

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**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 GENERATOR PURCHASE	
Solicitation No. - N° de l'invitation EP077-150769/A	Date 2014-11-03
Client Reference No. - N° de référence du client 20150769	
GETS Reference No. - N° de référence de SEAG PW-\$\$HN-461-66055	
File No. - N° de dossier hn461.EP077-150769	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-12-17	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Hallman, Patti	Buyer Id - Id de l'acheteur hn461
Telephone No. - N° de téléphone (819) 956-7390 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

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

Electrical & Electronics Products Division
11 Laurier St./11, rue Laurier
7B3, Place du Portage, Phase III
Gatineau, Québec K1A 0S5

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	

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hn461

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

20150769

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hn461EP077-150769

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

The contractor must provide the goods and/or services in accordance with the technical requirements stated herein at Annex A.

2.1 Delivery Requirement

Delivery is requested to be completed by February 16, 2015.

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.

4. Trade Agreements

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

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 (2014-09-25) 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: ninety (90) calendar days

1.1 SACC Manual Clauses

SACC Reference	Section	Date
<u>A9033T</u>	Financial Capability	2012-07-16
<u>B1000T</u>	Condition of Material	2014-06-26

2. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site.

Arrangements have been made for the site visit to be held at **101 Goldenrod Avenue, Building 16, DND Data Centre, Ottawa Ontario** on **November 10, 2014**. The site visit will begin at **10:00am EST**.

Bidders should communicate with the Contracting Authority no later than **November 6, 2014** by close of business to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

3. 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

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 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.

5. Applicable Laws

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

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 (3 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (1 hard 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 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 in Annex A.

Section II: Financial Bid

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

1.1 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Section III: Certifications

1.2 Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

1.3 Additional Information

1.3.1 Delivery Offered

While delivery is requested as indicated above, the best delivery that could be offered is _____.

1.3.2 Contractor Representatives

Name and telephone number of the person responsible for:

General enquiries

Name: _____
Telephone: _____
E-mail: _____

Facsimile: _____

Delivery follow-up

Name: _____
Telephone: _____
E-mail: _____

Facsimile: _____

1.3.3 Environmental Criteria

The Bidder must complete Annex C by inserting a checkmark next to every criteria that are met. Bidders are requested to submit Annex C with their bid. As this is a new procedure, Canada reserves the right to request Annex C after bid closing. The Contracting Authority will inform the Bidder of a time frame within which to provide it. Failure to provide Annex C within the required time frame will render the bid non-responsive.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

You are reminded that this solicitation requires the compliance and/or completion of requirements attached as an Annex and forming part of this document.

1. Evaluation Procedures

- (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.

Evaluation Criteria

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

The following Mandatory requirements must be submitted with the bid for evaluation

Item	Description
1	Generator Set – 450kW 600/347V, 3ph, 4 wire for standby useage
2	Used unit 7 years old/ 2,000 hrs or less
3	Provision of a 1 year maintenance contract to comply with maintenance description as identified in Annex A
4	Meets local environmental regulations (re: fuel, spill kits, etc.)
5	600A rated circuit breaker
6	Emergency Services 24 hrs/day and 7 days/week in standby mode
7	Sound levels attenuated to meet provincial and/or municipal limitations
8	Provision of a remote annunciator.
9	Fuel available for 24 hrs run-time at 100% load.
10	Provision of an electronic governer
11	Provision of a Control panel in a NEMA rated lockable cover
12	Provision of labour and expertise for connection to the existing automatic transfer switch on site. Provide allowance for 4 feeder cables plus one ground to run approximately 30m to transfer switch location
13	Provision of a unit c/w enclosure that will sit on an already prepared concrete pad 7544mm long x 4064 mm wide. Supplier to provide the Crane and be responsible for all aspects of placement
14	Provision of an enclosure that has the required access panels for regular

	servicing.
15	Centrally located control panel with a power feed that comes in at the longitudinal edge of the pad.

1.2 Financial Evaluation

1.2.1 Bid Price

Bid Price will be determined by summing the unit price (A) plus the installation and delivery price (B) and 12 times the monthly maintenance price (C).

