

**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 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338**

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 Collection, Shilo	
Solicitation No. - N° de l'invitation W0118-15SC58/A	Date 2014-11-18
Client Reference No. - N° de référence du client W0118-15SC58	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-080-9252	
File No. - N° de dossier WPG-4-37170 (080)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-12-29	
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: Almonte, Cathleen	Buyer Id - Id de l'acheteur wpg080
Telephone No. - N° de téléphone (204) 984-6664 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB SHILO SHILO Manitoba R0K2A0 Canada	

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 - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

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

W0118-15SC58/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg080

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

W0118-15SC58

File No. - N° du dossier

WPG-4-37170

CCC No./N° CCC - FMS No/ N° VME

Reference attached PDF titled, "W0118-15SC58/A Eng".

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GARBAGE COLLECTION - SHILO

PART 1 - GENERAL INFORMATION

1.1 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 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, the Federal Contractors Program for Employment Equity – Certification, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

1.2 Summary

For the provision of all material, labour, equipment, tools, transportation and supervision necessary for the removal of dry garbage, wet garbage, refuse and recyclable material removal from Department of National Defence, Canadian Forces Base (CFB) Shilo, Shilo, Manitoba and the Brandon Armouries as detailed in the Statement of Work (attached hereto as Annex A). The period of the Contract is from 01 February 2015 to 31 January 2018 inclusive with Canada retaining an irrevocable option to extend the Contract for an additional two (2) consecutive one (1) year periods.

For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of the bid solicitation in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 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) (<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: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

B1000T (2014-06-26), Condition of Material - Bid

2.2 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.

2.3 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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.

2.5 Applicable Laws

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

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.

2.6 Optional Site Visit

It is recommended 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 Canadian Forces Base (CFB) Shilo, Manitoba on 05 December 2014. The site visit will begin at 10:30 a.m., in Contracts Office Building P101.

Bidders are requested to communicate with the Contracting Authority no later than 2 December 2014, 3:00 p.m. to confirm attendance and provide the name(s) of the person(s) who will attend.

Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (4 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (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) (<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

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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 II: Financial Bid

- 3.1.1** 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.

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06) Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

- a. Provision of documentation illustrating adherence to the Minimum Performance Specifications as set out in this document.

Garbage Refuse and Wet Garbage Removal – Provide a **list of equipment** showing actual sizes and capacities, and methods of use, with tender for the approval of the Engineer.

Recyclable Materials Removal – Submit a **proposed system** to pick-up all recyclable materials. Proposal must state:

- .1 Type of recyclable materials to be picked up.
 - .2 Container used at collection points.
 - .3 Method of pick-up.
 - .4 Method of recycling and where recycling is done.
- b. Submission of a copy of your firm's **waste removal license** authorizing your firm to perform waste removal service.
- c. Submission of proof of a valid **drivers license**.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause A0222T (2014-06-26) Evaluation of Price – Canadian/Foreign Bidders

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria

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 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.

5.1 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 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 specified will render the bid non-responsive.

5.1.1 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.

5.1.2 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.

5.1.3 Additional Certification Precedent to Contract Award

5.1.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared 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.

6.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled TBD, dated TBD.

6.1.1 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.

6.1.1.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in **Annex D**.
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 the Technical Authority, within **2 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 the Technical Authority 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.

6.1.1.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of **\$35,000.00**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contract Authority before issuance.

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

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

6.1.1.4 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 E**. 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 10 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.

6.1.1.5 Task Authorization - Department of National Defence

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

6.2 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.

6.2.1 General Conditions

2035 (2014-09-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.3 Security Requirement

There is no security requirement applicable to this Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from 01 February 2015 to 31 January 2018 inclusive.

6.4.2 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) 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 thirty (30) 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Cathleen Almonte, *B. Comm. (Hons.)*
Supply Specialist
Public Works and Government Services Canada
Western Region
Acquisitions Section
Suite 100-167 Lombard Avenue
Winnipeg, MB R3B 0T6

Telephone: (204) 984-6664 Facsimile: (204) 983-7796
E-mail address: cathleen.almonte@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.

6.5.2 Project Authority

The Project Authority for the Contract is: TBD

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.

6.5.3 Contractor's Representative

Name: _____
Title: _____
Telephone: _____
Facsimile: _____
E-mail: _____

6.6 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.

