

**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**

<b>Title - Sujet</b> BIO-MEDICAL WASTE REMOVAL	
<b>Solicitation No. - N° de l'invitation</b> W010X-12R116/A	<b>Date</b> 2012-10-03
<b>Client Reference No. - N° de référence du client</b> W010X-12-R116	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWA-122-4924	
<b>File No. - N° de dossier</b> PWA-1-64202 (122)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-10-23</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Chinye, Chukwudi	<b>Buyer Id - Id de l'acheteur</b> pwa122
<b>Telephone No. - N° de téléphone</b> (902) 496-5476 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE MARITIME FORCES ATLANTIC, BLDG D206 ROOM 204, 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

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

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**PART 1 - GENERAL INFORMATION****1. Security Requirement**

There is no security requirement associated with the requirement.

**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 the collection, transportation and disposal of Bio-Medical waste from Canadian Forces Health Services Centre (Atlantic) sites within Halifax Regional Municipality, Nova Scotia, in accordance to the Statement of Work in Annex A.

**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 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications - Bid of 2003 referenced above is replaced by:

Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the bid non-responsive. Bidders must always submit the list of directors before contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms ( Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

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The text under Subsection 5 of Section 01 - Code of Conduct and Certifications - Bid of 2003 referenced above is replaced by:

The Bidder must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Bidder will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any contract arising from this 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: Financial Bid ( one hard copy)

Section II: 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>). To assist Canada in reaching its objectives, bidders 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 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 II: 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 financial evaluation criteria.

#### **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**

Not applicable

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications 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 or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 1. Code of Conduct Certifications - Certifications Required Precedent to Contract Award

- 1.1** Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html) - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

### 2. Certifications Precedent to Contract Award

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

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;

( ) 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

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, 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 Bidder a FPS in receipt of a pension as defined above? Yes ( ) No ( )

If so, the Bidder must provide the following information:

name of former public servant;

date of termination of employment or retirement from the Public Service.

**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

**2.4 Certificate /license**

1) A copy of the applicable provincial Minister of Environment or other applicable Minister's approval of the environmental assessment for the operation of a biomedical waste disposal plant and its location.

2) The biomedical waste disposal plant operating approval, letter, or certificate from the applicable provincial Minister. In some cases the applicable municipality or provincial government will issue a operation certificate.

The Bidder must provide, within **three (3) days** following a request from the Contracting Authority, the above mentioned license. Failure to comply with the request will result in the bid being declared non-responsive

**Certification**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

**PART 6 - RESULTING CONTRACT CLAUSES****1. Security Requirement**

There is no security requirement associated with the requirement.

**2. Statement of Work**

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



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## 2.1 Task Authorization

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

### 2.2.2 Task Authorization Process

The Project Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form.

The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.

The Contractor must provide the Project Authority, within three (3) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

The Contractor must not commence work until a TA authorized by the "Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

### 2.2.3 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$1000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

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

### 2.2.4 Canada's Obligation - Portion of the Work - Task Authorizations

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

### 2.2.5 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "E ". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

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

The quarterly 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; and

4th quarter: January 1 to March 31.

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

#### Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain :

For each authorized task:

the authorized task number or task revision number(s);

a title or a brief description of each authorized task;

the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;

the total amount, GST or HST extra, expended to date against each authorized task;

the start and completion date for each authorized task; and

the active status of each authorized task, as applicable.

For all authorized tasks:

the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and

the total amount, GST or HST extra, expended to date against all authorized TA's.

#### 2.2.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by: Canadian Forces health Services Centre (Atlantic) or Diagnostic and Therapeutics Services Manager (DTSM). This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

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

The text under Subsection (4) of Section (27) - Code of Conduct and Certifications - Contract of (2010C) referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive. (To be Determined at Contract award)

## 4.2 Option to Extend the Contract

The Contractor grants to Canada four (4) 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. Payment

### 6.1 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

#### 6.1.2 Limitation of Expenditure- Routine/Scheduled Collection and Disposal

Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ ( To be determined at contract award) . Customs duties are excluded 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

#### 6.1.3 Basis of Payment - Firm Unit Price(s) or Firm Lot Price - Task Authorizations.

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid firm unit price in accordance with the basis of payment, in Annex B, as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### 6.1.4 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1.Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_ (To be determined at contract award). Customs duties are excluded and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

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

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

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

#### **6.4 Monthly Payments**

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.

