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**CPC Connect Service**

Bid Receiving Natural Resources Canada  
See herein for bid submission instructions

**Request for Proposal (RFP)**  
**Demande de proposition (DDP)**

**Proposal To: Natural Resources Canada**

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

**Comments – Commentaires**

**Issuing Office – Bureau de distribution**

Finance and Procurement Management  
Branch  
Natural Resources Canada  
580 Booth Street  
Ottawa, Ontario  
K1A 0E4

<b>Title – Sujet</b> Janitorial Services Natural Resources Canada, Northern Forestry Centre	
<b>Solicitation No. – No de l’invitation</b> NRCan- 5000074794	<b>Date</b> August 18, 2023
<b>Requisition Reference No. - N° de la demande</b> 177125	
<b>Solicitation Closes – L’invitation prend fin at – à 2 p.m. (Daylight Savings Time (EDT) on – le September 19, 2023</b>	
<b>Address Enquiries to: - Adresse toutes questions à:</b>  <b>Thihan.Dissanayake@NRCan.RNCan.gc.ca</b>	
<b>Telephone No. – No de telephone</b>  613-293-9901	
<b>Destination – of Goods and Services:</b> <b>Destination – des biens et services:</b>  <b>Northern Forestry Centre</b> <b>5320 122 St NW,</b> <b>Edmonton, AB T6H 3S5</b>	
<b>Security – Sécurité</b>  THERE ARE SECURITY REQUIREMENTS ASSOCIATED WITH THIS REQUIREMENT.	
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l’entrepreneur</b>    <b>Telephone No.:- No. de téléphone:</b> <b>Email – Courriel :</b>	
<b>Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)</b>    <hr/>	
<b>Signature</b>	<b>Date</b>



**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION ..... 3**

1.1 INTRODUCTION.....3

1.2 SUMMARY .....3

1.3 DEBRIEFINGS .....3

**PART 2 - BIDDER INSTRUCTIONS ..... 4**

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....4

2.2 SUBMISSION OF BIDS.....4

2.3 FORMER PUBLIC SERVANT.....5

2.4 ENQUIRIES - BID SOLICITATION.....6

2.5 APPLICABLE LAWS.....6

2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD .....6

2.7 OPTIONAL SITE VISIT.....6

2.8 BID CHALLENGE AND RECOURSE MECHANISMS.....6

**PART 3 - BID PREPARATION INSTRUCTIONS ..... 7**

3.1 BID PREPARATION INSTRUCTIONS .....7

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION ..... 8**

4.1 EVALUATION PROCEDURES.....8

4.2 BASIS OF SELECTION.....8

**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION ..... 9**

5.1 CERTIFICATIONS REQUIRED WITH THE BID .....9

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....9

**PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS ..... 12**

6.1 SECURITY REQUIREMENTS .....12

**PART 7 - RESULTING CONTRACT CLAUSES ..... 13**

7.1 STATEMENT OF WORK.....13

7.2 STANDARD CLAUSES AND CONDITIONS.....13

7.3 SECURITY REQUIREMENTS .....13

7.4 TERM OF CONTRACT .....13

7.5 AUTHORITIES .....13

7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....14

7.7 PAYMENT .....14

7.8 INVOICING INSTRUCTIONS .....15

7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....15

7.10 APPLICABLE LAWS.....15

7.11 PRIORITY OF DOCUMENTS .....15

7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR OR FOREIGN CONTRACTOR).....16

7.13 INSURANCE – SPECIFIC REQUIREMENTS .....16

7.14 DISPUTE RESOLUTION.....16

**ANNEX “A” STATEMENT OF WORK ..... 17**

**ANNEX “B” - BASIS OF PAYMENT ..... 27**

**ANNEX “C” - SECURITY REQUIREMENTS CHECK LIST ..... 28**

**ANNEX “D” - INSURANCE REQUIREMENTS ..... 32**

**APPENDIX “1” - EVALUATION CRITERIA ..... 33**

**APPENDIX “2” - FINANCIAL BID PRESENTATION SHEET ..... 38**



The Articles contained in this document are mandatory in their entirety, unless otherwise indicated. Acceptance of these Articles, in their entirety, as they appear in this document, is a Mandatory requirement of this RFP.

**Suppliers submitting a proposal containing statements implying that their proposal is conditional on modification of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.**

Bidders with concerns regarding the provisions of the Bid Solicitation document (including the Resulting Contract Clauses) should raise such concerns in accordance with the Enquiries provision of this RFP.

By signing its bid, the bidder confirms that they have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and certifies that:

1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.



## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, any other annexes.

### 1.2 Summary

By means of the RFP, Natural Resources Canada (NRCan) is seeking proposals from bidders for janitorial Services at the Northern Forestry Centre (NoFC), Northern Forestry Centre 5320 122 St NW, Edmonton, AB T6H 3S5

- 1.2.1 The period of the contract will be for one (1) year with the option to extend the term of the Contract by up to two (2) additional one-year periods under the same conditions.
- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- 1.2.4 There is an **optional** site visit associated with this requirement. Consult Part 2 – Bidder Instructions.
- 1.2.5 This bid solicitation allows bidders to use the CPC Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information."

### 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 fifteen (15) working days from receipt of the results of the bid solicitation process. The debriefing will be done in writing, by email.



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

- **In the complete text content (except Section 1 and 3)**  
**Delete:** Public Works and Government Services Canada” and “PWGSC”  
**Insert:** “Natural Resources Canada.” and “NRCan”
- **At 02 Procurement Business Number:**  
**Delete:** “Suppliers are required to”  
**Insert:** “It is suggested that suppliers”
- **At 08 Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, article 1:**  
**Delete:** in its entirety
- **At 08 Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, article 2a:**  
**Delete:** : The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by PWGSC headquarters is: [tpsgc.pareceptiondessaoumissions-apbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.pareceptiondessaoumissions-apbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca). or, if applicable, the email address identified in the bid solicitation.  
**Insert:** The only acceptable email address to use with CPC Connect for responses to bid solicitation issued by NRCan is: [procurement-approvisionnement@NRCan-RNCan.gc.ca](mailto:procurement-approvisionnement@NRCan-RNCan.gc.ca)
- **At 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, article 2b:**  
**Delete:** “six business days”  
**Insert:** “five business days”
- **At 20, Further information, article 2b:**  
**Delete:** in its entirety

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 180 business days

### 2.2 Submission of Bids

Bidders must submit all proposals using the Canada Post Canada (CPC) Connect service. Given the current constraints on NRCan's networks, the electronic mail system has a limit of 1GB per single message received and a limit of 20GB per conversation.

Bids must be submitted no later than the date and time indicated on page 1 of the bid solicitation.

**Only bids submitted using CPC Connect service will be accepted.**

At least five (5) business days before the bid solicitation closing date, it is necessary for the Bidder to send an email requesting to open CPC Connect conversation to the following address:

[procurement-approvisionnement@NRCan-RNCan.gc.ca](mailto:procurement-approvisionnement@NRCan-RNCan.gc.ca)

**Note 1:** Bids will not be accepted if e-mailed directly to this address. This e-mail address is to be used to open CPC Connect conversation, as detailed in the Standard Instructions [2003 \(article 08, paragraph 2\)](#), or to send bids through CPC Connect message if the bidder is using its own licensing agreement for CPC Connect.



**Note 2:** Send as early as possible in order to ensure a response, Requests to open a CPC Connect conversation received after that time may not be answered.

**IMPORTANT:** It is requested that you write the bid solicitation number in "Subject" of the email:

**NRCan-5000074794 - Janitorial Services Natural Resources Canada, Northern Forestry Centre**

NRCan will not assume responsibility for proposals directed to any other location.

The onus is on the Bidder to ensure that the bid is submitted correctly using CPC Connect service. Not complying with the instructions may result in NRCan's inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

Due to the nature of the bid solicitation, bids transmitted by email, mail or facsimile to NRCan 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) business 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 Ontario.

