

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 1T3  
Bid Fax: (902) 496-5016

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> REFUSE REMOVAL	
<b>Solicitation No. - N° de l'invitation</b> E0225-131728/A	<b>Date</b> 2012-11-20
<b>Client Reference No. - N° de référence du client</b> E0225-13-1728	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-321-8831	
<b>File No. - N° de dossier</b> HAL-2-69231 (321)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-01-04</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gillis, Floyd	<b>Buyer Id - Id de l'acheteur</b> hal321
<b>Telephone No. - N° de téléphone</b> (902) 496-5566 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA SEE HEREIN 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**  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9

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

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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

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

### 2. Statement of Requirement

Work under this contract includes but shall not be limited to the provision of all labour, materials, supervision and equipment necessary to complete the refuse removal at the Bedford Institute of Oceanography as specified in **Annex A**.

This requirement is subject to the Agreement on Internal Trade (**AIT**), the North American Free Trade Agreement (**NAFTA**) and the World Trade Organization Agreement on Government Procurement (**WTO-AGP**).

### 3. Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The **2003** (2012-11-09) **Standard Instructions - Goods or Services - Competitive Requirements**, are incorporated by reference into and form part of the bid solicitation.

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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.

**Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.**

## 3. Enquiries - Bid Solicitation

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

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

## 4. Applicable Laws

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

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

- Section I: Technical Bid** 1 hard copy  
**Section II: Financial Bid** 1 hard copy  
**Section III: Certifications**: 1 hard copy

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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

**Section I: Technical Bid**

In their technical bid, bidders should 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 **ANNEX B, Basis of Payment**. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

**Section III: Certifications**

Bidders must submit the certifications required under **Part 5**.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

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- (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

Bidders must submit firm prices/rates for all items in the unit price table in the format requested. Failure to provide this information in the format requested could result in the bid being deemed non-responsive.

### 1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

## 2. Basis of Selection

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

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.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

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## 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

- 1.1.1 By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all

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individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

## 2. Certifications Precedent to Contract Award

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

### 2.1 Federal Contractors Program - Certification

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

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

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

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

The Bidder or the member of the joint venture:

( ) is not subject to the **FCP**, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

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

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

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

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

## 2.2 Former Public Servant Certification

Contracts with former public servants (**FPS**) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with **FPS**, bidders must provide the information required below.

### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

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.

### **2.3 Submittals**

Bidders are to provide the following documents upon request of the Contracting Authority:

A) Documentation indicating that the Contractor has successfully completed a recognized current (within the last 3 yrs.) **EXTERNAL SAFETY AUDIT**. This audit to be performed by an independent company/person qualified to conduct safety audits.

B) A **letter of good standing** from Worker's Compensation Board.

C) **Signed statement by Owner** of company that the company will maintain Worker's Compensation Board coverage for the life of the Service Contract (SC), including sub-contractor

### **Certification**

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

**a** 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**).

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

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

d. The Contractor must comply with the provisions of the:

- (i) Security Requirements Check List and security guide (if applicable), attached at **Annex D**;
- (ii) Industrial Security Manual (Latest Edition).

## 2. Statement of Requirement

Work under this contract includes but shall not be limited to the provision of all labour, materials, supervision and equipment necessary to complete the refuse removal at the Bedford Institute of Oceanography as specified in **Annex A**.

This requirement is subject to the Agreement on Internal Trade (**AIT**), the North American Free Trade Agreement (**NAFTA**) and the World Trade Organization Agreement on Government Procurement (**WTO-AGP**).

## 3. Standard Clauses and Conditions

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

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

### 3.1 General Conditions

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

## 4. Term of Contract

### 4.1 Period of the Contract

The period of the Contract is for **three (3) years** from date of award.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

**Floyd Gillis**

**Supply Officer**

**Atlantic Region Acquisitions/Région de l'Atlantique Acquisitions**

**Telephone | Téléphone: 902.496.5566**

**Facsimile | Télécopier: 902.496.5016**

**floyd.gillis@pwgsc-tpsgc.gc.ca**

**1713 Bedford Row, Halifax, NS B3J 3C9**

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 announced at contract award.**

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

**5.3 Contractor's Representative: (to be completed by bidder)**

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

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

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

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

**Telephone :** \_\_\_\_ \_

**Facsimile:** \_\_\_\_ \_

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

**6. Payment**

**6.1 Basis of Payment**

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 determined at contract award**). Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

**6.2 Limitation of Expenditure**

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

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 Method of Payment**

Canada will pay the Contractor upon completion of the Work in accordance with the payment provisions of the Contract if:

a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

b) all such documents have been verified by Canada;

c) the Work completed has been accepted by Canada

### **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.

2. Invoices must be distributed as follows:

(a) The original and one (1) copy must be forwarded to the following address for certification and payment:

**Public Works and Government Services Canada  
P.O. Box 490  
Halifax, Nova Scotia  
B3J 2R7**

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

## 8. Certifications

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

## 9. Applicable Laws

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

## 10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) Code of Conduct Certifications - Consent to a Criminal Record Verification
- (c) **2010C** (2012-11-19) General Conditions - Services (Medium Complexity) apply to and form part of the Contract.
- (d) **Annex A**, Statement of Requirement;
- (e) **Annex B**, Basis of Payment
- (f) **Annex D**, Security Requirements Check List
- (g) the Contractor's bid dated \_\_\_\_\_

