

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions Travaux
publics et Services gouvernementaux Canada
Room 1650, 635 8th Ave. S.W.
Calgary
Alberta
T2P 3M3

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

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

Issuing Office - Bureau de distribution
Public Works and Government Services
Canada/Travaux publics et Services gouvernementaux
Canada
Room 1650, 635 8th Ave. S.W.
Calgary
Alberta
T2P 3M3

Title - Sujet Shredding Services	
Solicitation No. - N° de l'invitation G4608-130001/A	Amendment No. - N° modif. 003
Client Reference No. - N° de référence du client HRSDC	Date 2014-02-11
GETS Reference No. - N° de référence de SEAG PW-\$CAL-097-6184	
File No. - N° de dossier CAL-3-36079 (097)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-02-19	Time Zone Fuseau horaire Mountain Standard Time MST
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: Levesque-Welch, Nicole	Buyer Id - Id de l'acheteur cal097
Telephone No. - N° de téléphone (403) 292-4716 ()	FAX No. - N° de FAX (403) 292-5786
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

This amendment is being raised to add a PDF copy of RCMP Guide G1-001, Destruction Equipment Selection - Section 2 to solicitation G4608-130001/A:

1. Under page 20 of 28, Annex "A", Security requirement:

ÉFFACER:

Security requirement:

1. All Contractors' employees involved with the pick-up, transportation and destruction of protected records must have the required security clearance identified under Part 7, Resulting Contract Clauses, article 3. Security Requirement of the solicitation document.
2. Protected "A" and "B" documents must be shredded to a size of 6mm x 50mm or smaller. Larger shred sizes are unacceptable.
3. The shred size and the type of equipment must meet RCMP standard for high volume destruction of Protected "B" information (for further details, please visit http://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/page_0068_e.htm).

REPLACE WITH:

Security requirement:

1. All Contractors' employees involved with the pick-up, transportation and destruction of protected records must have the required security clearance identified under Part 7, Resulting Contract Clauses, article 3. Security Requirement of the solicitation document.
2. High Volume/Commercial Destruction of Protected "A" and "B" documents must be shredded as per RCMP Security Equipment Guide, Destruction Equipment Selection - Section 6 (see attached screen shot).



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Security Equipment Guide

G1-001

Destruction

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Destruction Equipment Selection - Section 6

Section 1: General destruction information

Section 2: Paper and text based media

Section 3: IT media

Section 4: Commercial destruction services

Section 5: Incineration

Section 6: Service Provider Equipment

RCMP Evaluation of Destruction Equipment Used by Commercial Information Destruction Service Providers

The RCMP evaluates information destruction equipment used by commercial destruction service providers (facilities or mobile operations) when it will further Government of Canada security needs and when time and resources permit. Efforts are made to approve equipment at its source – that is, at the manufacturer. However, equipment may be evaluated while utilized by destruction service providers when it serves the government interest. In that case, care is taken to separate the approval of the destruction equipment from approval of processes that are specific to the service provider.

Identification of a service provider as the user of a particular piece of equipment does not imply approval of that company in any respect (other than the capability of that equipment) unless specifically stated in the SEG listing. Only companies offering a destruction service suitable for classified or highly sensitive information or asset destruction and fully compliant with all relevant security requirements for transport, storage, handling, personnel and facilities will be considered for approval by the RCMP.

Departments and agencies are expected to establish their destruction requirements in accordance with the Policy on Government Security and to determine a destruction service provider's suitability for their particular needs during the contract proposal stage. Where the RCMP has evaluated destruction equipment, due diligence should be employed to ensure that the equipment that was approved is the equipment that will be used – and is operating correctly. Public Works and Government Services Canada (PWGSC) should be contacted for assistance with destruction service contracts or equipment purchases.

Size Requirements for Commercial Destruction Service Providers

Destruction equipment used by destruction service providers is essentially subject to the same size requirements as RCMP approved office equipment. The exceptions for commercial destruction are detailed in the summary table.

(NEW 2011) For **High Volume** destruction the RCMP has established a maximum particle size of 16mm x 100mm. This particle size is considered secure for high volume destruction of Protected B information, including information of a medical, financial or routine investigative nature.

The RCMP does not evaluate strip shredders.

Table - High Volume / Commercial Destruction (HVCD): Paper

Classification	Shred Size (Maximum)	Disintegrator Screen Size	Comments
Protected B (HVCD-PB)	16mm x 100mm	19mm (3/4")	Recommended for Protected B information of a medical, financial, or routine investigative nature.
Confidential (HDCD-C)	Area \leq 300mm ²	13mm (1/2")	Recommended for Protected B information where a TRA recommends more secure destruction.
Secret (HVCD-S)	Area \leq 150mm ²	9.5mm (3/8")	Commercial destruction is recommended only for special cases where large amounts of archived or accumulated material must be destroyed. Commercial destruction should not be used for routine destruction of Secret.

Terms in the Glossary

[Destruction equipment](#), [High Volume](#), [Information](#), [Material](#), [UL](#)

FOR OFFICIAL USE
ONLY

Last Updated: 2013-04-11



[Important Notices](#)