

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving
PWGSC
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095

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 Waste Management/Recycling Service		
Solicitation No. - N° de l'invitation W0135-131313/A	Date 2013-05-13	
Client Reference No. - N° de référence du client W0135-131313		
GETS Reference No. - N° de référence de SEAG PW-\$TOR-002-6273		
File No. - N° de dossier TOR-3-36003 (002)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-06-25		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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: Callahan, Kaye		Buyer Id - Id de l'acheteur tor002
Telephone No. - N° de téléphone (905) 615-2071 ()		FAX No. - N° de FAX (905) 615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 22 Wing North Bay 9 Manston Crescent Hornell Heights Ontario P0H1P0 Canada		

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The Work to be performed is detailed under Article 2.0 of the resulting contract clauses

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

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

2. Submission of Bids

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

3. Former Public Servants

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

- 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.

4. 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.

5. Applicable Laws

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

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.

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 23 May 2013 at 10:00 am at 22 Wing North Bay, 9 Mansen Crescent, Hornell Heights, Ontario. Bidders must communicate with the Contracting Authority no later than 1 day(s) 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.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)
 Section II: Financial Bid (1 hard copy)
 Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

Section II: Financial Bid

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

1.1 Exchange Rate Fluctuation

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Bidders must have experience providing bulk removal and disposal of refuse and waste recycling services within the last 5 years.

To demonstrate this experience the bidder must provide details for two (2) similar operations currently or previously managed, within the last 5 years, by the Bidder that clearly meet the definition of "similar" detailed below. The Bidder must provide the name and location of the organization(s) for whom the work was done and a contact name and number. The organization(s) may be contacted to confirm the details provided.

Definition: For the purposes of evaluation "similar" means the following:

- services were provided on a continuous basis for at least one year
- service includes for both bulk and recycling operations

1.2 Financial Evaluation

1.2.1 Bidders must submit their financial bid in accordance with the Basis of Payment detailed in Annex "B".

1.2.2 The price used in the evaluation will be the aggregate cost of all the services for both the firm and optional periods. This price will be calculated by multiplying the unit prices by the firm and estimated usages detailed at Annex B for both the firm and optional periods. The aggregate of each year will be added together to arrive at the bid evaluation price.

1.2.3 *SACC Manual* Clause A0220T (2007-05-25) Evaluation of Price

2. Basis of Selection

2.1 Mandatory Technical Criteria

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

PART 5 - CERTIFICATIONS

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

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

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

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

2. Additional Certifications Precedent to Contract Award

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

2.1 Federal Contractors Program - Certification

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, 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, S.C. 1995, c. 44;
- c. () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), 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.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

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

2.2 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.

2.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex D.
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 3 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
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.

2.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$25,000.00, 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 before issuance.

2.2.3 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.

2.2.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Department of National Defence, 22 Wing Construction Engineering, North Bay, Ontario. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

3. Standard Clauses and Conditions

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

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

3.1 General Conditions

2010C (2013-04-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The Work is to be performed during the period of 1 August 2013 to 31 July 2015.

4.2 Option to Extend the Contract

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

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

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kaye Callahan
 Title: Supply Team Leader
 Public Works and Government Services Canada
 Acquisitions Branch
 Directorate: Ontario
 Address: 33 City Centre Dr., Ste. 480C
 Mississauga, Ontario
 L5B 2N1
 Telephone: 905-615-2071
 Facsimile: 905-615-2060
 E-mail address: kaye.callahan@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is: *(to be provided upon award)*

Name: _____
 Title: _____
 Organization: _____
 Address: _____

Telephone : _____
 Facsimile: _____
 E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the

Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

6. Proactive Disclosure of Contracts with Former Public Servants *(when applicable)*

SACC Manual Clause A3025C (2013-03-21) Proactive Disclosure of Contracts with Former Public Servants.

7. Payment

7.1 Basis of Payment - Limitation of Expenditure

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 \$_____. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. 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.

7.3 Monthly Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

7.4 SACC Manual Clauses

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

C0711C (2008-05-12) Time Verification

8. 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.

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.

