

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Garbage Removal	
Solicitation No. - N° de l'invitation W0134-12CYIT/A	Date 2012-06-28
Client Reference No. - N° de référence du client W0134-12CYIT	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-002-9463	
File No. - N° de dossier EDM-1-34847 (002)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-08-09	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Scott, Jasmine	Buyer Id - Id de l'acheteur edm002
Telephone No. - N° de téléphone (780) 497-3578 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE WCE CONTRACTS 4 WING COLD LAKE P.O.BOX 6550 STN FORCES COLD LAKE ALBERTA T9M2C6 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

Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

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

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into six parts 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, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 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, Security Requirements Check List, Insurance Requirements, DND 626 Task Authorization Form and Task Authorization Usage Reports.

2. Summary

The Department of National Defence, 4 Wing Cold Lake, Cold Lake, Alberta has a requirement for a Task Authorization Contract for all labour, material, supervision, equipment and transportation necessary for the removal and disposal of garbage and recyclable materials, including bin rental, on a scheduled and on an "as and when requested" basis and in accordance with the Statement of Work, Annex "A".

It is anticipated that a Task Authorization Contract will be from October 1, 2012 to September 30, 2016 inclusive (*Estimated period subject completion of security clearance*).

There is a security requirement associated with this requirement. For additional information, consult Part 4, and Part 6 -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.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), Agreement on Internal Trade (AIT), the Canada-Chile Free Trade Agreement (CCFTA) and The Canada-Peru Free Trade Agreement (CPFTA).

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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 (2012-03-02), 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 ten (10) 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 Alberta.

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 ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

6. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on:

Date: Wednesday, July 18, 2012

Time: 1:00 PM MST

Location:

MFRC Building

4 Wing Cold Lake Base

Cold Lake, Alberta

Bidders **must** communicate with the Contracting Authority no later than **three (3) business days** before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

All Bidders choosing to attend the mandatory site visit will be required to provide their driver license numbers to the Contracting Authority **three (3) business days** before the scheduled visit to obtain security passes to be on-site at 4 Wing Cold Lake Base.

Bidders must notify the Contracting Authority no later than July 13, 2012 at 1:00 pm MST.

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 copy)

Section II: Financial Bid Technical 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 (<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: Technical Bid

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

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 SACC Manual Clauses

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**1. Evaluation Procedures**

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

1.1 Technical Evaluation**1.1.1 Mandatory Technical Criteria Prior to Contract Award**

These requirements must be met prior to award. Failure to meet any of the following mandatory conditions will render your submission non-responsive and given no further consideration. For your submission to be considered compliant, you must meet these conditions within five (5) calendar days of a request by the Contracting Authority.

a) Documentary proof in the form of a permit or letter, approved by the Municipal Authorities, authorizing the disposal area as an approved site for disposal of garbage.

b) Part 5 - Certifications

1.2 Financial Evaluation

1.2.1 The total evaluated bid price will be determined using the rates provided in the Basis of Payment of Annex "B" and will be calculated as follows:

- (a) For line items A, 1 - 2 inclusive, the unit prices will be multiplied by the annual usage for each of the four years in the Basis of Payment, Annex "B".
- (b) For line items & B, 1 - 10 inclusive, the unit prices will be multiplied by the estimated annual usage for each of the four years in the Basis of Payment, Annex "B".

- (c) For line item C, 1, the unit price will be multiplied by the estimated annual usage in the Basis of Payment, Annex "B".
- (d) The results of the calculations in (a), (b) and (c) above will be added together to obtain the total evaluated bid price.

1.2.2 SACC Manual Clauses A0220T (2007-05-25), Evaluation of Price

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.

3. Security Requirement

3.1 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 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

3.2 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.

3.3 For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

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. 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.

1.1 Federal Contractors Program - Certification - \$200,000 or more

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

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

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

<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>

Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3. 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, <http://laws-lois.justice.gc.ca/eng/acts/E-5.401/index.html> S.C. 1995, c. 44;

(c) () is subject to the requirements of the FCP, *O having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC* (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

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

Further information on the FCP is available on the HRSDC Web site.
[Http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml](http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml)

1.2 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.

1.3 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 standing offer as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "D".

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 6 - 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

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.

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex "E".
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 two (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 \$10,000.00, 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 Project Authority and 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: July 1 to September 30;
 2nd quarter: October 1 to December 31;
 3rd quarter: January 1 to March 31; and
 4th quarter: April 1 to June 30.

The data must be submitted to the Contracting Authority no later than fifteen (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:

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:

- (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.

1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Department of National Defence, 4 Wing Cold Lake, Cold Lake, Alberta. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

2035 (2012-03-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Security Requirement

1. The Contractor must, at all times during the performance of the Contract, 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 personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screen-ing of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";
 - (b) Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from October 1, 2012 to September 30, 2016 inclusive (*Estimated period subject completion of security clearance*).