For example: Bid Price = A + B + (12 x C)

1.2.2 Pricing Basis

The bidder must quote firm unit prices in Canadian dollars, DDP Delivered Duty Paid (destination), Applicable Taxes extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be 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.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation 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, if any certification made by the Bidder is found to be untrue whether 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 with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

2. Additional 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 Published Supporting Literature

Make and model number of the product offered: _____

Manufacturing date of the product offered: _____

If no published supporting literature is available, Bidders must, at a minimum, certify that no published specification exists for the item number as N/A above. They must also indicate that the product offered is compliant with the minimum performance specifications.

Title: _____ Signature _____ Date: _____

2.2 General Environmental Criteria Certification

By submitting the bid, the bidder certifies that the information submitted in the General Environmental Criteria table found at Attachment 1 is accurate and complete.

By submitting the bid the Bidder certifies that it meets, and will continue to meet throughout the duration of any resulting contract, a minimum of four out of seven requirements identified in the General Environmental Criteria Table found at Attachment 1;

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

The contractor must provide the goods and/or services in accordance with the technical requirements stated herein at Annex A.

2.1 SACC Manual Clauses

SACC Reference	Section	Date
<u>B1501C</u>	Electrical Equipment	2006-06-16

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

2010A (2014-09-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The maintenance of the equipment, as described in Annex A, is for a term of 12 months.

4.2 Delivery Date

All the deliverables must be received on or before February 16, 2015.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Patti Hallman – Supply Team Leader
Public Works and Government Services Canada - Acquisitions Branch
Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division
7B3, Place du Portage, Phase III, 11 Laurier Street, Gatineau, QC, K1A 0S5
Telephone: (819) 956-7390 Facsimile: (819) 953-4944
E-mail address: patti.hallman@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 Technical Authority

The Technical Authority for the Contract is:

Name:	will be inserted at contract		
Title:	will be inserted at contract		
Telephone:	(xxx) xxx-xxxx	Facsimile:	(xxx) xxx-xxxx
E-mail:	will be inserted at contract		

The Technical Authority named above 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 Technical Authority; however the Technical 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 and telephone number of the person responsible for:

General Enquiries

Name:	will be inserted at contract
Telephone:	will be inserted at contract
Facsimile:	will be inserted at contract
E-mail:	will be inserted at contract

Delivery Follow-up

Name:	will be inserted at contract
Telephone:	will be inserted at contract
Facsimile:	will be inserted at contract
E-mail:	will be inserted at contract

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in in Annex B for a cost of \$ _____ (insert the amount at contract award). 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 approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

6.4 SACC Manual Clauses

SACC Reference	Section	Date
G1005C	Insurance	2008-05-12

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 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.

Department of Public Works and Government Services - "HN" Division
7B3 Place du Portage, Phase III, 11 Laurier Street, Gatineau, QC, K1A 0S5
Attention: Patti Hallman

8. Certifications

8.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation 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.

9. Applicable Laws

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

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. _____ (*insert number, date and title*) supplemental general conditions;
- c. 2010A (2014-09-25) General Conditions – Goods (Medium Complexity);
- d. Annex A, Statement of Requirement;
- e. Annex B, Basis of Payment Security Requirements Check List (*if applicable*);
- f. Annex C, Environmental Criteria
- g. the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

ATTACHMENT 1

MINIMUM PERFORMANCE SPECIFICATIONS

Bidders must address each Minimum Performance Specification listed below and provide supporting documentation where applicable. Bidders are requested to cross reference by item number on their supporting documentation where it clearly shows the specification meets or exceeds the minimum specification and N/A if documentation is not available.