#### **6.5 SACC Manual Clauses**

T1204 - Direct Request by Customer Department

A9117C

#### **7. Invoicing Instructions**

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.

Services Contracts  
Maritime Forces Atlantic  
Formation Logistics  
Building D206, 2nd Floor  
P.O Box 99000 St Forces  
Halifax, N.S. B3K 5X5

#### **8. Certifications**

- 8.1 Compliance with the certifications 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 or 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.

#### **9. Applicable Laws**

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

#### **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 Articles of Agreement;
- (b) the general conditions (2010C-,2012-07-16-General Conditions - Services (Medium Complexity);
- (c) Annex F, Code of Conduct Certifications - Certifications Required Precedent to Contract Award
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Insurance Requirements
- (g) Annex D, DND 626, Task Authorization Form
- (h) Annex E, Periodic Usage Reports
- (i) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*).

#### 11. SACC Manual Clauses

Canadian Forces Site Regulations	A9062C
Inspection and Acceptance	D5328C
Foreign Nationals (Canadian Contractor)	A2000C
Foreign Nationals (Foreign Contractor)	A2001C
Transportation of Dangerous Goods/Hazardous Products	D3014C

#### 12. 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.

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## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1.0 TITLE:**

Regulated Medical Waste collection, transportation and disposal/destruction.

#### **1.1 PURPOSE:**

Contractor must supply all labour, equipment, transportation, and supervision in agreement with the applicable laws and regulations.

#### **1.2 BACKGROUND**

Canadian Forces Health Services Centre (Atlantic) (CF H Svcs C (A)) facility, Building S-80 Stadacona Base, Canadian Forces Base (CFB) Halifax, accumulates Regulated Medical Waste on a regular basis, which requires proper pick up, transportation and disposal. The estimated quantity is up to six (6) containers, weighing approximately two-hundred (200) kilograms each, per month. CF H Svcs (A) staff package the Regulated Medical Waste in a safe and secure manner and place it into thick plastic containers. The waste is packaged into two (2) types. One type is packaged in red bags and require a burning method of disposal and the other type of waste is packaged in yellow bags that require the hydroclave method of disposal.

#### **2.0 APPLICABLE GUIDELINES**

All work shall be performed following the guidelines for the Management of Regulated Medical Waste in Canada published by the Canadian Council of Ministers of the Environment Guidelines (CCME-EPC-WM-42E). The guidelines make reference to requirements that are part of the Transportation of Dangerous Goods (TDG) act and regulations.

#### **3.0 REQUIREMENTS**

##### **3.1 GENERAL**

The contractor is responsible to:

- a. Provide all labor, supervision, and equipment as required to perform the collection, transportation and disposal/destruction of Regulated Medical Waste from Building S-80, Stadacona.
- b. Ensure employees have all the required personal protection equipment and training at all times.
- c. Immediately replace containers of the same quantity and quality of thick plastic, 660 litre, 280 kilo thick, as containers are to be present on-site at all times.

##### **3.2 COLLECTION**

Regulated Medical Waste must be collected for disposal on the first Tuesday of each month. Collection may be increased or decreased at the discretion of the Contracts Coordination Division. Tuesday collection times to be established between Site Authority and vendor.

##### **3.3 ADDITIONAL PICK-UP REQUIREMENTS**

During peak periods, as operations increase causing disposal requirements to escalate, the supplier must, as requested by the Contracts Coordination Division, provide extra pick-ups of identified carts as well as the provision of additional carts on a temporary basis to specified locations. Should such a need arise; this will be done by means of a Task Authorization.

### 3.4 CONTAINERS

The CF H Svcs C (A) requires a minimum of six (6) Regulated Medical Waste storage containers. Any containers, holding Regulated Medical Waste, that are collected must be replaced with empty containers of identical specification and quantity/quality as those removed. The selected vendor shall provide the Regulated Medical Waste containers in accordance with requirements of the CF H Svc C (A). The CF H Svcs C (A) will supply yellow and red bags required for the packaging of Regulated Medical Waste. Containers must fall within the following dimensions:

Depth: 84-88 cm  
Width: 76-82 cm  
Length: 120-130 cm  
Capacity: 600-700 Litres