## 11. SACC Manual Clauses

## A9068C (2010-01-11) Government Site Regulations

### 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.

### ANNEX "A"

#### STATEMENT OF REQUIREMENT

The Asset and Facilities Management Services division of the Department of Public Works and Government Services Canada (**PWGSC**) has a requirement for a three (3) service contract for the provision of all labour, tools, supervision and equipment to facilitate the collection, removal and disposal of refuse from the following The Bedford Institute of Oceanography (**BIO**) sites:

#### 1. The Bedford Institute of Oceanography (BIO)

Solicitation No. - N° de l'invitation

E0225-131728/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-2-69231

Buyer ID - Id de l'acheteur

hal321

CCC No./N° CCC - FMS No/ N° VME

E0225-13-1728

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## **Challenge Drive, Dartmouth, NS**

**2. Shearwater Hanger  
101 Magnificent Ave  
12 WING, Shearwater, NS**

### **Specification:**

**Public Works and Government Services Canada  
Asset and Facilities Management Services  
Refuse Removal**

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## **ANNEX B**

### **BASIS OF PAYMENT**

Bids will be evaluated on the total aggregate price based on the total estimates usage figures provided in **Annex B** herein.

The responsive bidder with the **lowest total overall aggregate evaluated price** will be recommended for contract award. The overall aggregate evaluated offer at **Line D** of **Summary** will be the combined totals of the tables for each year indicated below.

**Evaluation of Price:** The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax are extra, if applicable, FOB destination, Canadian customs duties and excise taxes included.

**\*NOTE: Bidders must complete all tables shown below at ANNEX B (including SUMMARY table ) if the submitted bid is to be considered for evaluation.**

The **Estimated Quantity** entered in **column A** for each item in **Years 1, 2 and 3** is an **estimate only** for service "as and when required" and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

**The total entered at Line D of SUMMARY table is the combined totals of all tables (Years 1, 2 and 3) shown at ANNEX B.**

**All dollar values shall not include HST**

**YEAR 1 (2013-2014)**

Item	Class of Service	Frequency of Pickups	* Estimated Quantity A	Price per Pickup B	Total C (A X B)
1	Loc # 1 refuse = 1- 4 cubic yard container	2-weekly	312	\$_____	\$_____
2	Loc # 2 refuse = 1- 4 cubic yard container	2-weekly	312	\$_____	\$_____
3	Loc # 3 refuse = 1- 4 cubic yard container	2-weekly	312	\$_____	\$_____
4	Loc # 4 refuse = 2- 8 cubic yard container Cardboard = 2-6 cubic yard container	3-weekly 3-weekly	468 468	\$_____ \$_____	\$_____ \$_____
5	Loc # 5 refuse = 1- 4 cubic yard container	2-weekly	312	\$_____	\$_____
6	Loc # 7 refuse = 1- 6 cubic yard container cardboard = 1- 6 cubic yard container	2-weekly 2-weekly	312 312	\$_____ \$_____	\$_____ \$_____
7	Loc # *CGHH refuse = 1- 4 cubic yard container cardboard = 1- 4 cubic yard container	1 weekly 1 weekly	150 150	\$_____ \$_____	\$_____ \$_____
8	Loc #4, # 6 = 5 organic cart exchange (green bins)	1 weekly	150	\$_____	\$_____
9	Loc#8= 20 cubic yard roll on container	Call-in	24	\$_____	\$_____
10	Loc # 5 Central Vac = 45 gal. drums (saw-dust)	Call-in	15	\$_____	\$_____
11	Disposal Tipping Fee Pass Through cost from the Municipality			At Cost	<b>\$60,000.00</b>
<b>TOTAL AMOUNT -</b>					\$_____

**Year 2 (2014-2015)**

Item	Class of Service	Frequency of Pickups	* Estimated Quantity A	Price per Pickup B	Total C (A X B)
1	Loc # 1 refuse = 1- 4 cubic yard container	2-weekly	312	\$_____	\$_____
2	Loc # 2 refuse = 1- 4 cubic yard container	2-weekly	312	\$_____	\$_____
3	Loc # 3 refuse = 1- 4 cubic yard container	2-weekly	312	\$_____	\$_____
4	Loc # 4 refuse = 2- 8 cubic yard container Cardboard = 2-6 cubic yard container	3-weekly 3-weekly	468 468	\$_____ \$_____	\$_____ \$_____
5	Loc # 5 refuse = 1- 4 cubic yard container	2-weekly	312	\$_____	\$_____
6	Loc # 7 refuse = 1- 6 cubic yard container cardboard = 1- 6 cubic yard container	2-weekly 2-weekly	312 312	\$_____ \$_____	\$_____ \$_____
7	Loc # *CGHH refuse = 1- 4 cubic yard container cardboard = 1- 4 cubic yard container	1 weekly 1 weekly	150 150	\$_____ \$_____	\$_____ \$_____
8	Loc #4, # 6 = 5 organic cart exchange (green bins)	1 weekly	150	\$_____	\$_____
9	Loc #8= 20 cubic yard roll on container	Call-in	24	\$_____	\$_____
10	Loc # 5 Central Vac = 45 gal. drums (saw-dust)	Call-in	15	\$_____	\$_____
11	Disposal Tipping Fee Pass Through cost from the Municipality			At Cost	<b>\$60,000.00</b>
<b>TOTAL AMOUNT -</b>					\$_____