(b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

9. Certifications

9.1 Compliance

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

10. Applicable Laws

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

11. Priority of Documents

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

(a) the Articles of Agreement;

(b) the general conditions 2010C (2013-04-25) Services (Medium Complexity);

- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, DND 626 and
- (g) the Contractor's bid dated _____

12. Insurance Requirements

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

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

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

13. SACC Manual Clauses

A9062C (2011-05-16) Canadian Forces Site Regulations

Solicitation No. - N° de l'invitation

W0135-131313/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor002

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

W0135-131313

File No. - N° du dossier

TOR-3-36003

CCC No./N° CCC - FMS No/ N° VME

ANNEX "A "

STATEMENT OF WORK

This document is attached separately.

ANNEX "B"**BASIS OF PAYMENT**

Note: Text in italics is included for evaluation purposes only for the "as and when requested" services and will not form part of the Annex B, Basis of Payment included in any resulting contract. For bidding purposes Bidder's must use the current City of North Bay Tipping/Landfill rate for calculating the Tipping/Landfill fee for all three years of pricing.

Charges for service rendered will be calculated in accordance with the following firm unit prices (except as noted *), in Canadian Funds, HST/GST extra as applicable:

1.0 Firm Period – Year 1: 1 August 2013 to 31 July 2014**1.1 Bulk Removal and Disposal of Refuse**

To supply all labour, equipment, material and transportation required for bulk removal and disposal of refuse in accordance with Annex A.

1.1.1 Firm Monthly Requirement for locations scheduled as weekly and twice weekly pick-ups at **Annex A-1, (a) and (b)**

Schedule	Flat Monthly Rate	*Tipping/Landfill fee per month	Months	Extended Price
Annex A-1 (a) Weekly	\$ _____	\$ _____	12	\$ _____
Annex A-1 (b) Twice Weekly	\$ _____	\$ _____	12	\$ _____
		Total Estimated Cost		\$ _____

1.1.2 As and When Requested Services – including but not limited to locations identified as "on call" or "as and when requested" at Annex A-1 (c).

a) Additional pick-up of containers already on site:

	Size	Per Lift	*Tipping/landfill fee per lift	Est. Usage	Extended Price
i)	2 cu. yd.	\$ _____	\$ _____	102	\$ _____
ii)	4 cu. yd.	\$ _____	\$ _____	12	\$ _____
iii)	6 cu. yd.	\$ _____	\$ _____		\$ _____
iv)	20 cu. yd.	\$ _____	\$ _____	12	\$ _____

b) Additional containers including lift:

	Size	Per Container per Lift	*Tipping/landfill fee per lift	Est. Usage	Extended Price
i)	2 cu. yd.	\$ _____	\$ _____	1	
ii)	4 cu. yd.	\$ _____	\$ _____	2	
iii)	6 cu. yd.	\$ _____	\$ _____	2	
iv)	20 cu. yd	\$ _____	\$ _____	2	
v)	40 cu. yd	\$ _____	\$ _____	2	

c) Relocation of containers \$ _____ per hour. (Estimated 4 hours)

- 1.1.3 *Tipping (Landfill) fees are based on the current rate of \$ _____ per metric tonne, established by the City of North Bay. Fees are subject to change to reflect increase/decrease imposed by the City of North Bay. The Contractor must provide proof of change if requested by the Project Authority.

1.2 Waste Recycling

To supply all labour, material, equipment and transportation required for the pick-up and disposal of recyclable waste in accordance with Annex A.

- 1.2.1 Firm Monthly Requirement – for pick-up of paper, cans, glass and plastic for locations in DND owned Carts scheduled as weekly pick-ups at Annex A-2 (a)

	Schedule	Type	Flat Monthly Rate	Months	Extended Price
i)	Annex A-2 (a) Weekly	Carts DND owned – paper, cans, glass and plastic	\$ _____	12	\$ _____
ii)	Annex A-2 (b) Weekly	Bins – cardboard	\$ _____	12	\$ _____
			Total Firm Cost		\$ _____

1.2.2 As and When Requested Services – including but not limited to pick-up of bins for cardboard for locations identified as “on call” at Annex A-2 (b)

a) Additional pick-up of cardboard bins already on site.