Item	Description	Page No. From supporting documents
1	Generator Set – 450kW 600/347V, 3ph, 4 wire for standby useage	
2	Used unit 7 years old/2,000 hrs or less	
3	Provision of a 1 year maintenance contract to comply with maintenance description as identified in Annex A	
4	Meets local environmental regulations (re: fuel, spill kits, etc.)	
5	600A rated circuit breaker	
6	Emergency Services 24 hrs/day and 7 days/week in standby mode	
7	Sound levels attenuated to meet provincial and/or municipal limitations	
8	Provision of a remote annunciator.	
9	Fuel available for 24 hrs run-time at 100% load.	
10	Provision of an electronic governer	
11	Provision of a Control panel in a NEMA rated lockable cover	
12	Provision of labour and expertise for connection to the existing automatic transfer switch on site. Provide allowance for 4 feeder cables plus one ground to run approximately 30m to transfer switch location	
13	Provision of a unit c/w enclosure that will sit on an already prepared concrete pad 7544mm long x 4064 mm wide. Supplier to provide the Crane and be responsible for all aspects of placement	
14	Provision of an enclosure that has the required access panels for regular servicing.	
15	Centrally located control panel with a power feed that comes in at the longitudinal edge of the pad.	

ANNEX A

REQUIREMENT

Requirement

Public Works & Government Services Canada on behalf of the Department of National Defence has a requirement for the purchase of one (1) used 450kW Generator in accordance with the terms and conditions set out herein and Annex B, Minimum Performance Specifications.

The objective of the equipment is to provide back-up power to Building 16 at 101 Goldenrod Drive Tunney's Pasture, Ottawa, Ontario.

The Contractor shall be responsible for:

- Delivery, Installation, set-up to the site authority.
- Fuel available for 24hrs run-time at 100% load
- Labourers and Maintenance of Generators for 1 year.

Acceptance Inspection

The unit shall undergo an acceptance inspection upon delivery by a designated third party on behalf of the departmental authority. A form will be generated to be signed by the Contractor and the Project Authority.

Delivery and Pickup

It is the Contractor's responsibility to deliver the generator unit c/w all components in working order.

Annual Maintenance Schedule

All maintenance on the generator for the first 12 months following delivery shall be provided monthly and within 4 hours to the site of any interim maintenance service calls. Notification shall be provided to BJC as the service provider on behalf of PWGSC/DND, the users at least 72 hours prior to any scheduled maintenance. All maintenance must comply with CSA 282-09 under table 3 (monthly), table (semi-annually) and table 5 (annually).

Repairs

Repairs to the generator during the first 12 months shall be covered under warranty and shall be provided by the Contractor within 4 hours of any trouble calls from BJC on behalf of DND, the user. All repairs shall be completed within 12 hours after the start of the initial repair.

Emergency Service

The Contractor must offer emergency services 24 hours a day, 7 days a week.

Breakdown

If the generator is deemed to be unserviceable after 8 hours of attempted repair, the generator shall be completely replaced within 24 hours.

Replacement of the unit

If the generator fails to meet the established criteria at the acceptance on site, it shall be replaced by an equivalent unit in size and capacity. If the unit fails random inspections at any time during the first 12 months of possession, it shall be replaced by an equivalent unit in size and capacity.

Minimum Performance Specifications

Item	Description
1	Generator Set – 450kW 600/347V, 3ph, 4 wire for standby useage
2	Used unit 7 years old/ 2,000 hrs or less
3	Provision of a 1 year maintenance contract to comply with maintenance description as identified in Annex A
4	Meets local environmental regulations (re: fuel, spill kits, etc.)
5	600A rated circuit breaker
6	Emergency Services 24 hrs/day and 7 days/week in standby mode
7	Sound levels attenuated to meet provincial and/or municipal limitations
8	Provision of a remote annunciator.
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ANNEX B

BASIS OF PAYMENT

A) 450kw Generator as per specification detailed in Annex A

Qty 1 \$ _____ ea

B) Delivery & Installation

Qty 1 \$ _____ ea

C) Monthly Maintenance

Qty 12 \$ _____ /Mth

ANNEX C

ENVIRONMENTAL CRITERIA

The Contractor must meet and continue to meet four out of seven criterions during the entire duration of the contract.

Green practices within supplier's organization:	Insert a checkmark for each criteria that is met
Promotes a paperless environment through directives, procedures and/or programs.	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client.	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification.	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	
Registered to ISO 14001 or has an equivalent environmental management system in place	