6.7 Payment

6.7.1 Basis of Payment – Firm Price

For the Work described in the Statement of Work and relating to Scheduled Services in Annex A and Pricing Schedule 1:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$TBD. Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

6.7.1.1 Limitation of Price

SACC Manual Clause 6C000C (2011-05-16), Limitation of Price

6.7.2 Basis of Payment - Limitation of Expenditure - Task Authorizations

For the Work described in the Statement of Work and relating to Pricing Schedule 2: The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2.1 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ TBD . Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,whichever comes first.
4. 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.

6.7.2.2 Canada's Obligation – Portion of the Work – Task Authorizations

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

6.7.3 Monthly Payment

SACC Manual clause H1008C (2008-05-12), Monthly Payment

6.7.4 SACC Manual Clauses

A9117C (2007-11-30) T1204 – Direct Request by Customer Department
C0710C (2007-11-30) Time and Contract Price Verification
C2000C (2007-11-30) Taxes – Foreign-based Contractor
C0705C (2010-01-11) Discretionary Audit

6.8 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.

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;

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.**

6.9 Certifications

6.9.1 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.

6.10 Applicable Laws

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

6.11 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 (2014-09-25) General Conditions – Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated _____.

6.12 Defence Contract

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

6.13 SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations
A9068C (2010-01-11, Government Site Regulations
B1501C (2006-06-16), Electrical Equipment

6.14 Insurance Requirements

The Contractor must comply with the insurance requirements specified in **Annex C**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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Statement of Work

ANNEX A

Reference attached PDF titled, "Annex A – SOW".

Basis of Payment

ANNEX B

It is **MANDATORY** that Bidders submit firm prices/rates for the period of the proposed Contract for all items listed hereafter. **This section, when completed, will be considered as the Bidder's financial proposal.**

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

Rates quoted must remain firm for the period of the Contract. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

PRICING SCHEDULE 1: ROUTINE / SCHEDULED SERVICES

Firm all inclusive rates for the provision of monthly routine/scheduled services as outlined in Annex A.

TABLE A1 Contract Year 1: 01 February 2015 – 31 January 2016 Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra					
Item No.	Description	Qty.	Unit of Issue	Firm Unit Price	Extended Price
A	GARBAGE REFUSE AND WET GARBAGE REMOVAL				
1.0	Pick-up and disposal of wet garbage and refuse from the Base area and Brandon Armoury, including the supply of containers and compactors as per Appendix A requirement and schedule	12	month	\$	\$
2.0	Pick-up and disposal for wet garbage and refuse from Residential Housing Unit (RHU) area, including the supply and containers and compactors as per Appendix A requirement and schedule.	12	month	\$	\$
3.0	Supply containers and compactors as per Appendix B requirement and schedule.	12	month	\$	\$
B	RECYCLABLE MATERIAL REMOVAL				
4.0	Pick-up of recyclable materials and deliver to a recycling depot as Appendix C requirement and schedule for the following:				
4.1	"Blue Box" system in RHU area (approx. 700 RHUs)	12	Month	\$	\$
4.2	Office Paper – pick up of interior binds and supply of plastic bags for bins	12	Month	\$	\$
4.3	Cardboard – pick up and provide exterior bins	12	Month	\$	\$
	Subtotal (i):				\$

TABLE A2 Contract Year 2: 01 February 2016 – 31 January 2017 Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra					
Item No.	Description	Qty.	Unit of Issue	Firm Unit Price	Extended Price
A	GARBAGE REFUSE AND WET GARBAGE REMOVAL				
1.0	Pick-up and disposal of wet garbage and refuse from the Base area and Brandon Armoury, including the supply of containers and compactors as per Appendix A requirement and schedule	12	month	\$	\$
2.0	Pick-up and disposal for wet garbage and refuse from Residential Housing Unit (RHU) area, including the supply and containers and compactors as per Appendix A requirement and schedule.	12	month	\$	\$
3.0	Supply containers and compactors as per Appendix B requirement and schedule.	12	month	\$	\$
B	RECYCLABLE MATERIAL REMOVAL				
4.0	Pick-up of recyclable materials and deliver to a recycling depot as Appendix C requirement and schedule for the following:				
4.1	"Blue Box" system in RHU area (approx. 700 RHUs)	12	Month	\$	\$
4.2	Office Paper – pick up of interior binds and supply of plastic bags for bins	12	Month	\$	\$
4.3	Cardboard – pick up and provide exterior bins	12	Month	\$	\$
	Subtotal (ii):				\$