	Bins for Cardboard - Size	Per collection	Est. Usage	Extended Price
i)	4 cu. yd.	\$ _____	72	\$ _____
ii)	6. cu. yd.	\$ _____	168	\$ _____

b) Additional bins for cardboard including pick-up

	Bins for Cardboard - Size	Per container /collection	Est. Usage	Extended Price
i)	4 cu. yd.	\$ _____	2	\$ _____
ii)	6. cu. yd.	\$ _____	2	\$ _____

c) Relocation of cardboard bins

\$ _____ per hour (Est. 4 Hours)

d) Purchase price for 16.56 cubic feet recycling carts complete with lids and wheels.

\$ _____ each (Est. 3 each)

TOTAL ESTIMATED COST AND LIMITATION OF EXPENDITURE – Year 1 \$ _____

2.0 Firm Period – Year 2: 1 August 2014 to 31 July 2015

2.1 Bulk Removal and Disposal of Refuse

To supply all labour, equipment, material and transportation required for bulk removal and disposal of refuse in accordance with Annex A.

2.1.1 Firm Monthly Requirement for locations scheduled as weekly and twice weekly pick-ups at **Annex A-1, (a) and (b)**

Schedule	Flat Monthly Rate	*Tipping/Landfill fee per month	Months	Extended Price
Annex A-1 (a) Weekly	\$ _____	\$ _____	12	\$ _____
Annex A-1 (b) Twice Weekly	\$ _____	\$ _____	12	\$ _____
		Total Estimated Cost		\$ _____

2.1.2 As and When Requested Services – including but not limited to locations identified as “on call” or “as and when requested” at Annex A-1 (c).

a) Additional pick-up of containers already on site:

	Size	Per Lift	*Tipping/landfill fee per lift	Est. Usage	Extended Price
i)	2 cu. yd.	\$ _____	\$ _____	102	\$ _____
ii)	4 cu. yd	\$ _____	\$ _____	12	\$ _____
iii)	6 cu. yd	\$ _____	\$ _____		\$ _____
iv	20 cu. yd	\$ _____	\$ _____	12	\$ _____

b) Additional containers including lift:

	Size	Per Container per Lift	*Tipping/landfill fee per lift	Est. Usage	Extended Price
i)	2 cu. yd.	\$ _____	\$ _____	1	
ii)	4 cu. yd	\$ _____	\$ _____	2	
iii)	6 cu. yd	\$ _____	\$ _____	2	
iv)	20 cu. yd	\$ _____	\$ _____	2	
v)	40 cu. yd	\$ _____	\$ _____	2	

b) Relocation of containers \$ _____ per hour. (Estimated 4 hours)

2.1.3 *Tipping (Landfill) fees are based on the current rate of \$ _____ per metric tonne, established by the City of North Bay. Fees are subject to change to reflect increase/decrease imposed by the City of North Bay. The Contractor must provide proof of change if requested by the Project Authority.

2.2 Waste Recycling

To supply all labour, material, equipment and transportation required for the pick-up and disposal of recyclable waste in accordance with Annex A.

- 2.2.1 Firm Monthly Requirement – for pick-up of paper, cans, glass and plastic for locations in DND owned Carts scheduled as weekly pick-ups at Annex A-2 (a)

	Schedule	Type	Flat Monthly Rate	Months	Extended Price
i)	Annex A-2 (a) Weekly	Carts DND owned – paper, cans, glass and plastic	\$ _____	12	\$ _____
ii)	Annex A-2 (b) Weekly	Bins – cardboard	\$ _____	12	\$ _____
			Total Firm Cost		\$ _____

- 2.2.2 As and When Requested Services – including but not limited to pick-up of bins for cardboard for locations identified as “on call” at Annex A-2 (b)

- a) Additional pick-up of cardboard bins already on site.

	Bins for Cardboard - Size	Per collection	Est. Usage	Extended Price
i)	4 cu. yd.	\$ _____	72	\$ _____
ii)	6. cu. yd.	\$ _____	168	\$ _____

- b) Additional bins for cardboard including pick-up

	Bins for Cardboard - Size	Per container /collection	Est. Usage	Extended Price
i)	4 cu. yd.	\$ _____	2	\$ _____
ii)	6. cu. yd.	\$ _____	2	\$ _____

- c) Relocation of cardboard bins

\$ _____ per hour (Est. 4 Hours)

- d) Purchase price for 16.56 cubic feet recycling carts complete with lids and wheels.

