

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
PO Box 1408, Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3C 2Z1  
Bid Fax: (204) 983-0338

**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> Solid Waste Removal	
<b>Solicitation No. - N° de l'invitation</b> 6D063-122712/A	<b>Date</b> 2012-11-09
<b>Client Reference No. - N° de référence du client</b> 6D063-122712	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-207-8260	
<b>File No. - N° de dossier</b> WPG-2-35128 (207)	<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 2012-12-21</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Parker, LaVona	<b>Buyer Id - Id de l'acheteur</b> wpg207
<b>Telephone No. - N° de téléphone</b> (204) 984-2351 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PUBLIC HEALTH AGENCY OF CANADA "SEE HEREIN"	

**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**  
Public Works and Government Services Canada - Western  
Region  
PO Box 1408, Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3C 2Z1

<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/</b> <b>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. Introduction**

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid Solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting Contract.

The Annexes include the Statement of Work , the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, the Task Authorization Form 572 and any other annexes.

### **2. Summary**

The Public Health Agency of Canada has a requirement for the supply of all labour, materials, equipment, transportation and supervision required for solid waste removal on a scheduled and as and when requested basis as detailed in Annex "A" - Statement of Work, at 1015 Arlington, Winnipeg, Manitoba from date of award (approx January 1, 2013) to December 31, 2014 with three (3) additional one (1) year periods.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 -Resulting Contract Clauses. 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 Web site.

Pursuant to section 01 of Standard Instructions 2003 and 2004, Bidders must submit a complete list of names of all individuals who are currently directors of the Bidder. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form,

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

### 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.

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) 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 seven (7) 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 "" 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 Manitoba.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

### 5. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the

Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **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 (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications ( 1 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 8.5 x 11 inch (216 mm x 279 mm) 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: Technical Bid**

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### **Section II: Financial Bid**

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

#### **1.2 Exchange Rate Fluctuation**

C3011T (2010-01-11) Exchange Rate Fluctuation

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**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 Technical Evaluation****1.1.1. Mandatory Technical Criteria**

1. Provision of the bidder's provincial waste removal license
2. Provision of permit or letter, approved by municipal authorities, authorizing the bidder's disposal area as an approved site for the disposal of garbage.

**1.2 Financial Evaluation****2. Basis of Selection****2.1 Basis of Selection - Mandatory Technical Criteria**

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

**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 - 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

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

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

### 2.2 Former Public Servant Certification

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:

- a.an individual;
- b.an individual who has incorporated;
- c.a partnership made of former public servants; or
- d.a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

#### Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information:

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

Is the 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:

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

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

#### 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 - SECURITY AND OTHER REQUIREMENTS

### 1. Security Requirement

1. Before award of a contract, the following conditions must be met:

(a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;

(b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;

(c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

3. For additional information on security requirements, bidders should consult the "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 Web site.

## 2. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "E".

If the information is not provided in the bid, 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.

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

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

#### 1.2 Task Authorization

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

##### 1.2.1 Task Authorization Process

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.

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex "D" .

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

3.The Contractor must provide the Project Authority, within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

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

### **1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of **\$TBD**, 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 the Contracting Authority before issuance.

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

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

### **1.2.4 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 "F". 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 15 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 (contracting authority to edit the text as applicable):

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- iv. the total amount, GST or HST extra, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

HST

- i. 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
- ii. the total amount, GST or HST extra, expended to date against all authorized TAs.

## 2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 2.1 General Conditions

2035 (2012-07-16), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 3. Security Requirement

1. The Contractor/Officer 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/Officer 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/Officer 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).

## 4. Term of Contract

### 4.1 Period of the Contract

The period of the contract is for a two year period from contract award.

### 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Solicitation No. - N° de l'invitation

6D063-122712/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg207

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

6D063-122712

File No. - N° du dossier

WPG-2-35128

CCC No./N° CCC - FMS No/ N° VME

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Canada may exercise this option at any time by sending a written notice to the Contractor at least 3 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: LaVona Parker

Title: Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Address: 100-167 Lombard Avenue, Winnipeg, Manitoba

Telephone: 204-984-2351

Facsimile: 204-983-7796

E-mail address: lavona.parker@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:

Name: **TBD**

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

The Project Authority for the Contract is:

Name: **TBD**

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment - Firm Price - For the work described in pricing schedule A of Annex B

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 in Annex "B" for a cost of \$ **TBD**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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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.