**Year 3 (2015-2016)**

Item	Class of Service	Frequency of	*	Price per	Total
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		Pickups	Estimated Quantity A	Pickup B	C (A X B)
1	Loc # 1 refuse = 1- 4 cubic yard container	2-weekly	312	\$_____	\$_____
2	Loc # 2 refuse = 1- 4 cubic yard container	2-weekly	312	\$_____	\$_____
3	Loc # 3 refuse = 1- 4 cubic yard container	2-weekly	312	\$_____	\$_____
4	Loc # 4 refuse = 2- 8 cubic yard container Cardboard = 2-6 cubic yard container	3-weekly 3-weekly	468 468	\$_____ \$_____	\$_____ \$_____
5	Loc # 5 refuse = 1- 4 cubic yard container	2-weekly	312	\$_____	\$_____
6	Loc # 7 refuse = 1- 6 cubic yard container cardboard = 1- 6 cubic yard container	2-weekly 2-weekly	312 312	\$_____ \$_____	\$_____ \$_____
7	Loc # *CGHH refuse = 1- 4 cubic yard container cardboard = 1- 4 cubic yard container	1 weekly 1 weekly	150 150	\$_____ \$_____	\$_____ \$_____
8	Loc #4, # 6 = 5 organic cart exchange (green bins)	1 weekly	150	\$_____	\$_____
9	Loc# 8= 20 cubic yard roll on container	Call-in	24	\$_____	\$_____
10	Loc # 5 Central Vac = 45 gal. drums (saw-dust)	Call-in	15	\$_____	\$_____
11	Disposal Tipping Fee Pass Through cost from the Municipality			<b>At Cost</b>	<b>\$60,000.00</b>
<b>TOTAL AMOUNT -</b>					\$_____

**SUMMARY- Total Overall (aggregate) Evaluation price (Less HST)**

<b>A. Total amount of Year 1:</b>	<b>A. \$ _____</b>
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<b>B. Total amount of Year 2:</b>	<b>B. \$</b> _____
<b>C. Total amount of Year 3</b>	<b>C. \$</b> _____
<b>D. Total Overall (aggregate) Evaluation price (Line A + Line B + Line C)</b>	<b>D. \$</b> _____

**\*Note: Location CGHH= Coast Guard Helicopter Hanger, Shearwater, NS.**

**TIPPING FEES**

1. The contract amount will not be increased or decreased by reason of any increase or decrease in the cost of the service brought about by any increase or decrease in the cost of labour, plant, tools and equipment.
2. Notwithstanding the terms and conditions as expressed herein, if an increase or decrease in "Tipping Fees" is announced by the authority having jurisdiction after the date and time, set for tender closing, the contract amount shall be increased or decreased by an amount equal to the increase or decrease in cost incurred by the Contractor, established by an examination of its relevant records.
3. Increase will be allowed provided the contractor supply a letter from the Metropolitan Authority verifying the increase/decrease to the Contracting Authority (PWGSC).

\_\_\_\_\_  
**Contractor's Signature**

\_\_\_\_\_  
**Date**

**Refuse Containers at BIO and Shearwater (CGHH) -Reference**

Quantity	Garbage	Site - Location
4	4 cubic yard container	1,2,3,5
1	4 cubic yard container	CGHH
1	6 cubic yard container	7
2	8 cubic yard container	4
<b>Total = 42 cubic yards</b>		
1	20 cubic yard roll on container	8
5	Organic carts exchange (green bins)	4, 6
1	45 gal. drums (saw-dust) Central Vac	5

Quantity	Cardboard	Site - Location
3	6 cubic yard container	4, 7
1	4 cubic yard container	CGHH
<b>Total = 22 cubic yards</b>		

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## ANNEX C

### 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.

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.

(Contracting officers must insert the applicable options below and renumber accordingly.)

**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. 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.

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

The policy must include the following:

**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

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

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

The **Contractors Pollution Liability** policy must include the following:

**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.

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**ANNEX D**

**SECURITY REQUIREMENTS CHECK LIST**

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## **ANNEX E**

### **Site Location Map ( BIO Locations 1 to 8)**

The attached site location map shows the eight (8) sites at the Bedford Institute of Oceanography (BIO), Dartmouth, NS **only**. It does not include the Coast Guard Helicopter Hanger (CGHH) location at Shearwater, NS.

**PUBLIC WORKS AND  
GOVERNMENT SERVICES CANADA  
ASSET AND FACILITIES MANAGEMENT SERVICES  
  
REFUSE REMOVAL  
SERVICE CONTRACT**

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Public Works and Government Services Canada Atlantic Region	Service Contract Refuse Removal	<b>Index</b>
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**Description:** Refuse Removal

**Location:** Bedford Institute of Oceanography  
Challenger Drive  
&  
Shearwater Hanger  
101 Magnificent Ave  
Dartmouth, Nova Scotia

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**INDEX**

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Definitions and Interpretations	1 - 3
1. General Requirements	1 - 3
2. Safety Requirements	1 - 5
3. Environmental Protection	1 - 2
4. Disposal Operations	1 - 2

## 1.1 DEFINITIONS AND INTERPRETATIONS

In the Contract, unless the context otherwise requires :