\$ _____ each (Est. 3 each)

TOTAL ESTIMATED COST AND LIMITATION OF EXPENDITURE – Year 2 \$ _____

3.0 Option Period – Year 3: 1 August 2015 to 31 July 2016

3.1 Bulk Removal and Disposal of Refuse

To supply all labour, equipment, material and transportation required for bulk removal and disposal of refuse in accordance with Annex A.

3.1.1 Firm Monthly Requirement for locations scheduled as weekly and twice weekly pick-ups at **Annex A-1, (a) and (b)**

Schedule	Flat Monthly Rate	Tipping/Landfill fee per month	Months	Extended Price
Annex A-1 (a) Weekly	\$ _____	\$ _____	12	\$ _____
Annex A-1 (b) Twice Weekly	\$ _____	\$ _____	12	\$ _____
Total Estimated Cost				\$ _____

3.1.2 As and When Requested Services – including but not limited to locations identified as “on call” or “as and when requested” at Annex A-1 (c).

a) Additional pick-up of containers already on site:

	Size	Per Lift	*Tipping/landfill fee per lift	Est. Usage	Extended Price
i)	2 cu. yd.	\$ _____	\$ _____	102	\$ _____
ii)	4 cu. yd	\$ _____	\$ _____	12	\$ _____
iii)	6 cu. yd	\$ _____	\$ _____		\$ _____
iv)	20 cu. yd	\$ _____	\$ _____	12	\$ _____

b) Additional containers including lift:

	Size	Per Container per Lift	*Tipping/landfill fee per lift	Est. Usage	Extended Price
i)	2 cu. yd.	\$ _____	\$ _____	1	
ii)	4 cu. yd	\$ _____	\$ _____	2	
iii)	6 cu. yd	\$ _____	\$ _____	2	
iv)	20 cu. yd	\$ _____	\$ _____	2	
v)	40 cu. yd	\$ _____	\$ _____	2	

b) Relocation of containers \$_____ per hour. (Estimated 4 hours)

- 3.1.3 ***Tipping (Landfill)** fees are based on the current rate of \$_____ per metric tonne, established by the City of North Bay. Fees are subject to change to reflect increase/decrease imposed by the City of North Bay. The Contractor must provide proof of change if requested by the Project Authority.

3.2 Waste Recycling

To supply all labour, material, equipment and transportation required for the pick-up and disposal of recyclable waste in accordance with Annex A.

- 3.2.1 **Firm Monthly Requirement** – for pick-up of paper, cans, glass and plastic for locations in DND owned Carts scheduled as weekly pick-ups at Annex A-2 (a)

	Schedule	Type	Flat Monthly Rate	Months	Extended Price
i)	Annex A-2 (a) Weekly	Carts DND owned – paper, cans, glass and plastic	\$_____	12	\$_____
ii)	Annex A-2 (b) Weekly	Bins – cardboard	\$_____	12	\$_____
			Total Firm Cost		\$_____

- 3.2.2 **As and When Requested Services** – including but not limited to pick-up of bins for cardboard for locations identified as “on call” at Annex A-2 (b)

a) Additional pick-up of cardboard bins already on site.

	Bins for Cardboard - Size	Per collection	Est. Usage	Extended Price
i)	4 cu. yd.	\$_____	72	\$_____
ii)	6. cu. yd.	\$_____	168	\$_____

b) Additional bins for cardboard including pick-up

	Bins for Cardboard - Size	Per container /collection	Est. Usage	Extended Price
i)	4 cu. yd.	\$_____	2	\$_____
ii)	6. cu. yd.	\$_____	2	\$_____

c) Relocation of cardboard bins

\$_____ per hour (Est. 4 Hours)

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tor002

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d) Purchase price for 16.56 cubic feet recycling carts complete with lids and wheels.

\$_____ each (*Est. 3 each*)

TOTAL ESTIMATED COST AND LIMITATION OF EXPENDITURE – Year 3 \$_____

ANNEX C

INSURANCE REQUIREMENTS

Commercial and 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.
- o. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

2. A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Environmental Impairment Liability Insurance

1. The Contractor must obtain "Contractors Pollution Liability" insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The "Contractors Pollution Liability" policy must include the following:\

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

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

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

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

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

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.

