

**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

<b>Title - Sujet</b> Shredding Services	
<b>Solicitation No. - N° de l'invitation</b> G4608-130001/A	<b>Amendment No. - N° modif.</b> 003
<b>Client Reference No. - N° de référence du client</b> HRSDC	<b>Date</b> 2014-02-11
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$CAL-097-6184	
<b>File No. - N° de dossier</b> CAL-3-36079 (097)	<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 2014-02-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST
<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> Levesque-Welch, Nicole	<b>Buyer Id - Id de l'acheteur</b> cal097
<b>Telephone No. - N° de téléphone</b> (403) 292-4716 ( )	<b>FAX No. - N° de FAX</b> (403) 292-5786
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<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>

Solicitation No. - N° de l'invitation

G4608-130001/A

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

HRSDC

Amd. No. - N° de la modif.

003

File No. - N° du dossier

CAL-3-36079

Buyer ID - Id de l'acheteur

ca1097

CCC No./N° CCC - FMS No/ N° VME

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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](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).



# 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
<b>Protected B (HVCD-PB)</b>	16mm x 100mm	19mm (3/4")	Recommended for Protected B information of a medical, financial, or routine investigative nature.
<b>Confidential (HDCD-C)</b>	Area ≤ 300mm <sup>2</sup>	13mm (1/2")	Recommended for Protected B information where a TRA recommends more secure destruction.
<b>Secret (HVCD-S)</b>	Area ≤ 150mm <sup>2</sup>	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.

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### Terms in the Glossary

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

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