"Add"	means to make an addition to;
"Adjust"	means to bring components to a more effective relative position;
"Annual Maintenance Plan"	as described in Statement of Work item 1.2.17 ABP-Project Plan;
"Assemble"	means to take apart and put together again;
"Base Building Equipment"	means architectural, mechanical and electrical items that are required to provide the intended building interior and exterior environments or to satisfy legislation or other government objectives such as tenant health and safety, accessibility, or energy conservation;
"Building Operational Equipment"	means items such as tools, appliances, instruments, or other apparatus used in operating or maintaining "Base Building Equipment";
"Check/Inspect"	means to view closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts' ability to fulfill their function to a high degree of efficiency until next maintenance service date. Examine to determine that the device or system will apparently perform in accordance with its intended function;
"Clean"	means to scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter;
"Commissioning"	means a quality-focused process for enhancing the delivery of a project. The process focuses on verifying and documenting that the facility and all of its systems and assemblies are planned, designed, installed, tested, operated and maintained to meet the owner's project requirements.
"Document Safeguarding Capability"	means the level of safeguarding required by the Industrial Security Division of the Department of Public Works and Government Services to safeguard designated information;
"Energy Source"	means any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to workers;
"Excusable Delay"	means a delay in the performance of the Contractor of any obligation under the Contract which is caused by the events;

"Facility"

a physical plant, building or installation used in the performance of a function including the material resources needed to facilitate any action or operation;

"Government Issue"	all materials, parts, components, equipment, specifications, articles and things which may be supplied to a contractor by the Government for purposes of the Work;
"herein", "hereby", "hereof", "hereunder"	and similar expressions refer to the Contract as a whole and not to any particular subdivision or part thereof;
"Hot Work"	means any welding, cutting or material by use of torch or other open flame devices and grinding which produces sparks;
"Instruct"	means to inform Departmental Representative of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures;
"Isolate"	means to physically prevent the transmission or release of an energy source to machinery or equipment;
"Lubricate"	means to apply oil or grease to joints between moving parts and joints between fixed and moving parts;
"Measure"	means to determine capacity or amount in standard units using an appropriate instrument. Measure condenser and evaporator pressure drop with differential pressure meter or "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer;
"Operational Baseline"	means the annual value of the Work in terms of disbursements, direct labour and fees;
"Operation and Maintenance Baseline"	means operations, maintenance, utilities and repair work up to \$10,000 in terms of units and value of Work to be performed by the Contractor over twelve (12) consecutive months;
"Paint"	means to clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use;
"Plant"	includes all tools, implements, machinery, vehicles, buildings, structures, equipment, articles and things required for the execution of the Work;
"Project Authority" or "Work Authority"	means the person designated in the Contract, or by notice to the Contractor, as the Property Manager, who shall act as the representative of the Minister in matters concerning the technical aspects of the Work;
"Prove"	means to operate and determine if operation produces intended response;
"Quality Assurance Authority"	means the person designated as such in the Contract;
"Remove"	means to take off or away from;

“Repack”	means to fill with packing again;
“Repair”	means to restore to a sound state;
“Replace”	means to restore by removing old components and replacing with new components;
“Report”	means to report to Departmental Representative on-site and include in work report, results of inspection and proving, note problems encountered, services required, services performed and readings taken;
"Request For Isolation"	Authorization form to be complete ( PWGSC-TPSCGC13) Equipment is to be isolated and re-energized using Procedures for Isolation Form (PWGSC-TPSCGC12) following the written process for the correct sequence.
"Representations"	means any or all covenants, promises, assurances, agreements, representations, conditions, warranties, statements and understandings expressed or implied, collateral or otherwise;
“Shut Down”	means to take out of service;
“Start Up”	means to return to service;
“Testing”	means to conduct periodic physical checks on the sprinkler system such as water flow tests, alarm tests, or dry-pipe valve trip tests; (See N.F.P.A. 1673A)
“Tighten”	means to securely fix in place;
“Treat”	means to act upon with agent.

In the Contract, words importing the singular number include the plural and vice versa, and words importing the masculine gender include the feminine gender and the neuter.

1. **General** .1 Scope of work under this Contract includes but shall not be limited to the provisions of all labour, materials, supervision and equipment necessary to complete the following work in accordance with attached site plans, specifications and general conditions.
  
2. **Work Included** .1 Carry out refuse removal over a three (3) year contract Refuse consists of the collection of refuse at the site(s) listed below and the disposal of the refuse at designated Municipal sites and in accordance with local or municipal by-laws.
  - .1 Bedford Institute of Oceanography  
Challenger Drive  
Dartmouth, N.S.
  - .2 Shearwater Hanger  
101 Magnificent Ave
  
3. **Examination of Premises**
  - .1 All parties tendering should examine the site of the proposed work prior to submitting their tenders, and become thoroughly acquainted with same and obtain any and all information that may be necessary an requisite to properly execute contract.
  - .2 Make arrangements with Leo Lohnes, telephone number (902) 426-4487 prior to site visit.
  