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 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **eleven (11)** calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.7 Optional Site Visit

It is recommended 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 **Northern Forestry Centre, 5320 122 St NW, Edmonton, AB T6H 3S5** on **September 8<sup>th</sup>, 2023**. The site visit will begin at **10 am (MDT)**, at the reception. **Please report to the reception upon arrival.**

Bidders are requested to communicate with the Contracting Authority no later than **48 hours before the site visit** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## 2.8 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

- The Bidder must submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

Canada requests that the Bidder submits its bid in separately saved documents as follows:

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573). To assist Canada in reaching its objectives, bidders should:

- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

#### 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

- 3.1.1** Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet (in Appendix "2").

**3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

#### Section III: Certifications

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





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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

Mandatory and point rated technical evaluation criteria are included in Appendix 1 – Evaluation Criteria.

### **4.2 Basis of Selection**

#### **4.2.1 Mandatory Technical Criteria**

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

#### **4.2.2 Minimum Point Rating**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 26 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 48 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



## 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.

#### 5.1.2 Additional Certifications Required with the Bid

##### 5.1.2.1 Aboriginal Designation

Who is eligible?

- a. An Aboriginal business, which can be:
  - i. a band as defined by the Indian Act
  - ii. a sole proprietorship
  - iii. a limited company
  - iv. a co-operative
  - v. a partnership
  - vi. a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

OR

- b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

The supplier must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

Our Company is NOT an Aboriginal Firm

Our Company is an Aboriginal Firm, as identified above.

### 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.

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.



- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- Bidders bidding as partnerships do not need to provide lists of names.

Name of Bidder: \_\_\_\_\_

OR

Name of each member of the joint venture:

- Member 1: \_\_\_\_\_
- Member 2: \_\_\_\_\_
- Member 3: \_\_\_\_\_
- Member 4: \_\_\_\_\_

Identification of the administrators/owners/Board of Directors:

SURNAME	NAME	TITLE

### 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.

### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

#### 5.2.3.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

#### 5.2.3.3 Former Public servant

<b>Former Public Servants</b> See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"
	Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"



**SIGNATURE for CERTIFICATION**

The Contractor certifies having read and understood the information included in the present document and acknowledges receipt.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Representative



## PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

- 1) Before award of a contract, the following conditions must be met:
  - a) the Bidder must hold a valid organization security clearance as indicated in Part-7 - Resulting Contract Clauses;
  - b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part-7 - Resulting Contract Clauses;
  - c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_. (*to be completed at contract award*)

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

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

- As applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan).

#### 7.2.2 Supplemental General Conditions

The following clauses apply to and form part of this contract:

[4013](#) (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules apply to and form part of the Contract

### 7.3 Security Requirements

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

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";
  - b) *Contract Security Manual* (Latest Edition).

### 7.4 Term of Contract

#### 7.4.1 Period of the Contract

The period of the Contract is from date of Contract to \_\_\_\_\_ inclusive (*to be completed at contract award*)

#### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one-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 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 7.5 Authorities



### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: **Thihan Dissanayake**  
Title: Procurement Officer  
Natural Resources Canada  
Procurement Services Unit  
Address: 580 Booth Street, Ottawa, ON K1A 0E8  
Telephone: 613-293-9901  
E-mail address: Thihan.Dissanayake@NRCan-RNCan.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.

### 7.5.2 Project or Technical Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_ (to be filled out at contract award)  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Contractor's Representative

Name: \_\_\_\_\_ (to be filled out at contract award)  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Payment

### 7.7.1 Basis of Payment – Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of Payment in Annex B , to a limitation of expenditure of \$ \_\_\_\_\_ (To be completed at contract award). Customs duties are included and Applicable Taxes are extra.

### 7.7.2. Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. (To be completed at contract award) Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or



- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

**7.7.3 Method of Payment**

**Monthly Payment**

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

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

**7.7.4 Time Verification**

SACC Manual clause [C0711C](#) (2008-05-12), Time verification

**7.8 Invoicing Instructions**

Invoices shall be submitted using **the following method**:

<p><u>E-mail:</u></p> <p><a href="mailto:Invoicing-Facturation@nrcan-rncan.gc.ca">Invoicing-Facturation@nrcan-rncan.gc.ca</a></p> <p><b>Note:</b> Attach "PDF" file. No other formats will be accepted</p>
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Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the Contract number: \_\_\_\_\_ (to be filled out at contract award)

**Invoicing Instructions to suppliers:** <http://www.nrcan.gc.ca/procurement/3485>

**7.9 Certifications and Additional Information**

**7.9.1 Compliance**

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

**7.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (to be filled out at contract award)

**7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4013 (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules;
- (c) the general conditions 2010C (2022-12-01) Services (Medium Complexity);
- (d) Annex A, Statement of Work
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirements;
- (h) the Contractor's bid dated \_\_\_\_\_,





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

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

**OR**

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

## 7.13 Insurance – Specific Requirements

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

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

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

## 7.14 Dispute Resolution

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



## ANNEX “A” STATEMENT OF WORK

### SW.1.0 TITLE

Janitorial Services Natural Resources Canada (NRCan) Northern Forestry Centre (NoFC)

#### Background

Natural Resources Canada at the Northern Forestry Centre, 5320-122 St NW Edmonton, Alberta, T6H 3S5 requires janitorial services. Service team to consist of 3 personnel that report Monday to Friday and each provide 8 hours of services covering a period of 06:30 to 17:00.

### SW.2.0 CONTRACTOR OBLIGATIONS

The contractor must ensure the following:

#### SW.2.1

Contractor must perform all necessary janitorial services as outlined in the Statement of Work, maintaining the interior of structure (estimated at approximately 5,800 square metres (m<sup>2</sup>) of vinyl tile, 455 m<sup>2</sup> of quarry or ceramic tile, 1200 m<sup>2</sup> of carpeted areas and 950 m<sup>2</sup> of concrete and epoxy surfaces) in a clean sanitized condition. The performance of the work covers all areas throughout the building with the exception of specific areas such as the boiler room, small hand tool storage room, basement stores and electrical rooms.

#### SW.2.2

A provision of a person or persons to represent the contractor in dealings with the Project Authority or an acting authority. The Project Authority has NRCan authority to decide whether parts of the work performed has the level of quality specified in the proposed contract. Project Authority can question, accept or reject the quality and quantity of any labor or material used in the execution of the contract. Project Authority is permitted to ask for or question the timing or scheduling of various phases of the work.

#### SW.2.3

A provision of adequate supervision and staff to carry out cleaning duties in accordance with the frequencies and specifications indicated in this Statement of Work. A supervisor along with 2 additional staff (3 total) personnel to be on site with each performing contracted duties Monday to Friday for an 8-hour period daily and in local time. Staggered start times for janitorial staff to allow for a service period from 06:30 to 17:00 Monday to Friday. Duties such as deep cleaning of lavatories, cleaning and waxing of flooring, general office cleaning can be scheduled from 17:00 until 22:00 weekdays or on weekends 08:00 to 18:00.

#### SW.2.4

In accordance with regulations at Northern Forestry Centre, NRCan Facility, the Contracted staff is required to swipe their building access card on entering and exiting the building.

#### SW.2.5

In accordance with Northern Forestry Centre Fire Alarm response protocol all janitorial staff working on site during an active alarm situation are required to evacuate the building and report to the designated Muster Point (currently the Muster Point is at the south side of the Yellow Barn). Janitorial staff are to remain on site and at the Muster Point until an “all clear” is given.

#### SW.2.6

Contractor must supply all staff, tools, equipment and cleaning supplies to complete contract. Within one week of Contract award the Contractor must provide a list of their tools and equipment to be stored on NRCan’s site for the duration of the Contract. All products and equipment used must have the approval of the Project Authority and are to remain on site during the contracted period. Equipment maintenance and repairs shall be at the contractor’s responsibility.

All equipment used for cleaning operations must be in good condition, certified for use in the application intended and CSA/ULC approved. Equipment is subject to inspection by the Project Authority at any time. If equipment is found to be defective, it shall be removed from the work site and replaced/repared within 5 working days.