## **6.2 Basis of Payment-Limitation of Expenditure-Task Authorizations - For the work described in pricing schedule B of Annex B**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment Annex "B", to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

## **6.3 Limitation of Expenditure**

1.Canada's total liability to the Contractor under the Contract must not exceed \$ TBD . Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2.No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

a.when it is 75 percent committed, or

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

c.as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,  
whichever comes first.

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

## **6.4 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.

## **6.5 Limitation of Price**

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

**6.6 Multiple Payments**

SACC *Manual* clause H1001C (2008-05-12) Multiple Payments

**6.6 SACC *Manual* Clauses**

A9117C	T1204-Direct Request by Customer Department	2007-11-30
C2000C	Taxes- Foreign -based Contractor	2007-11-30

**7. Invoicing Instructions**

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

Each invoice must be supported by:

b.a copy of the release Task Authorization document and any other documents as specified in the Contract;

2.Invoices must be distributed as follows:

a.The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

**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 Manitoba.

**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 2035 (2012-07-16) Higher Complexity - Services;
- (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) the signed Task Authorizations (including all of its annexes, if any) ;
- (h) the Contractor's bid dated TBD,

**11. Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex E . 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.

Solicitation No. - N° de l'invitation

6D063-122712/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg207

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

6D063-122712

File No. - N° du dossier

WPG-2-35128

CCC No./N° CCC - FMS No/ N° VME

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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.

## **12. SACC Manual Clauses**

A9068C Government Site Regulations 2010-01-11

## ANNEX A- STATEMENT OF WORK

### 1.0 SCOPE OF WORK

#### 1.1 Location

All work undertaken in accordance with this requirement must take place at, or on behalf of the Canadian Science Centre for Human and Animal Health (CSCHAH) at 1015 Arlington Street and 820 Elgin Avenue.

Additional collections will also be required at 745 Logan Avenue. As occupancy of that site will be progressive during the first year of this agreement, the schedule for collections may be variable in the first few months of service.

#### 1.2 General

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

#### 1.3 Service to be Provided - Type of Services

1. Unless otherwise specified, all instructions herein specify the duties and obligations of the Contractor.
2. It is the intent of this Contract to provide trained and skilled personnel to provide services for the removal of refuse as detailed herein.
3. Respond to "routine" services as well as additional "as & when requested" services within four (4) hours of being notified by the Departmental Representative.
4. The Contractor must be able to receive and respond to emergency calls outside normal business hours.
5. Provide telephone numbers for regular service calls and the contact names and telephone/cell numbers for emergency contact. Contractor is responsible for advising the Departmental Representatives (listed herein) in writing of any changes to after-hour personnel schedule changes (weekend/holiday coverage) with a minimum seven (7) days notice.
6. Advise the Departmental Representative on site of product defect or damage.

#### 1.4 Activities required/Tasks/Deliverables

1. For 1015 Arlington: Provision of three (3) eight (8) cubic yard tub.
2. One 8 yard tub is to be allocated for regular waste removal; the remaining two (2) will be for recycling collection.
3. One 8 yard tub is to be labelled Mixed Recycling, the other tub to be labelled Cardboard Only.