4. **Work Schedule** .1 Regular Refuse
  - .1 The schedule for pickups for designated containers shall be Tuesday, Thursday and Saturday (site plan #4) before 5:00 p.m. on each of these days. Remaining areas twice weekly.
  - .2 Organic carts shall be picked up on a weekly basis (site plan #4 #6)
  - .3 45-gal saw-dust drums shall be picked up on call-in basis only (site plan #5).
  - .4 The schedule for pick up for Shearwater Hanger shall be Tuesdays on a weekly basis
  - .2 Cardboard Containers
    - .1 The schedule for pickups for cardboard containers shall be Tuesday and Thursday before 12:00 a.m. on each of these days.
    - .2 The schedule for pick up for cardboard shall be Tuesday on a weekly basis
  - .3 Upon receiving acceptance of offer and prior to start of work, contact the Departmental Representative to schedule a site meeting.
  
5. **Meetings** .1 Attend meetings at the sites when notified by Public Works and Government Services Canada.

**6. Codes and Legislated Requirements**

1. The following codes and standards in effect at the time of award are subject to change / revision. The latest editions of each shall be enforced during the term of the contract.
  - .1 Part II of the Canada Labour Code.
  - .2 Canada Occupational Safety and Health Section of Part II of the Canada Labour Code.
  - .3 Fire Commission of Canada #301 Standard for Building Construction Operations.
  - .4 Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities.
  - .5 Canadian Environmental Protection Act.
  - .6 The Contractor is responsible to be familiar with the cited Codes and Standards and to ensure that all work undertaken on behalf of Public Works and Government Services Canada is completed in a safe manner and, at a minimum, in compliance with the cited Codes and Standards. In the event there is a conflict between these Procedures and the cited Codes and Standards, the cited Codes and Standards are to prevail.
  - .7 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations.
  - .8 The Contractor can obtain addresses for codes and standards from Departmental Representative upon request.
  - .9 In the event of a conflict between any of the above codes or standards the most stringent shall apply.
  - .10 These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.

**7. Licenses and Permits**

- .1 Provide the authorities having jurisdiction with all information requested.
- .2 Pay all fees and obtain certificates and permits required.
- .3 Furnish these certificates and permits when requested.

**8. Taxes**

- .1 Pay applicable Federal, Provincial and Municipal taxes.

**9. Product Approvals**

- .1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labelled according to the Workplace Hazardous Materials Information System (WHMIS).

- .2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
- .3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
- .4 Material Safety Data Sheets (MSDS) to remain on-site at all times.
10. Security Clearance
- .1 The required security clearance level for this Contract is **Reliability** Status.
- .2 It is the Contractor's responsibility to initiate the security screening required for the personnel and the Contractor shall not have access to the work site until the resources (i.e.: "personnel") have the necessary clearance.
- .3 The Canadian and International Industrial Security Directorate (CIISD) of Public Works and Government Services Canada (PWGSC) is responsible for administering the Industrial Security Program in Canada.
- .4 The Contractor shall follow the instructions at the website: <http://www.ciisd.gc.ca/text/ps/pss-e.asp>, which includes all necessary forms.
11. **Scheduling and Hours Of Work**
- .1 Carry out work during normal building operational hours (Monday to Saturday) unless directed otherwise.
- .2 The present occupants will remain in the space during the course of the work. Schedule the work so that the staff can perform their duties.
12. **Coordination and Protection**
- .1 Execute work with minimum disturbance to occupants public and normal use of buildings. Make arrangements with the Department to facilitate execution of work. Maintain access and exits as work area could be occupied during execution of work.
- .2 All possible safety precautions are to be taken to ensure the protection of employees or occupants during the course of the work.

1. **Compliance Requirements**
  - .1 Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
  - .2 Comply with the Provincial Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
  - .3 Observe and enforce construction safety measures required by the following statutes and authorities:
    - .1 The National Building Code of Canada, Part 8.
    - .2 The National Fire Code of Canada.
    - .3 Provincial Workers Compensation Board.
    - .4 Municipal Statutes and Ordinances.
  - .4 The Contractor and his/her personnel must adhere to the Federal Government 'NO SMOKING' Policy while in Federal facilities and/or Scent Free Policy if applicable.
  - .5 All sub-contractors shall adhere to the above qualifications.
2. **Submittals**
  - .1 Prior to Award Contractors are to provide (within seven (7) calendar days after closing):
    - .1 Documentation indicating that the Contractor has successfully completed a recognized current (within the last 3 yrs.) **EXTERNAL SAFETY AUDIT**. This audit to be performed by an independent company/person qualified to conduct safety audits.
    - .2 A letter of good standing from Worker's Compensation Board.
    - .3 Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer Agreement (SOA) / Service Contract (SC), including sub-contractor.
    - .4 Before Work Begins Contractors shall provide :
      - .1 The Contractor has prepared, through risk assessment, a site-specific health and safety management plan.
3. **Training**
  - .1 Before Work Begins Contractors are to provide documentation:
    - .1 Certification of training for safety for all personnel that will be involved with the Standing Offer Agreement/Service Contract. Updated list complete with licenses shall be kept on site including personnel changes.
    - .2 Training for workers shall include (but not limited to)
      - .1 Safe operation of tools and equipment.
      - .2 Proper use and maintenance of personal protective equipment (PPE).
      - .3 Safe work practices and procedures for their given work tasks or function.
      - .4 Site conditions and minimum site safety rules.