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor002

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

W0135-131313

File No. - N° du dossier

TOR-3-36003

CCC No./N° CCC - FMS No/ N° VME

ANNEX D

DND 626 TASK AUTHORIZATION FORM

This document is attached separately.



BULK REMOVAL AND DISPOSAL OF REFUSE
AND RECYCLING MATERIAL PROGRAM
22 WING NORTH BAY

<u>SECTION</u>	<u>TITLE</u>	<u>PAGES</u>
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01005	General Instructions	11
01562	Bulk Removal and Disposal of Refuse and Waste Recycling	6

Annexes

Annex A-1	Schedule – Garbage Pick-up	2
Annex A-2	Schedule – Recycle by Location	1

PART 1 - GENERAL INSTRUCTIONS

1.1 DESCRIPTION OF WORK

- .1 The Contractor must supply all labour, material and equipment to provide and service bulk garbage containers and waste recycling at 22 Wing North Bay, Ontario, as detailed in this specification.

1.2 LOCATION OF THE SITE

- .1 22 Wing North Bay is located in Hornell Heights, North Bay , Ontario.

1.3 SITE ACCESS

- .1 Upon entering the Base, the Contractor has voluntarily consented to a search of his vehicle and its contents while on any part of 22 Wing North Bay and said military establishments, by the Base Commander or person designated by him.
- .2 The purpose of any search conducted is to ensure the security of 22 Wing North Bay and said military establishments, and/or material or classified information belonging to the Canadian Armed Forces.

1.4 STANDARDS

- .1 Throughout the various sections of this specification, reference is made to technical standards. These standards are to be considered an integral part thereof and must be read in conjunction with the specifications as if they were reproduced herein. The Contractor must, therefore, be fully familiar with their contents and requirements. The latest editions of all standards are applicable unless a specifically dated edition is mentioned.

1.5 CONDITIONS OF WORK

- .1 Prior to the in service date of the Contract, the Contractor must attend a pre-contract meeting, arranged

by DND, within 7 to 10 calendar days of contract award.

- .2 Hours of work shall be from 0600 hrs to 1600 hrs, Monday through Friday. If for any valid reason other working hours are necessary, arrangements shall be made with the Site Authority two working days in advance.

1.6 TEMPORARY SERVICES

- .1 Existing sources of water and electricity can be made available to the Contractor at no charge, subject to the conditions of para .2 below. Conversions or alterations to existing sources of water to meet construction requirements are the responsibility of the Contractor.
- .2 The points of delivery and limits on amount available will be determined on site by the Site Authority whose written permission must be obtained before any connection is made.

1.7 SAFETY STANDARDS

- .1 Contractors working within the confines of military establishments controlled by 22 Wing North Bay must abide by the safety standards applicable to their business as required by the statutes/rules of the Province of Ontario and the Occupational Health and Safety Act.

1.8 METRIC CONVERSION

- .1 Where design requirements, materials, etc are specified in the Imperial System and only Metric products are available, the design criteria (performance characteristics, quality, etc.) of the items to be used must be better than or equal to those specified. However a much larger container cannot be substituted for a smaller one. Example a 20 cu yd container cannot be substituted for a 4 cu. yd. container

1.9 WORKMANSHIP

- .1 Workmanship to be of a uniform high quality and in accordance with standard practice. All work to be

completed to the satisfaction and approval of the Site Authority.

1.10 PROVISION FOR TRAFFIC

- .1 The Contractor must at all times carry on the work in a manner that will create the least interference with traffic consistent with the performance of the work.
- .2 Where shutdown of the traffic flow is necessary in order to complete the work, the Contractor (in conjunction with the Site Authority) will establish, provide and sign detours as required to safely move the traffic.

1.11 DAMAGE TO EXISTING FACILITIES

- .1 The Contractor must take all necessary precautions to protect and prevent damage to any structure and all surrounding property and installations. Damage caused by the Contractor shall be made good by him without undue delay.

PART 2 - SAFETY REQUIREMENTS

2.1 REPORTING FIRES

- .1 Know the location of nearest telephone, including the emergency phone number.
- .2 Report immediately all fire incidents to the Fire Department as follows:
 - .1 Telephone 911.
- .3 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

2.2 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS

- .1 Fire protection and alarm systems must not be:
 - .1 Obstructed

- .2 Shut-off
- .3 Left inactive at the end of a work day or shift without notification and authorization from the Site Authority or his representative.

