dust or other contaminants from escaping into other areas; barricades or fencing to prevent unauthorized entry.
- 4.5.3. For all work carried out after regular building operational hours, the Manager, Security Operations will determine acceptable building security.

4.6. Facility Access

- 4.6.1. Only those employees whose names appear on the Contractors approval list will be allowed access to the site under this Contract.
- 4.6.2. The Contractor and their technicians must provide valid photo identification and register with NMLB Security on-site when entering and leaving the facility to obtain and return a facility access pass.
- 4.6.3. All keys and/or proximity cards entrusted to the Contractor and their technicians for the fulfillment of this Contract must be returned to the security desk before departure from the building at the end of each working day. All lost keys or cards must be immediately reported to the security desk or the Project Authority.
- 4.6.4. The Contractor's technicians shall be subject to questioning and search of tools and supplies in relation to security matters by designated security staff.

4.7. Building Policies

- 4.7.1. The Contractor and his/her technicians must follow building policies and regulations including fire evacuation procedures, laboratory protocol, security requirements, and any directive issued from time to time by the Project Authority.
- 4.7.2. All approved technicians of the Contractor must attend an orientation session on NMLB building policies. This session is paid for by NMLB and subsequent orientation sessions will be made available for any new employees of the Contractor during the duration of this Contract.
- 4.7.3. The NMLB facilities are LATEX GLOVE FREE. No latex gloves are permitted in the facilities.
- 4.7.4. The Contractor must conserve energy and non-renewable resources with due regard for property protection, safety of workers and employees and override by-laws and regulations.
- 4.7.5. The Contractor must respect the Government of Canada's No Smoking policy on these premises.
- 4.7.6. The use of AM/FM radios and other similar devices will not be allowed in mechanical spaces, corridors and related areas.
- 4.7.7. All technicians must refrain from wearing / listening to any personal entertainment device, or any other device that might limit hearing and vision in all laboratory and mechanical spaces. This includes, but is not limited to iPods or MP3 players.
- 4.7.8. All technicians are prohibited from using personal or business related portable electronic devices to take photos/videos or personnel or government assets. This applies to all areas of the facility.
- 4.7.9. Wherever possible, the use of scented products is to be minimized. Contractor's technicians working on-site at the NMLB facilities are to be advised to limit the use of scented personal products (perfumes, aftershaves, etc.).
- 4.7.10. Due to the ongoing COVID-19 pandemic, on occasion, the NMLB may require the Contractor's technicians follow additional mandated health and safety measures prior to entering and while within Government of Canada buildings. These mandated practices will be communicated to the Contractor as they arise.

4.8. Parking



- 4.8.1. There is no parking available at 745 Logan Avenue location and vehicle owners are required to find alternative parking off site of the JCWIDRC facility.
- 4.8.2. Parking availability at MCM will be communicated with the Contractor and their technicians as the development of the site progresses.
- 4.8.3. Parking will be made available at 1015 Arlington Street to the Contractor and their technicians. Only vehicles with proper signage, operated by the Contractor who is on-site for facility related business will be given parking. Contractors must park their vehicles on the gravel lot located at the North East corner of the parking lot. (If no spaces are available on the gravel lot, the vehicle owner will be required to find alternative parking offsite of the CSCHAH parking lot).
- 4.8.4. Each vehicle must be parked front end in first. Backing into the parking spot is not allowed in order to protect the electrical posts.
- 4.8.5. Contractor and their technicians must register their vehicle at the security reception desk. Failure to do so may result in the vehicle being towed.
- 4.8.6. There will be no parking in the fire lane, which is clearly marked with "No Parking" signs. Any vehicles parking in the fire lane will be subject to being towed at the owner's expense.
- 4.8.7. There will be no overnight parking or storage of a vehicle allowed.
- 4.8.8. CSCHAH does not take any responsibility for vehicles parked on the lot. Parking on the lot is at the owner's risk.
- 4.8.9. Unauthorized vehicles will be subject to tow at the owner's expense.



ANNEX B - BASIS OF PAYMENT

Pricing Schedule 1: Scheduled Services

Firm all-inclusive rates for Scheduled Services.

The Firm Lot Prices do not include GST. GST will be added as a separate line item to any invoice issued as a result of a contract.

The quoted prices include all labour, material, tools, equipment, equipment rentals, protective material to protect grass and landscaping, profit, overhead, transportation costs and supervision required to do the Work. No other charges will be allowed. No rental charges shall be paid for tools or equipment incidental to the trade.