4. **Disciplinary Procedures for Safety Violations**
- .1 Contractors shall have their own written disciplinary procedures for violation or non-compliance of work site safety rules and regulations.
  - .2 Contractor shall immediately address and correct any health and safety violations and non-compliance issues.
  - .3 Disciplinary Procedures applied by PWGSC Departmental Representative for non-compliance and safety violations shall be as follows:
    - .1 **First Violation:** Verbal warning issued to the Contractor for the first violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and PWGSC).
    - .2 **Second Violation:** Written warning to Contractor for second violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and PWGSC).
    - .3 **Third Violation:** A third violation of a safety regulation, rules, policy and procedures may result in the termination of the contract with a recommendation to the Contracting Authority that the Contractor be denied access to future SOA/SC(s). (Documented to contract file, copies to Contractor and PWGSC).
    - .4 **Serious Violation:** For a serious violation of a safety regulation, rules, policy and procedures as deemed by a Regulator, Project Manager or Safety Officer a recommendation will be made to the Contracting Authority to immediately terminate the SOA/SC(s). (Violation documented on contract file, copies to Contractor and PWGSC).
    - .5 **Charges Laid or Guilty Determination by Courts:** Infractions of safety regulations, rules, policy and procedures that result in charges being laid by a Regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to future contracts.
5. **Asbestos**
- .1 Within the confines of the site, the provision of products containing fibrous asbestos materials is prohibited.
  - .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Departmental Representative immediately. Do not proceed until written instructions have been received from Departmental Representative.
6. **Fastening Devices Explosive Actuated**
- . 1 Explosive actuated devices shall not be used, until approved by Departmental Representative.

- 7. Hot Work**
- .1 All hot work activity, as defined in "Service Definitions" of this specification, is to take place with written permission from the Departmental Representative (Hot Work Permit).
  - .2 The ventilation system in the area of any Hot Work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
  - .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any Hot Work for a minimum of 60 minutes after activity has ceased.
- 8. Confined Spaces**
- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
  - .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
  - .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
    - .1 The Contractor and/or his employees shall provide proof of training and qualifications when requested by the Departmental Representative.
  - .4 The Contractor to provide the Departmental Representative with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
  - .5 The Contractor to have a hazard assessment of the confined space performed.
    - .1 The Contractor to provide the Departmental Representative with a copy of the hazard assessment.
- 9. Fall Protection**
- .1 All work carried out above the mandatory height restrictions, from unguarded structure or vehicle and/or from ladders, staging and scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
  - .2 The components of a fall protection system shall meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
  - .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified person as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

- 10. Safety Plan**
- .1 The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the requirements of the Provincial Occupational Health and Safety Acts. The Departmental Representative shall advise the Contractor where the Federal Standards apply.
  - .2 The Contractor shall perform site hazard assessments to establish site specific safe work practices/procedures for the safety and well being of their employees. Copies shall be made available to Departmental Representative upon request.
  - .3 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and made available to the Departmental Representative immediately upon request.
  - .4 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.
  - .5 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.
  - .6 The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any non-compliance person shall be subject to disciplinary procedures.
  - .7 Shall ensure that all applicable personal protective equipment (PPE) is used.
  - .8 The Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Standing Offer Agreements/Service Contract.
- 11. Product Approvals**
- .1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS).
  - .2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.

- .3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
  - .4 Material Safety Data Sheets (MSDS) to remain on-site at all times.
- 12. Lockouts**
- .1 Prepare Lockout Procedures in writing. Describe safe work practices, work functions and sequence of activities to be followed on site to safely isolate all potential energy sources and lockout/tag out facilities and equipment.

- 1. Environmental**
  - .1 All work is to be performed in accordance with the Federal Environmental Protection Act and the Provincial Environmental Acts and Regulations.
  
- 2. Disposal of Wastes**
  - .1 Do not bury rubbish and waste materials on site unless approved by Departmental Representative.
  - .2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
  
- 3. Drainage**
  - .1 Provide temporary drainage and pumping as necessary to keep excavations and site free from water.
  - .2 Do not pump water containing suspended materials into waterways, sewer or drainage systems.
  - .3 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.
  
- 4. Site Clearing and Plant Protection**
  - .1 Protect trees and plants on site and adjacent properties where indicated.
  - .2 Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m.
  - .3 Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.
  - .4 Minimize stripping of topsoil and vegetation.
  - .5 Restrict tree removal to areas indicated or designated by Departmental Representative.
  
- 5. Work Adjacent to Waterways**
  - .1 Do not operate construction equipment in waterways.
  - .2 Do not use waterway beds for borrow material.
  - .3 Do not dump excavated fill, waste material or debris in waterways.
  - .4 Design and construct temporary crossings to minimize erosion to waterways.
  - .5 Do not skid logs or construction materials across waterways.
  - .6 Avoid indicated spawning beds when constructing temporary crossings of waterways.

- .7 Do not blast under water or within 100 m of indicated spawning beds.
- 6. Pollution Control**
- .1 Maintain temporary erosion and pollution control features installed under this contract.
- .2 Control emissions from equipment and plant to local authorities emission requirements.
- .3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.
- .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.
- 7. Open Fire**
- .1 Fires on site are not permitted.