- .2 Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the Site Authority.

2.3 FIRE EXTINGUISHERS

- .1 The Contractor to supply fire extinguishers, as scaled by the Site Authority, necessary to protect, in an emergency, the work in progress and the Contractors physical plant on site.

2.4 SMOKING PRECAUTIONS

- .1 Smoking is prohibited in all work places within DND buildings.
- .2 Although smoking is not permitted in hazardous areas, care must still be exercised in the use of smoking materials in non-restricted areas.

PART 3 – SERVICE CONTRACT

3.1 DEFINITIONS OF AUTHORITY

- .1 Site Authority (SA): The Site Authority (SA) is the Contract Manager or the designated representative located at Construction Engineering Contracts cell and is responsible for initiation of Contract Amendments, Specification Changes and Work Orders. As well, the SA is responsible for aspects of compliance of the Contract and for overall inspection
 - .2 Site User: Is designated by the Site Authority and is responsible for the day to day requests for service, as stipulated in this Contract.
-

3.2 SERVICE SITE AUTHORITY

- .1 The Site Authority (SA) is located at 9 Manston Cr, Bldg #4, Contract Section.

3.3 CALL BACK SERVICE

- .1 The Contractor must provide a maximum of twenty-four (24) hour on site response time for a service call.

3.4 AUTHORIZATION OF AS AND WHEN REQUESTED WORK

- .1 The Contractor, on receipt of an acceptance of contract will be advised by the SA of the names of persons authorized to request service against the Contract. Work undertaken at the request of others shall be entirely at the Contractor's risk with regard to payment.
- .2 When extra work is required, the authorized person(s) will issue a request to the Contractor, in accordance with the terms and conditions of the Contract. In no event will work be called-up that is not included in the contract.
- .3 No extra payment will be given to the Contractor other than the amount shown on the Contract. Price of the work will be in accordance with the Basis of Payment in the Contract.
- .4 The Contractor must not refuse any call for service requested by the SA and must begin work within twenty-four (24) hours from receipt of request. Once the work is started it must be completed without delay.

3.5 SALVAGE

- .1 The Contractor shall not remove any salvageable material or equipment from the job without the permission of the SA.

PART 1 - GENERAL

1.1 GENERAL

- .1 Section 01005 of the specification applies to and governs all phases of work hereinafter specified.
- .2 Paras 1.2 to 1.5 apply to Part 2 and Part 3 of Section 01562.

1.2 CONDITIONS OF WORK

- .1 Pickups of garbage/recycling collections must be carried out between the hours of 0600 hrs to 1630 hrs, Monday to Friday inclusive. No collection will be permitted outside these hours, or on holidays observed by Department of National Defence unless specifically permitted by the site Authority.
 - .2 The following days are to be observed as designated holidays:
 - .1 New Years Day
 - .2 Good Friday
 - .3 Easter Monday
 - .4 Queen's Birthday
 - .5 Canada Day
 - .6 Labour Day
 - .7 Thanksgiving Day
 - .8 Remembrance Day
 - .9 Christmas Day
 - .10 Boxing Day.
 - .11 Simcoe Day (Civic Holiday) 1st Monday in August
 - .3 All pickups which fall on a designated holiday must be made the day before or after the holiday at the discretion of the Site Authority.
 - .4 If, for any reason, the Contractor is unable to pick up garbage or waste recycling on schedule or he encounters difficulties at pick up points e.g., cars/trucks parked in front of containers, etc., he must inform the Site Authority of his problem.
-

1.3 CONTAINERS/EQUIPMENT

- .1 All bulk containers and recycling containers (bins and cancart) provided by the Contractor must be kept in a good state of repair.
- .2 The Contractor is responsible for washing and disinfecting containers as required, to maintain adequate sanitary standards. This procedure is to be done off 22 Wing premises.
- .3 The contractor is responsible for maintaining pick-up vehicles in a clean roadworthy condition at all times. Repairs and all other operating costs of the equipment including gasoline, licensing, insurance, washing, storage, etc., are the contractor's responsibility. Vehicles with leaking hydraulic equipment may be denied access to the Base at the discretion of the Site Authority. Vehicles must be road worthy and meet all safety requirements.