Contract Year 1: September 1, 2023 to August 31, 2024		
Scheduled Services	Unit of Issue	Firm Lot Price
Spring Cleaning; In accordance with Annex "A" Statement of Work To be scheduled to begin no later than May 15 and to be completed no later than July 15 each year		
Location – 1015 Arlington Street	LOT	\$
Location – 820 Elgin Ave.	LOT	\$
Location – 745 Logan Ave.	LOT	\$
Fall Cleaning; In accordance with Annex "A" Statement of Work To be scheduled to begin no later than October 10 and to be completed no later than October 31 each year		
Location – 1015 Arlington Street	LOT	\$
Location – 820 Elgin Ave.	LOT	\$
Location – 745 Logan Ave.	LOT	\$
Interior ramp and T and C Block banisters – 1015 Arlington; In accordance with Annex "A" Statement of Work To be scheduled during <i>Off Season' (late Fall-Winter)</i> each year		
(F) Subtotal (excluding GST/HST)		
Estimated applicable taxes		
TOTAL		
Contract Year 2: September 1, 2024 to August 31, 2025		
Scheduled Services	Unit of Issue	Firm Lot Price



Spring Cleaning;		
In accordance with Annex "A" Statement of Work		
To be scheduled to begin no later than May 15 and to be completed no later than July 15 each year		
Location – 1015 Arlington Street	LOT	\$
Location – 820 Elgin Ave.	LOT	\$
Location – 745 Logan Ave.	LOT	\$
Fall Cleaning;		
In accordance with Annex "A" Statement of Work		
To be scheduled to begin no later than October 10 and to be completed no later than October 31 each year		
Location – 1015 Arlington Street	LOT	\$
Location – 820 Elgin Ave.	LOT	\$
Location – 745 Logan Ave.	LOT	\$
Interior ramp and T and C Block banisters – 1015 Arlington;		
In accordance with Annex "A" Statement of Work	LOT	\$
To be scheduled during <i>Off Season' (late Fall-Winter)</i> each year		
(G) Subtotal (excluding GST/HST)		
Estimated applicable taxes		
TOTAL		

Contract Year 3: September 1, 2025 to August 31, 2026		
Scheduled Services	Unit of Issue	Firm Lot Price
Spring Cleaning;		
In accordance with Annex "A" Statement of Work		
To be scheduled to begin no later than May 15 and to be completed no later than July 15 each year		
Location – 1015 Arlington Street	LOT	\$
Location – 820 Elgin Ave.	LOT	\$
Location – 745 Logan Ave.	LOT	\$
Fall Cleaning;		
In accordance with Annex "A" Statement of Work		
To be scheduled to begin no later than October 10 and to be completed no later than October 31 each year		
Location – 1015 Arlington Street	LOT	\$
Location – 820 Elgin Ave.	LOT	\$
Location – 745 Logan Ave.	LOT	\$



Interior ramp and T and C Block banisters – 1015 Arlington; In accordance with Annex “A” Statement of Work To be scheduled during <u>Off Season’ (late Fall-Winter)</u> each year	LOT	\$
(H) Subtotal (excluding GST/HST)		
Estimated applicable taxes		
TOTAL		

Option Year 1: September 1, 2026 to August 31, 2027		
Scheduled Services	Unit of Issue	Firm Lot Price
Spring Cleaning; In accordance with Annex “A” Statement of Work To be scheduled to begin no later than May 15 and to be completed no later than July 15 each year		
Location – 1015 Arlington Street	LOT	\$
Location – 820 Elgin Ave.	LOT	\$
Location – 745 Logan Ave.	LOT	\$
Fall Cleaning; In accordance with Annex “A” Statement of Work To be scheduled to begin no later than October 10 and to be completed no later than October 31 each year		
Location – 1015 Arlington Street	LOT	\$
Location – 820 Elgin Ave.	LOT	\$
Location – 745 Logan Ave.	LOT	\$
Interior ramp and T and C Block banisters – 1015 Arlington; In accordance with Annex “A” Statement of Work To be scheduled during <u>Off Season’ (late Fall-Winter)</u> each year	LOT	\$
(I) Subtotal (excluding GST/HST)		
Estimated applicable taxes		
TOTAL		

Option Year 2: September 1, 2027 to August 31, 2028		
Scheduled Services	Unit of Issue	Firm Lot Price
Spring Cleaning; In accordance with Annex “A” Statement of Work To be scheduled to begin no later than May 15 and to be completed no later than July 15 each year		



