

**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 PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen 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.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet COLLECTION/DISPOSAL OF RECYCLING	
Solicitation No. - N° de l'invitation W010X-13R081/A	Date 2013-03-07
Client Reference No. - N° de référence du client W010X-13-R081	
GETS Reference No. - N° de référence de SEAG PW-\$PWA-122-4972	
File No. - N° de dossier PWA-2-68115 (122)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-04-18	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
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 MARITIME FORCES ATLANTIC, BLDG D206 ROOM 204, P.O. BOX 99000 STN FORCES HALIFAX NOVA SCOTIA B3K 5X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

Delivery Required - Livraison exigée SEE HEREIN	Delivery Offered - Livraison proposée
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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection
3. Security Requirement

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. SACC Manual Clauses
13. Insurance Requirements

List of Annexes:

- | | |
|---------|----------------------------------|
| Annex A | Statement of Work |
| Annex B | Basis of Payment |
| Annex C | Security Requirements Check List |
| Annex D | Insurance Requirements |

Annex E Code of Conduct and Certifications - Related documentation**Annex F Collection Schedule and Sites****PART 1 - GENERAL INFORMATION****1. Security Requirement**

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

2. Statement of Work

Work to be performed under this services contract comprises of the furnishings of all labour, equipment, tools and supervision required to provide weekly collection of recycling for all Canadian Forces base (CFB) Halifax, Nova Scotia, in accordance to the Statement of Work in Annex A and Annex F-Collection Schedule. This requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT), Canada-Peru, and Canada-Colombia free trade agreements

3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS**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>) 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 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: ninety (90) days

2. Submission of Bids

Bids 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 bid solicitation.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

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.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (one hard copy)

Section II: Financial Bid (one hard copy)

Section III: Certifications (one hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

1.1 Exchange Rate Fluctuation

C3011T (2010-01-11), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Financial Evaluation

SACC Manual Clause A0220T (2007-05-25), Evaluation of Price.

2. Basis of Selection

- 2.1** A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

3. Security Requirement

- 1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - 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. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

2.1 Federal Contractors Program - Certification

The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive 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 the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

The Bidder or the member of the joint venture

() 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;

() is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

() is subject to the requirements of the 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), in which case a duly signed certificate of commitment is attached;

() is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC).

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

All links with this image are available only to government employees or clients with access to "Publiservice", the official Government of Canada extranet.

All links with this image are available only to clients with access to "The Source", the official Public Works and Government Services intranet.

2.2 Former Public Servant Certification

Contracts with 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 with FPS, bidders must provide the information required below.

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:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

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 FPS in receipt of a pension, as applicable:

name of former public servant;

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: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? Yes () No ()

If so, the Bidder must provide the following information:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

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 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 **three (3) 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

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE #: W010X-13R081

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

4. The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
- (b) Industrial Security Manual (Latest Edition).

2. Statement of Work

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

3. 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>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010C (2012-11-19), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from _____ to _____ inclusive (Two year contract with start and end date to be determined at contract award).

4.2 Option to Extend the Contract

The Contractor grants to Canada three (3) irrevocable option to extend the term of the Contract each for an additional, consecutive twelve (12) month period each 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 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.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Chukwudi Chinye
 Title: Real Property Contracting Officer
 Public Works and Government Services Canada
 Acquisitions Branch
 Address: 1713 Bedford Row, Halifax, NS B3J 3C9

Telephone: 902-496-5476

Facsimile: 902-496-5016

E-mail address: chukwudi.chinye@pwgsc.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.

5.2 Project Authority

The Project Authority for the Contract is: (**To be determined at contract award**)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

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

5.3 Contractor's Representative (To be completed by bidder)

Name: _____

Telephone Number: _____

Cellular Number: _____

Facsimile Number: _____

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: 2012-2 of the Treasury Board Secretariat of Canada.

7. Payment

7.1 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 included 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.

7.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (To be determined at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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:

when it is 75 percent committed, or

four (4) months before the contract expiry date, or

as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

7.3 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:

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;

all such documents have been verified by Canada;

the Work performed has been accepted by Canada.

7.4 SACC Manual Clauses

T1204 - Direct Request by Customer Department

A9117C

8. Invoicing Instructions-Maintenance Services

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

- (a) The original and two (2) copies must be forwarded to the following address for certification and payment.