- 
4. Material from the tub dedicated Regular Waste is to be collected twice per week (Tues & Thurs).
  5. Both the Mixed Recycling and the Cardboard Waste are to be collected twice per week (Tues & Thurs).
  6. The collection and removal of shredded autoclaved waste from a 20 Yard Roll-off bin. This bin is the property of the CSCHAH. It is estimated that this service will be required, approximately once per month. Collections will be done on an As & When requested basis.
  7. Washing of the interior of the 20 yard roll off bin will also be a periodic requirement - to be done on an As & When needed basis. This washing off site and will be coordinated with a requested collection of waste pick up.
  8. For 820 Elgin: An additional bin of four (4) yards, rear load is to be provided, with a collection of once weekly.
  9. For 745 Logan: It is anticipated that two (2) eight (8) cubic yard tub will be required.
  10. One 8 yard tub is to be allocated for regular waste removal; the remaining will be for recycling collection.
  11. The Contractor must leave the collection site neat and orderly after each collection and immediately clean-up any spillage from the container in the collection operation or en route to the disposal site.
  12. All costs incurred in the collection and disposal of the waste, including landfill fees must be included in the price quoted in this contract.
  13. The refuse must be transported directly from the collection point to the Municipal or private disposal site, on routes designated by the municipal authority, where it is to be emptied.
  14. The contractor must not otherwise dispose of the refuse, recycle, or enter into any arrangement to recycle the refuse, unless so authorized by the Departmental Representative.
  15. All damage done by contractor's employees to the building, parked vehicles, light standards, car-plug standards, sidewalks, curbing, sod, plants, etc. must be reported to the Departmental Representative immediately. The contractor is responsible for the repair of all damages.
  16. Contractor must report to Overhead Door #3 (North Entrance), at 1015 Arlington upon arrival prior to pick up of waste.
  17. For collection of waste at 745 Logan, Contractor must report to Overhead Door # 1 (North Entrance).

#### 1.5 Standards

1. The Contractor must comply with all legislative and regulatory provisions whether federal, provincial or municipal applicable to the performance of the work. The Work is to be executed to meet or exceed the requirements of:
  - a. Applicable Federal, Provincial and Municipal statutes, codes, regulations and acts;
  - b. Equipment or system manufacturer's recommendations, instruction manuals and/or leaflets;
  - c. Workplace Hazardous Materials Information System (WHMIS);
  - d. The Environment Act;
  - e. The Canada Labour Code;
  - f. The Provincial Waste Reduction & Prevention Act; and
  - g. The Sustainable Development Act.
2. In the event of a conflict between any of the codes, regulations, acts or standards outlined herein, the most stringent shall apply.
3. All of the above codes and standards in effect at the time of award are subject to change/revision. The latest editions of each shall be enforced during the term of the Contract.

## 2.0 GENERAL REQUIREMENTS

### 2.1 Permits, Fees, Licences

1. Pay all fees, obtain certificates and permits as required by code and provide the appropriate Authorities Having Jurisdiction with all requested information.
2. Furnish these certificates and permits for all work to the Departmental Representative upon request.
3. All required licences, certificates, and permits must be kept current throughout the entire term of this Contract.

### 2.2 Existing Services

Normal access hours must fall within 0800 hours to 1600 hours, Monday through Friday inclusive, excluding holidays. The building operation is 24 hours a day, 365 days a year.

### 2.3 Co-ordination and Protection

1. Execute work with minimum disturbance to occupants, public, and normal use of building. Make arrangements with the Departmental Representative to facilitate execution of work.
2. Protect existing work from damage.

- 
3. All possible safety precautions are to be taken to ensure the protection of employees or occupants during the course of the work.

## 2.4 Publicity

Do not list, publicize or use for business promotion purposes, the address of the work of this Contract, the name of the facility, Agency or the Government of Canada.

## 2.5 Facility Access

Only those employees whose names appear on the Contractor's approved list will be allowed access to the site under this Contract.

## 2.6 Building Policies

1. All approved employees of the Contractor will attend a CSCHAH Contractor orientation on building policies, the session is paid for by CSCHAH. Subsequent orientation sessions will be available for new employees of the Contractor.
2. The Contractor and his/her employees must follow building policies and regulations including fire evacuation procedures, safety procedures, laboratory and hot works protocols, security requirements, and any directive issued from time to time by the Departmental Representative.
3. All personnel representing the Contractor which may have access to the CSCHAH facility, documentation and/or information that is confidential or proprietary to Canada must sign a Non-Disclosure and Confidentiality Agreement (attached hereto as Appendix "F") prior to being given access to the facility, such documentation and/or information.

## ANNEX B - BASIS OF PAYMENT

1.1. It is MANDATORY that bidders submit firm all inclusive prices/rates for the period of the proposed Request for Proposal (RFP) in the following Pricing Schedules. This section, when completed, will be considered as the bidder's Financial Offer.

1.2. Should there be an error in the extended pricing of the bidder's offer, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the bidders' offer shall be changed to reflect the quantities stated in the RFP. The quantities specified below are provided for evaluation purposes only.

