

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
#910, 410-22nd Street East
Saskatoon
Sask.
S7K 5T6
Bid Fax: (306) 975-5397

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Garbage Removal - Dundurn	
Solicitation No. - N° de l'invitation W2585-131309/A	Date 2014-04-01
Client Reference No. - N° de référence du client DND	
GETS Reference No. - N° de référence de SEAG PW-\$STN-191-4673	
File No. - N° de dossier STN-3-36048 (191)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-05-12	Time Zone Fuseau horaire Central Standard Time CST
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: Gerstmar, Denise	Buyer Id - Id de l'acheteur stn191
Telephone No. - N° de téléphone (306) 975-8912 ()	FAX No. - N° de FAX (306) 975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Department of National Defence 17 Wing Dundurn Detachment Camp Dundurn Dundurn SK S0K 1K0	

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
Public Works and Government Services Canada/Réception
des soumissions Travaux publics et Services
gouvernementaux Canada
#910, 410 - 22nd Street East
Saskatoon
Sask.
S7K 5T6

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

Solicitation No. - N° de l'invitation

W2585-131309/A

Amd. No. - N° de la modif.

File No. - N° du dossier

STN-3-36048

Buyer ID - Id de l'acheteur

stn191

CCC No./N° CCC - FMS No/ N° VME

DND

The solicitation document is attached as a pdf.

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Garbage Removal (Dundurn, Saskatchewan)

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, and DND 626 Task Authorization Form and any other annexes.

2. Summary

The Department of National Defence, Detachment Dundurn, Dundurn SK has a requirement for the provision of Garbage Removal Services as detailed in Annex A – Statement of Work from 01 June 2014 to 31 May 2014 with two additional one year option years.

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2014-03-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Bids

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

3. Former Public Servant

Contracts awarded to 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 awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required 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 with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **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 adjustment 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 Applicable Taxes.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

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

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

Section I: Technical Bid (one (1) hard copies)

Section II: Financial Bid (one (1) hard copies)

Section III: Certifications (one (1) hard copies)

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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section I: Financial Bid

- 1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

- 1.2** **Exchange Rate Fluctuation**

C3011T(2013-11-06), Exchange Rate Fluctuation

1.3 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Financial Evaluation

Lowest evaluated price will be calculated from the rates provided in Annex B – Basis of Payment as follows:

(Item 1.1.1 x 12) + (Item 1.2.1 x 12) + (Item 1.3.1 x 12) + (Item 1.1.2 x 6) + (Item 1.2.2 x 6) + (Item 1.3.2 x 6) + (Item 2.1.1 x 40) + (Item 2.1.2 x 8) + (Item 2.1.3 x 2) + (Item 2.1.4 x 3) + (Item 2.1.5 x 2) + (Item 2.2.1 x 40) + (Item 2.2.2 x 8) + (Item 2.2.3 x 2) + (Item 2.2.4 x 3) + (Item 2.2.5 x 2) + (Item 2.3.1 x 40) + (Item 2.3.2 x 8) + (Item 2.3.3 x 2) + (Item 2.3.4 x 3) + (Item 2.3.5 x 2) + Item 3.1.1 + Item 3.1.2 + Item 3.1.3 + Item 3.1.4 + Item 3.2.1 + Item 3.2.2 + Item 3.2.3 + Item 3.2.4 + Item 3.3.1 + Item 3.3.2 + Item 3.3.3 + Item 3.3.4 + Item 4.1 + Item 4.2 + Item 4.3 + Item 5.1.1 + Item 5.1.2 + Item 5.1.3 + Item 5.1.4 + Item 5.2.1 + Item 5.2.2 + Item 5.2.3 + Item 5.2.4 + Item 5.3.1 + Item 5.3.2 + Item 5.3.3 + Item 5.3.4 + Item 6.1.1 + Item 6.1.2 + Item 6.1.3 + Item 6.1.4 + Item 6.2.1 + Item 6.2.2 + Item 6.2.3 + Item 6.2.4 + Item 6.3.1 + Item 6.3.2 + Item 6.3.3 + Item 6.3.4 + Item 7.1.1 + Item 7.1.2 + Item 7.1.3 + Item 7.1.4 + Item 7.2.1 + Item 7.2.2 + Item 7.2.3 + Item 7.2.4 + Item 7.3.1 + Item 7.3.2 + Item 7.3.3 + Item 7.3.4 + Item 8.1.1 + Item 8.1.2 + Item 8.1.3 + Item 8.1.4 + Item 8.2.1 + Item 8.2.2 + Item 8.2.3 + Item 8.2.4 + Item 8.3.1 + Item 8.3.2 + Item 8.3.3 + Item 8.3.4 + Item 9.1.1 + Item 9.1.2 + Item 9.1.3 + Item 9.1.4 + Item 9.2.1 + Item 9.2.2 + Item 9.2.3 + Item 9.2.4 + Item 9.3.1 + Item 9.3.2 + Item 9.3.3 + Item 9.3.4 = **Lowest evaluated price**