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Jasmine Scott
 Supply Specialist
 Acquisitions, Western Region
 Department of Public Works and Government Services
 Telus Plaza North,
 10025 Jasper Avenue, 5th Floor
 Edmonton, AB T5J 1S6

Telephone: (780) 497-3578
 Facsimile: (780) 497-3510
 E-mail address: jasmine.scott@pwgsc-tpsgc.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

(To be filled in at Contract Award)

The Project Authority for the Contract is:

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 filled in by bidder)

Name: _____

Telephone: _____ - _____ - _____

Facsimile: _____ - _____ - _____

E-mail address: _____

6. Payment

6.1 Basis of Payment

6.1.1 For the Work described in the Basis of Payment / Firm Requirement ITEM A in Annex "B":

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$ to be completed upon contract award. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

For the firm price portion of the Work only, 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 For the Work described in Basis of Payment ITEM B and C in Annex "B":

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$ to be completed upon contract award. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ (to be completed upon contract award). 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.

6.3 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

C0705C (2010-01-11), Discretionary Audit

C2000C (2007-11-30), Taxes - Foreign-based Contractor

H1008C (2008-05-12), Monthly Payment

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:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

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 Alberta.

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 (2012-03-02), General Conditions - 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) Annex "E", DND 626, Task Authorization Form;
- (h) Annex "F", Task Authorization Usage Reports;
- (i) the signed Task Authorizations (including all of its annexes, if any);
- (j) the Contractor's bid dated _____.

11. Defence Contract

SACC Manual clause A9006C (2008-05-12), Defence Contract

12. Foreign Nationals

12.1 Foreign Nationals (Canadian Contractor) (if awarded to a Canadian Contractor)

SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

OR

12.2 Foreign Nationals (Foreign Contractor) (if awarded to a Foreign Contractor)

SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

13. SACC Manual Clauses

A9041C (2008-05-12), Salvage
A9062C (2011-05-16), Canadian Forces Site Regulations

14 Insurance Requirements

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

Solicitation No. - N° de l'invitation

W0134-12CYIT/A

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-1-34847

Buyer ID - Id de l'acheteur

edm002

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

W0134-12CYIT

CCC No./N° CCC - FMS No/ N° VME

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.

ANNEX "A" **STATEMENT OF WORK**

Title: Removal and Disposal of Garbage and Recyclable Material

Description of Work

1. Work under this Contract will comprise the supply of all labour, materials, tools, equipment, transportation and supervision necessary to remove and dispose of garbage and recycling at 4 Wing Cold Lake and Cold Lake Air Weapons Range (CLAWR) located 50km north of 4 Wing.
 - a. Work covered by this Contract includes but is not limited to removal and disposal of garbage and recyclable materials from Base Buildings as listed in Appendix A & B;
 - b. For garbage removal provide rental bins and adhere to dumping schedule as listed in Garbage Removal Requirements and Schedule of Dumpings, Appendix A. The "as and when" requested bins outlined in Appendix A, will be issued by a DND 626 Task Authorization Form prior to commencement of work. Provide bins that are in good repair/working order and are lockable and/or bear proof; For recycle removal, of Paper and Cardboard provide rental bins and adhere to dumping schedule as listed in Recycle Removal Requirements and Schedule of Dumping, Appendix B. Provide bins of a different color, preferably blue and clearly distinguishable, that are in good repair/working condition and lockable;
 - c. Empty one large cardboard compactor located on the loading ramp at the Canex;
 - d. Most of the 4 and 6 cubic yard "as and when requested" bins will be required due to exercises such as Maple Flag and Cadet Camp, these exercises could require 10 cubic yard bins for a two to four week period. The 10 cubic yard bins will be used for small construction projects that are performed by CE personnel; and
 - e. Interim reviews of work progress based on work schedule will be conducted by the Project Authority and schedule updated by the Contractor in conjunction with and to the approval of Project Authority.

Scope of Work

2. Class 1, Class 3 garbage, wet garbage and recyclable material.

Site of Work

3. The work will be carried out at 4 Wing Cold Lake and Cold Lake Air Weapons Range (CLAWR) located 50 km north of 4 Wing.