Should a container become damaged while enroute, during pick up/exchange of one for one containers (empty for a filled container), then the vendor is responsible to replace or repair the containers. Should any containers become damaged due to vandalism, onsite theft or negligence in use then DND will be responsible to cover the cost to repair or replace the containers

### 4.0 PICK UP LOCATION

Department of National Defence  
Canadian Forces Health Services Centre (Atlantic)  
Stadacona, Building S-80  
2685 Sextant Lane  
Halifax, Nova Scotia, B3K 5X5

### 5.0 DELIVERABLES

The containers must be picked up at the 1st Floor Loading Dock by the vendors' vehicle (which must have locked, leak-proof boxes). The manifests must be filled out by the Site Authority and indicate the weight transferred to the vendor, and must be signed by both the driver and Site Authority staff. Payment of invoices shall only be made upon receipt of a written certified manifest, stating that the material has been disposed of at an Environment Canada approved waste disposal site or in any other manner approved by Environment Canada.

Any spillage resulting from the vendor's equipment and/or methods of handling is to be cleaned up immediately to the satisfaction of Staff Officer Hazardous Materials (SO Haz Mat) or their delegated representative. The Regulated Medical Waste must be shipped, packaged, and labeled in accordance with federal, provincial and/or municipal transportation regulations or by-laws in effect at the time that the service is performed. The driver must possess a certificate of training for the transportation of Regulated Medical Waste and be able to provide it upon request from the Department of National Defence (DND).

The selected vendor must dispose of Regulated Medical Waste by using both the burning method (for red bags) and the hydroclave method (for yellow bags) depending upon the type of Regulated Medical Waste being disposed of. Regulated Medical Waste that is required to be placed in red bags may include the following: body parts, expired pharmaceutical drugs. Regulated Medical Waste that is required to be



placed in yellow bags may include: blood soaked sheets/clothing, needles/scalpels or other items commonly known as "sharps". The destruction of Regulated Medical Waste must be in accordance with federal and provincial and/or municipal regulations or by-laws in effect at the time the service is being performed. Details of the destruction of the Regulated Medical Waste must meet the requirements laid out in the CCME Guidelines for the Management of Bio-Medical waste in Canada.

#### 5.1 DOCUMENTATION

Upon completion of the incineration of the Regulated Medical Waste, the vendor must supply the Site Authority with copy six (brown) of the manifest, and a Certificate of Destruction certifying that the waste described on the manifest has been destroyed.

#### 6.0 INVOICES

Invoices are to detail all charges for the billing period. Invoices are to be received no later than seven (7) days after the end of the month. Monthly invoice to reflect costs based on actual number of pick-ups per month. Invoices are to be submitted to:

Service Contracts  
Maritime Forces Atlantic  
Formation Logistics  
Building D-206, 2nd Floor  
PO Box 99000, STN Forces  
Halifax, Nova Scotia, B3K 5X5

#### 7.0 STAFF OFFICER HAZARDOUS MATERIALS

Winston Manuel  
SO Haz Mat  
Building S-90, Room 334  
Phone (902) 721-5492  
Fax (902) 721-5417

## ANNEX "B"

### BASIS OF PAYMENT

Collection will be performed on the **First Tuesday** of each month.

**Price per unit below must include; kilometric costs to and from bio-medical waste site, and the disposal costs of bio-medical wastes in accordance with Annex A- Statement of Work.**

**Year 1**

**Table A-Routine/Scheduled Collection and Disposal**

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).
1	Collection and disposal of Bio-medical wastes in accordance with Annex A-Statement of Work. Collection will be performed on the <b>First Tuesday</b> of each month	Per pick-up	12	\$ _____	\$ _____
<b>Total</b>					\$ _____

**TABLE B -TASK AUTHORIZATION**

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
1	Additional collection in accordance with Annex A-Statement of Work	Per pick-up	2	\$ _____	\$ _____
<b>Total</b>					\$ _____

**Total Year one = Total (Table A) + Total (Table B)= \$ \_\_\_\_\_**

Collection will be performed on the **First Tuesday** of each month.

