

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works & Government
Services Canada/Réception des soumissions Travaux
publics et Services gouvernementaux Canada
1713 Bedford Row
Halifax, N.S./Halifax,(N.E.)
B3J 1T3
Halifax
Bid Fax: (902) 496-5016**

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Real Property Contracting
1713 Bedford Row
P.O. Box 2247/C.P.2247
Halifax, N.S./Halifax, (N.E.)
B3J 3C9
Halifax

Title - Sujet DISPOSAL OF HALOCARBONS	
Solicitation No. - N° de l'invitation W010Z-12E001/A	Date 2012-08-29
Client Reference No. - N° de référence du client W010Z-12-E001	GETS Ref. No. - N° de réf. de SEAG PW-\$PWA-122-4914
File No. - N° de dossier PWA-1-64144 (122)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-09-20	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Chinye, Chukwudi	Buyer Id - Id de l'acheteur pwa122
Telephone No. - N° de téléphone (902)496-5476 ()	FAX No. - N° de FAX (902)496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE AS PER CALL UP Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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Solicitation No. - N° de l'invitation

W010Z-12E001/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwa122

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

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W010Z-12-E001

PWA-1-64144

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|--|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses: |
| | 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions; |
| | 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, Insurance Requirement, Dollar Usage Report Form and a Consent to a Criminal Record Verification Form.

2. Summary

The Department of National Defence has a requirement for a Regional Individual Standing Offer for the furnishings of all labour, materials, supervisors and equipment required to dispose halocarbons and also cylinder recertification within Maritime Forces Atlantic, Nova Scotia on an as and when requested basis in accordance with Annex A- Statement of Work.

The requirement is not subject to the provisions of the North American Free Trade agreement (NAFTA), World Trade Organization Agreement on Government Procurement (WTO-AGP), Canada-Peru, Canada- Colombia Trade Agreements, and the Agreement on Internal Trade (AIT) .

3. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012-07-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: Ninety (90) days

2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Financial Offer (one hard copy)

Section II: Certifications (one hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

. To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) () Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the financial evaluation criteria.

1.1 Financial Evaluation

- 1.1.1** The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

2. Basis of Selection

- 2.1** An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Code of Conduct Certifications - Consent to a Criminal Record Verification

- 1.1** Offerors must submit as part of their offer, by Request for Standing Offers closing date:

(a) a complete list of names of all individuals who are currently directors of the Offeror ;

(b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

2. Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

2.1 Federal Contractors Program - Certification

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than a reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

- a.() is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- b.() is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- c.() is subject to the requirements of FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- d.() has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____.

Further information on the FCP is available on the HRSDC Web site.

2.2 Former Public Servant Certification

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, in the context of the fee abatement formula, 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

Is the Offeror a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Offeror must provide the following information:

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

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Offeror 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 reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

2.3 Status and Availability of Resources

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

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing

Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability.

2.4 Confirmation of Workers Compensation Coverage

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within **seven (7) days** following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request will result in the bid being declared non-responsive

2.5 Proof of an Independent Safety Audit

Bidders are to provide documentation indicating that the bidder has successfully completed a recognized safety audit, and the company/person performing the audit are approved by a regulatory authority to conduct safety audit.

The Bidder must provide, within **seven (7) days** following a request from the Contracting Authority, a certificate or letter confirming the Bidder's good standing account. Failure to comply with the request will result in the bid being declared non-responsive

2.6 Agreement and Certifications

Quality Assurance and Quality Control; The Contractor is expected to demonstrate that adequate measures will have been taken to ensure good quality assurance and quality control (QA/ QC) procedures IAW FHR. To this end, the Contractor shall provide a copy of the following prior to Contract Award and throughout the life of the contract:

- (i) Waste Services Agreement with SENA Waste Services Ltd in Swan Hills, AB (Annually);
- (ii) Nova Scotia Department of the Environment Industrial Approval for operation of a used refrigerant oil treatment facility;
- (iii) Transport Canada Certificate of Registration authorizing the Contractor, to requalify cylinders by visual inspection IAW Transportation of Dangerous Goods Regulations and to Clause 25 of National Standard of Canada CAN/CSA-B339-96, Cylinders, Spheres, and Tubes for the Transportation of Dangerous Goods. (Renewed every 5 years based on Expiry Date of Certificate)

The Bidder must provide, within **seven (7) days** following a request from the Contracting Authority, the above mentioned agreement and certification. **Failure to comply with the request will result in the bid being declared non-responsive**

Certification

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

Not Applicable

2. Financial Capability

Not Applicable

3. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex C .