- 1. Disposal Operations**
  - .1 Conduct disposal operations to comply with Federal, Provincial, Municipal and Local ordinances.
  - .2 Obey and comply with anti-pollution laws.
  - .3 Refuse is to be removed from the bulk containers to the collection vehicle by means of a mechanical lift method in such a way that no spill or litter remains.
  - .4 The Contractor will ensure that spillage is cleaned up as it occurs. In no case will spillage be left for a final cleaning.
  - .5 Once the bulk garbage has been removed, the Contractor will sweep the loading area free of any remaining paper and debris.
  - .6 The loading area, parking area, etc., will be left in a clean and tidy condition, to the satisfaction of the complex Supervisor.
  - .7 Initially frequency of container pick ups shall be as outlined on the Tender and Acceptance; however, these frequencies may change due to changing requirements and/or provincial Waste Watch regulations and initiatives.
  - .8 Additional pick ups requested by Public Works and Government Services Canada shall be at the unit cost as quoted in the tender and acceptance.
  - .9 Disposal slip copies shall be submitted upon request by PWGSC.
- 2. Containers**
  - .1 The Contractor shall provide and place, at his own expense, containers that are top loading and/or side loading as listed in Appendix 'A'. The containers are to be vermin proof and fire resistant.
  - .2 The containers are to be located on site in areas designated by Public Works and Government Services Canada as described in Appendix 'A', attached.
  - .3 The containers shall each have a capacity as stated in Appendix 'A'.
- 3. Maintenance of Containers**
  - .1 All containers are to be kept in good repair.
  - .2 When containers require repair or paint, they shall be removed from site and another container installed in its place.

- .3 Containers are to be replaced with steam washed and disinfected containers every six months.
  - .4 Public Works and Government Services Canada shall reserve the right to decide when containers are to be removed for repairs, paint, disinfected and steamed or washed out.
- 4. Invoices**
- .1 The Contractor shall submit invoices at the end of each month for the services performed that month. All invoices shall have the following information:
    - 1. Building name and location
    - 2. Contract number
    - 3. Period of service performed
    - 4. Number of pick ups x the unit cost per pick up
    - 5. Total cost for the month
  - .2 Submit the invoices to the following:
    - Public Works and Government  
Services Canada  
P.O. Box 490  
Halifax, NS  
B3J 2R7
  - .3 All invoices for the current fiscal year are to be submitted for payment by the 31 March of each year.

**UNIT PRICE TABLE**

The Contractor agrees that the following table is the Unit Price Table to be used for the purpose of the Contract, that unit prices as tendered govern in calculating the total amount of tender and that errors in the extension of unit prices and/or the addition of the estimated total prices will be corrected in order to obtain the actual amount of tender.

**3 YEAR SERVICE CONTRACT**

Item	Class of Service	Frequency of Pickups	Estimated Quantity	Price / Pickup	Total
1	Loc # 1 refuse = 1- 4 cubic yard container	2-weekly	312	\$ _____	\$ _____
2	Loc # 2 refuse = 1- 4 cubic yard container	2-weekly	312	\$ _____	\$ _____
3	Loc # 3 refuse = 1- 4 cubic yard container	2-weekly	312	\$ _____	\$ _____
4	Loc # 4 refuse = 2- 8 cubic yard container cardboard = 2- 6 cubic yard container	3-weekly	468	\$ _____	\$ _____
5	Loc # 5 refuse = 1- 4 cubic yard container	2-weekly	312	\$ _____	\$ _____
6	Loc # 7 refuse = 1- 6 cubic yard container cardboard = 1- 6 cubic yard container	2-weekly	312	\$ _____	\$ _____
		2-weekly	312	\$ _____	\$ _____
7	Loc # CGHH refuse = 1- 4, cubic yard container cardboard = 1- 4 cubic yard container	1-weekly	150	\$ _____	\$ _____
8	Loc # 4,# 6 = 5 organic cart exchange (green bins)	1-weekly	150	\$ _____	\$ _____
9	20 cubic yard roll on container	Call-in	24	\$ _____	\$ _____
10	Loc # 5 Central Vac = 45 gal. drums (saw-dust)	Call-in	15	\$ _____	\$ _____
<b>TOTAL AMOUNT - 3 Year Contract</b>					\$ _____

\* The Estimated Quantity entered in column four for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

**Refuse Containers at BIO & Shearwater**

Quantity	Garbage	Site - Location
4	4 cubic yard container	1,2,3,5
1	4 cubic yard container	CGHH
1	6 cubic yard container	7
2	8 cubic yard container	4
<b>Total = 42 cubic yards</b>		
1	20 cubic yard roll on container	8
5	Organic carts exchange (green bins)	4,6
1	45 gal. drums (saw-dust) Central Vac	5

Quantity	Cardboard	Site - Location
3	6 cubic yard container	4,7
1	4 cubic yard container	CGHH
<b>Total = 22 cubic yards</b>		

**Summary**

3 Year Service Contract

\$ \_\_\_\_\_



Number / Numéro du contrat <b>E0225-131728</b>
Security Classification / Classification de sécurité <b>Unclassified</b>

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine <b>Public Works &amp; Government Services Canada</b>	2. Branch or Directorate / Direction générale ou Direction <b>AFMS</b>	
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 <b>Refuse Removal for BIO &amp; Shearwater</b>		
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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <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"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
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"/>

Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat <b>60225-131728</b>
Security Classification / Classification de sécurité

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC Information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :  No / Non  Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC Information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel : \_\_\_\_\_  
Document Number / Numéro du document : \_\_\_\_\_

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |
- Special comments:  
Commentaires spéciaux : \_\_\_\_\_
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