Maritime Forces Atlantic
Building D206, Room 204
P.O. Box 99000 St Forces
Halifax, N.S. B3K 5X5

9. Certifications

9.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or

unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions (2010C-2012-11-19-Services (Medium Complexity));
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements
- (g) Annex E, **Code of Conduct and Certifications - Related documentation**
- (h) Annex F, Collection Schedule and Sites
- (i) the Contractor's bid dated _____ (*insert date of bid*)

12. SACC Manual Clauses

D5328C	Inspection and Acceptance
A1009C	Work Site Access
A9062C	Canadian Forces Site Regulations
A0072C	Termination on Thirty Days Notice
A2001C	Foreign Nationals (Foreign Contractor)
A2000C	Foreign Nationals (Canadian Contractor)

13. Insurance 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. 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.

Solicitation No. - N° de l'invitation

W010X-13R081/A

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

W010X-13-R081

Amd. No. - N° de la modif.

File No. - N° du dossier

PWA-2-68115

Buyer ID - Id de l'acheteur

pwa122

CCC No./N° CCC - FMS No/ N° VME

ANNEX "A"

STATEMENT OF WORK
(See attached)

ANNEX "B"
BASIS OF PAYMENT

All Collection to occur between the hours of 0800 hours to 1600 hours Monday to Friday.

TABLE A

Year 1:

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estimated Quantity (tips/year)	Column E Price per Unit	Column F Extended price= Col D*Col E
1	Dockyard (Corrugated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per tip	1,508	\$	\$
	Wednesdays	Per tip	1,508	\$	\$
	Fridays	Per tip	1,508	\$	\$
2	Stadacona (Corrugated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per tip	1,092	\$	\$
	Wednesdays	Per tip	1,092	\$	\$
	Fridays	Per tip	1,092	\$	\$
3	Willow Park (Corrugated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per tip	312	\$	\$
	Wednesdays	Per tip	312	\$	\$
	Fridays	Per tip	312	\$	\$
4	Windsor Park (Corrugated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per tip	468	\$	\$
	Wednesdays	Per tip	468	\$	\$
	Fridays	Per tip	468	\$	\$
5	Shearwater (Corrugated Cardboard and Mixed Paper /Blue Bags Containers)				
	Tuesdays	Per tip	2,080	\$	\$
Table A Total					\$

TABLE B

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estimated Quantity (pick ups/year)	Column E Price per Unit	Column F Extended price= Col D*Col E
1	Dartmouth (Corrugated Cardboard and Mixed Paper /Blue Bags Containers)				
	Tuesdays	Per pick up	988	\$	\$
2	Shearwater (Corrugated Cardboard and Mixed Paper /Blue Bags Containers)				
	Tuesdays	Per pick up	260	\$	\$
3	Halifax (Corrugated Cardboard and Mixed Paper /Blue Bags Containers)				
	Tuesdays	Per pick up	364	\$	\$
4	Windsor Park PMQ's (Corrugated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per curb-side pick up	1,664	\$	\$
	Wednesdays	Per curb-side pick up	1,664	\$	\$
	Fridays	Per curb-side pick up	1,664	\$	\$
Table B total					\$

Year 1: Total (Table A Total +Table B Total)= \$ _____

All Collection to occur between the hours of 0800 hours to 1600 hours Monday to Friday.

TABLE A

Year 2:

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estimated Quantity (tips/year)	Column E Price per Unit	Column F Extended price= Col D*Col E
1	Dockyard (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per tip	1,508	\$ _____	\$ _____
	Wednesdays	Per tip	1,508	\$ _____	\$ _____
	Fridays	Per tip	1,508	\$ _____	\$ _____
2	Stadacona (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per tip	1,092	\$ _____	\$ _____
	Wednesdays	Per tip	1,092	\$ _____	\$ _____
	Fridays	Per tip	1,092	\$ _____	\$ _____
3	Willow Park (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per tip	312	\$ _____	\$ _____
	Wednesdays	Per tip	312	\$ _____	\$ _____
	Fridays	Per tip	312	\$ _____	\$ _____
4	Windsor Park (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per tip	468	\$ _____	\$ _____
	Wednesdays	Per tip	468	\$ _____	\$ _____
	Fridays	Per tip	468	\$ _____	\$ _____
5	Shearwater (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Tuesdays	Per tip	2,080	\$ _____	\$ _____
Table A Total					\$ _____