Location – 1015 Arlington Street	LOT	\$
Location – 820 Elgin Ave.	LOT	\$
Location – 745 Logan Ave.	LOT	\$
Fall Cleaning; In accordance with Annex “A” Statement of Work To be scheduled to begin no later than October 10 and to be completed no later than October 31 each year		
Location – 1015 Arlington Street	LOT	\$
Location – 820 Elgin Ave.	LOT	\$
Location – 745 Logan Ave.	LOT	\$
Interior ramp and T and C Block banisters – 1015 Arlington; In accordance with Annex “A” Statement of Work To be scheduled during <u>Off Season’ (late Fall-Winter)</u> each year	LOT	\$
(J) Subtotal (excluding GST/HST)		
Estimated applicable taxes		
TOTAL		

Pricing Schedule 2: As and When Requested Services

Regular Hours: Monday to Friday 07:00-17:00

Outside Regular Hours: Monday to Friday after 17:00, Saturdays & Sundays

Peak Season: approximately early April through to mid-late October

Off-Season: approximately late October, early November – early April

Contract Year 1: September 1, 2023 to August 31, 2024				
As and When Requested Services	Unit of Issue	Estimated Quantity (hours)	Firm Unit Price (per Hour)	Extended Unit Total
Tyndall Cleaning (for cleaning not included in the scheduled work referred to under Scheduled Services)				
Regular Hours	Hour	100	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Interior Window Cleaning; <u>During Peak Season (late Spring-Summer)</u>				
Regular Hours	Hour	20	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Interior Window Cleaning; <u>During Off-Season (Late Fall-Winter)</u>				
Regular Hours	Hour	100	\$	\$



Outside Regular Hours	Hour	10		
Exterior Window Cleaning;				
Regular Hours	Hour	40	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Miscellaneous (as per Annex "A" Statement of Work section 3.7); <i>During 'Peak Season' (late Spring-Summer)</i>				
Regular Hours	Hour	20	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Miscellaneous (as per Annex "A" Statement of Work section 3.7); <i>During 'Off Season' (late Fall-Winter)</i>				
Regular Hours	Hour	100	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Materials				
Materials: Materials must be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid receipts included with the invoice submitted to NMLB.		\$	Estimated Quantity \$1000.00	\$
The cost of subcontract work including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors				
(F) Subtotal (excluding GST/HST)				
Estimated applicable taxes				
TOTAL				

Contract Year 2: September 1, 2024 to August 31, 2025				
As and When Requested Services	Unit of Issue	Estimated Quantity (hours)	Firm Unit Price (per Hour)	Extended Unit Total
Tyndall Cleaning (for cleaning not included in the scheduled work referred to under Scheduled Services)				
Regular Hours	Hour	100	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Interior Window Cleaning; <i>During Peak Season (late Spring-Summer)</i>				
Regular Hours	Hour	20	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Interior Window Cleaning; <i>During Off-Season (Late Fall-Winter)</i>				



Regular Hours	Hour	100	\$	\$
Outside Regular Hours	Hour	10		
Exterior Window Cleaning;				
Regular Hours	Hour	40	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Miscellaneous (as per Annex "A" Statement of Work section 3.7); <i>During 'Peak Season' (late Spring-Summer)</i>				
Regular Hours	Hour	20	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Miscellaneous (as per Annex "A" Statement of Work section 3.7); <i>During 'Off Season' (late Fall-Winter)</i>				
Regular Hours	Hour	100	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Materials				
Materials: Materials must be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid receipts included with the invoice submitted to NMLB.		\$	Estimated Quantity \$1000.00	\$
The cost of subcontract work including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors				
(G) Subtotal (excluding GST/HST)				
Estimated applicable taxes				
TOTAL				

Contract Year 3: September 1, 2026 to August 31, 2026				
As and When Requested Services	Unit of Issue	Estimated Quantity (hours)	Firm Unit Price (per Hour)	Extended Unit Total
Tyndall Cleaning (for cleaning not included in the scheduled work referred to under Scheduled Services)				
Regular Hours	Hour	100	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Interior Window Cleaning; <i>During Peak Season (late Spring-Summer)</i>				
Regular Hours	Hour	20	\$	\$
Outside Regular Hours	Hour	10	\$	\$



Interior Window Cleaning; <i>During Off-Season (Late Fall-Winter)</i>					
Regular Hours	Hour	100	\$	\$	
Outside Regular Hours	Hour	10			
Exterior Window Cleaning;					
Regular Hours	Hour	40	\$	\$	
Outside Regular Hours	Hour	10	\$	\$	
Miscellaneous (as per Annex "A" Statement of Work section 3.7); <i>During 'Peak Season' (late Spring-Summer)</i>					
Regular Hours	Hour	20	\$	\$	
Outside Regular Hours	Hour	10	\$	\$	
Miscellaneous (as per Annex "A" Statement of Work section 3.7); <i>During 'Off Season' (late Fall-Winter)</i>					
Regular Hours	Hour	100	\$	\$	
Outside Regular Hours	Hour	10	\$	\$	
Materials					
Materials: Materials must be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid receipts included with the invoice submitted to NMLB.		\$	Estimated Quantity \$1000.00	\$	\$
The cost of subcontract work including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors					
(H) Subtotal (excluding GST/HST)					
Estimated applicable taxes					
TOTAL					