**CLEANLINESS & HYGIENE:** Janitorial rooms and storage closets be kept clean, neat and tidy at all times. Dusters and mops, both wet and dry shall be thoroughly cleaned daily to avoid odors and hygiene problems. The cloth or brush used for the cleaning of toilets and urinals shall not be used for any other purposes.

Color coded cleaning cloths - for the purpose of hygiene and ease of identification the contractor must supply the following colored cleaning/dusting cloths:

RED OR PINK -	for cleaning toilets and urinals
BLUE OR GREEN -	for cleaning sinks, countertops, and wiping down tables
WHITE OR YELLOW -	for all other general dusting duty

#### SW.2.7



Contractor must provide the Project Authority a Safety Data Sheet (SDS) for all products used in the contractual duties.

#### **SW.2.8**

All janitorial staff must wear proper Personal Protective Equipment (PPE) while performing duties outlined in this contract. While working in laboratory areas PPE eye protection is a mandatory requirement.

#### **SW.2.9**

Contractor Representative or Supervisor are to provide the Project Authority written monthly reports (check list) stating the janitorial duties scheduled for completion and list of work completed. Project Authority to review services and report to the Contractor any areas of concern. All monthly scheduled work is required to be completed prior to any authorization of payment.

#### **SW.2.9a**

All work must be performed in English.

### **SW.3.0 NATURAL RESOURCES CANADA (NRCan) OBLIGATIONS**

**NRCan will ensure the following:**

#### **SW.3.1**

NRCan to provide a supply of toilet paper and paper towels to contractor for supplying lavatories, shops, lunchrooms.

#### **SW.3.2**

NRCan to provide specialized wood treatments for furniture and wooden display pieces.

#### **SW.3.3**

NRCan to provide a supply of menstrual protection products to be placed in all lavatories.

#### **SW.3.4**

NRCan Project Authority to provide contractor's site supervisor bi-weekly written correspondence, identifying any concerns or questions regarding the service schedule or levels the contractor is providing. Urgent matters will be brought to the attention of the site supervisor directly and then followed up with a written correspondence.

### **SW.4.0 PROJECT REQUIREMENTS**

**The Contractor must perform the following:**

#### **SW 4.1 FLOOR CLEANING**

**Clean/Cleaned:** washed with clean, soapy, warm water by floor mopping machine, hand mop with bucket or hand wipe with cloth and bucket.

This is what is required to ensure a clean consistent finished appearance throughout the floor area, corners, and edges.

##### **SW.4.1.1 Floors - Office Areas, Laboratories and Lavatories – for cleaning schedule see chart listed below**

- a. All floors to be swept and damp-mopped with clean warm water.
- b. All baseboards to be washed and scuffs removed
- c. Janitorial staff are not to enter laboratory rooms if doors are locked. Floor cleaning services will require scheduling with laboratory authority and to be completed while laboratory staff is present.
- d. All hard floor surfaces requiring waxing are to be stripped completely, removing all wax. The floors must be rinsed with clean warm water and after a complete scrubbing, two coats of wax must be applied. Between wax coatings and after the final coat is applied the wax is to be allowed to dry completely and buffed. All wax that has accumulated under furniture or on baseboards, doors or door frames must be removed. This work is to be completed between the hours of 18:00 and 22:00 (local time) between Monday to Friday or on weekends with Project Authority's approval.
  - i. Flooring corners are to be kept free of dirt, dust, and dirty water marks at all times.
  - ii. Care must be given not to allow cleaning solution to seep under or around furniture, furniture legs, file cabinets and partitions. Areas of concern are the bottom of the lavatory fixtures, waste containers, partitions and corners around doorways/inside walls. Hand mopping or hand wiping in these areas maybe required.
  - iii. The above operations maybe required to be performed more frequently than specified depending on traffic conditions, seasonal considerations or if requested by the Project Authority or their acting authority.

##### **SW.4.1.2 Floors In Corridors – for cleaning schedule see chart listed below**

Care must be given not to allow cleaning solution to seep under or around file cabinets, copier equipment and partitions. Area of concern is under the front of the cafeteria sales counter and corridor as well as the



furniture legs in the cafeteria seating area and the bottom corners around doorways and inside walls. Hand mopping or hand wiping these areas may be required.

- a. All floors to be mopped clean with warm soapy water as per schedule.
- b. All baseboards to be washed and scuffs removed.
- c. Between the months of October to May, due to dirty foot traffic additional daily floor cleaning will be required between entrance points and elevator/main stairwell, including Reception area vestibule.
- d. All floor surfaces requiring waxing are to be stripped completely, removing all wax as per schedule. The floors must be rinsed with clean warm water and after a complete scrubbing, two coats of wax must be applied. Between wax coatings and after the final coat is applied the wax is to be allowed to dry completely and buffed. All wax that has accumulated on baseboards, doors, door frames or walls must be removed. This work is to be completed between the hours of 18:00 and 22:00 or on weekends with the Project Authority's approval.

**SW.4.1.3 Floors – Ceramic, Marble, Quarry, or Terrazo Tiles – for cleaning schedule see chart listed below**

All floors must be washed and scrubbed with an abrasive cleaner to remove all stains and other accumulated dirt.  
Care must be given to flooring corners and edges that dirt and grime does not appear or build up. Hand mopping or hand wiping maybe required for these areas.  
Any sealant that has accumulated on baseboards, doors, doorframes, or walls is required to be removed.

- a. All baseboards to be washed and scuffs removed.
- b. Floor tiles and grout requiring a sealant application are to be cleaned completely and a sealant application is to be applied. This work is to be completed between 18:00 and 22:00 hours weekdays or on weekends with the Project Authority approval.

**SW.4.1.4 Concrete Floors – Epoxy Coated And Non Coated – for cleaning schedule see chart listed below**

- a. Concrete and epoxy coated floors in offices, stores and shops are to be swept and mopped as per schedule.
- b. Concrete floors in storage areas are to be swept and damp mopped clean on request by the Project Authority (no more than once a week).
- c. Concrete and epoxy coated floors in the common areas of the Greenhouse, Header house, Cold Storage and Yellow Barn to be swept and damp mopped clean as per schedule.
- d. All baseboards to be washed and scuffs removed as per schedule.
- e. Care must be given to flooring corners and edges that dirt and grime does not appear or build up. Hand mopping or hand wiping maybe required for these areas.

**SW.4.1.5 Carpeted Floors – Executive Offices, Board and Conference Rooms – for cleaning schedule see chart listed below.**

- a. Carpeted floors in general office areas to be vacuumed, as per schedule.
- b. Carpeted floors in Executive Offices, Board and Conference Rooms to be vacuumed as per schedule.
- c. Carpet areas to be spot cleaned (water extraction machine) on request(s) by the Project Authority. If a spot clean request exceeds 50% of a room's square footage it will no longer be eligible for spot cleaning services.
- d. Carpeted floors in Conference Rooms that have had a dining event are to be vacuumed and spot cleaned prior to set up for a following event. The Project Authority will advise the contractor on the requirement and scheduling for this service.
- e. All baseboards to be washed and scuffs removed as per schedule.
- f. Entrance way floor mats are to be vacuumed and edging mopped clean, between the change out dates.

**SW.4.2 PROJECT REQUIREMENTS – FURNITURE CLEANING – for cleaning schedule see chart listed below.**

**SW.4.2.1 Furniture – for cleaning schedule see chart listed below**

Dusted method with a damp cloth and clean disinfecting water (warm water with a mild soap agent the definition for clean disinfecting water).

- a. All office furniture, cabinets, partitions, windowsills and doorframes where applicable to be dusted as per schedule.
- b. All exposed vertical surfaces on furniture, cabinets, blinds, doors and doorframes where applicable to be dusted as per schedule..
- c. All office furniture including chair legs and armrests to be damp wiped clean as per schedule.
- d. All cafeteria tabletops, chairs, counters, microwave exterior, fridge exterior and cabinets to be wiped clean as per schedule.
- e. All cafeteria table and chair legs to be wiped clean as per schedule or as requested by the Project Authority.
- f. Executive office kitchen sink and counter to be cleaned as per schedule.