1.3. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

1.4 Additional collections will also be required at 745 Logan Avenue. As occupancy of that site will be progressive during the first year of this agreement, the schedule for collections may be variable in the first few months of service.

For 745 Logan: It is anticipated that two (2) eight (8) cubic yard tub will be required.

One 8 yard tub is to be allocated for regular waste removal; the remaining will be for recycling collection.

## PRICING SCHEDULE A – SCHEDULED SERVICES

**Contract period – January 1, 2013-December 31, 2015**

LOCATION – 1015 ARLINGTON					
item	Description	Qty	U of I	Unit Price	Ext Total
1	Collection of outside waste bins at 1015 Arlington as detailed in the Statement of Work.  Front end service – 8 cubic tubs x qty 1  Frequency twice weekly (Tues & Thurs)	8	Pick up per month		
2	Mixed Recycling Bin: Collection of outside waste bins at 1015 Arlington as detailed in the Statement of Work.  Front end service- 8 cubic yard tub x qty 1  Frequency –twice per week (Tues & Thurs)	8	Pick up per month		
3	Cardboard Bin Only:  Collection of outside waste bins at 1015 Arlington as detailed in the Statement of Work	8	Pick up per month		

Front end service – 8 cubic yard tub x qty 1					
Frequency – twice per week (Tues & Thurs)					
LOCATION – 820 Elgin					
Item	Description	Qty	U of I	Unit Price	Ext Total
1	Garbage Bins: Collection of waste at 820 Elgin as detailed in the Statement of Work Front end service – 4 cubic yard bin x qty 1 Frequency: once per week (Mon-Fri)	4	Pick up per month		
<b>Subtotal Contract Period</b>					

**Option Period One: January 1, 2016 – December 31, 2016**

LOCATION – 1015 ARLINGTON					
Item	Description	Qty	U of I	Unit Price	Ext Total
1	Collection of outside waste bins at 1015 Arlington as detailed in the Statement of Work. Front end service – 8 cubic tubs x qty 1 Frequency twice weekly (Tues & Thurs)	8	Pick up per month		
2	Mixed Recycling Bin: Collection of outside waste bins at 1015 Arlington as detailed in the Statement of Work. Front end service- 8 cubic yard tub x qty 1 Frequency –twice per week (Tues & Thurs)	8	Pick up per month		
3	Cardboard Bin Only: Collection of outside waste bins at 1015 Arlington as detailed in the Statement of Work Front end service – 8 cubic yard tub x qty 1 Frequency – twice per week (Tues & Thurs)	8	Pick up per month		

LOCATION – 820 Elgin					
Item	Description	Qty	U of I	Unit Price	Ext Total
1	Garbage Bins: Collection of waste at 820 Elgin as detailed in the Statement of Work Front end service – 4 cubic yard bin x qty 1 Frequency: once per week (Mon-Fri)	4	Pick up per month		
<b>Subtotal Option Period One</b>					

**Option period Two: January 1, 2017 – December 31, 2017**

LOCATION – 1015 ARLINGTON					
Item	Description	Qty	U of I	Unit Price	Ext Total
1	Collection of outside waste bins at 1015 Arlington as detailed in the Statement of Work. Front end service – 8 cubic tubs x qty 1 Frequency twice weekly (Tues & Thurs)	8	Pick up per month		
2	Mixed Recycling Bin: Collection of outside waste bins at 1015 Arlington as detailed in the Statement of Work. Front end service- 8 cubic yard tub x qty 1 Frequency –twice per week (Tues & Thurs)	8	Pick up per month		
3	Cardboard Bin Only: Collection of outside waste bins at 1015 Arlington as detailed in the Statement of Work Front end service – 8 cubic yard tub x qty 1	8	Pick up per month		

	Frequency – twice per week (Tues & Thurs				
	LOCATION – 820 Elgin				
Item	Description	Qty	Unit of Issue	Unit Price	Ext Total
1	Garbage Bins: Collection of waste at 820 Elgin as detailed in the Statement of Work Front end service – 4 cubic yard bin x qty 1 Frequency: once per week (Mon-Fri)	4	Pick up per month		
<b>Subtotal for option period Two</b>					