TABLE B

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estimated Quantity (pick ups/year)	Column E Price per Unit	Column F Extended price= Col D*Col E
1	Dartmouth (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Tuesdays	Per pick up	988	\$ _____	\$ _____
2	Shearwater (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Tuesdays	Per pick up	260	\$ _____	\$ _____
3	Halifax (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Tuesdays	Per pick up	364	\$ _____	\$ _____
4	Windsor Park PMQ's (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per curb-side pick up	1,664	\$ _____	\$ _____
	Wednesdays	Per curb-side pick up	1,664	\$ _____	\$ _____
	Fridays	Per curb-side pick up	1,664	\$ _____	\$ _____
Table B total					\$ _____

Year 2: Total (Table A Total +Table B Total)= \$_____

All Collection to occur between the hours of 0800 hours to 1600 hours Monday to Friday.

TABLE A

Option Year 1:

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estimated Quantity (tips/year)	Column E Price per Unit	Column F Extended price= Col D*Col E
1	Dockyard (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per tip	1,508	\$_____	\$_____
	Wednesdays	Per tip	1,508	\$_____	\$_____
	Fridays	Per tip	1,508	\$_____	\$_____
2	Stadacona (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per tip	1,092	\$_____	\$_____
	Wednesdays	Per tip	1,092	\$_____	\$_____
	Fridays	Per tip	1,092	\$_____	\$_____
3	Willow Park (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per tip	312	\$_____	\$_____
	Wednesdays	Per tip	312	\$_____	\$_____
	Fridays	Per tip	312	\$_____	\$_____
4	Windsor Park (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per tip	468	\$_____	\$_____
	Wednesdays	Per tip	468	\$_____	\$_____
	Fridays	Per tip	468	\$_____	\$_____
5	Shearwater (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Tuesdays	Per tip	2,080	\$_____	\$_____
Table A Total					\$_____

TABLE B

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estimated Quantity (pick ups/year)	Column E Price per Unit	Column F Extended price= Col D*Col E
1	Dartmouth (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Tuesdays	Per pick up	988	\$_____	\$_____
2	Shearwater (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Tuesdays	Per pick up	260	\$_____	\$_____
3	Halifax (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Tuesdays	Per pick up	364	\$_____	\$_____
4	Windsor Park PMQ's (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per curb-side pick up	1,664	\$_____	\$_____
	Wednesdays	Per curb-side pick up	1,664	\$_____	\$_____
	Fridays	Per curb-side pick up	1,664	\$_____	\$_____

W010X-13R081/A

pwa122

W010X-13-R081

PWA-2-68115

Table B total \$ _____

Option Year 1: Total (Table A Total +Table B Total)= \$ _____

All Collection to occur between the hours of 0800 hours to 1600 hours Monday to Friday.**TABLE A****Option Year 2**

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estimated Quantity (tips/year)	Column E Price per Unit	Column F Extended price= Col D*Col E
1	Dockyard (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per tip	1,508	\$ _____	\$ _____
	Wednesdays	Per tip	1,508	\$ _____	\$ _____
	Fridays	Per tip	1,508	\$ _____	\$ _____
2	Stadacona (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per tip	1,092	\$ _____	\$ _____
	Wednesdays	Per tip	1,092	\$ _____	\$ _____
	Fridays	Per tip	1,092	\$ _____	\$ _____
3	Willow Park (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per tip	312	\$ _____	\$ _____
	Wednesdays	Per tip	312	\$ _____	\$ _____
	Fridays	Per tip	312	\$ _____	\$ _____
4	Windsor Park (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per tip	468	\$ _____	\$ _____
	Wednesdays	Per tip	468	\$ _____	\$ _____
	Fridays	Per tip	468	\$ _____	\$ _____
5	Shearwater (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Tuesdays	Per tip	2,080	\$ _____	\$ _____
Table A Total					\$ _____