- g. All boardroom, conference, Indigenous Learning Centre and executive office furniture, cabinets and partitions to be damp wiped cleaned all surfaces as per schedule. Spot cleaning when required or as requested by the Project Authority.
- h. Chalk and whiteboard frames and trenches to be cleaned as per schedule .
- i. All office, reception area and corridor bookcases and information brochure stands including the tops are to be dusted as per schedule. Books and brochures are not to be removed. Wiped clean if there are spills or dirt marks, care to be given to the bottom to ensure there is no marks due to floor cleaning equipment.
- j. Janitorial contractor is to do **no** furniture, cabinet, or partition cleaning in the laboratory areas.
- k. Upholstered chairs in offices, conference rooms, boardrooms, reception and waiting areas to be spot cleaned on request by the Project Authority. This is for the removal of any accidental staining due to spills or grime.

**SW.4.3.0 PROJECT REQUIREMENTS – GENERAL CLEANING – for cleaning schedule see chart listed below.**

**Damp wiped clean** – clean cloth and warm water with a mild soap agent.

**SW.4.3.1 Laboratory Rooms**

- a. All floors to be swept and damp mopped clean as per schedule for laboratories or as requested by the Project Authority, using a dust control method (compound not to be used).
- b. Janitorial staff are not to enter laboratory rooms if doors are locked. Floor cleaning services will require scheduling with laboratory authority to be completed while laboratory staff is present.
- c. All waste/recycling containers are to be emptied as per schedule. Room entry is prohibited when door is locked, arrangements are to be made with laboratory authority to have waste containers emptied (e.g. containers can be left in the corridor if room is to be locked).
- d. All containers are to be wiped clean as per schedule, inside and out including lid or as required. Exterior door slab, knob and frame (corridor side only for laboratory entry doors) are to be wiped clean/disinfected as per schedule or as requested by the Project Authority.

All janitorial staff are to wear PPE which includes eye protection (PPE – Safety Glasses) while performing duties listed in section SW.4.3.1.

**SW.4.3.2 Interior Doorways, Walls, And Partitions – for cleaning schedule see chart listed below**

Please note all interior cleaning as outlined in section SW.4.3.2 is **not** to be performed in laboratory areas.

- a. All interior walls, glass block inserts and partitions in offices to be damp wiped cleaned as per schedule or as required for removing spills, handprints and scuffs or on request of the Project Authority.
- b. All interior walls and partitions in corridors to be damp wiped as per schedule below or as required for removing spills, hand prints and scuffs or on request by the Project Authority. .
- c. All interior doorways, slabs, frames, transits and thresholds if applicable to be damp wiped clean as per schedule or on request by the Project Authority. Spot cleaning is required of all visible scuffs, grime, spills, dirt or handprints. A general appearance of cleanliness is required.
- d. All picture frames and glass to be dusted and damp wiped clean as per schedule or on request by the Project Authority.
- e. Wooden wall coverings and décor pieces are to be dusted and damp wiped as per schedule or on request by the Project Authority.
- f. All wooden features to receive a wood oil application as per schedule. The Project Authority is to supply the wood oil product to be utilized.
- g. All wall sconce light fixtures are to be damp wiped clean. Consultation and approval of the Project Authority, this work will require the electrical supply to be terminated while performing the cleaning service.
- h. All vinyl wall coverings located in the main stairwell to be washed using the proper cleaning solution from the mural supplier. The Project Authority to advise on what product and method is to be used.

**SW.4.3.3 Stairwells – for cleaning schedule see chart listed below**

- a. All handrails to be dusted and cleaned/disinfected as per schedule.
- b. Vertical rails are to be dusted and damp wiped cleaned as per schedule.
- c. Wooden handrail inserts to be cleaned/disinfected as per schedule.
- d. Cleaning of stairs includes steps, risers and railing sills. Care to be given to ensure corners and along dividers are kept clear of dust, debris, dirt and cobwebs. Report any loose or damaged areas to the Project Authority.
- e. Main stairwell to be swept and damp mopped clean as per schedule or on request by the Project Authority (spot cleaning maybe required due to spillage or when heavy traffic occurs – no more than one spot clean request per day).
- f. Administrative Wing stairwell to be swept and damp mopped clean as per schedule or on request by the Project Authority (no more than one spot clean request per week).
- g. Emergency stairwell exits (located Northwest (NW) and Southwest (SW) ends of the main building) to be swept and damp mopped clean as per schedule or on request by the Project Authority (spot clean due to spill or when dirty traffic occurs – no more then one spot clean request per week).



- h. All Emergency Doors located in the Administrative and Emergency stairwells interior side, door slabs, handles and frames are to be wiped clean as per schedule. Care is to be given not to accidentally open or leave these doors dislodged.
- i. All stairwell door slabs, thresholds, handles and frames (both sides) to be wiped clean as per schedule. Removal of all spills, grime, handprints, dirt marks and scuffs.

#### **SW.4.3.4 Elevators – for cleaning schedule see chart listed below.**

- a. Elevator floors are to be vacuumed and damp mopped as per schedule. Care is required to ensure no dirt or debris remains in the corners and in the metal door tracks. Hand mopping or hand wiping may be required.
- b. Elevator door exterior/interior panels to be wiped clean as per schedule or if requested by the Project Authority due to a spill or dirty traffic.
- c. Exterior and interior signaling buttons are to be wiped clean/disinfected as per schedule.
- d. Interior walls and construction padding to be wiped clean as per schedule.
- e. Removal of the construction padding and the cleaning of both sides along with the interior wall to be completed annually or if requested by the Project Authority (no more than once a year for requests).
- f. Ceiling components of the elevators to be cleaned as per schedule or if requested by the Project Authority (no more than once a year for requests).

#### **SW.4.3.5 Window Cleaning – for cleaning schedule see chart listed below**

Please note all window cleaning as outlined in section SW.4.3.5. is **not** to be performed in laboratory areas.

- a. All office interior windows and sills to be cleaned as per schedule. Service time approval required from the Project Authority.
- b. Corridor window interiors to be cleaned as per schedule or as required by the Project Authority for removal of prints and grime.
- c. Reception south facing windows interior cleaning as per schedule.
- d. Reception Main entry north facing windows including the vestibule glass partitions to be cleaned interior/exterior.
- e. Reception Main glass doors to be cleaned interior/exterior. Door handles to be cleaned/disinfected daily. Door glass interior/exterior to be cleaned as needed (clear of fingerprints and rub marks).
- f. Reception sliding glass doors along with frames and track to be cleaned or if requested by the Project Authority.
- g. Commissionaire Services office windows, door and frames interior/exterior to be cleaned.
- h. North central entryway glass doors including vestibule glass interior/exterior. Door glass interior/exterior to be cleaned as needed (clear of fingerprints and rub marks).
- i. South central entryway glass doors to be cleaned interior/exterior. Door glass interior/exterior to be cleaned as needed (clear of fingerprints and rub marks).
- j. Northwest entryway glass door to be cleaned interior/exterior. Door glass interior/exterior to be cleaned as needed (clear of fingerprints and rub marks).
- k. Office, stairwell and shop doors that have glass inserts, transits or side glasses are to be cleaned interior/exterior including frames.
- l. Laboratories that have glass inserts, transits or side glasses (exterior side only – corridor side) are to be cleaned, including frames.
- m. Room 2034 sliding glass partition wall, frame and handles to be cleaned interior/exterior or if requested by the Project Authority.
- n. Door handles on all building access ways to be cleaned/disinfected, interior/exterior.

#### **SW.4.3.6 Lavatories/Locker Rooms – for cleaning schedule see chart listed below**

Care to be given to the bottom and floor edges where no dirt or grime is to build up. Hand mopping or hand wiping may be required for these areas. Walls, partitions, edges, bottom plates and floors to maintain overall cleanliness.