**PRODUCTION**

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

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

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

Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat <i>4025-131728</i>
Security Classification / Classification de sécurité

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential / Confidentiel	Secret	Top Secret / Très Secret	NATO Restricted / NATO Diffusion Restreinte	NATO Confidential / NATO Confidentiel	NATO Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret
											A	B	C			
Information / Assets / Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

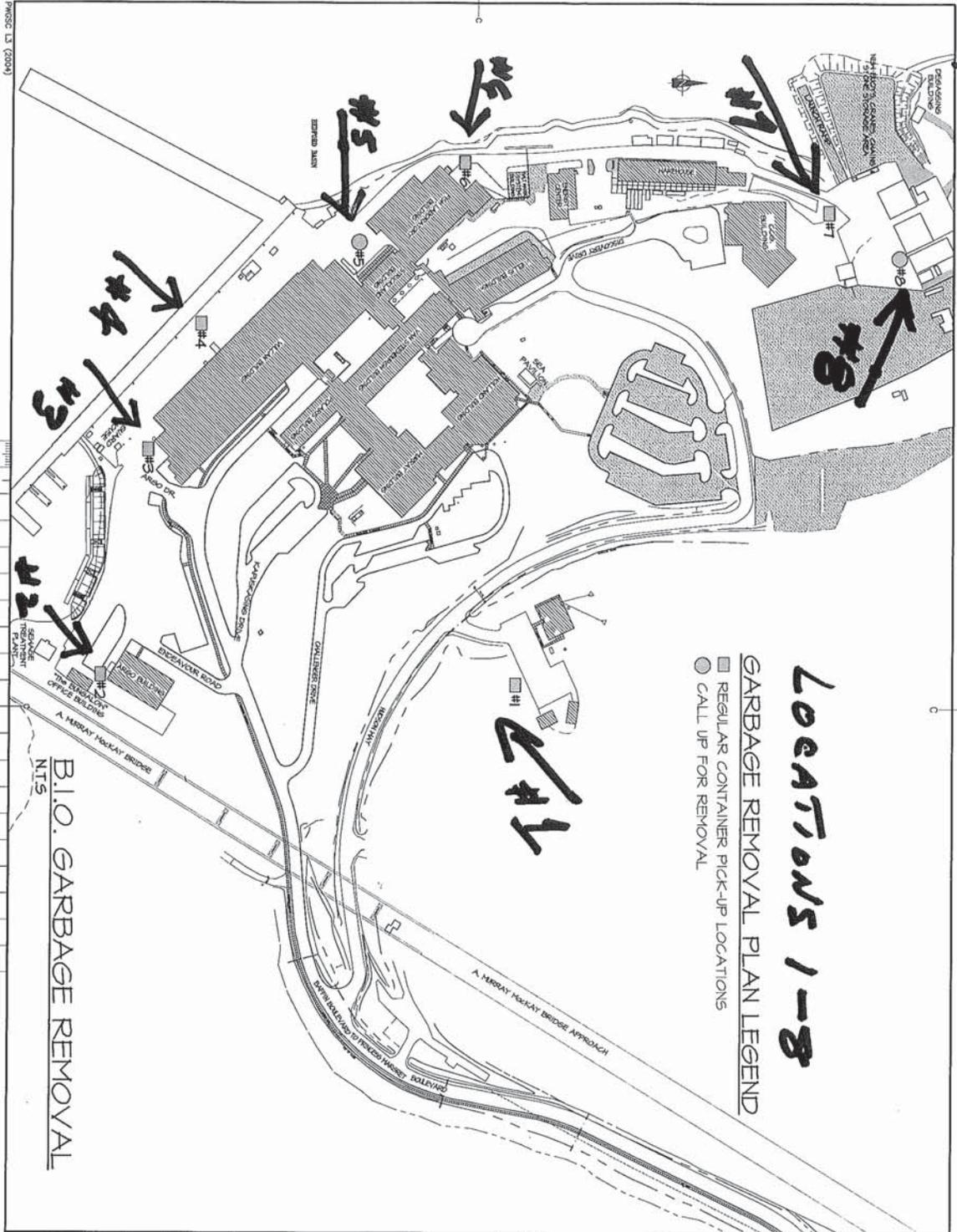
12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  No / Non  Yes / Oui  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉ et/ou CLASSIFIÉE?

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.

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?  No / Non  Yes / Oui  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

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).

Security Classification / Classification de sécurité
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# Locations 1-8

**GARBAGE REMOVAL PLAN LEGEND**  
 ■ REGULAR CONTAINER PICK-UP LOCATIONS  
 ○ CALL UP FOR REMOVAL

**B.I.O. GARBAGE REMOVAL**  
 N.T.S.

Public Works and  
 Government Services  
 Services gouvernementales  
 Canada

0	ISSUED FOR TENDER	JULY 2012
revisions		edit
project	B.I.O. GARBAGE REMOVAL	edit

**BEDFORD INSTITUTE OF OCEANOGRAPHY DARTMOUTH, NS**

**B.I.O. SITE PLAN**

designed		conçu
edité	N.MARCHAND	révisé
dessiné	JULY 2012	dessiné
date		approuvé
date		approuvé
LEO LOHINES	Superviseur	
Project Manager	Administrateur de projets	
project number	R.029903.001	
drawing no.	GR 1 OF 1	