SACC Manual Clause [A0220T](#) (2013-04-25), Evaluation of Price

2. Basis of Selection

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's website](#).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

2. Additional Certifications Required 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 inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Statement of Work

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

1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

1.2.1 Task Authorization Process

Task Authorization:

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. **To be determined** will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex C .
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide **to be determined**, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by **to be determined** has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.2.2 Task Authorization Limit

To be determined may authorize individual task authorizations up to a limit of \$**to be determined**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by **to be determined** and the Contracting Authority before issuance.

1.2.4 Canada's Obligation - Portion of the Work - Task Authorizations

SACC *Manual* Clause B9031C (2011-05-16), Canada's Obligation – Portion of the Work – Task Authorization

1.2.5 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "A". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than thirty (30) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

1.2.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by **to be determined**. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

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

2.1 General Conditions

2035 (2014-03-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Security Requirement

There is no security requirement applicable to this Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from 01 June 2014 to 31 May 2015 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) from 01 June 2015 to 31 May 2016 and 01 June 2016 to 31 May 2017 under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Denise Gerstmar
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western
Address: 910 – 410 22nd Street East, Saskatoon SK S7K 5T6
Telephone: 306-975-8912
Facsimile: 306-975-5397
E-mail address: denise.gerstmar@pwgsc-tpsgc.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is:

To be determined

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

5.3 Contractor's Representative

Name: _____

Title: _____

Company: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7. Payment

7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit prices in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed **\$to be determined** . Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a) when it is 75 percent committed, or
 - b) four (4) months before the contract expiry date, or
 - c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.3 Monthly Payments
SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payments

7.4 SACC Manual Clauses
A9117C (2007-11-30), T1204 – Direct Request by Customer Department

8. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

9. Certifications

9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2014-03-01), Higher Complexity;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Task Authorizations;
- (f) the Contractor's bid dated _____, (insert date of bid)

12. Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

13. Insurance

SACC Manual clause [G1005C](#) (2008-05-12) Insurance

ANNEX "A"

STATEMENT OF WORK

1 SITE OF WORK

- .1 DETACHMENT DUNDURN ALL BUILDINGS
- .2 CFAD
- .3 MARRIED QUARTERS AT DETACHMENT DUNDURN

2 WORK INCLUDED

The Contractor shall provide all labour, materials, transportation, fuel, oil, supervision and equipment necessary to complete the work of this section as shown or described by, or reasonably inferable from these specifications, including:

- .1 Supply and siting of containers - see Annex A.
- .2 Pick up, haul, and disposal of refuse and garbage.
- .3 Pick up, haul, and disposal of wet garbage - see Annex A.
- .4 Cleaning and deodorizing of Contractor's containers.
- .5 Supply refuse containers for maintenance or construction projects on an as required basis (see Annex A).

3 SECURITY REQUIREMENT

- .1 The Contractor is required to supply the names of all personnel that will require access to Det Dundurn and its associated units to the Engineer upon award of contract and on a regular basis as employees change or as requested by the Engineer.
- .2 This requirement is in place to ensure quick access to Det Dundurn and associated Units. If a Contractor's employee name is not provided in advance, the Contractor's employee may experience delays in getting access. Any time lost while the Contractor's employees are waiting for access due to names not being forwarded to the Engineer, will be the responsibility of the Contractor.