No hand prints, splash marks or general staining to be visible.

- a. All toilets, seats, urinals, and sinks to be cleaned and disinfected. Due to increased usage the lady's washroom located in the reception area, twice daily cleaning is required or on request by the Project Authority.
- b. Counters, mirrors, waste containers exterior and faucets to be wiped clean as per schedule.
- c. All contact points such as seats, taps, soap and towel dispensers, doorknobs and stall locking mechanisms to be cleaned/disinfected as per schedule.
- d. Sanitary cans are to be emptied, cleaned/disinfected and liner bags replaced.
- e. All toilet bowls and urinals to be descaled, using a product approved by the Project Authority.
- f. Soap dispensers, toilet paper and towel holders to be refilled as required.
- g. All lavatory walls and metal partitions are to be cleaned using a mild cleaning solution.
- h. Ceilings and light fixtures to be cleaned and spot cleaned when necessary.
- i. Door slabs exterior and frames interior/exterior to be cleaned.
- j. Interior door slabs to be cleaned/disinfected.
- k. Locker room showers to be cleaned.



- l. Locker room floors to be cleaned.
- m. Locker room door slabs, knobs, frames interior/exterior and walls to be cleaned.
- n. All lockers interiors/exterior (if unlocked) to be cleaned or as singularly if requested by the Project Authority.

#### **SW.4.3.7 Entrances – Interior/Exterior – for cleaning schedule see chart listed below**

- a. Exterior of entrances concreted area, stairs, around bike stands and sand boxes to be swept. Entrances effected are the main reception, west, northwest and southwest.
- b. Cleaning all exterior door slabs, frames and thresholds.
- c. Vestibule entrance areas to be swept and carpet vacuumed.
- d. Vestibule floors to be damp mopped cleaned between May and October and for the winter season between November and April they are to be damp mopped. Baseboards, lower portion of the window frames and doors (metal insert) to be cleaned along with the floors.
- e. Cleaning of (3) Boot Boy shoe cleaner units. Performed in the months of May and December
- f. Exterior cigarette butt receptacles are to be emptied and cleaned interior/exterior. Location of exterior cigarette receptacles to be verified by the Project Authority.

#### **SW.4.3.8 Waste Container, Paper Shredder Bags And Recycle Paper/Plastic Containers Emptying – for cleaning schedule see chart listed below**

- a. Yellow Barn waste container emptying as per schedule.
- b. Yellow Barn waste container cleaning interior/exterior or if requested by the Project Authority.
- c. Greenhouse, Header house and Cold Storage requiring waste container emptying.
- d. Greenhouse, Header house and Cold Storage waste container cleaning interior/exterior or if requested by Project Authority.
- e. All office waste containers to be emptied.
- f. Cleaning of the office waste containers interior/exterior or if requested by the Project Authority.
- g. Corridor waste containers to be emptied.
- h. Cleaning of the corridor waste containers interior/exterior or if requested by the Project Authority.
- i. Maintenance and Carpentry Shop waste to be emptied.
- j. Cafeteria area waste and recycle containers are to be emptied or if requested by the Project Authority.
- k. Cafeteria area waste and recycle containers are to be cleaned interior/exterior or as required, lid included.
- l. Conference room waste and recycle containers are to be emptied or if requested by the Project Authority.
- m. Conference room waste and recycle containers are to be cleaned interior/exterior or if requested by the Project Authority.
- n. Recycle containers to be emptied as per schedule or if required.
- o. Emptying and cleaning of paper shredding equipment area to be completed, as per schedule.
- p. Cleaning of the recycle containers interior/exterior or if required.
- q. All plastic liners used in waste, recycle containers and shredding equipment to be replaced as needed.

#### **SW.4.3.9 Janitorial Closets/Shop Sinks/Drinking Fountains – for cleaning schedule see chart listed below**

- a. Janitorial closets to maintain a good tidy clean appearance at all times. Any spills or empty containers to be dealt with accordingly. No dirt or garbage to be left at the end of the workday.
- b. Janitorial black garbage transport bins to be wiped clean interior/exterior.
- c. The Janitorial office/lunch room to have a tidy clean appearance at all times.
- d. General cleaning of the janitorial closets and lunchroom to be completed including the floors, walls, furniture and doors/frames/knobs.
- e. Stainless steel sinks, taps and counters located in the maintenance shop and paint shop to be cleaned.
  - Cleaning and sanitizing of all drinking fountains along with water stain descaling.

#### **SW.4.3.9a Fitness Room (B099)/Commissionaire Service Security Office – for cleaning schedule see chart listed below**

- a. Floors to be swept.
- b. Floors to be damp mopped cleaned as per schedule, or if requested by the Project Authority (no more than one additional request for service every two weeks) Using clean water with a mild detergent. Care is to be given ensuring corners, edges and around equipment bases are evenly cleaned with no dirt, dust or water stains remaining. Hand mopping or hand wiping maybe required in these areas.

### **SW.5.0 TASKS, DELIVERABLES, MILESTONES AND SCHEDULE**

#### **SW.5.1 Tasks**

##### **The Contractor must perform the following:**

- a. Floor Cleaning – SW.4.1. - Vinyl Tile, Stone Tile and Carpet areas require daily, weekly and spot removal service.



- b. Furniture Cleaning – SW.4.2 - Offices, executive offices, boardroom, reception, conference and cafeteria furniture.
- c. General Cleaning – SW.4.3 – Laboratory Rooms/Office Doorways, Walls and Partitions/Stairwells/Elevators/Window Cleaning/Lavatories and Locker Rooms/Entrances-Interior and Exterior/Waste, Paper Shredder & Recycle Container Emptying/Janitorial Closets, Shop Sinks and Drinking Fountains/Fitness Room-Commissionaire Service Security Office.
- d. Scheduling of duties for daily, weekly, bi-weekly, monthly, semi-annual and annual service as well as Project Authority's request for services.

### SW.5.2 Deliverables

- Contractor must provide to the Project Authority within 10 working days after contract award, the labour distribution and shift schedule, showing the date, time and duties to be performed. The schedule must be followed without deviation, unless Project Authority or an acting representative gives written approval for changes.

### SW.5.3 Schedule

Schedule for the weekly office areas and laboratories cleaning service:

- **Monday:** Main Northeast and Main Southeast wings; Greenhouse and Stores corridors; and Cold Storage corridors
- **Tuesday:** Main Northwest and Main Southwest wings; and Carpentry Shop
- **Wednesday:** Second Floor all wings
- **Thursday:** Third Floor all wings; and Yellow Barn
- **Friday:** Basement offices, Admin Wing and Header house offices.

#### Daily:

- Washrooms; elevators; fountains; waste containers and main entrances/corridors.
- On all floors and wings carpeted floors in Executive Offices, Board and Conference Rooms to be vacuumed every 3rd day.

Laboratories waste pick up and floor cleaning to be scheduled with the lab's manager.

After hours and weekend scheduling for large cleaning requirements such as floors, deep cleaning of lavatories, offices is permitted. If work is not part of the monthly schedule any additional planning for after hours or weekend work requires approval from the Project Authority or acting representative prior to scheduling.

Areas *not* including in the cleaning schedule are as follows:

B005, B014, B016 to B019, B023 to B032, B045, B052, B052A, B057, B063, B086, B097, M063, 2033, 3031, P001 to P003.

Please see Appendix 1 to the Statement of Work.