TABLE A3 Contract Year 3: 01 February 2017 – 31 January 2018 Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra					
Item No.	Description	Qty.	Unit of Issue	Firm Unit Price	Extended Price
A	GARBAGE REFUSE AND WET GARBAGE REMOVAL				
1.0	Pick-up and disposal of wet garbage and refuse from the Base area and Brandon Armoury, including the supply of containers and compactors as per Appendix A requirement and schedule	12	month	\$	\$
2.0	Pick-up and disposal for wet garbage and refuse from Residential Housing Unit (RHU) area, including the supply and containers and compactors as per Appendix A requirement and schedule.	12	month	\$	\$
3.0	Supply containers and compactors as per Appendix B requirement and schedule.	12	month	\$	\$
B	RECYCLABLE MATERIAL REMOVAL				
4.0	Pick-up of recyclable materials and deliver to a recycling depot as Appendix C requirement and schedule for the following:				
4.1	"Blue Box" system in RHU area (approx. 700 RHUs)	12	Month	\$	\$
4.2	Office Paper – pick up of interior binds and supply of plastic bags for bins	12	Month	\$	\$
4.3	Cardboard – pick up and provide exterior bins	12	Month	\$	\$
	Subtotal (iii):				\$

TABLE A4 Option Year 1: 01 February 2018 – 31 January 2019 Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra					
Item No.	Description	Qty.	Unit of Issue	Firm Unit Price	Extended Price
A	GARBAGE REFUSE AND WET GARBAGE REMOVAL				
1.0	Pick-up and disposal of wet garbage and refuse from the Base area and Brandon Armoury, including the supply of containers and compactors as per Appendix A requirement and schedule	12	month	\$	\$
2.0	Pick-up and disposal for wet garbage and refuse from Residential Housing Unit (RHU) area, including the supply and containers and compactors as per Appendix A requirement and schedule.	12	month	\$	\$
3.0	Supply containers and compactors as per Appendix B requirement and schedule.	12	month	\$	\$
B	RECYCLABLE MATERIAL REMOVAL				
4.0	Pick-up of recyclable materials and deliver to a recycling depot as Appendix C requirement and schedule for the following:				
4.1	"Blue Box" system in RHU area (approx. 700 RHUs)	12	Month	\$	\$
4.2	Office Paper – pick up of interior binds and supply of plastic bags for bins	12	Month	\$	\$
4.3	Cardboard – pick up and provide exterior bins	12	Month	\$	\$
	Subtotal (iv):				\$

TABLE A5 Option Year 2: 01 February 2019 – 31 January 2020 Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra					
Item No.	Description	Qty.	Unit of Issue	Firm Unit Price	Extended Price
A	GARBAGE REFUSE AND WET GARBAGE REMOVAL				
1.0	Pick-up and disposal of wet garbage and refuse from the Base area and Brandon Armoury, including the supply of containers and compactors as per Appendix A requirement and schedule	12	month	\$	\$
2.0	Pick-up and disposal for wet garbage and refuse from Residential Housing Unit (RHU) area, including the supply and containers and compactors as per Appendix A requirement and schedule.	12	month	\$	\$
3.0	Supply containers and compactors as per Appendix B requirement and schedule.	12	month	\$	\$
B	RECYCLABLE MATERIAL REMOVAL				
4.0	Pick-up of recyclable materials and deliver to a recycling depot as Appendix C requirement and schedule for the following:				
4.1	"Blue Box" system in RHU area (approx. 700 RHUs)	12	Month	\$	\$
4.2	Office Paper – pick up of interior binds and supply of plastic bags for bins	12	Month	\$	\$
4.3	Cardboard – pick up and provide exterior bins	12	Month	\$	\$
	Subtotal (v):				\$

PRICING SCHEDULE 2: "AS AND WHEN REQUESTED" SERVICES**TASK AUTHORIZATIONS**

Additional service may be required on an "as and when requested" basis and authorized by the Project Authority. The work requested must be for the type of services defined in the statement of work.

The quantities specified below are provided for evaluation purposes only.

Firm all inclusive prices/rates for the provision of "as and when requested" services in addition to the work described in Pricing Schedule 1.