TABLE B

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estimated Quantity (pick ups/year)	Column E Price per Unit	Column F Extended price= Col D*Col E
1	Dartmouth (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Tuesdays	Per pick up	988	\$ _____	\$ _____
2	Shearwater (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Tuesdays	Per pick up	260	\$ _____	\$ _____
3	Halifax (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Tuesdays	Per pick up	364	\$ _____	\$ _____
4	Windsor Park PMQ's (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per curb-side pick up	1,664	\$ _____	\$ _____
	Wednesdays	Per curb-side pick up	1,664	\$ _____	\$ _____
	Fridays	Per curb-side pick up	1,664	\$ _____	\$ _____

W010X-13R081/A

pwa122

W010X-13-R081

PWA-2-68115

Table B total \$ _____

Option Year 2: Total (Table A Total +Table B Total)= \$ _____

All Collection to occur between the hours of 0800 hours to 1600 hours Monday to Friday.**TABLE A****Option Year 3:**

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estimated Quantity (tips/year)	Column E Price per Unit	Column F Extended price= Col D*Col E
1	Dockyard (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per tip	1,508	\$ _____	\$ _____
	Wednesdays	Per tip	1,508	\$ _____	\$ _____
	Fridays	Per tip	1,508	\$ _____	\$ _____
2	Stadacona (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per tip	1,092	\$ _____	\$ _____
	Wednesdays	Per tip	1,092	\$ _____	\$ _____
	Fridays	Per tip	1,092	\$ _____	\$ _____
3	Willow Park (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per tip	312	\$ _____	\$ _____
	Wednesdays	Per tip	312	\$ _____	\$ _____
	Fridays	Per tip	312	\$ _____	\$ _____
4	Windsor Park (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per tip	468	\$ _____	\$ _____
	Wednesdays	Per tip	468	\$ _____	\$ _____
	Fridays	Per tip	468	\$ _____	\$ _____
5	Shearwater (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Tuesdays	Per tip	2,080	\$ _____	\$ _____
Table A Total					\$ _____

TABLE B

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estimated Quantity (pick ups/year)	Column E Price per Unit	Column F Extended price= Col D*Col E
1	Dartmouth (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Tuesdays	Per pick up	988	\$ _____	\$ _____
2	Shearwater (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Tuesdays	Per pick up	260	\$ _____	\$ _____
3	Halifax (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Tuesdays	Per pick up	364	\$ _____	\$ _____
4	Windsor Park PMQ's (Corrogated Cardboard and Mixed Paper /Blue Bags Containers)				
	Mondays	Per curb-side pick up	1,664	\$ _____	\$ _____
	Wednesdays	Per curb-side pick up	1,664	\$ _____	\$ _____

Solicitation No. - N° de l'invitation

W010X-13R081/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

W010X-13-R081

PWA-2-68115

	Fridays	Per curb-side pick up	1,664	\$ _____	\$ _____
Table B total					\$ _____

Option Year 3: Total (Table A Total +Table B Total)= \$ _____

Total Amount = Total(Year One) + Total (Year 2) + 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**

Tipping Fees

.1 The contract amount will not be increased or decreased by reason of any increase or decrease in the cost of the service brought about by any increase or decrease in the cost of labour, plant, tools and equipment.

.2 Notwithstanding the terms and conditions as expressed herein, if an increase or decrease in "Tipping Fees" is announced by the authority having jurisdiction after the date and time, set for tender closing, the contract amount shall be increased or decreased by an amount equal to the increase or decrease in cost incurred by the Contractor, established by an examination of its relevant records.

.3 Increase will be allowed provided the contractor supply a letter from the Metropolitan Authority verifying the increase/decrease to the Contracting Authority (PWGSC).

Contractor's Signature

Date

Solicitation No. - N° de l'invitation

W010X-13R081/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWA-2-68115

Buyer ID - Id de l'acheteur

pwa122

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

W010X-13-R081

CCC No./N° CCC - FMS No/ N° VME

ANNEX "C"
SECURITY REQUIREMENTS CHECK LIST
(See attached)

ANNEX "D"

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

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.

The Commercial General Liability policy must include the following:

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.

Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

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.

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.

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.

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.

Employees and, if applicable, Volunteers must be included as Additional Insured.

Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

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.

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

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.

Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

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

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

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

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.

The policy must include the following:

Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

Accident Benefits - all jurisdictional statutes

Uninsured Motorist Protection

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

Solicitation No. - N° de l'invitation

W010X-13R081/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwa122

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

W010X-13-R081

File No. - N° du dossier

PWA-2-68115

CCC No./N° CCC - FMS No/ N° VME

ANNEX "E"

Code of Conduct and Certifications - Related documentation

Bidder's List of Directors below: Please 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.