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2005 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

2.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D ". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fourteen (14) calendar days after the end of the reporting period.

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from _____ to _____ inclusive (To be determined at Standing Offer Issuance).

3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **three (3), 12 month option periods**, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Chukwudi Chinye
 Title: Contracting Officer
 Public Works and Government Services Canada
 Acquisitions Branch
 Atlantic Region
 Address: 1713 Bedford Row
 Halifax, Nova Scotia
 B3J 1T3
 Telephone: 902- 496- 5476
 Facsimile: 902- 496- 5016
 E-mail address: chukwudi.chinye@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

4.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

4.3 Offeror's Representative (To be Completed by Offeror)

Name: _____
 Title: _____
 Organization: _____
 Address: _____
 Telephone: _____
 Facsimile: _____
 E-mail: _____

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence Maritime Forces Atlantic or a Delegated Authority.

6. Call-up Procedures

The Identified User will provide the offeror with statement of work required and the Offeror must provide the identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the standing offer. The offeror must not undertake any of the specified work unless and until a call-up is issued by the identified User. The estimated cost stated in the call-up must not be exceed without the specific written authorization of the Identified User.

7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer.

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$5,750.00 (Goods and Services Tax or Harmonized Sales Tax included).

9. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$10,000.00 (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

10. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-07-16), General Conditions - Standing Offers - Goods or Services
- e) the general conditions; (2010C,2012-07-16-Services (Medium Complexity)
- f) Annex E, Consent to a Criminal Record Verification Form
- g) Annex A, Statement of Work;
- h) Annex B, Basis of Payment);
- i) Annex C, Insurance Requirements;
- j) Annex D, Dollar Usage Report Form;
- k) the Offeror's offer _____ (*insert date of offer*),

11. Certifications

11.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

11.2 SACC Manual Clauses

Status and Availability of Resources

M3020C

12. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010C (2012-07-16), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section (13) Interest on Overdue Accounts, of (2010C-2012-07-16 -General Conditions - Services Medium Complexity) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B. Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

4.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

4.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

4.4 SACC Manual Clauses

T1204 - Direct Request by Customer Department

A9117C

4.5 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

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

- (a) The original and two (2) copies must be forwarded to the following address for certification and Payment no later than seven days after the end of the service.

Kathryn Payne
Financial Assistant
Formation Safety and Environment
P O Box 99000,

Station Forces
Halifax, N.S. B3K 5X5

6. Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7. SACC Manual Clauses

Canadian Forces Site Regulations

A9062C

Inspection and Acceptance

D5328C

Hazardous Waste Disposal

A9016C

Transportation of Dangerous Goods/Hazardous Products

D3014C

Estimates

M3800C .

ANNEX "A"**STATEMENT OF WORK****1.0 SCOPE**

Purpose: To procure services to aid in the disposal of Halocarbons and to manage the recovery cylinders.

General: Maritime Forces Atlantic (MARLANT) is obligated to follow the Federal Halocarbon Regulations, 2003 (FHR) (<http://www.ec.gc.ca/ozone/default.asp?lang=En&n=E06A6B0D-1>) objectives and targets for the maintenance and disposal of Halocarbons and their associated systems. In the interest of compliance with Federal Regulations, MARLANT wishes to properly manage and dispose of halocarbons and recovery cylinders.

MARLANT must strive to reduce the use of halocarbons and dispose the excess or waste halocarbons in accordance with the FHR. To assist in the proper disposal of excess or waste halocarbons, MARLANT is participating in the Refrigerant Management Canada (RMC) Program (<http://www.refrigerantmanagement.ca/index.php>) . This program facilitates the disposal of selected banned halocarbons in accordance with FHR and at no cost. This standing offer will follow the requirements of FHR, and the RMC.

2.0 BACKGROUND

1. This standing offer is in support of the MARLANT Halocarbon Management Program and is specifically for the disposal of chlorofluorocarbons (CFC) through the RMC program under the conditions outlined below, identification and re-qualification of halocarbon recovery cylinders.

2. HCFCs, HFCs and PFCs may be recycled depending on the type and condition of the refrigerant. If these products are found to be recyclable, the disposal fees shall be reduced or eliminated. The Vendor shall notify the Department of National Defence (Flog Hazmat Facility, D-207) when recyclable HCFCs and HFCs are received in order to determine the disposition of these products.

3. Halocarbons disposed of under this contract Standing Offer can only be destroyed and cannot be used for any other purpose.