TABLE B1							
Contract Year 1: 01 February 2015 – 31 January 2016							
Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra							
Item No.	Description	Weekly Supply			Monthly Supply		
		Est. Qty.	Unit Price	Extended Price	Est. Qty.	Unit Price	Extended Price
1.0	Extra supply of containers						
1.1	4 cu. yd. container	10	\$	\$	4	\$	\$
1.2	6 cu. yd. container	10	\$	\$	4	\$	\$
1.3	30 cu. yd. container	10	\$	\$	4	\$	\$
1.4	40 cu. yd. container	10	\$	\$	4	\$	\$
1.5	Additional cost for every 10 km distance travelled from base to range/training area				16	\$_____/10 km	\$
2.0	Extra supply of containers on weekends and statutory holidays						
2.1	4 cu. yd. container	6	\$	\$	2	\$	\$
2.2	6 cu. yd. container	6	\$	\$	2	\$	\$
2.3	30 cu. yd. container	6	\$	\$	2	\$	\$
2.4	40 cu. yd. container	6	\$	\$	2	\$	\$
2.5	Additional cost for every 10 km distance travelled to and from base and range/training area				8	\$_____/10 km	\$
	Subtotal (vi):			\$	Subtotal (vii):		\$
Item No.	Description	Est. Qty.	Unit of Issue	Unit Price	Extended Price		
3.0	Extra pick-up of containers						
3.1	4 cu. yd. container	5	each	\$	\$		
3.2	6 cu. yd. container	5	each	\$	\$		
3.3	30 cu. yd. container	5	each	\$	\$		
3.4	40 cu. yd. container	5	each	\$	\$		
3.5	Additional cost for every 10 km distance travelled to and from base and range/training area		20	each	\$_____/10 km	\$	
4.0	Extra pick-up of containers on weekends and statutory holidays						
4.1	4 cu. yd. container	5	each	\$	\$		
4.2	6 cu. yd. container	5	each	\$	\$		
4.3	30 cu. yd. container	5	each	\$	\$		
4.4	40 cu. yd. container	5	each	\$	\$		
4.5	Additional cost for every 10 km distance travelled to and from base and range/training area		20	each	\$_____/10 km	\$	
5.0	Wet Garbage Removal						
5.1	All inclusive lot price for the pick-up and disposal for wet garbage and refuse, as per Appendix B requirement and schedule.		10	each	\$	\$	
	Subtotal (viii):						\$

TABLE B2							
Contract Year 2: 01 February 2016 – 31 January 2016							
Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra							
Item No.	Description	Weekly Supply			Monthly Supply		
		Est. Qty.	Unit Price	Extended Price	Est. Qty.	Unit Price	Extended Price
1.0	Extra supply of containers						
1.1	4 cu. yd. container	10	\$	\$	4	\$	\$
1.2	6 cu. yd. container	10	\$	\$	4	\$	\$
1.3	30 cu. yd. container	10	\$	\$	4	\$	\$
1.4	40 cu. yd. container	10	\$	\$	4	\$	\$
1.5	Additional cost for every 10 km distance travelled from base to range/training area				16	\$_____/10 km	\$
2.0	Extra supply of containers on weekends and statutory holidays						
2.1	4 cu. yd. container	6	\$	\$	2	\$	\$
2.2	6 cu. yd. container	6	\$	\$	2	\$	\$
2.3	30 cu. yd. container	6	\$	\$	2	\$	\$
2.4	40 cu. yd. container	6	\$	\$	2	\$	\$
2.5	Additional cost for every 10 km distance travelled to and from base and range/training area				8	\$_____/10 km	\$
	Subtotal (viii):			\$	Subtotal (x):		\$
Item No.	Description	Est. Qty.		Unit of Issue	Unit Price	Extended Price	
3.0	Extra pick-up of containers						
3.1	4 cu. yd. container	5		each	\$	\$	
3.2	6 cu. yd. container	5		each	\$	\$	
3.3	30 cu. yd. container	5		each	\$	\$	
3.4	40 cu. yd. container	5		each	\$	\$	
3.5	Additional cost for every 10 km distance travelled to and from base and range/training area		20	each	\$_____/10 km	\$	
4.0	Extra pick-up of containers on weekends and statutory holidays						
4.1	4 cu. yd. container	5		each	\$	\$	
4.2	6 cu. yd. container	5		each	\$	\$	
4.3	30 cu. yd. container	5		each	\$	\$	
4.4	40 cu. yd. container	5		each	\$	\$	
4.5	Additional cost for every 10 km distance travelled to and from base and range/training area		20	each	\$_____/10 km	\$	
5.0	Wet Garbage Removal						
5.1	All inclusive lot price for the pick-up and disposal for wet garbage and refuse, as per Appendix B requirement and schedule.		10	each	\$	\$	
	Subtotal (xi):						\$