4 PERMITS/LICENSES

- .1 All tenders must be accompanied by a permit or letter, approved by municipal authorities, authorizing the disposal area as an approved site for the disposal of the garbage or refuse.
- .2 Wet garbage removed from the Department of National Defence (DND) buildings will not be fed to swine, unless Contractor submits proof that a covering license has been obtained from the Veterinary Director General, Federal Department of Agriculture, and that such a license is held by the stock owners.

5 CONTRACTOR'S EQUIPMENT

- .1 The Contractor shall make his collection of garbage and refuse with a front or side lifting overhead loader packing unit of suitable capacity to provide efficient service.
- .2 The Contractor shall provide suitable containers of sizes specified at locations shown and listed on plans and specifications. The containers shall be compatible to packer units used for pick up and shall be supplied with plastic lids which have suitable handles for opening and a safe locking device to keep lids open while filling containers. There shall be no sharp or dangerous projections on containers which could cause injury to personnel using same.
- .3 Provide containers with light weight plastic lids where and when requested at no additional charge to the Department of National Defence.

6

METHOD OF WORK

- .1 Garbage, refuse, and wet garbage shall be picked up at times and places outlined in Annex A. It shall be specially noted that garbage or rubbish shall not be collected before 0600 hours or after 1800 hours daily or on holidays observed by DND, except with prior permission of the Engineer.
- .2 The Contractor shall dispose of the garbage, refuse, and wet garbage at a site off DND property.
- .3 If refuse, garbage, or wet garbage is spilled at the site during loading or in transit, the affected areas shall be cleaned by the Contractor.
- .4 The Contractor shall handle garbage containers with care to prevent damage. Containers are to be returned to their original locations with lids replaced after emptying.
- .5 Provision shall be made by the Contractor for the possibility of having to remove frozen garbage from containers at outside pick-up points exposed to the elements.
- .6 Annex A is proposed locations, container size, and number of pick-ups. However, if it is found necessary by the Engineer to increase the container size, amount of pickups, change of location, or the deletion of various areas, the Contractor shall be prepared to accept these changes.
- .7 Kitchen containers shall be cleaned, exchanged and deodorized on the 15th of every month from May to October inclusive.

7

SAFETY REQUIREMENTS

- .1 General.
The Contractor will be responsible to take all necessary steps to protect personnel (workers, visitors, general public) and property from any harm during the course of the contract.
- .2 Work Procedures and Equipment.
All work procedures and equipment will be in accordance with legislated standards.
- .3 Safety Personnel and Responsibility:
 - .1 The Contractor shall supply competent personnel, implement their safety program and ensure that DND and provincial safety and health standards are being complied with.
 - .2 DND may monitor to ensure safety requirements are met and safety records are properly kept and maintained. Initial disregard for safety standards will cause the contract to be reviewed and a written record of the review will become part of the contract document.
 - .3 The Contractor will report to the contract supervisor and jurisdictional authorities any accident or incident involving contractor, DND or public personnel and/or property arising from the contractor's execution of work.
- .4 Delay Due to Health and Safety Regulations Infractions:
 - .1 The Contractor will include all provisions of the contract in any agreement with sub-contractors and hold all sub-contractors equally responsible for safe work performance.
 - .2 If the Contractor is responsible for a delay in the progress of work due to an infraction of legislated health and safety requirements, the Contractor will, without

additional cost to DND, work such overtime, acquire and use equipment or material for the execution as deemed necessary in the opinion of the contract supervisor to avoid delay in the final completion of the work or any operation thereof.

8 **INVOICES**

- .1 All invoices submitted for payment shall show:
 - .1 Public Works and Government Services Canada (PWGSC) Contract Number
 - .2 Same address as on PWGSC contract.
 - .3 Dates of services rendered
 - .4 Goods and Services Tax (GST) to be shown as a separate item.
 - .5 Detachment Dundurn pickups shown as a separate item
 - .6 Married Quarters pickups shown as a separate item
 - .7 CFAD pickups shown as a separate item
 - .8 Transfer station dumps shown as a separate item

- .2 Invoices submitted for payment against this contract that are not properly identified will be returned to the contractor for proper annotation before certification for payment is made.

- .3 Invoices shall be submitted on a monthly basis.