Solicitation No. - N° de l'invitation

W010X-13R081/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwa122

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

W010X-13-R081

File No. - N° du dossier

PWA-2-68115

CCC No./N° CCC - FMS No/ N° VME

ANNEX F
Collection Schedule and Sites
(See attached)

Statement of Work

1.0 Title

Collection & Disposal of Recycling

2.0 Objective

To have a contractor perform the weekly collection of recycling for all of Canadian Forces Base (CFB) Halifax.

3.0 Background

CFB Halifax is Canada's East Coast naval base, and is the home port to the Atlantic Fleet. It is the largest military base in Canada, and is comprised of several properties which are all located in the Halifax Regional Municipality (HRM):

Core Properties:

1. Her Majesty's Canadian (HMC) Dockyard: Situated on the Halifax side of the harbour.
 - Dockyard Annex (NAD): An adjunct facility directly across the harbour on the Dartmouth side.
 - Defence Research & Development Canada (DRDC) facility: Situated near Dockyard Annex (NAD) in Dartmouth.
2. Willow Park: Situated in the West End of the Halifax peninsula, on Windsor Street.
3. Windsor Park: Situated in the West End of the Halifax peninsula, on Windsor Street, across from the previously mentioned Willow Park.
 - Private Military Quarters (PMQs): Situated inside Windsor Park
4. Stadacona: Situated in the North End of the Halifax peninsula, it is an adjunct to HMC Dockyard.
5. 12-Wing Shearwater: Situated on the Dartmouth side of the harbour, near the Eastern Passage area.
 - MacDonald Beach: Situated near Shearwater, on Caldwell Road.
 - Hartlen Point Golf Course: Situated near Shearwater, on Shore Road.
 - Osborne Head Gunnery Range: Situated near Shearwater, off of Cow Bay Road.

6. Canadian Forces Ammunition Depot (CFAD) Bedford: Situated along the northern shore of Bedford Basin.
 - Bedford Degaussing Range: Situated near CFAD Bedford.
 - Bedford Rifle Range: Situated near CFAD Bedford

Surrounding Properties:

7. Shannon Park: Situated in Dartmouth, off of Princess Margaret Boulevard
8. Royal Artillery (RA) Park: Situated in the South End of the Halifax peninsula, on Sackville Street
9. Halifax Armoury: Situated in the North End of the Halifax peninsula, on North Park Street.
10. Damage Control School: Situated south of Halifax, in the Purcell's Cove area.
11. Ferguson's Cove Facility: Situated south of Halifax, between Purcell's Cove and Herring Cove.

Throughout the year, each of these properties generate large amounts of recycling materials (approximately three-hundred seventy (370) metric tons per year). As a result, the Department of National Defence (DND) is seeking the services of a contractor to properly collect and dispose of this recycling (cardboard, mixed paper, blue bag items) on a weekly basis.

4.0 Scope

The contractor must provide all labour, supervision, and equipment to properly perform the collection and disposal of recycling, on a weekly basis, from all CFB properties identified above. All recycling must be disposed of at municipally approved facilities.

5.0 Tasks

The following are a list of tasks which the contractor must complete:

- a) The contractor must provide all labour, supervision, and equipment to perform the collection and disposal of recycling throughout CFB Halifax on a weekly basis (in accordance with Annex F – Schedule).
- b) The contractor must perform the collection of all three streams of recycling by hand, for all properties.
- c) The contractor must also perform curb-side recycling pick-up for the Windsor Park PMQs every Monday, Wednesday & Friday. There are approximately one-hundred seventy (170) apartments, with thirty-two (32) collection points.

- d) The contractor must provide one-hundred thirty-six (136) recycling containers corrugated cardboard, and one-hundred thirty-six (136) for blue bags/mixed paper.
- e) The contractor must ensure that all recycling is sent to a Halifax Regional Municipality-approved recycling facility.
- f) The contractor must ensure that all containers are cleaned out after every collection, regardless of what non-recycling materials are found in them.
- g) The contractor must ensure that any garbage found in the recycling containers, at the time of pick-up, is placed into the nearby garbage containers. Any loose recycling found in the recycling containers, at the time of pick-up, must be placed into clear bags.
- h) The contractor must ensure that all lids are properly closed after collection.
- i) The contractor must ensure that all debris resulting from collection and transportation is cleaned up immediately.
- j) The contract must be willing to relocate containers (upon request), in order to further improve service.