### SW.6.0 Diversity

Natural Resources Canada is committed to making our Department more inclusive for everyone and fostering an equitable workplace culture that values diversity and creates an environment that is welcoming and rewarding for all. We encourage the businesses that work with us to reflect these values. More information can be found at:

<https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/diversity-inclusion-public-service2.html>





<b>Appendix 1 to the Statement of Work Natural Resources Canada Statement of Work Schedule Northern Forestry Centre – Janitorial Contract</b>	
<b>SW.4.1.1 Floors - Offices, Laboratories and Lavatories</b>	<b>Schedule</b>
a. All hard floors to be swept and damp mopped clean daily for lavatories and reception area. Weekly for office areas and laboratories or as requested by the Project Authority, using a dust control method.	daily weekly
c. All baseboards to be washed and scuffs removed bi-weekly for office and laboratories and daily for lavatories or as requested by the Project Authority	daily bi-weekly
e. All hard floor surfaces requiring waxing are to be stripped completely, removing all wax annually. The floors must be rinsed with clean warm water and after a complete scrubbing, two coats of wax must be applied. Between wax coatings and after the final coat is applied the wax is to be allowed to dry completely and buffed. All wax that has accumulated under furniture or on baseboards, doors or door frames must be removed. This work is to be completed between the hours of 18:00 and 06:00 or on weekends with the Project Authority's approval.	annually
<b>SW.4.1.2 Floors in Corridors</b>	
a. All floors to be swept daily using a dust control method	daily
b. All floors to be mopped clean with warm soapy water as per schedule	daily
c. All baseboards to be washed and scuffs removed monthly	monthly
d. Between the months of October to May additional daily floor cleaning will be required between entrance points and elevator/main stairwell, the Reception entrance area (including vestibule) will require additional daily floor cleaning	daily Fall/Winter season
f. All floor surfaces requiring waxing are to be stripped completely, removing all wax annually. The floors must be rinsed with clean warm water and after a complete scrubbing, two coats of wax must be applied. Between wax coatings and after the final coat is applied the wax is to be allowed to dry completely and buffed. All wax that has accumulated on baseboards, doors, door frames or walls must be removed. This work is to be completed between the hours of 18:00 and 06:00 or on weekends with the Project Authority's approval.	annually
<b>SW.4.1.3 Floors – Ceramic, Marble, Quarry, or Terrazo Tiles</b>	
a. All floors to be swept daily using a dust control method	daily
b. All floors to be damp-mopped daily to remove all dirt, scuffs and foreign substances	daily
d. All baseboards to be washed and scuffs removed monthly	monthly
f. Annually, floor tiles are grout requiring a sealant application are to be cleaned completely and a sealant application is to be applied	annually
<b>SW.4.1.4 Concrete Floors – Epoxy Coated and Non Coated</b>	
a. Concrete and epoxy coated flooring in corridors to be swept and mopped daily	daily
b. Concrete and epoxy coated floors in offices, stores and shops are to be swept weekly and mopped bi-weekly	Weekly Bi-weekly
d. Concrete and epoxy coated floors in the common area of the Greenhouse, Header house, Cold Storage and Yellow Barn to be swept and damp mopped clean weekly	Weekly
e. All baseboards to be washed and scuffs removed every 3 months	3 months
<b>SW.3.5 Carpeted Floors – Executive Offices, Board and Conference Rooms</b>	
a. Carpeted floors in general office areas to be vacuumed weekly	Weekly
b. Carpeted floors in Executive Offices, Board and Conference Rooms to be vacuumed every 3 <sup>rd</sup> day	3 days
e. All baseboards to be washed and scuffs removed monthly	Monthly
f. Entrance way floor mats are to be vacuumed and edging mopped clean on a daily basis, between the change out dates	Daily
<b>SW.4.2.1 Furniture – Dusted method with a damp cloth and clean disinfecting water</b>	
a. All office furniture, cabinets, partitions, window sills and doorframes where applicable to be dusted bi-weekly	Bi-weekly
b. All exposed vertical surfaces on furniture, cabinets, blinds, doors and doorframes where applicable to be dusted monthly	Monthly
c. All office furniture including chair legs and armrests to be damp wiped clean monthly	Monthly
d. All cafeteria tabletops, chairs, counters, microwave exterior, fridge exterior and cabinets to be wiped clean daily	Daily
e. All cafeteria table and chair legs to be wiped clean monthly or as requested by the Project Authority	Monthly
f. Executive office kitchen sink and counter to be cleaned weekly	Weekly
<b>SW.4.2.1 Furniture – Dusted method with a damp cloth and clean disinfecting water (cont.)</b>	
g. All boardroom, conference, Indigenous Learning Centre and executive office furniture, cabinets and partitions to be damp wipe cleaned all surfaces bi-weekly	Bi-weekly
h. Chalk and whiteboard frames and trenches to be cleaned weekly	Weekly
i. All office, reception area and corridor bookcases and information brochure stands including the tops are to be dusted every 2 <sup>nd</sup> month	2 months
<b>SW.4.3.1 Laboratory Rooms</b>	
a. All floors to be swept and damp mopped clean weekly for laboratories	Weekly
c. All waste/recycling containers are to be emptied daily	Daily
d. All containers are to be wiped clean weekly, inside and out including lid or as required. Exterior door slab, knob and frame (corridor side only for laboratory entry doors) are to be wiped clean/disinfected bi-weekly	weekly Bi-weekly
<b>SW.4.3.2 Interior Doorways, Walls, and Partitions</b>	
a. All interior walls, glass block inserts and partitions in offices to be damp wiped cleaned annually	Annually
b. All interior walls and partitions in corridors to be damp wiped every 18 months	18 months
c. All interior doorways, slabs, frames, transits, and thresholds if applicable to be damp wiped clean every 6 months	6 months
d. All picture frames and glass to be dusted and damp wiped clean every 6 months	6 months