**Option Period Three: January 1, 2018 – December 31, 2018**

	LOCATION – 1015 ARLINGTON				
Description	Qty	U of I	Unit Price	Ext Total	
Collection of outside waste bins at 1015 Arlington as detailed in the Statement of Work. Front end service – 8 cubic tubs x qty 1 Frequency twice weekly (Tues & Thurs)	8	Pick up per month			
Mixed Recycling Bin: Collection of outside waste bins at 1015 Arlington as detailed in the Statement of Work. Front end service- 8 cubic yard tub x qty 1 Frequency –twice per week (Tues & Thurs)	8	Pick up per month			
Cardboard Bin Only: Collection of outside waste bins at 1015 Arlington as detailed in the Statement of Work Front end service – 8 cubic yard tub x qty 1 Frequency – twice per week (Tues & Thurs	8	Pick up per month			

LOCATION – 820 Elgin				
Description	Qty	U of I	Unit Price	Ext Total
Garbage Bins: Collection of waste at 820 Elgin as detailed in the Statement of Work Front end service – 4 cubic yard bin x qty 1 Frequency: once per week (Mon-Fri)	4	Pick up per month		
<b>Subtotal Option Period Three</b>				

**Total for Schedule A = Contract Period + Option yr one + Option yr two + Option yr three =**

## PRICING SCHEDULE B - AS AND WHEN REQUESTED SERVICES

### Task Authorization - As and When Requested Services

Additional services may be required on an "as and when" required basis and authorized by the CSCHAH Departmental Authority through the issuance of a Task Authorization Contract. The work requested in any resulting Task Authorization are for the buildings defined herein. The Departmental Authority will provide the Contractor with a description of the work required and the Contractor must provide the Departmental Authority with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Pricing Schedule. The estimated cost provided must not be exceeded without the specific written authorization of the Departmental Authority. The estimated quantities provided below are based on previous history and forecasted usage of this proposed Contract. The quantity of goods and the level of services specified in the Pricing Schedule are only an approximation of the requirements given in good faith and does not represent an agreement by Canada.

**Contract Period: January 1, 2013 – December 31, 2015**

ITEM	DESCRIPTION	EST QTY	UNIT OF ISSUE	UNIT PRICE	EXT TOTAL
1	Garbage Bins: Collection of waste bins at 1015 Arlington as detailed in the Statement of Work 8 cubic yard bin x qty 1	5	Ind. pick up		
2	Mixed Recycling Bins: Collection of outside waste bins at 1015 Arlington as detailed in the Statement of Work 8 cubic yard bin x qty 1	5	Ind. pick up		

3	Cardboard Waste: Collection of outside waste bins at 1015 Arlington as detailed in the Statement of Work  8 cubic yard bin x qty 1	5	Ind. pick up		
4	Garbage Bins: Collection of outside waste bins at 820 Elgin as detailed in the Statement of Work  4 cubic yard bins x qty 1	5	Ind. pick up		
5	Rotoclave Bin: Collection and disposal of shredded autoclaved waste as detailed in the Statement of Work  20 yard roll off bin	12	Ind. pick up		
6	Washing Interior of 20 yard roll off bin	6	To be coordinated w/Ind. pick up		
7	Garbage Bins: Collection of outside waste bins at 745 Logan as detailed in the Statement of Work  8 cubic yard bin x qty 1	6	Ind. pick up		
8	Mixed Recycling Bins: Collection of outside waste bins at 745 Logan as detailed in the Statement of Work.  8 cubic yard bin x qty 1	6	Ind. pick up		
9	6 cubic yard tub	1	each		
10	12 cubic yard tub	1	each		
<b>Subtotal Contract Period</b>					

**Option Period One: January 1, 2016 – December 31, 2016**

ITEM	DESCRIPTION	EST QTY	UNIT OF ISSUE	UNIT PRICE	EXT TOTAL
1	Garbage Bins: Collection of waste bins at 1015	5	Ind. pick up		