Work Included

4. The Contractor must remove and dispose of all Class 1, Class 3 and wet garbage.
 - a. Class 1 garbage consists of paper, cartons, wood scraps, saw-dust, industrial waste, foliage, Christmas trees, grass refuse, food products etc.;
 - b. Class 3 garbage consists of construction and demolition waste consisting of cabinetry and millwork, furnishings, asphalt shingles, metal and plastic piping, glass, windows and

doors, subflooring, wall paneling, ceramic and stone tiles, ceiling tiles, insulation, siding, drywall carpet, etc.;

- c. Wet garbage – sewage “grit” that is recovered from the sewage treatment plant, consisting of plastics from diapers, applicators, condoms and other waste that is disposed of in the sewage system of which there is only one bin and has a foul odour, , located at the digester facility building 654 (this bin is emptied by using hydro vac method) and must be disposed of in accordance to Alberta Environment Regulations; and

5. The Contractor must remove and dispose of recyclable materials.

- a. Recyclable paper products consists of clean, dry paper, card, catalogues, envelopes, flyers, newspapers, computer paper, magazines, paper drink trays, paperback books, phone books and line cut or cross-cut shredded paper;
- b. Recyclable corrugated cardboard/boxboard products consist of clean cardboard boxes, cracker and cookie boxes (boxboard), paper towel rolls and tissue boxes (remove plastic liner);
- c. There is one large cardboard compactor located on the loading ramp at Building 69 - Canex which is dumped on an “as and when requested” basis using the same dumping procedure as the 30 yd bins; and
- d. Items not acceptable for recycling consist of coffee cups, plastic or wax coated paper (e.g. laminated paper), carbon paper, pressed fibre courier envelopes, metallic paper (e.g. gift wrap), plastic binders, coiled publications (remove coil then its recyclable), pizza boxes and Class 2 or 3 shredded paper.

Regulations and Permits

- 6. Special Requirements – The Contractor must have a permit or letter, approved by the Municipal Authorities, authorizing the disposal area as an approved site for the disposal of garbage.
- 7. The disposal of refuse must be done in a manner satisfactory to the Municipal, City, and/or Provincial Health Authorities. It will be the responsibility of the Contractor to liaise with the appropriate authorities and conform to all by-laws and regulations concerning the disposal of refuse.
- 8. The by-products of kitchen waste removed must not be fed to swine unless a governing license has been obtained from the Veterinary Director General, Federal Department of Agriculture, and that such a license is held by the stock owners.
- 9. The Department of National Defence will not be responsible for any claims arising from the Contractor's failure to comply with any regulations or by-laws concerned.

Equipment

- 10. Vehicles used in the dumping and disposal of garbage and recycle must be of adequate size and capacity to carry out the work within the time and on the days specified in the dumping schedules.

11. All vehicles to be used by the Contractor must be in satisfactory mechanical condition. The vehicles must be equipped to handle the specified metal garbage containers. These containers will be provided by the Contractor.
12. Containers must be supplied and maintained by the Contractor in a serviceable condition; if a container becomes unserviceable, a replacement container will be supplied by the Contractor within 48 hours of notification by DND.
13. All containers and replacement containers must be numbered. Numbers will be a minimum of 150 mm in height and clearly visible. The Contractor will be responsible to number all such containers and to ensure that they are legible during the life of the Contract.
14. The Contractor must provide DND inspection staff with a list of all containers on site by their number and location. This list must be submitted within one week of commencement date of Contract. The Contractor must notify the Project Authority of any change to this list, such as change of location or replacement.

Method of Work

15. The collection system will be planned in a manner which will ensure that there is efficiency, economy and safeguarding of health and welfare.
16. Contractors are to guard against the breeding of pests, creating of fire hazards, and production of sight, odour, or sight nuisances.
17. Any spillage of refuse during loading or in transit must be picked up and the affected area cleaned immediately by the Contractor.
18. Dumping of bins will not commence prior to 7:00 AM and will continue without interruption until the work is completed.
19. Contractor may be requested to perform extra dumpings on existing containers.
20. The Contractor will add, remove or relocate containers as required, from time to time. DND will notify the Contractor of the requirements with building location.

Cleaning of Equipment

21. The Contractor will be responsible to examine and keep containers in a sanitary condition by removal off site for cleaning and repainting to the complete satisfaction of the Project Authority.

Schedule of Dumpings

22. Class 1 Garbage - will be dumped as per schedule identified in Appendix A, Monday thru Saturday, Statutory holidays are excluded.
23. The bins outlined in Appendix A to Annex A as being dumped on an "as and when requested" basis: (Class 3 Garbage – 30 cubic yard bins, the 3 – 6 cubic bins; and Class 1 Garbage: 1 – 4 cubic yard bin), Monday through Friday excluding Statutory Holidays, will be issued by the Project Authority by a DND 626 Task Authorization form prior to commencement of work.

-
24. Recyclables - will be dumped weekly/bi-weekly during working hours as per the frequency schedule outlined in Appendix B. The Contractor will provide a proposed schedule upon Contract award. The Project Authority will provide schedule verification prior to commencement of schedule implementation.
25. Where a dumping falls on a Statutory Holiday, dumping will be the next workday and regular dumpings will be reinstated as per schedule.