TABLE B3							
Contract Year 3: 01 February 2017 – 31 January 2018							
Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra							
Item No.	Description	Weekly Supply			Monthly Supply		
		Est. Qty.	Unit Price	Extended Price	Est. Qty.	Unit Price	Extended Price
1.0	Extra supply of containers						
1.1	4 cu. yd. container	10	\$	\$	4	\$	\$
1.2	6 cu. yd. container	10	\$	\$	4	\$	\$
1.3	30 cu. yd. container	10	\$	\$	4	\$	\$
1.4	40 cu. yd. container	10	\$	\$	4	\$	\$
1.5	Additional cost for every 10 km distance travelled from base to range/training area				16	\$_____/10 km	\$
2.0	Extra supply of containers on weekends and statutory holidays						
2.1	4 cu. yd. container	6	\$	\$	2	\$	\$
2.2	6 cu. yd. container	6	\$	\$	2	\$	\$
2.3	30 cu. yd. container	6	\$	\$	2	\$	\$
2.4	40 cu. yd. container	6	\$	\$	2	\$	\$
2.5	Additional cost for every 10 km distance travelled to and from base and range/training area				8	\$_____/10 km	\$
	Subtotal (xii):			\$	Subtotal (xiii):		\$
Item No.	Description	Est. Qty.		Unit of Issue	Unit Price	Extended Price	
3.0	Extra pick-up of containers						
3.1	4 cu. yd. container	5		each	\$	\$	
3.2	6 cu. yd. container	5		each	\$	\$	
3.3	30 cu. yd. container	5		each	\$	\$	
3.4	40 cu. yd. container	5		each	\$	\$	
3.5	Additional cost for every 10 km distance travelled to and from base and range/training area		20	each	\$_____/10 km	\$	
4.0	Extra pick-up of containers on weekends and statutory holidays						
4.1	4 cu. yd. container	5		each	\$	\$	
4.2	6 cu. yd. container	5		each	\$	\$	
4.3	30 cu. yd. container	5		each	\$	\$	
4.4	40 cu. yd. container	5		each	\$	\$	
4.5	Additional cost for every 10 km distance travelled to and from base and range/training area		20	each	\$_____/10 km	\$	
5.0	Wet Garbage Removal						
5.1	All inclusive lot price for the pick-up and disposal for wet garbage and refuse, as per Appendix B requirement and schedule.		10	each	\$	\$	
	Subtotal (xiv):						\$

TABLE B4							
Option Year 1: 01 February 2018 – 31 January 2019							
Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra							
Item No.	Description	Weekly Supply			Monthly Supply		
		Est. Qty.	Unit Price	Extended Price	Est. Qty.	Unit Price	Extended Price
1.0	Extra supply of containers						
1.1	4 cu. yd. container	10	\$	\$	4	\$	\$
1.2	6 cu. yd. container	10	\$	\$	4	\$	\$
1.3	30 cu. yd. container	10	\$	\$	4	\$	\$
1.4	40 cu. yd. container	10	\$	\$	4	\$	\$
1.5	Additional cost for every 10 km distance travelled from base to range/training area				16	\$_____/10 km	\$
2.0	Extra supply of containers on weekends and statutory holidays						
2.1	4 cu. yd. container	6	\$	\$	2	\$	\$
2.2	6 cu. yd. container	6	\$	\$	2	\$	\$
2.3	30 cu. yd. container	6	\$	\$	2	\$	\$
2.4	40 cu. yd. container	6	\$	\$	2	\$	\$
2.5	Additional cost for every 10 km distance travelled to and from base and range/training area				8	\$_____/10 km	\$
	Subtotal (xv):			\$	Subtotal (xvi):		\$
Item No.	Description	Est. Qty.		Unit of Issue	Unit Price	Extended Price	
3.0	Extra pick-up of containers						
3.1	4 cu. yd. container	5		each	\$	\$	
3.2	6 cu. yd. container	5		each	\$	\$	
3.3	30 cu. yd. container	5		each	\$	\$	
3.4	40 cu. yd. container	5		each	\$	\$	
3.5	Additional cost for every 10 km distance travelled to and from base and range/training area		20	each	\$_____/10 km	\$	
4.0	Extra pick-up of containers on weekends and statutory holidays						
4.1	4 cu. yd. container	5		each	\$	\$	
4.2	6 cu. yd. container	5		each	\$	\$	
4.3	30 cu. yd. container	5		each	\$	\$	
4.4	40 cu. yd. container	5		each	\$	\$	
4.5	Additional cost for every 10 km distance travelled to and from base and range/training area		20	each	\$_____/10 km	\$	
5.0	Wet Garbage Removal						
5.1	All inclusive lot price for the pick-up and disposal for wet garbage and refuse, as per Appendix B requirement and schedule.		10	each	\$	\$	
	Subtotal (xvii):						\$