4. The halocarbons to be disposed of in accordance with the Canadian Federal Ozone Depleting Substance Regulation, 1998 in that:

a. The halocarbons sent for destruction will be destroyed in accordance with the United Nations Ad-Hoc Technical Advisory Committee on ODS Destruction Technologies, Section 5.5;

b. Should it be necessary for the contractor to export the halocarbons for disposal/ destruction that it is to a country that is signatory to the Montreal Protocol, Basel Convention and the Bamako convention;

c. The contractor to acquire the necessary permits (provincial/federal/municipal/foreign countries) for the destruction of the halocarbons; and

d. The halocarbons may be sent for disposal as feedstock.

-
5. Certificate of destruction or disposal from the Environment Canada approved destruction/disposal facility is required for halocarbons destroyed or sent for disposal as feedstock.
6. Copies of all Documents to be forwarded in duplicate to Flog Hazmat Facility D 207 for halocarbon disposal indicating a cradle to grave trail including;
- a. All government permits and Letters of Declaration required under the following legislation:
- 1) Ozone Depleting Substance Regulations, 1998;
 - 2) Export and Import of Hazardous Waste Regulations, SOR/92-637;
 - 3) Export Control List Notification Regulations. SOR/2000-108; and
 - 4) Any other permits/documentation required by any other legislation (provincial, federal, municipal and foreign).
- b. Appropriate documentation required under the Transportation of Dangerous Goods Act, 1992;
- c. Quotation for the cost of disposal as well as completed plans or procedures for complying with all federal, provincial, municipal, and/or foreign ODS disposal/ destruction requirements;
- d. Original copies of certificates of destruction and halocarbon used as feed stock; and
- e. Any other documentation that might be required to indicate the path of the halocarbon disposal.
7. Cylinders are to be certified by pressured testing, hydrostatic testing and paint scheme to industry standard for Recovery Cylinders IAW ARI 700 Standards.

3.0 APPLICABLE DOCUMENTS

1. ARI 700 Standards- Air-conditioning and Refrigeration Institute Standard for the purity specifications and associated methods of testing for acceptability of fluorocarbon refrigerants regardless of source (new, reclaimed and/or repackaged) for use in new and existing refrigeration and air-conditioning products.
2. FHR- This document outlines the Federal Policy on the acquisition, use, maintenance and disposal of halocarbons and associated equipment. This document is an extension of the Montreal Protocol 1987 and details the Federal Plan to comply with the Protocol.
3. RMC Program- This program facilitates the proper destruction of excess halocarbons on a no-cost basis. The list of halocarbons covered under this program changes as Regulations change and target dates are established. All planned/forecasted destruction of excess halocarbons will endeavour to be covered under this program. The standing offer shall reflect the disposal of halocarbons based on the existing RMC Program as opposed to a list promulgated by a SOW.

4.0 REQUIREMENTS

1. Destruction of halocarbons under RMC Program- Upon approval from MARLANT HQ N48, Hazmat (D207) will contact the Contractor by either phone or email to ascertain whether they can accept the inventory of halocarbons MARLANT has approved to be sent for destruction. Any remaining halocarbons shall be kept in inventory until the Contractor is able to accept. D-207 is the only point from which halocarbons will be sent to the Contractor for processing This shall include refrigerants recovered

with rental recovery cylinders (As discussed with Meena, there are no rented cylinders at DND sites). Replace with: D-207 is the only point from which the contractor will pick up halocarbons. After processing of the halocarbons, the cylinders will be returned to D-207.

2. All recovery cylinders that are required by MARLANT will be retained and refurbished to meet HRAI standards for colour coding and FHR for use.

5.0. DELIVERABLES

The Contractor shall send a monthly record to MARLANT HQ N48 SO Climate Change for tracking of halocarbons as per Appendix A-1, attached. This report is MARLANT's trace documentation of the location of our inventory and its destruction.

A. RMC Tracking Reports - To be sent to Formation Safety and Environment in hard copy to:
Staff Officer - Climate Change
Formation Safety and Environment, Bldg S-90, Room 334
PO Box 99000 Station Forces
Halifax NS, B3K 5X5

A soft copy is to be e-mailed to Meena Forsythe at:
Meena.Forsythe@forces.gc.ca

B. Recovery Cylinders - All recovery cylinders owned by DND shall be clearly marked and shall must be the only ones accepted when the Contractor completes maintenance/emptying.

C. Transportation - Transportation of goods to/from the Contractor will be via DND vehicle (performed using the contractors vehicle). Transportation of Dangerous Goods Act Regulations shall must be followed.

