

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
PWGSC/TPSGC Acquisitions
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB E1C 1H1
Bid Fax: (506) 851-6759

SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

This document contains a security requirement.
Ce document contient une condition de sécurité.

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

Issuing Office - Bureau de distribution
NB / PEI Division - Moncton Acquisitions Office
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB E1C 1H1

Title - Sujet Shredding Services	
Solicitation No. - N° de l'invitation 51019-132012/A	Amendment No. - N° modif. 004
Client Reference No. - N° de référence du client 51019-132012	Date 2013-08-13
GETS Reference No. - N° de référence de SEAG PW-\$MCT-006-4671	
File No. - N° de dossier MCT-3-36026 (006)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-08-16	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
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: Bourque, Annette	Buyer Id - Id de l'acheteur mct006
Telephone No. - N° de téléphone (506) 851-2325 ()	FAX No. - N° de FAX (506) 851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	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

The amendment is raised to provide the following:

(1) Reference: Annex A - Statement of Work

DELETE:

Annex A - Statement of Work

ADD:

Annexe A - Statement of Work - Sol Amd 4

(2) Questions and Answers:

Question 5:

What exactly are you referring to when you say bins? Are they stationary locking consoles as shown in the attached picture? (Picture attached as Appendix A)

Answer 5:

Yes, they are stationary locking consoles (as shown in the picture).

Question 6:

Can the shred output be small confetti like pieces resulting from "pierce and tear" technology or must it only be in strips as stated?

Answer 6:

A single piece of residue shall be no greater than 16 mm x 100 mm, and the disintegrator screen passage shall be no greater than 19 mm (3/4").

Question 7:

Is the 70,000 kilo an annual estimate of the material from the 200 bins serviced every 2 weeks or the estimate of the periodic bulk shredding requirement?

Answer 7:

70,000 Kg is a total annual estimate based on previous years including bulk shredding requirements.

Question 8:

Are you looking for both a quote on a bin rental and a price to service the bin every 2 weeks or one single monthly fee to provide and service a bin?

Answer 8:

"Service a Bin" is the actual shredding of the paper.

Question 9:

Under statement of Work 7. A single piece of residue shall be no greater than 5.0 mm in width and any length. That works out to be approximately three sixteenths of an inch, which is incredibly small. Is this the correct size?

Answer 9:

A single piece of residue shall be no greater than 16 mm x 100 mm, and the disintegrator screen passage shall be no greater than 19 mm (3/4").

Question 10:

Under Statement of Work 9. In some instances when special shredding is necessary, the contractor must be able to respond to this request within 12 hours.

When you say respond, do you mean verbally or written or are you referring to an actual service date required within a 12 hour window?

Answer 10:

An actual service date is required within 12 hours.

Question 11:

What is the definition of a bin? Large 65 gallon plastic bins on wheels or smaller console size?

Answer 11:

Bin is defined as a console similar to the bin in the picture (see Q&A 5).

Question 12:

What is VAC's requirement for servicing the 5 sites, are they have to be serviced on the same day or week?

Answer 12:

Each site must be serviced every two weeks on the same day (ie. Every second Wednesday).

Question 13:

Is VAC presently being serviced with an "on-site" shredding vendor?

Answer 13:

Yes.

Question 14:

Annex A; section 9; Regarding the additional annual volumes for item 3, do you want the price per kilo or per banker size box?

Answer 14:

Pricing as per item 3 of the BOP.

Question 15:

How many copies of the proposal are required and are electronic delivery of proposal an option?

Answer 15:

1 hard copy

Bids must be mailed or transmitted by Facsimile by the date, time and place indicated on page 1 of the bid solicitation. Electronic delivery will not be accepted.

Question 16:

Annex A, Section 6; Due to environmental issues, are we able to offer an off-site destruction solution of these items from item 6 of the SOW; (The contractor will be required to shred (on-site) diskettes, CD's, DVD's audio tapes, etc., from time to time throughout this contract.

Answer 16:

The contractor may remove these items from the site but only those that come through IT Security.

Question 17:

Can a 48 hour extension to this RFP be granted due to August 5th being a holiday in parts of Canada?

Answer 17:

Yes, the closing date is extended to Friday, August 16th, 2013.
(see Solicitation Amendment 003)

If your bid has already been forwarded and you wish to revise same, this revision should be sent either in a sealed envelope and mailed to the above address or by facsimile (506) 851-6759 and reach the undersigned before the appropriate closing date. The solicitation number and the closing date are to be shown on the outside of the sealed envelope or on the facsimile transmission.

All other terms and conditions remain unchanged.

STATEMENT OF WORK

Description: Shredding Services

Locations: Daniel J. Macdonald Building
Jean Canfield Building
VA Records Centre
APM Place
National Bank Tower
All located in Charlottetown, Prince Edward Island and other locations as may be designated throughout the life of the contract.