6.0 Constraints

6.1 Containers: The contractor must ensure that their containers comply with the following specifications and that all containers are standalone and not attached to each other:

6.1.1. Corrugated Cardboard Containers

- Must have a capacity of two (2) cubic yards.
- Must be constructed of plastic, and have two (2) plastic lids.
- Must be light brown in colour, with lids that are black in colour
- Must have rails at the base, which are 3-4 inches wide, 2-3 inches high, and have a length equal to the depth of the container.
- Must adhere to the range in dimensions identified in Appendix 1.
- Must have white-coloured decals on the front of each container (24 inches long x 6 inches high) indicating "CORRUGATED CARDBOARD" in English (above) and French (below).

6.1.2. Mixed Paper/Blue Bags Containers

- Must have a capacity of two (2) cubic yards.
- Must be constructed of plastic, and have two (2) plastic lids.
- Must be blue in colour, with lids that are black in colour.

- Must be divided inside, to accommodate the two separate recycling streams (Mixed Paper and Blue Bags), and must be a 50:50 split.
- Must have rails at the base, which are 3-4 inches wide, 2-3 inches high, and have a length equal to the depth of the container.
- Must adhere to the range in dimensions identified in Appendix 1.
- Must have white-coloured decals in the front of each container (24 inches long x 6 inches high) indicating "MIXED PAPER" & "BLUE BAGS" in English (above) and French (below).

6.2 Schedule Discrepancies: Holidays: When collection coincides with any holiday, the collection must occur on either the day immediately before, or the day immediately after.

6.3 After-Hours Work: The contractor may be required to work on weekends, if during the week they cannot perform the required duties due to inclement weather, or restricted access to areas. Any additional weekend work can only be conducted if approved in writing by the Contracting Officer.

6.4 Truck Scales

6.4.1. The contractor must use the HMC Dockyard and Shearwater truck scales to weigh in upon arrival to the following properties, and must also weigh out after collection has occurred. This applies to HMC Dockyard, Stadacona, Willow Park, Windsor Park and Shearwater. The hours of operation of these truck scales are 0800 hours to 1600 hours, Monday to Friday.

6.4.2. The contractor will not be required to weigh the recycling collected at the Windsor Park Private Military Quarters (PMQs), Damage Control School, the Ferguson's Cove facility, Halifax Armoury, RA Park, Bedford Degaussing Range, Bedford Rifle Range, CFAD Bedford Ammunition Depot, Dockyard Annex (NAD), the DRDC facility, Shannon Park, MacDonald Beach, Osborne Head Gunnery Range, and Hartlen Point Golf Course.

6.5 Codes & Conduct:

6.5.1. The service must be performed in accordance with all applicable Federal, Provincial, and Municipal Acts and Legislation. This includes HRM By-Law S600. The contractor shall be responsible for any changes imposed by these Acts and Legislation.

6.5.2. The contractor shall not consume alcoholic beverages while performing the services requested when located on DND property.

Annex A to file: W010X3R081

Dated: 27 February 2013

6.5.3. The contractor must follow procedures as laid out by Gate Security and are subject to having identification cards checked upon entering DND locations. All vehicles owned and operated by the contracted are subject to a search at any time in accordance with standing orders. The contractor must also provide (in writing) a list of all employees and vehicle information throughout the length of the contract.

6.5.4. Container maintenance shall be periodically monitored.

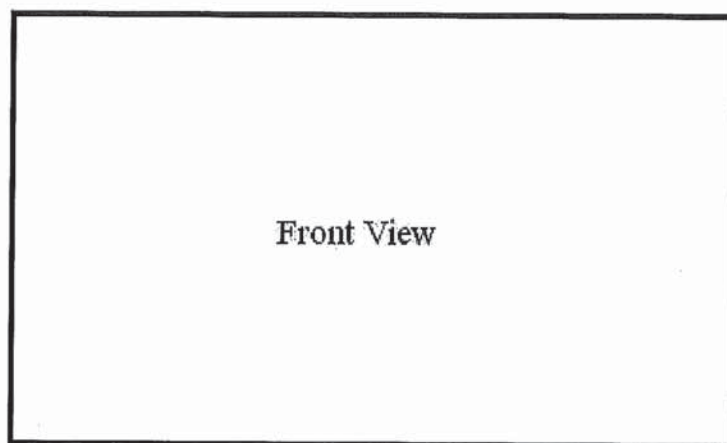
7.0 Client Support

Containers damaged by the Department of National Defence (DND) will be replaced at the Crown's cost.