Dumpage Invoices

26. Contractor will supply tonnage figures certified by the Landfill on a monthly invoice, indicating total waste removed for the month.

Contractors Use of Site

27. For execution of the work only, subject to the following:
- a. Movement around site will be subject to restrictions imposed by the Project Authority;
 - b. Do not unreasonably encumber site with materials or equipment;
 - c. Maintain work in tidy condition, free from accumulation of waste products and debris:
and
 - d. Execute work with the least possible interference or disturbance to occupants and
normal use of premises.

Workmanship

28. Contractors must not employ any unfit person or anyone unskilled in their respective duties. The Work must not be performed by any person who, in the opinion of the Project Authority, is incompetent, unsuitable or has been conducting himself/herself improperly. Project Authority reserves the right to request the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
29. Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Project Authority, whose decision is final.

Operational Security

30. Work carried out within the General Restricted Area (GRA) is subject to special and unique security regulations. All Contractors' employees must carry company I.D and GRA pass. Individuals without authorized passes in their possession will not be permitted to enter the GRA. If the Project Authority requires the Contractor to work in the GRA where there Reliability clearance does not give them access, the Project Authority will provide Security Escorts.
31. The use of cell phones are restricted in the GRA:
- a. Use of cellular phones is prohibited within Refuelling compounds; and
 - b. Cell phones will not be operated within 15 metres of an aircraft.

32. Contractors are not to take any pictures within the GRA, if required to take a picture, the Project Authority could take the picture for the Contractor. A request must be submitted to the Project Authority well in advance; this request will be considered but might not be supported due to other requirements.

Health & Safety Requirements

Responsibility

33. All accidents are to be reported to the Project Authority immediately.

Hazardous Material

34. All hazardous material must be identified and labelled in accordance with the Workplace Hazardous Material Information System (WHMIS) and copies of the Material Safety Data Sheet (MSDS) must be supplied to the Project Authority.

Unforeseen Hazards

35. Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during the performance of work, report to Project Authority immediately.

Asbestos Discovery

36. If during execution of contract work, workers uncover or disturb suspected asbestos products that are not covered in the contract specifications, STOP work in that area and report to Project Authority immediately.

Building Smoking Environment

37. 4 Wing Cold Lake has a no smoking policy in effect with exceptions in designated smoking areas.

Orientation Meeting

Kick-Off Meeting

38. A kickoff meeting will be conducted for the Contractor and Project Authority to discuss the terms of the Contract. This meeting provides both parties an opportunity to bring forward or answer all inquiries or questions. This meeting will be held prior to start of the work to ensure there is no misunderstanding. The Project Authority will contact the Contractor to arrange for this meeting as soon as possible after the award of the Contract. The meeting is expected to last approximately one hour but may vary from this time frame.

DND Fire Safety Requirements

39. The Contractor's personnel who will be working on 4 Wing must read and abide by the 4 Wing Cold Lake Fire Orders and Regulations for Contractors, which will be provided by the Project Authority during the orientation meeting or before the commencement of the work. The Project Authority will coordinate arrangements for the Contractor to be briefed on Fire Safety at their orientation meeting before any work is commenced.

Safety Briefing

40. Observance of On-site Safety, Health and Environmental Standards on Protection of Property. The Contractor, his employees and/or subcontractors, undertakes and agrees to comply with all DND regulations in force at the worksite, including the observance of all safety, health and environmental standards and those in place to preserve and protect DND property from loss or damage from all causes including fire.

Compliance

41. The Contractor is responsible to ensure that all employees and subcontractors that will be working on the site are fully briefed and have completed and signed the Contractor Safety Orientation Checklist prior to the start of any portion of the onsite work. A copy of the signed checklist is to be provided to the Project Authority. No payments will be issued until all documentation is in place.

Environmental Protection Procedures***Disposal of Wastes***

42. The following are disposals regulations:
- Burying of rubbish or waste materials on site is prohibited;
 - Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers;
 - Costs associated with appropriate removal, transportation and disposal of wastes is the responsibility of the Contractor; and
 - The Contractor must dispose of all rubbish and residue in accordance with existing provincial and/or municipal regulations and/or bylaws.

Drainage

43. Do not pump contaminated water into waterways, storm drains, sanitary sewers, or drainage systems.
44. Control the disposal or runoff of contaminated water or other harmful substances in accordance with local authority requirements.

Work Adjacent to Waterways

45. Do not dump excavated fill, waste material or debris in waterways.

Damage

46. The Contractor must immediately notify the Project Authority of any damage incident.

Special Procedures: Airports In Use***General***

47. When operating within the 4 Wing areas the following restrictions apply:
- a. Do not disrupt airport business except as permitted by Project Authority;
 - b. Provide temporary protection for safe handling of public, personnel, pedestrians and vehicular traffic; and
 - c. Provide barricades and lights where directed.