	Arlington as detailed in the Statement of Work 8 cubic yard bin x qty 1				
2	Mixed Recycling Bins: Collection of outside waste bins at 1015 Arlington as detailed in the Statement of Work 8 cubic yard bin x qty 1	5	Ind. pick up		
3	Cardboard Waste: Collection of outside waste bins at 1015 Arlington as detailed in the Statement of Work 8 cubic yard bin x qty 1	5	Ind. pick up		
4	Garbage Bins: Collection of outside waste bins at 820 Elgin as detailed in the Statement of Work 4 cubic yard bins x qty 1	5	Ind. pick up		
5	Rotoclave Bin: Collection and disposal of shredded autoclaved waste as detailed in the Statement of Work 20 yard roll off bin	12	Ind. pick up		
6	Washing Interior of 20 yard roll off bin	6	To be coordinated w/Ind. pick up		
7	Garbage Bins: Collection of outside waste bins at 745 Logan as detailed in the Statement of Work 8 cubic yard bin x qty 1	6	Ind. pick up		
8	Mixed Recycling Bins: Collection of outside waste bins at 745 Logan as detailed in the Statement of Work. 8 cubic yard bin x qty 1	6	Ind. pick up		
9	6 cubic yard tub	1	each		
10	12 cubic yard tub	1	each		

<b>Subtotal Option Period One</b>	
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**Option Period Two: January 1, 2017 – December 31, 2017**

ITEM	DESCRIPTION	EST QTY	UNIT OF ISSUE	UNIT PRICE	EXT TOTAL
1	Garbage Bins: Collection of waste bins at 1015 Arlington as detailed in the Statement of Work  8 cubic yard bin x qty 1	5	Ind. pick up		
2	Mixed Recycling Bins: Collection of outside waste bins at 1015 Arlington as detailed in the Statement of Work  8 cubic yard bin x qty 1	5	Ind. pick up		
3	Cardboard Waste: Collection of outside waste bins at 1015 Arlington as detailed in the Statement of Work  8 cubic yard bin x qty 1	5	Ind. pick up		
4	Garbage Bins: Collection of outside waste bins at 820 Elgin as detailed in the Statement of Work  4 cubic yard bins x qty 1	5	Ind. pick up		
5	Rotoclave Bin: Collection and disposal of shredded autoclaved waste as detailed in the Statement of Work  20 yard roll off bin	12	Ind. pick up		
6	Washing Interior of 20 yard roll off bin	6	To be coordinated w/Ind. pick up		
7	Garbage Bins: Collection of outside waste bins at 745 Logan as detailed in the Statement of Work	6	Ind. pick up		

	8 cubic yard bin x qty 1				
8	Mixed Recycling Bins: Collection of outside waste bins at 745 Logan as detailed in the Statement of Work.  8 cubic yard bin x qty 1	6	Ind. pick up		
9	6 cubic yard tub	1	each		
10	12 cubic yard tub	1	each		
<b>Subtotal Option Period Two</b>					

**Option Period Three: January 1, 2018 – December 31 - 2018**

ITEM	DESCRIPTION	EST QTY	UNIT OF ISSUE	UNIT PRICE	EXT TOTAL
1	Garbage Bins: Collection of waste bins at 1015 Arlington as detailed in the Statement of Work  8 cubic yard bin x qty 1	5	Ind. pick up		
2	Mixed Recycling Bins: Collection of outside waste bins at 1015 Arlington as detailed in the Statement of Work  8 cubic yard bin x qty 1	5	Ind. pick up		
3	Cardboard Waste: Collection of outside waste bins at 1015 Arlington as detailed in the Statement of Work  8 cubic yard bin x qty 1	5	Ind. pick up		
4	Garbage Bins: Collection of outside waste bins at 820 Elgin as detailed in the Statement of Work  4 cubic yard bins x qty 1	5	Ind. pick up		

5	Rotoclave Bin: Collection and disposal of shredded autoclaved waste as detailed in the Statement of Work  20 yard roll off bin	12	Ind. pick up		
6	Washing Interior of 20 yard roll off bin	6	To be coordinated w/Ind. pick up		
7	Garbage Bins: Collection of outside waste bins at 745 Logan as detailed in the Statement of Work  8 cubic yard bin x qty 1	6	Ind. pick up		
8	Mixed Recycling Bins: Collection of outside waste bins at 745 Logan as detailed in the Statement of Work.  8 cubic yard bin x qty 1	6	Ind. pick up		
9	6 cubic yard tub	1	each		
10	12 cubic yard tub	1	each		
<b>Subtotal Option Period Three</b>					

**Total for Schedule B – Contract Total + Option Period one + Option Period two + Option Period three =**

**Total of schedule A + Total of Schedule B = Evaluated Total**

## **ANNEX C - SECURITY REQUIREMENTS CHECK LIST**

See attached Document

## **ANNEX D - Form PWGSC-TPSGC 572 Task Authorization**

See attached Document

## **ANNEX E - INSURANCE REQUIREMENTS**

### **1) 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

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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.