TABLE B5							
Contract Year 1: 01 February 2019 – 31 January 2020							
Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra							
Item No.	Description	Weekly Supply			Monthly Supply		
		Est. Qty.	Unit Price	Extended Price	Est. Qty.	Unit Price	Extended Price
1.0	Extra supply of containers						
1.1	4 cu. yd. container	10	\$	\$	4	\$	\$
1.2	6 cu. yd. container	10	\$	\$	4	\$	\$
1.3	30 cu. yd. container	10	\$	\$	4	\$	\$
1.4	40 cu. yd. container	10	\$	\$	4	\$	\$
1.5	Additional cost for every 10 km distance travelled from base to range/training area				16	\$_____/10 km	\$
2.0	Extra supply of containers on weekends and statutory holidays						
2.1	4 cu. yd. container	6	\$	\$	2	\$	\$
2.2	6 cu. yd. container	6	\$	\$	2	\$	\$
2.3	30 cu. yd. container	6	\$	\$	2	\$	\$
2.4	40 cu. yd. container	6	\$	\$	2	\$	\$
2.5	Additional cost for every 10 km distance travelled to and from base and range/training area				8	\$_____/10 km	\$
	Subtotal (xviii):			\$	Subtotal (xviii):		\$
Item No.	Description	Est. Qty.		Unit of Issue	Unit Price	Extended Price	
3.0	Extra pick-up of containers						
3.1	4 cu. yd. container	5		each	\$	\$	
3.2	6 cu. yd. container	5		each	\$	\$	
3.3	30 cu. yd. container	5		each	\$	\$	
3.4	40 cu. yd. container	5		each	\$	\$	
3.5	Additional cost for every 10 km distance travelled to and from base and range/training area		20	each	\$_____/10 km	\$	
4.0	Extra pick-up of containers on weekends and statutory holidays						
4.1	4 cu. yd. container	5		each	\$	\$	
4.2	6 cu. yd. container	5		each	\$	\$	
4.3	30 cu. yd. container	5		each	\$	\$	
4.4	40 cu. yd. container	5		each	\$	\$	
4.5	Additional cost for every 10 km distance travelled to and from base and range/training area		20	each	\$_____/10 km	\$	
5.0	Wet Garbage Removal						
5.1	All inclusive lot price for the pick-up and disposal for wet garbage and refuse, as per Appendix B requirement and schedule.		10	each	\$	\$	
	Subtotal (xx):						\$

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TOTAL EVALUATED PRICE =

**subtotal (i) + subtotal (ii) + subtotal (iii) + subtotal (iv) + subtotal (v) + subtotal (vi) + subtotal (vii) +
subtotal (viii) + subtotal (viiii) + subtotal (x) + subtotal (xi) + subtotal (xii) + subtotal (xiii) +
subtotal (xiv) + subtotal (xv) + subtotal (xvi) + subtotal (xvii) + subtotal (xviii) + subtotal (xviii) +
subtotal (xx) =**

\$ _____

Insurance Requirements

ANNEX C

1.0 Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:
Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

2.0 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.

-
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

DND 626 Task Authorization Form

ANNEX D

Reference attached pdf document titled, ``*Annex D – 626 TA Form*``

Task Authorization Usage Form

ANNEX E

Reference attached pdf document titled, ``*Annex E – TA Usage Form*``



DEPARTMENT OF NATIONAL DEFENCE

SERVICE CONTRACT

SPECIFICATION

FOR

GARBAGE AND RECYCLABLE MATERIAL REMOVAL

AT

CANADIAN FORCES BASE SHILO AND BRANDON ARMOURY

SHILO, MANITOBA

Design Officer

SC 58

2014-09-03

1 DESCRIPTION OF
WORK

- .1 Work under this Contract covers the supply of all material, labour, equipment, transportation and supervision required to provide garbage removal and recyclable material removal from Canadian Forces Base Shilo, Shilo, Manitoba and the Brandon Armouries on an as required basis.