Movement of Equipment and Personnel:

48. In areas of airport not closed to aircraft traffic, the Contractor will:
- a. Obtain Project Authority's approval on scheduling of work;
 - b. Control movements of equipment and personnel as directed by Project Authority;
 - c. Obey signals and directions from escort instantly.
 - d. For all services that are required on the airfield an escort will be provided.
 - e. All personnel must be aware of Jet Blast (exhaust) from running and turning aircraft when working on the aerodrome. Jet Blast is extremely hot and forceful.

Foreign Object Damage (FOD) Control:

49. The Contractors must be aware of the following FOD Controls:
- a. Where travel routes cross active runways, taxiways or aircraft parking aprons, the Contractor and/or his designate must broom clean debris from area immediately;
 - b. Where access routes cross active runways, taxiways or parking aprons, the Contractor and/or his designate must keep crossings free of mud and debris at all times; and
 - c. FOD Control must be exercised on a continuous basis in vicinity of aircraft, runways or aprons. Control all blowing debris at all times, stop and check vehicle tires at all designated FOD Check Stop.

**APPENDIX A TO ANNEX A
GARBAGE REMOVAL REQUIREMENTS AND SCHEDULE OF DUMPINGS**

Bldg	Description	Number & Size of Bins	Mon	Tues	Wed	Thur s	Fri	Sat
H1	Hangar 1	2 x 6yd	X	X	X	X	X	X
H2	Hangar 2	1x 6yd	X		X		X	
H3	Hangar 3	1x 6yd	X		X		X	
H4	Hangar 4	1 x 6yd	X		X		X	
H6	Hangar 6	1 x 6yd		X		X		
H7	Hangar 7	1 x 4yd & 1 x 6yd		X		X		
H8	Hangar 8	1 x 6yd		X		X		
H9	Hangar 9	1 x 6yd	X		X		X	
H10	Hangar 10	1 x 6yd	X		X		X	
B1	Administration	1 x 6yd		X		X		
B4	Fire Hall	1 x 4yd	X			X		
B5/96	Transport	2 x 4yd	X		X		X	
B7	CE	5 x 4yd	X		X		X	
B8	Exercise Support Office	1 x 6yd &	X		X		X	
		1 x 30yd	dump on an "as and when requested" basis					
B9	Heating Plant	1 x 6yd	X		X		X	
B10	EGS Shop	1 x 4yd	X			X		
B15	Shooting Range	1 x 4yd					X	
B19	Telecom	2 x 6yd		X		X		
B20	Officer's Mess	1 x 6yd		X			X	
B30	WOS & SGTS Mess	1 x 6yd	X		X		X	
B40	All Ranks Kitchen	5 x 6yd	X	X	X	X	X	X
B41	All Ranks Mess	1 x 6yd	X		X		X	
B42/44	Quarters	2 x 6yd	X			X		
B43	Quarters	1 x 4yd	X			X		
B45	Quarters	1 x 6yd	X			X		

B48	Quarters	1 x 6yd	X			X		
B52	Prot Chapel	1 x 4yd	X					
B53	RC Chapel	1 x 4yd	X					
B54	Community Access Centre	1 x 6yd	X			X		
B63/631	Battery Shop/Cal Centre	1 x 6yd		X			X	
B66	Supply	2 x 6yd	X		X		X	
B67	CHRO & Courier	1 x 4yd		X			X	
B69	Canex Shopping	3 x 6 yd	X	X	X	X	X	X
B77	AVPOL	1 x 4yd				X		
B79/686	Cadet HQ - Kitchen	2 x 6yd			X			
B80	Roundel Cleaners	1 x 4yd				X		
B81	CE Electrical Shop In CE Compound	1 x 6yd		X		X		
B84	Readiness Training	2 x 6yd		X		X		
B85	Heavy Equip	2 x 6yd	X		X		X	
B90	LOX Bldg	1 x 4yd	X					
B98	AES Training - Trailer	1 x 4yd	X					
B103	CE Maint - In CE compound	1 x 4yd	X		X		X	
B104	419 - AFTTC	1 x 6yd	X		X		X	
B115	Padre's Office	1 x 6yd	X			X		
B128	Hazmat Office	1 x 6yd	X					
B136D	Golf Club Maint	1 x 4yd	X		X		X	
B167	Canex Garage	1 x 6yd				X		
B168	Auto Hobby Shop	1 x 6yd		X			X	
B170	HO/Avionics'	3 x 6yd	X		X		X	
B171	Supply/CADC	3 x 6yd &	X		X		X	
		1 x 30yd	Dump on an "as and when requested" basis					
B172	10FTTS Training	1 x 4yd & 1 x 6yd	X		X		X	
B173	Smurf - Test Cell	1 x 4yd		X			X	
B174	R&D in CE Compound	1 x 30yd	Dump on an "as and when requested" basis					