Index

Section Title	No. Of Pages
1. Scope of Work	2
2. General Requirements	2

Scope of Work

- | | | | | | | | | | | | | | |
|--------------------------------|---|--------------------------------|----|--------------------------|----|---------------------|----|-------------|----|-----------------------|----------|-------------------|------------|
| 1. Locations | <p>1. Work sites for this Contract includes the following:</p> <p>Daniel J. MacDonald Building - 161 Grafton St.
Jean Canfield Building - 191 University Ave.
VA Records Centre - 125 Maple Hills Ave.
APM Place - 3 Lower Malpeque Rd.
National Bank Tower - 134 Kent St. and other possible locations within the Charlottetown area occupied by Veterans Affairs Canada during the term of this contract.</p> | | | | | | | | | | | | |
| 2. General | <p>1. Scope of work under this Contract includes but shall not be limited to the provisions of all labour, material, tools and equipment necessary to complete the work and provide the services (on-site) listed in item 3. Unit prices shall include all overhead and profit. Customs duties are included and Applicable taxes are extra..</p> | | | | | | | | | | | | |
| 3. Services to be Performed | <p>1. The purpose of this contract is for the provision of on-site services in the secure destruction of designated documents on a biweekly basis for Veterans Affairs Canada (VAC).</p> <p>2. The Contractor shall provide the required number of security bins in each building. These bins must be keyed alike with the key provided to Veterans Affairs Canada, Security Department.</p> <p>BINS currently in use at VAC, Head Office, Charlottetown, Prince Edward Island</p> <table border="0"><tr><td>- Daniel J. MacDonald Building</td><td style="text-align: right;">86</td></tr><tr><td>- Jean Canfield Building</td><td style="text-align: right;">78</td></tr><tr><td>- VA Records Centre</td><td style="text-align: right;">15</td></tr><tr><td>- APM Place</td><td style="text-align: right;">12</td></tr><tr><td>- National Bank Tower</td><td style="text-align: right;"><u>9</u></td></tr><tr><td>TOTAL Bins</td><td style="text-align: right;">200</td></tr></table> | - Daniel J. MacDonald Building | 86 | - Jean Canfield Building | 78 | - VA Records Centre | 15 | - APM Place | 12 | - National Bank Tower | <u>9</u> | TOTAL Bins | 200 |
| - Daniel J. MacDonald Building | 86 | | | | | | | | | | | | |
| - Jean Canfield Building | 78 | | | | | | | | | | | | |
| - VA Records Centre | 15 | | | | | | | | | | | | |
| - APM Place | 12 | | | | | | | | | | | | |
| - National Bank Tower | <u>9</u> | | | | | | | | | | | | |
| TOTAL Bins | 200 | | | | | | | | | | | | |

ANNEX "A" – Sol Amd 4
STATEMENT OF WORK

The number of bins VAC, Charlottetown, PE has in place will fluctuate over the term of the contract as VAC employees may relocate throughout the duration of the contract. Therefore, the number of bins required should read "up to a maximum of 200 bins".

3. The period covered by this contract will be one year with an additional (five) one-year options periods. On-site shredding services will be provided on a bi-weekly basis at all sites.
4. The Contractor shall register with the On-site representative or his designate upon entering and leaving the premises when applicable.
5. The Contractor will be required to shred (on-site) paper and cardboard files.
6. The Contractor will be required to shred (on-site) diskettes, CD's, DVD's audio tapes, etc. from time to time throughout this contract.
7. A single piece of residue shall be no greater than 16 mm x 100 mm, and the disintegrator screen passage shall be no greater than 19 mm (3/4").
8. The Contractor will be required to destroy all Electronic Media according to ITSG - 06 Clearing and Declassifying Electronic Data Storage Devices. Using devices approved by the RCMP and found on the RCMP Security Equipment Guide (SEG)
9. There could be a requirement for special shredding (bulk shredding) from time to time by the Contractor. In some instances when special shredding is necessary, the Contractor must be able to respond to this request within 12 hours.

4. Invoicing

1. The Contractor shall invoice on a monthly basis throughout the duration of the contract.
2. Invoices must show:
 1. Contract number
 2. Work locations and dates
 3. Tonnage broken down as per Unit Price Table.
 4. Number of bins per location.
 5. Upon request, total amount of paper shredded and recycled.

ANNEX “A” – Sol Amd 4
STATEMENT OF WORK

3. At the end of each fiscal year (March 31st), a written report must be sent to the Director, Security and Real Property Services, Veterans Affairs Canada. This report must detail the total amount of paper that has been shredded and recycled for each location for the said fiscal year.

General Requirements

1. Code and
Legislative
Requirements

1. Execute the work to meet or exceed:
 1. National Building Code of Canada, 1995
 2. Part II of the Canada Labour Code, 1994.
 3. Canada Occupational Safety and Health Section of Part II of the Canada labour Code, 1994
 4. Fire Commission of Canada # 301 Standard for Building Construction Operations, 1982.
 5. Canada Construction and Canada Labour Safety Code; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities.
 6. Canadian Electrical Code, Part 1, CSA C22.1-1998.
 7. Canadian Environmental Protection Act.
 8. Materials must conform to or exceed applicable standards

ANNEX “A” – Sol Amd 4
STATEMENT OF WORK

of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations.

9. The Contractor can obtain addresses for codes and standards from Departmental Representative upon request.
 10. In the event of a conflict between any of the above codes and standards the most stringent shall apply.
 11. All of the above codes and standards in effect at the time of award are subject to change/revision. The latest editions
 12. 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.
 13. Communications Security Establishment Canada IT Security Guidance (ITSG)
 14. RCMP Security Equipment Guide (SEG)
-
- | | |
|-------------------------------|--|
| 2. Licenses, Permits and Fees | <ol style="list-style-type: none">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. |
| 3. Taxes | <ol style="list-style-type: none">1. Pay applicable Federal, Provincial and Municipal taxes. |
| 4. Environmental | <ol style="list-style-type: none">1. All work is to be performed in accordance with the Federal Environment Protection Act and the Provincial Environment Acts and Regulations. |
| 5. Examination 1. | Examine the existing conditions and determine those conditions affecting the work. |

ANNEX “A” – Sol Amd 4
STATEMENT OF WORK

6. 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 Sheet (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 approval Material Safety Data Sheets (MSDS).
 4. Material Safety Data Sheets (MSDS) to remain on site at all times.
7. Site Security
1. Site security is the responsibility of the Contractor who shall take all necessary measures to maintain such security.
 2. All paper is to be shredded at the site where it is picked up.

Appendix / Appendice "A"