Annex A Garbage Pickups, Container Locations,

- NOTE : All pick ups to be once per week on Monday unless specified differently

**CONTAINER LOCATIONS, QUANTITY,
FREQUENCY OF PICKUPS AND CONTAINER RENTAL**

a. Det Dundurn

<u>BUILDING NO.</u>	<u>CONTAINER SIZE</u>	<u>PICKUPS</u>		<u>QUANTITY</u>
			<u>PER WEEK</u>	
1	6 CU YD		1	1
39	90 gal toter		1	1
42	4 CU YD		1	1
47	90 gal toter		1	1
48	4 CU YD		1	1
60				
71	4 CU YD		1	1
73	4 CU YD		1	1
76	90 gal toter		1	2
77	6 cu. yd.		1	2
84	4 CU YD		1	1
100	90 gal toter		1	1
103	4 CU YD		1	1
128	90 gal toter		1	1
130	90 gal toter		1	1
155	4 CU YD		1	1
235	90 gal toter		1	1
266	90 gal toter		1	1
transfer station	40 cu yd		as requested	2

CFAD

268	4 CU YD		1	1
Mag 51	40 CU YD		1	1
Mag 52	40 CU YD		1	1
MAG 45	40 CU YD		1	1

MARRIED QUARTERS

180	90 gal toter	1	1
207	90 gal toter	1	1
208	90 gal toter	1	1
209	90 gal toter	1	1
210	90 gal toter	1	1
210a	90 gal toter	1	1
211	90 gal toter	1	1
211a	90 gal toter	1	1
212	90 gal toter	1	1
213	90 gal toter	1	1
214	90 gal toter	1	1
215	90 gal toter	1	1
216	90 gal toter	1	1
217	90 gal toter	1	1
218	90 gal toter	1	1
219	90 gal toter	1	1
220	90 gal toter	1	1
221	90 gal toter	1	1
222	90 gal toter	1	1
223	90 gal toter	1	1
224	90 gal toter	1	1
225	90 gal toter	1	1
226	90 gal toter	1	1
227	90 gal toter	1	1
228	90 gal toter	1	1
229	90 gal toter	1	1
230	90 gal toter	1	1
231	90 gal toter	1	1

- Kitchen containers (building 77) to be cleaned and sanitized on the 15th of every month from May to September inclusive.

ANNEX "B"
BASIS OF PAYMENT

(All prices/rates are GST extra, FOB destination)

1. Price per pickup for all locations listed in Annex A - Container Locations, Quantity, Frequency of Pickups.

.1 Year One – 01 June 2014 to 31 May 2015

		<u>Est. Qty</u>	
.1	Firm all inclusive rate per month for <u>all</u> garbage collection services listed in Annex A	12	\$ _____/month
.2	Firm all inclusive rate per pickup for Transfer Station Collection only, as and when requested	6	\$ _____/each

.2 Option Year One - 01 June 2015 to 31 May 2016

.1	Firm all inclusive rate per month for <u>all</u> garbage collection services listed in Annex A	12	\$ _____/month
.2	Firm all inclusive rate per pickup for Transfer Station Collection only, as and when requested	6	\$ _____/each

.3 Option Year Two - 01 June 2016 to 31 May 2017

.1	Firm all inclusive rate per month for <u>all</u> garbage collection services listed in Annex A	12	\$ _____/month
.2	Firm all inclusive rate per pickup for Transfer Station Collection only, as and when requested	6	\$ _____/each

2. Flat monthly rental rates for containers at all locations listed in Annex A - Container Locations, Quantity, Frequency of Pickups.

.1 Year One – 01 June 2014 to 31 May 2015

.1	Monthly rental for 90 gallon toters	40	\$_____ /each
.2	Monthly rental for 4 cu yard container	8	\$_____ /each
.3	Monthly rental for 6 cu yard container	2	\$_____ /each
.4	Monthly rental for 30 cu yard container	3	\$_____ /each
.5	Monthly rental for 40 cu yard container	2	\$_____ /each

.2 Option Year One - 01 June 2015 to 31 May 2016

.1	Monthly rental for 90 gallon toters	40	\$_____ /each
.2	Monthly rental for 4 cu yard container	8	\$_____ /each
.3	Monthly rental for 6 cu yard container	2	\$_____ /each
.4	Monthly rental for 30 cu yard container	3	\$_____ /each
.5	Monthly rental for 40 cu yard container	2	\$_____ /each