B176	419 - Supply	1 x 6yd					X	
B177	Smurf	2 x 6yd		X			X	
B184	419 - near B688	1 x 6yd		X			X	
B400	Vehicle Repair	2 x 6yd	X					
B503	419 - Gate house	1 x 4yd	X					
B507	MF Quarters	1 x 4yd		X			X	
B509	MF Quarters	1 x 4yd		X			X	
B511	MF Quarters	1 x 4yd		X			X	
B549	42 Radar Sqn	1 x 4yd					X	
B551	419 - TIS Workshop	1 x 6yd		X			X	
B576	Day Care Centre	1 x 4yd	X		X		X	
B581	419 - 4AD Regiment	1 x 6yd	X		X		X	
B582	419 - AVPOL	1 x 4yd	X					
B616	Cadet Supply	1 x 4yd	X					
B615	4CES HQ	1 x 6yd	X		X		X	
B624	4CES Sqn	1 x 4yd &	X		X		X	
		1 x 6yd	X		X		X	
		1 x 30yd	Dump on an "as and when requested" basis					
B639	Hazmat Centre	1 x 6yd	X		X		X	
B648	Medley Air Terminal	1 x 6yd	X		X		X	
B654	Headwork's - Wet Sewage bin inside Garage Bay	1 x 6yd	Dump once per month or as required (hydro vac required)					
B654	East side of Building inside compound	2 x 4yd		X			X	
B674	MFRC	1 x 6yd	X		X		X	
B688	AMMO Maint	1 x 6yd		X			X	
B720	JJ Parr Sports Centre	1 x 4yd &	X		X		X	
		2 x 6yd						
B721	Cadet MIR	1 x 4yd					X	
B724	PGM Admin	1 x 4yd		X			X	
B758/759	POL on Base	1 x 4yd	X					

B781	Youth Centre	1 x 4yd			X			
B783	Refuelling Tender Garage	1 x 4yd					X	
B785	Military Police	1 x 6yd	X		X		X	
B786	Golf Club	1 x 6yd	X		X		X	
	Fire Training Tower	1 x 6yd	Dump once per month					
B851	Rear Gate House	1 x 4yd	Dump on an "as and when requested" basis					
	Museum	1 x 6yd	Dump on an "as and when requested" basis					
	OD Saddle Club	1 x 6yd	Dump on an "as and when requested" basis					
B319	Pler - AETE Tower/Maint	1 x 6yd				X		
B376	Pler - Radar HQ Bldg	1 x 6yd				X		
B398	Pler - AETE TSPI Bldg	1 x 6yd				X		
B417	Pler - Met Section Bldg	1 x 6yd				X		
B420	Pler - Admin Bldg	4 x 6yd				X		

Total Garbage Bin Rentals:

83 - 6 cubic yard bins

41 - 4 cubic yard bins

4 - 30 cubic yard bins

**APPENDIX B TO ANNEX A
RECYCLE REMOVAL REQUIREMENTS AND SCHEDULE OF DUMPINGS**

Bldg	Description	Size of Blue Bins	Cardboard Bin	Paper Bin	Empty Bins Once Per Week	Empty Bins Once Every Two Weeks
H1	Hangar 1	6 yd	1	1	X	
H2	Hangar 2	6 yd	1	1	X	
H3	Hangar 3	6 yd	1	1	X	
H4	Hangar 4	6 yd	1	1	X	
H6	Hangar 6	6 yd	1	1	X	
H7	Hangar 7	6 yd	1	1	X	
H8	Hangar 8	6 yd	1	1		X
H10	Hangar 10	6 yd	1	1	X	
B1	Administration	4 yd	1	1		X
B4	Fire Hall	4 yd	1	1		X
B5/96	Transport	4 yd	1	1	X	
B7	CE	4 yd	1	1	X	
B19/549	Telecom	4 yd	1	1		X
B40	All Ranks Kitchen	6 yd	1	1	X	
B42/44	Quarters	4 yd	1	1		X
B54	Community Access Centre	4 yd	1	1		X
B63/631	Battery Shop/Cal Centre	4 yd	1	1		X
B67/719/115	CHRO & Courier	4 yd	1	1		X