APPENDIX A-1

TRACKING AND REPORTING FORMAT

RMC tracking, record keeping and reporting will be accomplished through the use of Standard spreadsheets generated in Microsoft Excel Version 97 or better that have been approved by RMC for use by each Service Provider. The tracking and reporting spreadsheets will include the following information:

Monthly Refrigerant Tracking

Containers Received

- Size and type (cylinder or drum) of each container accepted into the program and serial number of each cylinder;
- Date received, origin of container (wholesaler, contractor, equipment owner) for freight charge determination and origin of refrigerant, where possible (contractor, end-user);
- date container tested for refrigerant content, content results (quantities and breakdown of refrigerant types) and whether accepted or not accepted into program;
- date bulked for storage into 1000-lb cylinder, and serial number(s) of 1000-lb cylinder; and
- disposition of empty container (i.e., recycled, returned to stock, returned to owner, etc.).

Bulk Tanks

- bulk tank serial number and current quantity in storage and type (high or low pressure) of refrigerant in tank;
- date 1000-lb cylinders tested for contaminants and test results;
- date contents of 1000-lb cylinder transferred to ISO-container or direct shipped to destruction facility, destruction facility destination; and
- date and shipping location for 1000-lb cylinders forwarded for bulking to ISO tank, where applicable.

Monthly Summaries (for both low-pressure and high-pressure refrigerant)

- total number of containers received and total number accepted/rejected from program;
- total number of bulk containers in use and quantity of refrigerant in storage;
- total quantities of refrigerant shipped for destruction (either transferred to ISO containers for shipment or shipped directly to disposal site); and
- total number of containers sent for disposal.

Solicitation No. - N° de l'invitation

W010Z-12E001/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwa122

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W010Z-12-E001

PWA-1-64144

ANNEX "B"**BASIS OF PAYMENT****Year 1:**

Column A	Column B Description of Work	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price per Unit	Column F Extended Price Col D *Col E
Disposal of Cylinders (If non-repairable/non-recertificable)					
1	30lb cylinder	Per cylinder	42	\$ _____	\$ _____
2	50lb cylinder	Per cylinder	36	\$ _____	\$ _____
3	100lb cylinder	Per cylinder	24	\$ _____	\$ _____
4	200lb cylinder	Per cylinder	18	\$ _____	\$ _____
Recertification of Cylinders (If non-repairable/non-recertificable)					
5	30lb cylinder	Per cylinder	42	\$ _____	\$ _____
	50lb Cylinders	Per cylinder	36	\$ _____	\$ _____
7	100lb cylinders	Per Cylinder	24	\$ _____	\$ _____
8	200lb cylinders	Per Cylinder	18	\$ _____	\$ _____
Total (Year 1)					\$ _____

Solicitation No. - N° de l'invitation

W010Z-12E001/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwa122

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W010Z-12-E001

PWA-1-64144

Option Year 1:

Column A	Column B Description of Work	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price per Unit	Column F Extended Price Col D *Col E
Disposal of Cylinders (If non-repairable/non-recertificable)					
1	30lb cylinder	Per cylinder	42	\$ _____	\$ _____
2	50lb cylinder	Per cylinder	36	\$ _____	\$ _____
3	100lb cylinder	Per cylinder	24	\$ _____	\$ _____
4	200lb cylinder	Per cylinder	18	\$ _____	\$ _____
Recertification of Cylinders (If non-repairable/non-recertificable)					
5	30lb cylinder	Per cylinder	42	\$ _____	\$ _____
6	50lb Cylinders	Per cylinder	36	\$ _____	\$ _____
7	100lb cylinders	Per Cylinder	24	\$ _____	\$ _____
8	200lb cylinders	Per Cylinder	18	\$ _____	\$ _____
Option Total (Option Year 1)					\$ _____

Solicitation No. - N° de l'invitation

W010Z-12E001/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwa122

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W010Z-12-E001

PWA-1-64144

Option Year 2:

Column A	Column B Description of Work	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price per Unit	Column F Extended Price Col D *Col E
Disposal of Cylinders (If non-repairable/non-recertificable)					
1	30lb cylinder	Per cylinder	42	\$ _____	\$ _____
2	50lb cylinder	Per cylinder	36	\$ _____	\$ _____
3	100lb cylinder	Per cylinder	24	\$ _____	\$ _____
4	200lb cylinder	Per cylinder	18	\$ _____	\$ _____
Recertification of Cylinders (If non-repairable/non-recertificable)					
5	30lb cylinder	Per cylinder	42	\$ _____	\$ _____
6	50lb Cylinders	Per cylinder	36	\$ _____	\$ _____
7	100lb cylinders	Per Cylinder	24	\$ _____	\$ _____
8	200lb cylinders	Per Cylinder	18	\$ _____	\$ _____
Total (Option Year 2)					\$ _____