.3 Option Year Two - 01 June 2016 to 31 May 2017

.1	Monthly rental for 90 gallon toters	40	\$_____ /each
.2	Monthly rental for 4 cu yard container	8	\$_____ /each
.3	Monthly rental for 6 cu yard container	2	\$_____ /each
.4	Monthly rental for 30 cu yard container	3	\$_____ /each
.5	Monthly rental for 40 cu yard container	2	\$_____ /each

3. Additional pickups, as and when requested, at all three locations.

.1 Year One – 01 June 2014 to 31 May 2015

.1	4 cubic yard container	\$ _____/each
.2	6 cubic yard container	\$ _____/each
.3	30 cubic yard container	\$ _____/each
.4	40 cubic yard container	\$ _____/each

.2 Option Year One - 01 June 2015 to 31 May 2016

.1	4 cubic yard container	\$ _____/each
.2	6 cubic yard container	\$ _____/each
.3	30 cubic yard container	\$ _____/each
.4	40 cubic yard container	\$ _____/each

.3 Option Year Two - 01 June 2016 to 31 May 2017

.1	4 cubic yard container	\$ _____/each
.2	6 cubic yard container	\$ _____/each
.3	30 cubic yard container	\$ _____/each
.4	40 cubic yard container	\$ _____/each

4. Landfill disposal charge for 30 and/or 40 cu yd containers.

.1	Year One – 01 June 2014 to 31 May 2015	\$ _____/tone
.2	Option Year One - 01 June 2015 to 31 May 2016	\$ _____/tone
.3	Option Year Two - 01 June 2016 to 31 May 2017	\$ _____/tonne

5. **Flat weekly rental rates for short term rental of containers at all locations, as and when requested.**

.1 Year One – 01 June 2014 to 31 May 2015

- .1 4 cu yd bin \$ _____ / week + \$ _____ one time delivery charge, if applicable.
- .2 6 cu yd bin \$ _____ / week + \$ _____ one time delivery charge, if applicable
- .3 30 cu yd bin \$ _____ / week + \$ _____ one time delivery charge, if applicable
- .4 40 cu yd bin \$ _____ / week + \$ _____ one time delivery charge, if applicable

.2 Option Year One - 01 June 2015 to 31 May 2016

- .1 4 cu yd bin \$ _____ / week + \$ _____ one time delivery charge, If applicable
- .2 6 cu yd bin \$ _____ / week + \$ _____ one time delivery charge, If applicable
- .3 30 cu yd bin \$ _____ / week + \$ _____ one time delivery charge, If applicable
- .4 40 cu yd bin \$ _____ / week + \$ _____ one time delivery charge, If applicable

.3 Option Year Two - 01 June 2016 to 31 May 2017

- .1 4 cu yd bin \$ _____ / week + \$ _____ one time delivery charge, If applicable
- .2 6 cu yd bin \$ _____ / week + \$ _____ one time delivery charge, If applicable
- .3 30 cu yd bin \$ _____ / week + \$ _____ one time delivery charge, If applicable
- .4 40 cu yd bin \$ _____ / week + \$ _____ one time delivery charge, If applicable

6. Flat monthly rental rates for short term rental of containers at all locations, as and when requested.

.1 Year One – 01 June 2014 to 31 May 2015

- .1 4 cu yd bin \$ _____ / month + \$ _____ one time delivery charge, if applicable
- .2 6 cu yd bin \$ _____ / month + \$ _____ one time delivery charge, if applicable
- .3 30 cu yd bin \$ _____ / month + \$ _____ one time delivery charge, if applicable
- .4 40 cu yd bin \$ _____ / week + \$ _____ one time delivery charge, if applicable

.2 Option Year One - 01 June 2015 to 31 May 2016

- .1 4 cu yd bin \$ _____ / month + \$ _____ one time delivery charge, if applicable
- .2 6 cu yd bin \$ _____ / month + \$ _____ one time delivery charge, if applicable
- .3 30 cu yd bin \$ _____ / month + \$ _____ one time delivery charge, if applicable
- .4 40 cu yd bin \$ _____ / week + \$ _____ one time delivery charge, if applicable