1.4 SPILLED REFUSE

- .1 Garbage or refuse spilled while loading or in transit must be cleaned up by the Contractor.

1.5 POSITIONING OF CONTAINERS

- .1 The positioning of containers at their various locations must be no closer than 5 metres to any building other than those designated by the Site Authority.

PART 2 – BULK REMOVAL AND DISPOSAL OF REFUSE

2.1 DESCRIPTION OF WORK

- .1 The Contractor must supply all labour, materials and equipment necessary to carry out the collection, removal and disposal of garbage and/or rubbish at 22 Wing North Bay at points as specified in Annex A-1.

2.2 AS AND WHEN REQUESTED WORK

- .1 The Contractor must not refuse any call for service requested by the SA and must begin work within twenty-four (24) hours from receipt of request. Once the work is started it must be completed without delay.

2.2 WORK NOT INCLUDED

- .1 Control of the dump, including the burning of refuse, tidiness, and sanitation of the dump.
- .2 The removal of kitchen swill from Mess Halls.

2.3 MATERIALS AND EQUIPMENT

- .1 The equipment necessary for this contract consists of a container pickup service. Containers to be of 2, 4, 6 and 8 cubic yard capacity as detailed in Annex A-1, attached, and must be supplied by the Contractor. All containers must have plastic top doors and the 8 cubic yard containers must also have side doors. From time to time 20 and 40 cubic yard containers may be required.
- .2 Vehicles used for disposal services must be compacting trucks, compatible with containers supplied as per 1.4.1 above, and also capable of servicing 20 and 40 cubic yard containers as and when requested.
- .3 Vehicles must be equipped with strobe lights, back-up camera, beeper.

2.4 METHOD OF WORK

- .1 The Contractor must dispose of all garbage and refuse at the Merrick Landfill Site.

2.5 FREQUENCY

- .1 As per Annex A-1.
-

2.6 ANNEX A-1

- .1 Annex A-1 indicates:
 - .1 the pick-up frequency and locations at 22 Wing North Bay
 - .2 the size and quantities of containers

PART 3 – WASTE RECYCLING

3.1 DESCRIPTION OF WORK

- .1 The Contractor must supply all labour, material, equipment and transportation necessary for the pick-up and disposal of recyclable waste comprising of old corrugated cardboard, cans, glass, telephone books, newspaper, fine paper, wood products in accordance with the schedule at Annex A-2.
- .2 Co-mingle which includes cans, glass bottles and plastics, types #1, 2, 3, 4, 5 & 7.
- .3 Paper which includes office paper, newspaper, telephone books and boxboard.

3.2 PRODUCTS/ EQUIPMENT

- .1 The Contractor must employ the use of top-loading curb side pick-up vehicles, and front/rear unloading vehicles only.

3.3 RECYCLING BINS

- .1 The Contractor must supply, and place bins and cancrts as indicated in Annex A-2.
- .2 All containers must be marked in bold print for end item and usage to avoid consumer confusion.

3.4 RECYCLYING SIGNS

- .1 All bins will have signs installed.
-

3.5 DISPOSAL

- .1 The Contractor must dispose of all waste beyond the confines of the Base property. He must be in possession of a Provincial Certificate authorizing his disposal to appropriate recycling distributors

3.6 FREQUENCY

- .1 As per Annex A-2

3.7 RECYCLABLE MATERIAL

- .1 The types of recyclable material to be removed from the described locations (see Annex A-2) are:
 - .1 fine paper;
 - .2 cans/Polyethylene (PET) bottles;
 - .3 clear glass;
 - .4 coloured glass;
 - .5 newsprint;
 - .6 old corrugated cardboard (OCC);
 - .7 wood;
 - .8 telephone; and
 - .9 box board.
 - .2 Fine paper includes, but may not necessarily be limited to, the following:
 - .1 white paper;
 - .2 coloured paper;
 - .3 envelopes including manilla;
 - .4 photocopier paper wrapping;
 - .5 file folders;
 - .6 post-it notes;
 - .7 glossy facsimile paper; and
 - .8 shredded paper.
 - .3 Items listed in paragraph .1 and .2 will be sorted by occupants and must be collected in containers normally used for the collection of recyclable materials
 - .4 Cans and PET bottles, clear glass and coloured glass will be co-mingled in the same container.
 - .5 Newsprint must be collected either in the same container as fine paper or in a similar, separate container.
-

- .6 OCC must be collected in sturdy metal dumpsters placed specifically for its collection. Bins must be equipped with plastic lids.