**Price per unit below must include; kilometric costs to and from bio-medical waste site, and the disposal costs of bio-medical wastes in accordance with Annex A- Statement of Work.**

### Option Year 1

**Table A-Routine/Scheduled Collection and Disposal**

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).
1	Collection and disposal of Bio-medical wastes in accordance with Annex A-Statement of Work. Collection will be performed on the <b>First Tuesday</b> of each month	Per pick-up	12	\$ _____	\$ _____
Total					\$ _____

**TABLE B -TASK AUTHORIZATION**

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
1	Additional collection in accordance with Annex A-Statement of Work	Per pick-up	2	\$ _____	\$ _____
Total					\$ _____

**Total Option Year one = Total (Table A) + Total (Table B)= \$ \_\_\_\_\_**

Collection will be performed on the **First Tuesday** of each month.

**Price per unit below must include; kilometric costs to and from bio-medical waste site, and the disposal costs of bio-medical wastes in accordance with Annex A- Statement of Work.**

**Option Year 2**

**Table A-Routine/Scheduled Collection and Disposal**

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).
1	Collection and disposal of Bio-medical wastes in accordance with Annex A-Statement of Work. Collection will be performed on the <b>First Tuesday</b> of each month	Per pick-up	12	\$ _____	\$ _____
Total					\$ _____

**TABLE B -TASK AUTHORIZATION**

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
1	Additional collection in accordance with Annex A-Statement of Work	Per pick-up	2	\$ _____	\$ _____
Total					\$ _____

**Total Option Year two = Total (Table A) + Total (Table B)= \$ \_\_\_\_\_**

Collection will be performed on the **First Tuesday** of each month.

**Price per unit below must include; kilometric costs to and from bio-medical waste site, and the disposal costs of bio-medical wastes in accordance with Annex A- Statement of Work.**

### Option Year 3

**Table A-Routine/Scheduled Collection and Disposal**

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).
1	Collection and disposal of Bio-medical wastes in accordance with Annex A-Statement of Work. Collection will be performed on the <b>First Tuesday</b> of each month	Per pick-up	12	\$ _____	\$ _____
Total					\$ _____

**TABLE B -TASK AUTHORIZATION**

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
1	Additional collection in accordance with Annex A-Statement of Work	Per pick-up	2	\$ _____	\$ _____
Total					\$ _____

**Total Option Year three = Total (Table A) + Total (Table B)= \$ \_\_\_\_\_**

Collection will be performed on the **First Tuesday** of each month.

**Price per unit below must include; kilometric costs to and from bio-medical waste site, and the disposal costs of bio-medical wastes in accordance with Annex A- Statement of Work.**

#### Option Year 4

**Table A-Routine/Scheduled Collection and Disposal**

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).
1	Collection and disposal of Bio-medical wastes in accordance with Annex A-Statement of Work. Collection will be performed on the <b>First Tuesday</b> of each month	Per pick-up	12	\$ _____	\$ _____
Total					\$ _____

**TABLE B -TASK AUTHORIZATION**

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
1	Additional collection in accordance with Annex A-Statement of Work	Per pick-up	2	\$ _____	\$ _____
Total					\$ _____

**Total option Year 4 = Total (Table A) + Total (Table B)= \$ \_\_\_\_\_**

**Grand Total = Year 1+ Option Year 1+Option Year 2+Option year 3+Option Year 4= \$ \_\_\_\_\_**

## ANNEX "C" 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.

**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.

### **Environmental Impairment Liability**

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.

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.

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

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

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.

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.

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.

Storage Tank Third-Party Liability - The policy must extend to off-site third party bodily injury and property damage due to releases from storage tanks (above and below ground). Coverage must include corrective action and clean-up due to releases from storage tanks.



Solicitation No. - N° de l'invitation

**W010X-12R116/A**

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

**pwa122**

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

**W010X-12-R116**

File No. - N° du dossier

**PWA-1-64202**

CCC No./N° CCC - FMS No/ N° VME

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**Annex D**  
**DND 626, Task Authorization Form**

W010X-12R116/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-12-R116

PWA-1-64202

## Annex E

### Periodic Usage Reports

[illegible]

## Annex F

### 1. Code of Conduct Certifications - Certifications Required Precedent to Contract Award

- 1.1** Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

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.

Design: Forms Management 993-4050  
Conception : Gestion des formulaires 993-4062

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

Location where the work will be completed, if other than the contractor's location.

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

### Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

### Cost

The cost of the Task broken out into the individual costed items in **Services**.

### GST/HST

The GST/HST cost as appropriate.

### Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

### Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

### Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

### Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

### Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

### Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

### TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

### Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

### Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

### Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.



**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



<b>C</b>	<b>CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu</b>
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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)

<b>D</b>	<b>ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement</b>	
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