## 2) Automobile Liability Insurance

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

2. The policy must include the following:

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

b. Accident Benefits - all jurisdictional statutes

c. Uninsured Motorist Protection

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

**ANNEX F - NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT**

**1NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT**

**BETWEEN:** Her Majesty the Queen in right of Canada (referred to as "Her Majesty")  
represented by the Minister of Health through the Public Health Agency of  
Canada (referred to in the contract as the "Minister")

**AND:** \_\_\_\_\_ (Contractor's Name - "Contractor")

**1. DEFINITION OF CONFIDENTIAL INFORMATION**

.1 Public Health Agency of Canada (PHAC) proposes to disclose to the Contractor certain of its confidential and proprietary information ("Confidential Information"), which includes, without limitation, all data, blueprints, drawings, material, products, technology, intellectual property, computer programs, specifications manuals, business plans, and other information submitted or disclosed by or on behalf of PHAC orally, in writing, or by any other media, together with any analysis, compilations, forecasts, studies, notes, or other documents and material prepared or produced by the Contractor or his/her employees, agents, subcontractors, representatives, advisors or consultants ("Permitted Representatives") which contains or otherwise reflects Confidential Information.

.2 Confidential Information does not include information that:

- (a) is now or subsequently becomes generally available to the public through no fault or breach on the part of the Contractor;
- (b) the Contractor can demonstrate to have had rightfully in its possession prior to the disclosure by PHAC to the Contractor;
- (c) is independently developed by the Contractor without using any Confidential Information; or
- (d) the Contractor rightfully obtains from a third party who has the right to transfer or disclose it.

**2. CONTRACTOR'S OBLIGATIONS**

- 
- .1 The Contractor agrees that the documentation and/or information available as part of the bid solicitation package or obtained during the mandatory site visit (as applicable) by an Contractor in order for an Contractor to submit a bid to the Minister in response to Solicitation No. \_\_\_\_\_ may contain information that is confidential or proprietary to Canada or to third parties and that such information is not to be disclosed or used in any way other than as set out below.
- .2 In consideration of the Minister disclosing the documentation and/or information to the Contractor, the Contractor agrees that:
- (a) the Contractor shall not, without the prior written permission of the Minister, disclose to anyone, other than an employee or a proposed subcontractor with a need to know, the documentation and/or information;
- (b) the Contractor shall not make copies of the documentation and/or information nor make use of the documentation or any information therein for any purpose other than for the preparation of a bid in response to Solicitation No. \_\_\_\_\_;
- .3 The Contractor shall require any proposed subcontractor referred to in (a) above to execute a confidentiality agreement on the same terms and conditions as those contained herein.
- .4 The Contractor acknowledges and agrees that it shall be liable for any and all claims, loss, damages, costs, or expenses incurred or suffered by Canada or the Minister caused by the failure of the Contractor, or by anyone to whom the Contractor discloses the documentation or any information therein, to comply with these terms and conditions.
- .5 Nothing in this Confidentiality Agreement shall be construed as limiting the Contractor's right to disclose any information to the extent that such information:
- (a) is or becomes in the public domain through no fault of the Contractor or any proposed subcontractor;
- (b) is or becomes known to the Contractor from a source other than Canada, except any source that is known to the Contractor to be under an obligation to Canada not to disclose the information;
- (c) is independently developed by the Contractor; or
- (d) is disclosed under compulsion of a legislative requirement or any order of a court or other tribunal having jurisdiction.
- .6 The Contractor shall be required to obtain at a minimum, a Reliability Security Clearance, and shall at PHAC's request, provide written proof of such Security Clearance.
7. The Confidential Information is to be used by the Contractor for the sole purpose of completing the Project. The Contractor shall not use the Confidential Information otherwise for its own or any third party benefit without the prior written approval of PHAC.
- .8 The Contractor shall not disclose, publish, or disseminate the Confidential Information or any portion thereof to any of its Permitted Representatives or other persons without the written permission of PHAC, and then only for the purpose agreed to by PHAC.