3.8 RECORDING BY CONTRACTOR

- .1 Upon award the contractor must Identify the pick-up day for each material (except wood), in writing, to the SA for each location
- .2 Provide written reports regarding the rejection of bins for pick-up due to contamination or any other circumstances. The reports must detail the location, reason for rejection, and the date that the bin was rejected for pick-up. These reports must be submitted in a timely manner to the SA so that a follow-up investigation of the report can be done prior to removal of the container by means other than recycling pick-up.
- .3 Provide a monthly written report by the 10th day of the following month to the SA. This report must detail the month and the weights (tonnes) of each of the materials that was collected for recycling.

3.9 AS AND WHEN REQUESTED WORK

- .1 The Contractor, upon request from the SA, shall provide appropriate containers for the collection of the materials listed at 3.7 above or for other materials (eg. municipal phone books) for specified periods of time at a location which may or may not be listed at Annex A-2. The type(s) of materials removed and their weight(s) will be included in the regular monthly report as a separate category. These pick-ups will be referred to as Special Collections.

3.10 ANNEX A-2

- .1 Annex A-2 indicates:
 - .1 the pick-up locations at 22 Wing North Bay;
 - .2 the types of materials to be removed from each location; and
 - .3 the frequency of the pick-up from these locations.

1. Container size may be increased or decreased depending on volume

[illegible]

UNIT or Bldg Name	Civic Address	Bldg #	A-2 a) Carts (DND owned)			A-2 b) Bins		
			Paper	Cans, Glass Plastic	PickUp Freq	Cardboard yds	quantity	Freq.
Nasittuq	1540 Airport Rd	B109	x	x	weekly	6	1	on call
Wing Band	799 Carmichael Rd	B100	x	x	weekly			
Mess Hall	17 Duxford Rd	B14	x	x	weekly	6	1	weekly
Rec Centre	29 Duxford Rd	B23	x	x	weekly	4	1	weekly
Transport	5 Manston Cr	B16	x	x	weekly			
Cadets	7 Manston Cr	B45	x	x	weekly	6	1	on call
Const. Eng.	9 Manston Cr	B4	x	x	weekly	6	1	on call
MP Guard House	120 Stanmore Dr	B134	x	x	weekly	6	1	on call
Wing Supply	15 Manston Cr	B15	x	x	weekly	6	2	on call
Community centre	19 Market St	B135	x	x	weekly	4	1	on call
Barrack/CFHA	16 Duxford Rd	B11	x	x	weekly	4	1	on call
Hospital	95 Manston Cr	B10	x	x	weekly	6	1	on call
Church	29 Sterling Ave	B18	x	x	weekly			
MFRC	39 Sterling Ave	B95	x	x	weekly			
Museum	33 Manston Cr	B33	x	x	weekly	4	1	on call
GRA staging area	120 Stanmore Dr	*NOTE 1						

* B127/7A/7/33&64 carts/bins for these bldgs will be brought out of GRA area by DND personnel to "staging area"

DLP	15 Uxbridge dr	B127	x	x	weekly	6	1	on call
MP HQ	64 Uxbridge Dr	B64	x	x	weekly	4	1	on call
Wing Headquarters	14 Uxbridge Dr	B7A	x	x	weekly	6	1	on call



**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	
Amendment no. - N° de la modification	Increase/Decrease - Augmentation/Réduction	Task no. - N° de la tâche	
Financial Code		Previous value - Valeur précédente	
To - À	TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the abovereference contract. Oly services included in the contract shall be supplied against this task. 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. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionnéci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. 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. _____ Date _____ for the Department of National Defence pour le ministère de la Défense nationale		
Delivery location - Expédiez à			
Delivery/Completion date - Date de livraison/d'achèvement			
Contract item no. N° d'article du contrat	Services		Cost Prix
	GST/HST TPS/TVH		
	Total		
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. 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. _____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux			

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.

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'appliquera/ront 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.