Option Year 1: September 1, 2026 to August 31, 2027				
As and When Requested Services	Unit of Issue	Estimated Quantity (hours)	Firm Unit Price (per Hour)	Extended Unit Total
Tyndall Cleaning (for cleaning not included in the scheduled work referred to under Scheduled Services)				
Regular Hours	Hour	100	\$	\$
Outside Regular Hours	Hour	10	\$	\$



Interior Window Cleaning; <i>During Peak Season (late Spring-Summer)</i>					
Regular Hours	Hour	20	\$	\$	
Outside Regular Hours	Hour	10	\$	\$	
Interior Window Cleaning; <i>During Off-Season (Late Fall-Winter)</i>					
Regular Hours	Hour	100	\$	\$	
Outside Regular Hours	Hour	10			
Exterior Window Cleaning;					
Regular Hours	Hour	40	\$	\$	
Outside Regular Hours	Hour	10	\$	\$	
Miscellaneous (as per Annex "A" Statement of Work section 3.7); <i>During 'Peak Season' (late Spring-Summer)</i>					
Regular Hours	Hour	20	\$	\$	
Outside Regular Hours	Hour	10	\$	\$	
Miscellaneous (as per Annex "A" Statement of Work section 3.7); <i>During 'Off Season' (late Fall-Winter)</i>					
Regular Hours	Hour	100	\$	\$	
Outside Regular Hours	Hour	10	\$	\$	
Materials					
Materials: Materials must be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid receipts included with the invoice submitted to NMLB.		\$	Estimated Quantity \$1000.00	\$	\$
The cost of subcontract work including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors					
(I) Subtotal (excluding GST/HST)					
Estimated applicable taxes					
TOTAL					

Option Year 2: September 1, 2027 to August 31, 2028				
As and When Requested Services	Unit of Issue	Estimated Quantity (hours)	Firm Unit Price (per Hour)	Extended Unit Total



Tyndall Cleaning (for cleaning not included in the scheduled work referred to under Scheduled Services)				
Regular Hours	Hour	100	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Interior Window Cleaning; <i>During Peak Season (late Spring-Summer)</i>				
Regular Hours	Hour	20	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Interior Window Cleaning; <i>During Off-Season (Late Fall-Winter)</i>				
Regular Hours	Hour	100	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Exterior Window Cleaning;				
Regular Hours	Hour	40	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Miscellaneous (as per Annex "A" Statement of Work section 3.7); <i>During 'Peak Season' (late Spring-Summer)</i>				
Regular Hours	Hour	20	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Miscellaneous (as per Annex "A" Statement of Work section 3.7); <i>During 'Off Season' (late Fall-Winter)</i>				
Regular Hours	Hour	100	\$	\$
Outside Regular Hours	Hour	10	\$	\$
Materials				
Materials: Materials must be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid receipts included with the invoice submitted to NMLB.	\$	Estimated Quantity \$1000.00	\$	\$
The cost of subcontract work including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors				
(J) Subtotal (excluding GST/HST)				
Estimated applicable taxes				
TOTAL				



Total Evaluated Price:

**SUBTOTAL (A) + SUBTOTAL (B) + SUBTOTAL (C) + SUBTOTAL (D) +SUBTOTAL
(F) + SUBTOTAL (E) + SUBTOTAL (G) +SUBTOTAL (H) + SUBTOTAL (I) +
SUBTOTAL (J) = \$ _____**



ANNEX C - TASK AUTHORIZATION FORM

Contract Number:			
Task Authorization (TA) No. / PO Number:			
TA Validity Period:		Start:	End:
Financial Coding:			
Contractor's Name and Address			
.			
Original Authorization			
Total Estimated Cost of Task (GST/HST extra) before any revisions:			
TA Revisions Previously Authorized (as applicable)			
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$		
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$		
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$		
New TA Revision (as applicable)			
TA Revision No.	Authorized Increase or Decrease (GST/HST extra):		
Total Estimated Cost of Task (GST/HST extra) after this revision:			
Contract Security Requirements (as applicable)			
This task includes security requirements.			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract.			



Required Work
SECTION A - Task Description of the Work required
SECTION B - Applicable Basis of Payment
SECTION C - Cost Breakdown of Task
SECTION D - Applicable Method of Payment