B69	Canex Shopping	4 yd	1	1		X
B84	Readiness Training	4 yd	1	1	X	
B85/400	Heavy Equip	4 yd	1	1		X
B90	LOX Bldg	4 yd	1	1		X
B167	Canex Garage	4 yd	1	1		X
B170	HO/Avionics'	4 yd	1	1	X	
B171	Supply/CADC	4 yd	1	1	X	
B172	10FTTS Training	4 yd	1	1		X
B624	4CES Sqn	4 yd	1	1		X
B674	MFRC	4 yd	1	1	X	
B688	X - Area	4yd	1	1	X	
B720	JJ Parr Sports Centre	4 yd	1	1	X	
B724/104	PGM Admin	4 yd	1	1		X
B783	Refuelling Tender Garage	4 yd	1	1		X
B785	Military Police	4 yd	1	1		X
B786	Golf Club	4yd	1			X
B813	WFE Admin Bldg	4 yd	1	1		X

Total Recycling Bin Rentals:

51 - 4 cubic yard bins

18 - 6 cubic year bins

ANNEX "B" BASIS OF PAYMENT

- Prices in the table below are firm for the period of the Contract and include all costs related to the removal and transportation of waste to the final destination.
- Landfill charges for years 2, 3 & 4 landfill charges will be reimbursed at Contractor's laid down cost, without mark-up, supported by invoices.
- **Prices must be provided for each line item and as per format shown below. If N/A is provided in any line item, the bid will be considered non-responsive.**
- Prices are in Canadian dollars.
- Firm Unit Prices do not include GST; GST will be added to the invoice as a separate line item.
- Estimated usages are for evaluation purposes only. Actual usage may vary from amounts shown.

Item	Description	Firm Unit Price for Year One	Firm Unit Price for Year Two	Firm Unit Price for Year Three	Firm Unit Price for Year Four	Annual Usage
A) FIRM REQUIREMENT:						
1	Monthly Rate for Scheduled Dumpings and ALL Bin Rentals, as detailed in Appendix 1 of Annex A.	\$_____/month	\$_____/month	\$_____/month	\$_____/month	12 months
2	Monthly Rate for Scheduled Dumpings and ALL Bin Rentals for Recycling of Cardboard and Paper Products "as detailed in Appendix B.	\$_____/month	\$_____/month	\$_____/month	\$_____/month	12 months
B) "AS AND WHEN" REQUIREMENTS:						Estimated Annual Usage
1	Rental Rates for "As and When Requested" Bins:					
a)	4 cubic yard bin	\$_____/bin/week	\$_____/bin/week	\$_____/bin/week	\$_____/bin/week	12 bins x 10 weeks
b)	6 cubic yard bin	\$_____/bin/week	\$_____/bin/week	\$_____/bin/week	\$_____/bin/week	24 bins x 10 weeks
c)	10 cubic yard bins	\$_____/bin/week	\$_____/bin/week	\$_____/bin/week	\$_____/bin/week	5 bins x 4 weeks
d)	30 cubic yard bin	\$_____/bin/week	\$_____/bin/week	\$_____/bin/week	\$_____/bin/week	10 bins x 4 weeks
2	Delivery Charges for "As and when requested" bins					
a)	4 cubic yard bin	\$_____/bin	\$_____/bin	\$_____/bin	\$_____/bin	12 bins
b)	6 cubic yard bin	\$_____/bin	\$_____/bin	\$_____/bin	\$_____/bin	24 bins
c)	10 cubic yard bin	\$_____/bin	\$_____/bin	\$_____/bin	\$_____/bin	5 bins