- .9 The Contractor shall take all reasonable precautions to prevent any unauthorized use, disclosure, publication or dissemination of the Confidential Information, which includes maintaining in a secure place all Confidential Information and copies thereof, and taking reasonable steps to ensure that no one other than the Permitted Representatives shall have access thereto.
- .10 If the Contractor or one of its Permitted Representatives is required at any time to disclose any portion of the Confidential Information, the Contractor shall provide PHAC with prompt written notice of such requirement so that the Minister may either seek an appropriate remedy or alternatively to waive the Contractor's or Permitted Representative's compliance with the provisions of this Agreement.
- .11 The Contractor shall deliver to PHAC all Confidential Information, together with every copy, record, draft, working paper, and note thereof containing such Confidential Information, upon the completion or termination of the Project, or at such earlier time as PHAC requires.

**3. OWNERSHIP OF CONFIDENTIAL INFORMATION**

All Confidential Information remains the property of PHAC. Further, any information conceived, developed, or produced by the Contractor as part of completing the Project, where there is copyright or any other intellectual property rights in such information, vests in Her Majesty.

**4. REPRESENTATIVES, WARRANTIES, LICENSES, ASSIGNMENTS**

- .1 The Confidential Information is provided to the Contractor without liability on the part of the Minister, the Crown or any of its agents, employees, representatives or advisors ("Interested Parties"), and no representation or warranties, either expressly or impliedly, as to the adequacy and sufficiency of the Confidential Information is made by any of the Interested Parties.
- .2 The Contractor may not assign this Agreement or any interest herein without PHAC's written consent.
- .3 Nothing contained in this Agreement shall grant to or create in the Contractor, expressly or impliedly, any right, title, interest, or license in or to the Confidential Information.

**IN WITNESS WHEREOF** the parties have caused this Agreement to be duly executed on \_\_\_\_\_ day, the \_\_\_\_ day of \_\_\_\_\_, 2011.

Signed on behalf of the Contractor (name of the party requesting access to the Confidential Information)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed on behalf of Her Majesty the Queen in Right of Canada as represented by the Minister of Health

Solicitation No. - N° de l'invitation

6D063-122712/A

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-2-35128

Buyer ID - Id de l'acheteur

wpg207

CCC No./N° CCC - FMS No/ N° VME

6D063-122712

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$

Security Requirements: This task includes security requirements  
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non  Yes - Oui If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract  
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (GST/HST Extra) before the revision Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision \$	Increase or Decrease (GST/HST Extra), as applicable Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu \$
--	---	--

**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Contract Number / Numéro du contrat 6D063-122712
Security Classification / Classification de sécurité UNCLASSIFIED

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

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



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**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?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité :

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?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

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

Special comments:  
Commentaires spéciaux :

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	
											A	B	C				
Information / Asas Planseignements / Plans 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 LVIERS 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 LVIERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada  
Gouvernement du Canada

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UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées) Rempel, Paula		Title - Titre Facilities Contract Officer	Signature <i>Paula Rempel</i>
Telephone No. - N° de téléphone 204-784-5949	Facsimile No. - N° de télécopieur 204-789-2064	E-mail address - Adresse courriel paula.rempel@phac-aspc.gc.ca	Date 15 Aug 2012

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

Name (print) - Nom (en lettres moulées) Pucknell, Chad		Title - Titre SO	Signature <i>Chad Pucknell</i>
Telephone No. - N° de téléphone 204-789-2041	Facsimile No. - N° de télécopieur 204-789-7401	E-mail address - Adresse courriel chad.pucknell@phac-aspc.gc.ca	Date 15 Aug 2012

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 / Non  Yes / Oui

**16. Procurement Officer / Agent d'approvisionnement**

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

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

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature <i>Jacques Saumur</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 18-AUGUST-2012

**Jacques Saumur**  
Contract Security Officer, Contract Security Division  
Jacques.Saumur@tpsgc-pwgsc.gc.ca  
Tel/Tél - 613-948-1732 / Fax/Télé - 613-954-4171