.3 Option Year Two - 01 June 2016 to 31 May 2017

- .1 4 cu yd bin \$ _____ / month + \$ _____ one time delivery charge, if applicable
- .2 6 cu yd bin \$ _____ / month + \$ _____ one time delivery charge, if applicable
- .3 30 cu yd bin \$ _____ / month + \$ _____ one time delivery charge, if applicable
- .4 40 cu yd bin \$ _____ / week + \$ _____ one time delivery charge, if applicable

7. Additional pickups of short term rentals, as and when requested, at all locations

.1 Year One – 01 June 2014 to 31 May 2015

.1	4 cu yd bin	\$ _____ /each,	maximum _____ kg/yd ³
.2	6 cu yd bin	\$ _____ /each,	maximum _____ kg/yd ³
.3	30 cu yd bin	\$ _____ /each,	maximum _____ kg/load
.4	40 cu yd bin	\$ _____ /each,	maximum _____ kg/load

.2 Option Year One - 01 June 2015 to 31 May 2016

.1	4 cu yd bin	\$ _____ /each,	maximum _____ kg/yd ³
.2	6 cu yd bin	\$ _____ /each,	maximum _____ kg/yd ³
.3	30 cu yd bin	\$ _____ /each,	maximum _____ kg/load
.4	40 cu yd bin	\$ _____ /each,	maximum _____ kg/load

.3 Option Year Two - 01 June 2016 to 31 May 2017

.1	4 cu yd bin	\$ _____ /each,	maximum _____ kg/yd ³
.2	6 cu yd bin	\$ _____ /each,	maximum _____ kg/yd ³
.3	30 cu yd bin	\$ _____ /each,	maximum _____ kg/load
.4	40 cu yd bin	\$ _____ /each,	maximum _____ kg/load

8. Landfill disposal charges for short term rental of containers at all locations (as and when requested)

.1 Year One – 01 June 2014 to 31 May 2015

.1	4 cu yd bin	\$ _____ / tonne	
.2	6 cu yd bin	\$ _____ / tonne	
.3	30 cu yd bin	\$ _____ / tonne, plus \$ _____	entrance fee per load
.4	40 cu yd bin	\$ _____ / tonne, plus \$ _____	entrance fee per load

.2 Option Year One - 01 June 2015 to 31 May 2016

.1	4 cu yd bin	\$ _____ / tonne	
.2	6 cu yd bin	\$ _____ / tonne	
.3	30 cu yd bin	\$ _____ / tonne, plus \$ _____	entrance fee per load
.4	40 cu yd bin	\$ _____ / tonne, plus \$ _____	entrance fee per load

.3 Option Year Two - 01 June 2016 to 31 May 2017

.1	4 cu yd bin	\$ _____ / tonne	
.2	6 cu yd bin	\$ _____ / tonne	
.3	30 cu yd bin	\$ _____ / tonne, plus \$ _____	entrance fee per load
.4	40 cu yd bin	\$ _____ / tonne, plus \$ _____	entrance fee per load

9. Container Wash Charges (as and when requested)

.1 Year One -01 June 2014 to 31 May 2015

- .1 4 cu yd bin \$ _____/each
- .2 6 cu yd bin \$ _____/each
- .3 30 cu yd bin \$ _____/each
- .4 40 cu yd bin \$ _____/each

.2 Option Year One -01 June 2015 to 31 May 2016

- .1 4 cu yd bin \$ _____/each
- .2 6 cu yd bin \$ _____/each
- .3 30 cu yd bin \$ _____/each
- .4 40 cu yd bin \$ _____/each

.3 Option Year Two – 01 June 2016 to 31 May 2017

- .1 4 cu yd bin \$ _____/each
- .2 6 cu yd bin \$ _____/each
- .3 30 cu yd bin \$ _____/each
- .4 40 cu yd bin \$ _____/each

ANNEX "C"
DND 626 TASK AUTHORIZATION FORM

See attached.

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à		
Delivery/Completion date – Date de livraison/d'achèvement		
_____ Date		_____ for the Department of National Defence pour le ministère de la Défense nationale
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		