e. Wooden wall coverings and décor pieces are to be dusted and damp wiped every 6 months	6 months
f. All wooden features to receive a wood oil application every 18 months	18 months
g. All wall scones light fixtures are to be damp wiped clean annually	Annually
h. All vinyl wall coverings located in the main stairwell to be washed every 3 months	3 months
<b>SW.4.3.3 Stairwells</b>	
a. All handrails to be dusted cleaned/disinfected daily	Daily
b. Vertical rails are to be dusted damp wiped cleaned weekly	Weekly
c. Wooden handrail inserts to be cleaned/disinfected weekly	Weekly
e. Main stairwell to be swept and damp mopped cleaned daily	Daily
f. Administrative wing stairwell to be swept and damp mopped cleaned every 3 days	3 days
g. Emergency stairwell exits (located NW and SW ends of main building) to be swept and damp mopped cleaned weekly	Weekly
h. All Emergency doors located in the Administrative and Emergency stairwells interior side, door slab, handles and frames are to be wiped clean bi-weekly	Bi-weekly
i. All stairwell door slabs, thresholds, handles and frames (both sides) to be wiped clean every 3 days	3 days
<b>SW.4.3.4 Elevators</b>	
a. Elevator floors are to be vacuumed and damp mopped daily	Daily
b. Elevator door exterior/interior panels to be wiped clean weekly	weekly
c. Exterior and interior signaling buttons are to be wiped clean/disinfected daily	Daily
d. Interior walls and construction padding to be wiped clean weekly	Weekly
e. Removal of the construction padding and the cleaning of both sides along with the interior wall to be completed annually.	Annually
f. Ceiling components of the elevators to be cleaned semi-annually	Semi-annually
<b>SW.4.3.5 Window Cleaning</b>	
a. All office interior windows and sills to be cleaned annually	Annually
b. Corridor window interiors to be cleaned monthly	Monthly
c. Reception south facing windows interior cleaning every 2 months	2 months
d. Reception south facing windows exterior to be cleaned every 2 months, seasonal	2 months
e. Reception Main entry north facing windows including the vestibule glass partitions to be cleaned interior/exterior weekly	Weekly
f. Reception Main glass doors to be cleaned interior/exterior daily. Door handles to be cleaned/disinfected daily	Daily
g. Reception sliding glass doors along with frames and track to be cleaned weekly	Weekly
h. Commissionaire Services office windows, door and frames interior/exterior to be cleaned bi-weekly	Bi-weekly
i. North central entryway glass doors including vestibule glass interior/exterior weekly	Weekly
<b>SW.4.3.5 Window Cleaning (cont.)</b>	
	Schedule
j. South central entryway glass doors to be cleaned interior/exterior weekly	Weekly
k. Northwest entryway glass door to be cleaned interior/exterior weekly	Weekly
l. Office, stairwell and shop doors that has glass inserts, transits or side glasses are to be cleaned monthly interior/exterior including frames	monthly
m. Laboratories that have glass inserts, transits or side glasses (exterior side only – corridor side) are to be cleaned monthly, including frames	Monthly
n. Room 2034 sliding glass partition wall, frame and handles to be cleaned interior/exterior weekly	Weekly
o. Door handles on all building access ways to be cleaned/disinfected daily interior/exterior	daily
<b>SW.4.3.6 Lavatories/Locker Rooms</b>	
a. All toilets, seats, urinals, and sinks to be cleaned and disinfected daily. Due to increased usage the ladies washroom located in the reception area, twice daily	daily 2x daily
b. Counters, mirrors, waste containers exterior and faucets to be wiped clean daily	Daily
c. All contact points such as seats, taps, soap and towel dispensers, doorknobs and stall locking mechanisms to be cleaned/disinfected daily	Daily
d. Sanitary cans are to be emptied, cleaned/disinfected and liner bags replaced as needed daily	Daily
e. All toilet bowls and urinals to be descaled weekly	Weekly
f. Soap dispensers, toile paper and towel holders to be refilled daily or if required	Daily
g. All lavatory walls and metal partitions to be cleaned daily	Daily
h. Ceilings to be cleaned semi-annually and spot cleaning when necessary	Semi-annually
i. Door slabs exterior and frames interior/exterior to be cleaned monthly	Monthly
j. Interior door slabs to be cleaned/disinfected daily	Daily
k. Locker room showers to be cleaned weekly	Weekly
l. Locker room floors to be cleaned bi-weekly	Bi-weekly
m. Locker room door slabs, knobs, frames interior/exterior and walls to be cleaned monthly	Monthly
n. All lockers' interiors/exterior (if unlocked) to be cleaned annually	Annually
<b>SW.4.3.7 Entrances – Interior/Exterior</b>	
a. Exterior of entrances concreted area, stairs, around bike stands and sand boxes to be swept weekly	Weekly
b. Cleaning all exterior door slabs, frames, and thresholds monthly	Monthly
c. Vestibule entrance areas to be swept and carpet vacuumed daily	Daily
d. Vestibule floors to be damp mopped cleaned weekly between May and October and for the winter season between November and April they are to be damp mopped daily. Baseboards, lower portion of the window frames and doors (metal insert) to be cleaned along with the floors	Weekly Seasonal Daily
e. Semi-annual cleaning of (3) Boot Boy shoe cleaner units	Semi-annually
f. Exterior cigarette butt receptacles are to be emptied and cleaned interior/exterior once every 3 weeks	3 weeks
<b>SW.4.3.8 Waste container, Paper shredder bags and Recycle Paper/Plastic containers emptying</b>	
a. Yellow barn waste container emptied once every 3 days. Plastic bags replaced as needed	3 days
b. Yellow barn waste container cleaning interior/exterior monthly	Monthly



c. Greenhouse, Header house and Cold Storage requiring waste container emptying weekly. Plastic bags replaced as needed.	
d. Greenhouse, Header house and Cold Storage waste container cleaning interior/exterior monthly	Monthly
e. All office waste containers to be emptied daily. Plastic bags replaced as needed.	Daily
f. Cleaning of the office waste containers interior/exterior to be semi-annually	Semi-annually
g. Corridor waste containers to be emptied daily. Plastic bags replaced as needed.	Daily
h. Cleaning of the corridor waste containers interior/exterior once every 2 months	2 months
i. Maintenance and Carpentry Shop waste to be emptied every 3 days	3 days
j. Cafeteria area waste and recycle containers are to be emptied daily	Daily
k. Cafeteria area waste and recycle containers are to be cleaned interior/exterior weekly	Weekly
l. Conference room waste and recycle containers are to be emptied every 3 days	3 days
m. Conference room waste and recycle containers are to be cleaned interior/exterior weekly	Weekly
<b>SW.4.3.8 Waste container, Paper shredder bags and Recycle Paper/Plastic containers emptying</b>	<b>Schedule</b>
n. Recycle containers to be emptied every 3 days	3 days
o. Emptying and cleaning of paper shredding equipment to be completed bi-weekly. Plastic bags replaced as needed.	Bi-weekly
p. Cleaning of the recycle containers interior/exterior every 3 months. Plastic bags replaced as needed	3 months
<b>SW.4.3.9 Janitorial Closets/Shop sinks/Drinking fountains</b>	
b. Janitorial black garbage transport bins to be wiped clean interior/exterior every 2 weeks	2 weeks
d. General cleaning of the janitorial closets and lunchroom to be completed monthly	Monthly
e. Stainless steel sinks, taps and counters located in the maintenance shop and paint shop to be cleaned monthly	Monthly
f. Daily cleaning and sanitizing of all drinking fountains with weekly water stain descaling	Daily Weekly
<b>SW.4.3.9a Fitness Room (B099)/Commissionaire Service Security Office</b>	
a. Floors to be swept every 3 days	3 days
b. Floors to be damp mopped cleaned every 2 weeks	2 weeks



**ANNEX "B" - BASIS OF PAYMENT**

**(Will be completed at contract award)**



ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat 177125
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Natural Resources Canada	2. Branch or Directorate / Direction générale ou Direction Canada Forestry Services
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Janitorial Services at Northern Forestry Centre, Edmonton, AB		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 177125
Security Classification / Classification de sécurité UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité:  No / Non  Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :  No / Non  Yes / Oui

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET – SIGINT TRÈS SECRET – SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 177125
Security Classification / Classification de sécurité UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
 Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
 Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	
											A	B	C				
Information / Assets / Renseignements / Biens / Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



*(Page 4 of the SRCL to be provided at contract award)*





## ANNEX "D" - INSURANCE REQUIREMENTS

- 1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- 2 The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Natural Resources Canada
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractor's Protective Liability; Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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



**APPENDIX “1” - EVALUATION CRITERIA**

Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan’s assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: project one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

**1. Technical Criteria**

**1.1 MANDATORY EVALUATION CRITERIA**

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Req. ID	Mandatory Requirement	Proposal Page #	Pass / Fail
M1	<p><b>The bidder must propose the following categories of resources:</b></p> <p style="padding-left: 40px;">A) One (1) Team Leader/Supervisor B) Two (2) Auxiliary Staff Personnel members</p> <p>For each proposed resource named in the Bidder’s proposal, the Bidder <b>MUST</b> provide three (3) written project* summaries describing in detail their experience in providing janitorial services for 1250 m<sup>2</sup> to 2000 m<sup>2</sup> research facilities in the past three (3) years. Of the three (3) project summaries, one must be within a public sector agency, department or organization. Within each project summary provided, bidders must indicate:</p> <ol style="list-style-type: none"> <li>the name, address and telephone number of the client organization;</li> <li>a brief description of the scope of services provided;</li> <li>the dates and duration of the project (Month/Year-Month/Year);</li> <li>a description of the duties and responsibilities.</li> </ol> <p>NRCan reserves the right to contact the named client project authorities/authorized representatives to verify the accuracy and veracity of each of the Bidders cited Project Summaries.</p> <p>*Each proposed project must be a minimum duration of six (6) months.</p>		
M2	<p><b>The Project Team Leader MUST have at least five (5) years of experience with environmental regulatory compliance and environmental management related to hazardous materials, including the development of high level procedures.</b></p>		



## 1.2 Evaluation of rated criteria

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria.

Proposals must achieve the stated minimum points required overall for the rated criteria to be assessed as responsive under the point rated technical criteria section; proposals not meeting the minimum required points will be deemed non-responsive.