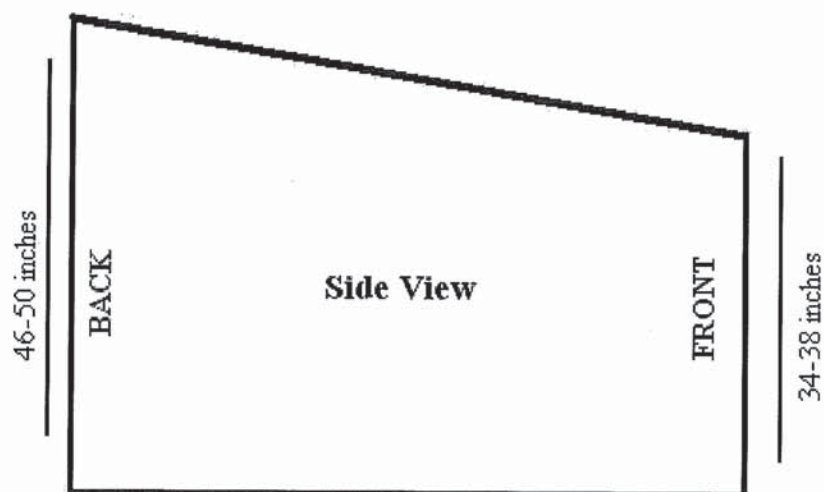
8.0 Schedule

Collection for all locations must occur on a weekly basis as per Annex F – Schedule.

Container Dimensions



55-65 inches



46-50 inches

34-38 inches

36-40 inches



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W010X-13R081

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
Department of National Defence		Formation Logistics
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 pick up and dispose of recycling		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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

Canada



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W010X-13R081

Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

☒ No ☐ Yes
Non 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 ☐ Yes
Non 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

☒ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT

☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

☐ CONFIDENTIAL
CONFIDENTIEL

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ SECRET
SECRET

☐ NATO SECRET
NATO SECRET

☐ TOP SECRET
TRÈS SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

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?

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes
Non Oui
☐ No ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W010X-13R061

Security Classification / Classification de sécurité

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO CIRCULATION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	U	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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W010X-13R081

Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Richard Newman

Title - Titre

Solid Waste Manager

Signature

Telephone No. - N° de téléphone
(902) 401-2645

Facsimile No. - N° de télécopieur
(902) 722-4922

E-mail address - Adresse courriel
Richard.Newman@forces.gc.ca

Date
27 December 2012

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

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

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

☒ No
☐ Yes

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Chukwudi Chinye

Title - Titre

Supply officer

Signature

Chf

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

Maria Mendoza

Contract Security Officer, Contract Security Division

Maria.Mendoza@tpsgc-pwgsc.gc.ca

Tel/Tél - 613-948-1618 / Fax/Télé - 613-954-4171

ANNEX F (SCHEDULE)