2 "ENVIRONMENTAL"
POLICY

- .1 In accordance with Canadian Forces Base Shilo's "Shilo Environmental" policy, the Contractor shall propose "environmentally safe" products for those materials listed. The Contractor shall submit product data and WHMIS for all "environmentally safe" products as requested by Engineer. All materials listed and "environmentally safe" material shall be approved by the Engineer prior to use.

3 CODES AND
STANDARDS

- .1 Perform all work in accordance with of federal, provincial or local application including all amendments to tender closing date. The most stringent requirements shall apply.

4 DEFINITIONS

- .1 Engineer:
.1 Reference to Engineer shall be construed as that person responsible for overlooking the contract's inspection and progress.
.2 This person shall be designated at the time of contract award or pre-startup meeting prior to work commencing.
- .2 Garbage and Refuse:
.1 Reference to garbage, wet garbage and refuse in the specification and annexes shall be referred to and meaning all the same.

5 EXAMINATION,
PLANS,
SPECIFICATIONS AND
SITE OF WORK

- .1 The submission of a bid shall be considered as evidence that the bidder has made an investigation of the work areas and has become familiar with the site and conditions to be encountered in performing the work and the requirements of the plans and specifications.

6 COMMENCING WORK

- .1 The Contractor shall not commence work without first obtaining the approval of the Engineer.

7 SERVICE CALLS

- .1 The Contractor shall provide service during regular working hours when requested by the Engineer on an 8 hour/day, 5 day/week basis.
- .2 The Contractor shall not refuse any call of service requested and shall commence work not later than 24 hours after receiving call from Engineer.

8 SAFETY
REQUIREMENTS

- .1 Contractor is aware of, and accepts, the appropriate safety and health jurisdiction working in. Contractor accepts the responsibility to comply with the specified provincial and federal regulatory instruments, as appropriate, and to ensure that all subcontractors do likewise.

9 ENVIRONMENTAL
PROTECTION

- .1 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.
- .2 Leaks or spills or hazardous substances, regardless of the quantity or whether indoors or outdoors, shall be stopped and cleaned-up immediately and be prevented from entering storm or sanitary sewer systems or contaminating soil or water.
- .3 All spilled substances and materials contaminated by the spill shall be collected in leak proof containers or double bagged for disposal off DND property. (CFB Shilo's Landfill site may be used on written approval from Engineer.) Disposal shall be in a manner which is acceptable to the local authority having jurisdiction over disposal of such substances.
- .4 ALL releases of hazardous substances into the environment (ground, water, drains, sewer systems, ditches, road, parking areas, air, etc.) shall be reported to the Engineer immediately.

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- .1 Work under this Contract covers the furnishing of all labour, materials, equipment, transportation and supervision required to provide refuse and garbage removal at various locations within the Residential Housing Units (RHU) and Base Area at Canadian Forces Base Shilo, Shilo, Manitoba.
- .2 Work included but is not restricted to the following:
 - .1 Pick-up, haul and disposal of garbage in RHU area (containers supplied by occupant) approximately 660 RHU's.
 - .2 Supply and sitting of containers.
 - .3 Pick-up, haul and disposal of garbage from Contractor supplied containers in RHU and Base area (bins and compactors).
 - .4 Supply, pick-up, haul and disposal of containers requested for maintenance and construction projects.
 - .5 Cleaning and deodorizing of Contractor supplied containers.
 - .6 Maintenance of Contractor supplied containers.
 - .7 Supply, installation and maintenance of deodorizing system for various containers when requested.
 - .8 Supply, pick-up and disposal from garbage compactors at L-105 and L-125.
- .3 The Base reserves the right to add, delete containers, revise frequency of pick-up at any site and/or add/delete buildings upon notice by Engineer.

1.2 SUBMISSIONS

- .1 The Contractor shall provide a list of equipment showing actual sizes and capacities, and methods of use, with tender for the approval of Engineer. In no instance shall any of the equipment be changed or altered without prior approval of Engineer.

PART 2 - PRODUCTS

2.1 CONTRACTOR'S EQUIPMENT

- .1 The Contractor shall make collection of garbage and refuse from containers with a front or side lifting overhead loader packing unit of suitable capacity to provide required service.