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d)	30 cubic yard bin	\$_____/bin	\$_____/bin	\$_____/bin	\$_____/bin	10 bins
3	Dumping Charges for "As and when requested" bins					
a)	4 cubic yard bins	\$_____/dump/bin	\$_____/dump/bin	\$_____/dump/bin	\$_____/dump/bin	3 dumpings per week x 10 weeks
b)	6 cubic yard bins	\$_____/dump/bin	\$_____/dump/bin	\$_____/dump/bin	\$_____/dump/bin	3 dumpings per week x 10 weeks
c)	10 cubic yard bins	\$_____/dump/bin	\$_____/dump/bin	\$_____/dump/bin	\$_____/dump/bin	2 dumpings per week x 4 weeks
d)	30 cubic yard bins	\$_____/dump/bin	\$_____/dump/bin	\$_____/dump/bin	\$_____/dump/bin	5 dumpings per month x 12 months
4	Removal Charges for "As and when requested" bins					
a)	4 cubic yard bin	\$_____/bin	\$_____/bin	\$_____/bin	\$_____/bin	12 bins
b)	6 cubic yard bin	\$_____/bin	\$_____/bin	\$_____/bin	\$_____/bin	24 bins
c)	10 cubic yard bin	\$_____/bin	\$_____/bin	\$_____/bin	\$_____/bin	5 bins
d)	30 cubic yard bin	\$_____/bin	\$_____/bin	\$_____/bin	\$_____/bin	10 bins
5	Rental Rates for "As and when requested" Recycle Bins:					
a)	4 cubic yard bin	\$_____/bin/week	\$_____/bin/week	\$_____/bin/week	\$_____/bin/week	5 bins x 10 weeks
b)	6 cubic yard bin	\$_____/bin/week	\$_____/bin/week	\$_____/bin/week	\$_____/bin/week	5 bins x 10 weeks
6	Delivery Charges for "As and when requested" Recycling Bins					
a)	4 cubic yard bin	\$_____/bin	\$_____/bin	\$_____/bin	\$_____/bin	5 bins
b)	6 cubic yard bin	\$_____/bin	\$_____/bin	\$_____/bin	\$_____/bin	5 bins
7	Dumping Charges for "As and when requested" Recycling Bins					
a)	4 cubic yard bin	\$_____/dump/bin	\$_____/dump/bin	\$_____/dump/bin	\$_____/dump/bin	5 dumpings for 10 weeks
b)	6 cubic yard bin	\$_____/dump/bin	\$_____/dump/bin	\$_____/dump/bin	\$_____/dump/bin	5 dumpings for 10 weeks
8	Removal Charges for "As and when requested" Recycling Bins					
a)	4 cubic yard bin	\$_____/bin	\$_____/bin	\$_____/bin	\$_____/bin	5 bins
b)	6 cubic yard bin	\$_____/bin	\$_____/bin	\$_____/bin	\$_____/bin	5 bins
9	Dumping Charges for "As and when requested" Cardboard Compactor	\$_____/dump/bin	\$_____/dump/bin	\$_____/dump/bin	\$_____/dump/bin	1 dump per month x 12 months

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Buyer ID - Id de l'acheteur

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10	Dumping Charges for "As and when requested" Hydro Vac Wet Sewage Bin	\$_____ / dump/bin	\$_____ / dump/bin	\$_____ / dump/bin	\$_____ / dump/bin	1 dump per month x 12 months
C) Landfill Charges YEAR ONE ONLY (Year 2 - 4, Landfill charges will be reimbursed at Contractor's laid down cost, without mark-up, supported by invoices)						
a)	Tipping Fees: Dry/Wet Garbage	\$_____ /tonne				1600 tonnes

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ANNEX "C"
SECURITY REQUIREMENTS CHECK LIST

Please see Security Requirements Check List (SRCL) form attached to this document.

ANNEX "D" INSURANCE REQUIREMENTS

A. Commercial General Liability Insurance

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

2. The Commercial General Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

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

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

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

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

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

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

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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

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

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

B. 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.

C. Environmental Impairment Liability Insurance

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

2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

3. The Contractors Pollution Liability policy must include the following:

a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.

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

c) Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

d) Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

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ANNEX "E"
DND 626 TASK AUTHORIZATION FORM

Please refer to the attachment titled "DND 626 Task Authorization Form."

ANNEX "F"

TASK AUTHORIZATION USAGE REPORTS

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 October	01 July	30 September
15 October	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

WST-PA-EDM@pwgsc-tpsgc.gc.ca

Or

Facsimile: (780) 497-3510



Government of Canada
Gouvernement du Canada

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		National Defence	2. Branch or Directorate / Direction générale ou Direction 4 Wing Cold Lake	
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 Garbage Removal				
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
COTE DE FIABILITE | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No / Non ☐ Yes / Oui



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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Bibeau, Sharon

Title - Titre

Contracts Inspector

Signature

Sharon Bibeau

Telephone No. - N° de téléphone

780-812-5845

Facsimile No. - N° de télécopieur

780-840-7310

E-mail address - Adresse courriel

bibeau.sl@forces.gc.ca

Date

2011/09/23

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

Name (print) - Nom (en lettres moulées)

Dawn Murray - DPM Secur 3
SRCL Team Lead

Title - Titre

Signature

Dawn Murray

Telephone No. - N° de téléphone

Tel: 613-949-1036 / Fax: 613-949-1069

E-mail address - Adresse courriel

E-Mail: dawn.murray@forces.gc.ca

Date

30 Sept 2011

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)

Roxanne Antille

Title - Titre

Contract Security Officer

Signature

For C. R. A. C. A.

Telephone No. - N° de téléphone

613 9576168

Facsimile No. - N° de télécopieur

613 954-4171

E-mail address - Adresse courriel

Roxanne.Antillee
+psgc-pwgsc.gc.ca

Date

Oct 12, 2011

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À Delivery location – Expédiez à Delivery/Completion date – Date de livraison/d'achèvement	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%; text-align: center;"> _____ Date </div> <div style="width: 55%; text-align: center;"> _____ for the Department of National Defence pour le ministère de la Défense nationale </div> </div>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <div style="text-align: center; margin-top: 20px;"> _____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux </div>		

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.