Proposals will be evaluated based on the following criteria:

Req. ID	Rated Requirement	Evaluation Criteria Scoring Method	Maximum Points Available	Minimum Points Required	Proposal Page #
RC1	<p><b>Project Summaries</b></p> <p>Points will be awarded for experience demonstrating three (3) projects that meet the following requirements for a maximum of 8 possible points per project.</p> <ol style="list-style-type: none"> <li>1. Provision of Janitorial Services in a restrictive area (between 1250 m2 to 2000 m2) within a research facility. (1 point)</li> <li>2. Performance of tasks aligned with those of Annex A – Statement of Work;               <ol style="list-style-type: none"> <li>a. 70% or greater of the tasks performed are aligned* with the tasks identified in Annex A – Statement of Work (SW 4.0) – 6 points.</li> <li>b. Between 50% and 69% of the tasks performed are aligned with the tasks identified in Annex A – Statement of Work (SW 4.0) – 4 points.</li> <li>c. Between 30% and 49% of the tasks performed are aligned with the tasks identified in Annex A – Statement of Work (SW 4.0) – 2 points.</li> <li>d. Less than 30% of the tasks performed are aligned with the tasks identified in Annex A – Statement of Work (SW 4.0) – 0 points.</li> </ol> </li> </ol> <p>*Bidder must cross reference the Project Tasks performed with the tasks identified in Annex A – Statement of Work in order to demonstrate alignment of tasks. For each proposed project the bidder may use the following table for Task Mapping;</p>	<p>Points will be awarded for experience demonstrating three (3) projects that meet the following requirements for a maximum of 8 possible points per project.</p>	24	14	



Req. ID	Rated Requirement	Evaluation Criteria Scoring Method	Maximum Points Available	Minimum Points Required	Proposal Page #								
	<table border="1" data-bbox="264 336 743 736"> <tr> <td data-bbox="264 336 485 551">Tasks Performed Under Proposed Project</td> <td data-bbox="485 336 743 551">Alignment with tasks identified in Annex A</td> </tr> <tr> <td data-bbox="264 551 485 612"></td> <td data-bbox="485 551 743 612"></td> </tr> <tr> <td data-bbox="264 612 485 674"></td> <td data-bbox="485 612 743 674"></td> </tr> <tr> <td data-bbox="264 674 485 736"></td> <td data-bbox="485 674 743 736"></td> </tr> </table> <p data-bbox="358 741 646 801">(Bidder to insert rows as needed)</p> <p data-bbox="310 835 743 1225">3. Evidence that the services performed for the proposed project were provided on time, in accordance with industry standards and the schedule of the Project. To demonstrate evidence, the bidder must provide with the bid, a letter signed by or email from the project representative confirming this information (1 point).</p> <p data-bbox="264 1260 686 1319">Each proposed project must be a minimum duration of six (6) months.</p>	Tasks Performed Under Proposed Project	Alignment with tasks identified in Annex A										
Tasks Performed Under Proposed Project	Alignment with tasks identified in Annex A												
RC2	<p data-bbox="264 1413 651 1473"><b>Experience in Environmental Compliance and Management:</b></p> <p data-bbox="264 1475 691 1628">The bidder should demonstrate their experience in providing and implementing high environmental standards (practices) with respect to Janitorial services.</p> <p data-bbox="264 1634 735 1696">Eg: Reuse, renew, recycle products and practices</p>	2 points for each example of sound industry environmental practices to a maximum of 10 points.	10	6									
RC3	<p data-bbox="264 1723 743 1970">Points will be awarded for demonstrating the proposed Team Leader/Supervisor resource has experience in planning, coordinating and maintaining the scheduling of activities for project personnel, contractors and other support providers on a daily, weekly, monthly and yearly basis.</p>	<p data-bbox="776 1723 967 1817">0 points for 0-11 months of experience</p> <p data-bbox="776 1849 984 1943">2 points for 12-23 months of experience</p> <p data-bbox="776 1975 984 2069">4 points for 24-35 months of experience</p> <p data-bbox="776 2102 984 2196">6 points for 36-47 months of experience</p> <p data-bbox="776 2228 984 2322">8 points for 48-59 months of experience</p> <p data-bbox="776 2354 984 2448">10 points for 60 or more months of experience</p>	10	6									



Req. ID	Rated Requirement	Evaluation Criteria Scoring Method	Maximum Points Available	Minimum Points Required	Proposal Page #
RC4	<p>The Bidders should demonstrate the following corporate activities they have implemented to promote anti-racism and diversity within their organization:</p> <ul style="list-style-type: none"> <li>a. The bidder has internally published policies or commitments on anti-racism and inclusiveness;</li> <li>b. The bidder has publicly available organisational commitments to a diverse workforce;</li> <li>c. The bidder's employees are mandated to take mandatory training on anti-racism</li> <li>d. The bidder's employees are mandated to take unconscious bias training;</li> <li>e. The bidder has developed internal staffing and/or recruitment strategy(ies) to increase representation of underrepresented groups in their workforce.</li> <li>f. The bidder's employees are mandated to take mandatory training on harassment.</li> </ul>	<p>The bidder should provide details of the following activities.</p> <p>For activities described in a. and b. (policy and commitments), the bidder should provide copies of policy or commitment documents including their effective date.</p> <p>For activities described in c. and d. (training), the bidder should provide the name of the course and the service provider; if developed internally, a copy of the course outline.</p> <p>For activities described in e. (staffing), the bidder should provide copies of job posting, or other staffing/recruitment documents demonstrating compliance with the rated criteria.</p> <p>Maximum <b>0.5</b> points for each activity.</p> <p><b>0 pts</b> = the bidder does not address.  <b>0.5 pts</b> =The bidder has fully described the activity and provided supporting documents as evidence.  <b>0.25 pts</b> = The bidder has provided information on the existence of the activity but does not provide sufficient detail or supporting documents.</p> <p>Additional Points (Max 1 pts):</p>	4		



Req. ID	Rated Requirement	Evaluation Criteria Scoring Method	Maximum Points Available	Minimum Points Required	Proposal Page #
		<p><b>1 pts</b> - Bidder has demonstrated at least the existence of 4 out of 5 activities.</p> <p><b>0.5 pts</b> – Bidder has demonstrated at least 2 of the 5 activities.</p>			
<b>Maximum Points Available:</b>			48		
Minimum Points Required to Pass:			26		
Total Number of Points Obtained:			/48		



**APPENDIX “2” - FINANCIAL BID PRESENTATION SHEET**

**FIRM MONTHLY RATE – Limitation of Expenditure**

**1. Fees**

The all-inclusive firm monthly rate for the completion of this project is in Canadian funds and does not include applicable taxes.

**A. Contract Period: Year 1** (date of contract for a period of 12 months)

a	b	c	d (bxc)
Service Description	Firm Monthly Rate**	Estimated Number of Months*	Total Estimated Costs
Janitorial Services in accordance with Annex “A”	\$	12	\$
<b>A- Estimated Total Price :</b>			\$

**OPTIONS:**

**B. Option 1: Year 2**

a	b	c	d (bxc)
Service Description	Firm Monthly Rate**	Estimated Number of Months*	Total Estimated Costs
Janitorial Services in accordance with Annex “A”	\$	12	\$
<b>B- Estimated Total Price :</b>			\$

**C. Option 2 Year 3**

a	b	c	d (bxc)
Service Description	Firm Monthly Rate**	Estimated Number of Months*	Total Estimated Costs
Janitorial Services in accordance with Annex “A”	\$	12	\$
<b>C- Estimated Total Price :</b>			\$

**\* LEVEL OF EFFORT PRESENTED HEREIN IS USED FOR EVALUATION PURPOSES ONLY AND IT IS NOT A COMMITMENT BY CANADA.**

**\*\* FOR ANY ERRORS IN THE CALCULATION, THE *MONTHLY RATE* SCHEDULE WILL BE UPHELD.**

Any estimated level of effort specified in the Pricing Details detailed above is provided for financial proposal evaluation purposes only. It is only an approximation of the requirements and is not to be considered as a contract guarantee nor as a commitment by NRCan to respect those estimated in any resulting contract.

**2. Bid Price**

A + B + C = Total Tendered Price for Financial Proposal Evaluation (Taxes Extra):	\$ _____
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