Solicitation No. - N° de l'invitation

W010Z-12E001/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwa122

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W010Z-12-E001

PWA-1-64144

Option Year 3:

Column A	Column B Description of Work	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price per Unit	Column F Extended Price Col D *Col E
Disposal of Cylinders (If non-repairable/non-recertificable)					
1	30lb cylinder	Per cylinder	42	\$ _____	\$ _____
2	50lb cylinder	Per cylinder	36	\$ _____	\$ _____
3	100lb cylinder	Per cylinder	24	\$ _____	\$ _____
4	200lb cylinder	Per cylinder	18	\$ _____	\$ _____
Recertification of Cylinders (If non-repairable/non-recertificable)					
5	30lb cylinder	Per cylinder	42	\$ _____	\$ _____
6	50lb Cylinders	Per cylinder	36	\$ _____	\$ _____
7	100lb cylinders	Per Cylinder	24	\$ _____	\$ _____
8	200lb cylinders	Per Cylinder	18	\$ _____	\$ _____
Total (Option Year 3)					\$ _____

Total Amount= Total (Year 1) + Total (Option Year 1)+ Total (Option Year 2)+ Total (Option Year 3)=
\$ _____

The Total amount, will be the amount that will be considered during evaluation of all bids tendered.

ANNEX "C"

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

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

(m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

(Q) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

(r) 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.

Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

2. The policy must include the following:

- (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
- (b) Accident Benefits - all jurisdictional statutes
- (c) Uninsured Motorist Protection
- (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Environmental Impairment Liability Insurance

1.The Contractor must obtain Contractors Pollution 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 \$1,000,000 per accident or occurrence and in the annual aggregate.

2.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.

3.The Contractors Pollution 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.

B. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

C. Separation of Insureds: 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.

D. 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.

E. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

Bailee's Customer's Goods Insurance

The Contractor must obtain Bailee's Customer's Goods insurance while Government Property is under its care, custody or control for repair or servicing, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$2,000,000.00 . Government Property must be insured on a Replacement Cost (new)"; basis.

1.Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.

2.The Bailee's Customer's Goods must include the following:

a.Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

b.Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.

c.Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

ANNEX "F"**CONSENT TO A CRIMINAL RECORD VERIFICATION FORM
(See attached)**

Offerors must submit as part of their offer, by Request for Standing Offers closing date:

- (a) a complete list of names of all individuals who are currently directors of the Offeror;
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

Offeror's List of Directors below: Please **MUST** provide a list of names of all individuals who are currently Directors **in** accordance with **PART 5-CERTIFICATION**.

Directors: (Please print clearly)

NAME	NAME	NAME	NAME

Attach additional names on a separate sheet if required.

OFFEROR'S THAT DO NOT SUBMIT A COMPLETE LIST OF INDIVIDUALS WHO ARE CURRENTLY DIRECTORS AND A PROPERLY COMPLETED AND SIGNED CONSENT TO A CRIMINAL RECORD VERIFICATION FORM (PWGSC-TPSGC 229), WITH THEIR BID AS DESCRIBED IN PART 5-CERTIFICATION BY BID CLOSING DATE WILL BE DEEMED NON- RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.



**FOR GOVERNMENT USE ONLY
POUR USAGE DU GOUVERNEMENT SEULEMENT**

Special Investigations Directorate File No.
N° de dossier de la Direction des enquêtes spéciales

Date Received (Y-A M D-J)
Date de réception

**CONSENT TO A CRIMINAL RECORD VERIFICATION
CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE**

This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.
Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

**A PRIVACY ACT STATEMENT
ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS**

The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining or maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir ou conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

**B BIOGRAPHICAL INFORMATION - Must be completed by the individual
RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu**

Family Name (Last Name) - Nom (de famille)

Family Name at Birth - Nom de famille à la naissance

Full Given Names (No Initials) - Prénoms au complet (aucune initiale)

All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames)
Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)

Gender - Sexe

☐

Male

Masculin

☐

Female

Féminin

Date of Birth - Date de naissance (Y-A M D-J)

**Current Residential Information
Information résidentielle actuelle**

Apartment No. - N° d'appartement

Street No. - N° civique

Street Name - Nom de la rue

City - Ville

Province

Postal Code - Code postal

C	CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu
----------	---

I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal Information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature	
Print Name - Nom en lettres moulées	Date (Y-A M D-J)

D	ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement	
Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante		
Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat		Date of Request (Y-A M D-J) Date de la demande
Requesting Contact Person - Personne-ressource requérante		Contact Person Tel. No. - N° de tél. de la personne-ressource