	MONDAYS		TUESDAYS		WEDNESDAYS		FRIDAYS	
	Corrugated Cardboard (CC)	Mixed Paper/Blue Bags (MP/BB)	CC	MP/BB	CC	MP/BB	CC	MP/BB
DOCKYARD								
D2	1	1	-	-	1	1	1	1
D125	2	2	-	-	2	2	2	2
D206	4	4	-	-	4	4	4	4
D193 (HMCS Scotlan)	1	1	-	-	1	1	1	1
D201	2	2	-	-	2	2	2	2
Jetty NB	4	4	-	-	4	4	4	4
Jetty NC	3	3	-	-	3	3	3	3
Jetty NE	2	2	-	-	2	2	2	2
Jetty NF/NG	6	6	-	-	6	6	6	6
Jetty NH	3	3	-	-	3	3	3	3
WFE Plant	1	1	-	-	1	1	1	1
STADACONA	-	-	-	-	-	-	-	-
S21 (Tim Horton's)	2	2	-	-	2	2	2	2
S21 (Kitchen)	3	3	-	-	3	3	3	3
S17	2	2	-	-	2	2	2	2
S14 (Drill Shed)	1	1	-	-	1	1	1	1
S28 (Fleet Club)	1	1	-	-	1	1	1	1
S82/S100	2	2	-	-	2	2	2	2
S37	2	2	-	-	2	2	2	2
S93 (Queen's Printer)	1	1	-	-	1	1	1	1
S80 (Hospital)	3	3	-	-	3	3	3	3
S105 (Kitchen)	2	2	-	-	2	2	2	2
S105/S90	2	2	-	-	2	2	2	2
WILLOW PARK	-	-	-	-	-	-	-	-
WL6	4	4	-	-	4	4	4	4
WL22	1	1	-	-	1	1	1	1
WL3/WL51	1	1	-	-	1	1	1	1
WINDSOR PARK	-	-	-	-	-	-	-	-
Canex	2	2	-	-	2	2	2	2

Annex F to file: W010X3R081
Dated: 19 December 2012

MFRC/Curling Club	2	2	2	-	-	-	2	2	2	2	2	2	2
#50 (kitchen)	2	2	2	-	-	-	2	2	2	2	2	2	2
#41	1	1	1	-	-	-	1	1	1	1	1	1	1
St Laurant Block	2	2	2	-	-	-	2	2	2	2	2	2	2
SHEARWATER													
#4	-	-	-	3	-	-	-	-	-	-	-	-	-
#5	-	-	-	1	1	1	-	-	-	-	-	-	-
E Bldg	-	-	-	1	1	1	-	-	-	-	-	-	-
FDU/Jetty NA	-	-	-	2	2	2	-	-	-	-	-	-	-
Yacht Club	-	-	-	1	1	1	-	-	-	-	-	-	-
Main Gatehouse	-	-	-	1	1	1	-	-	-	-	-	-	-
Museum	-	-	-	1	1	1	-	-	-	-	-	-	-
Canex	-	-	-	2	2	2	-	-	-	-	-	-	-
MFRC	-	-	-	1	1	1	-	-	-	-	-	-	-
Gym	-	-	-	2	2	2	-	-	-	-	-	-	-
#100	-	-	-	1	1	1	-	-	-	-	-	-	-
Sea King	-	-	-	1	1	1	-	-	-	-	-	-	-
Building #335	-	-	-	1	1	1	-	-	-	-	-	-	-
H Hanger	-	-	-	1	1	1	-	-	-	-	-	-	-
Headquarters	-	-	-	2	2	2	-	-	-	-	-	-	-
#100 Kitchen	-	-	-	3	3	3	-	-	-	-	-	-	-
#30 Supply	-	-	-	2	2	2	-	-	-	-	-	-	-
Property Services	-	-	-	1	1	1	-	-	-	-	-	-	-
Officers Mess	-	-	-	2	2	2	-	-	-	-	-	-	-
E Hanger	-	-	-	1	1	1	-	-	-	-	-	-	-
F Hanger	-	-	-	1	1	1	-	-	-	-	-	-	-
Hanger 3	-	-	-	1	1	1	-	-	-	-	-	-	-
Hanger 4	-	-	-	1	1	1	-	-	-	-	-	-	-
Skicorsky building	-	-	-	3	3	3	-	-	-	-	-	-	-
A Hanger	-	-	-	1	1	1	-	-	-	-	-	-	-
B Hanger	-	-	-	1	1	1	-	-	-	-	-	-	-
C Hanger	-	-	-	1	1	1	-	-	-	-	-	-	-
Tower	-	-	-	1	1	1	-	-	-	-	-	-	-

Dated: 19 December 2012

FLAT RATE



**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 a director of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.

Le présent formulaire doit être rempli et signé par chaque individu qui est actuellement un administrateur 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 and 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.

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.

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 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 et 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.

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.

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 Permanent Residential Information
Information résidentielle permanente actuelle**

Apartment No. - N° d'appartement

Street No. - N° civique

Street Name - Nom de la rue

City - Ville

Province/State - État

Country - Pays

Postal Code/Zip Code - Code postal/Code zip

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	