- .2 The Contractor shall provide suitable containers of sizes specified at locations listed in Annex "A" and "B" and as directed by the Engineer. The containers shall be compatible to packer units used for pick-up and shall be supplied with lids which have suitable handles for opening and a safe locking device to keep open while filling containers. There shall be no sharp or dangerous projections on containers which could cause injury to personnel using it.
- .3 The Contractor shall provide garbage compactors of a type and size as specified in Annex "B" and as directed by the Engineer. The compactors shall be compactable to units used for pick-ups and shall be supplied with lids/doors which have suitable handles for opening and a locking device. There shall be no sharp or dangerous projections on containers which could cause injury to personnel using it. Lids and doors to be spring-assisted to provide for ease of operation.

PART 3 - EXECUTION

3.1 METHOD OF WORK

- .1 Refuse and garbage shall be picked-up at times and places outlined in Annex "A" and "B". Garbage and rubbish shall not be picked-up before 07:30 hrs and not after 16:00 hrs daily unless prior approval is given by the Engineer.
- .2 The Contractor shall dispose of the garbage refuse and wet garbage at the CFB Shilo Dump Site as directed by the Engineer.
- .3 If garbage, refuse or wet garbage is spilled at the site during loading or in transit to the dump, the affected areas shall be cleaned up by the Contractor to the complete satisfaction of the Engineer.
- .4 The Contractor shall handle garbage containers with care to prevent damage to buildings or grounds. Containers are to be returned to their original locations with lids replaced after emptying.
- .5 Provisions shall be made by the Contractor for the possibility of having to remove frozen garbage from containers at pick-up points exposed.
- .6 When requested by Engineer, install deodorizing system to containers/compactors as specified by the Engineer. Provide training for personnel who will be maintaining deodorizing system.

National Defence
Spec No. 58
CFB Shilo, Manitoba

GARBAGE REFUSE AND
WET GARBAGE REMOVAL

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- .7 Kitchen containers/compactors shall be cleaned and deodorized on the 15th of each month.
- .8 In areas where normal pick-up falls on a statutory holiday, provisions shall be made to pick-up those containers the following working day.

PART 1 - GENERAL

1.1 DESCRIPTION
OF WORK

- .1 Work under this section covers the furnishing of all labour, materials, equipment and supervision required for the removal of recyclable material from the Residential Housing Units (RHU) area and Base area of Canadian Forces Base Shilo; Shilo, Manitoba.
- .2 Work included but is not necessarily restricted to the following:
 - .1 Provide pick-up of "Blue Box" system in RHU area (containers supplied by Occupant).
 - .2 Provide cardboard pick-up and exterior bins.
 - .3 Provide office paper pick-up of interior bins and supply of plastic bags for bins.
 - .4 Provide pick-up of recyclable materials from containers supplied by Engineer.
 - .5 Provide information to occupants in RHU and Base area explaining acceptable materials and procedures for recycling.
 - .6 Provide additional recycling services as requested by the Engineer.
- .3 The Engineer reserves the right to not incorporate specific work requested.

1.2 SUBMISSIONS

- .1 The Contractor shall submit a proposed system to pick-up all recyclable materials.
- .2 Proposal shall state:
 - .1 Type of recyclable materials to be pick-up.
 - .2 Container used at collection points.
 - .3 Method of pick-up.
 - .4 Method of recycling and where recycling is done.

PART 2 - PRODUCTS

2.1 EQUIPMENT

- .1 The Contractor shall provide all containers, compactors, compost bins, loader packing units and miscellaneous vehicles of suitable capacity to provide efficient service.

- .2 The Contractor shall provide 5 cardboard containers in sizes specified at locations listed in Annex "C" and as directed by the Engineer.

PART 3 EXECUTION

3.1 GENERAL

- .1 The Contractor shall provide recyclable material pick up for the following materials as indicated in Annex "C":
- .1 "Blue Box" system in RHU area (containers owned by DND).
 - .2 Office Paper (Base area).
 - .3 Cardboard (Base area).
 - .4 PET plastic bottle and aluminum can (containers owned by DND. The containers may at times be emptied by personnel from community organizations).
- .2 All material collected in this Section shall be recycled and not used for landfill unless approval is given by Engineer in writing.

3.2 CLEANING OF EQUIPMENT

- .1 The Contractor shall clean and deodorize all Contractor provided containers as and when requested by the Engineer.

GARBAGE, REFUSE, AND WET GARBAGE SCHEDULE

Location	Container Size (Yds)	Pickups Per Week	Mon	Tues	Wed	Thurs	Fri
Pick-up Days							
A102	6	2	X			X	
A117	6	1	X				
C101	6	2	X			X	
C103	4	1	X				
C105 2PPCLI	6-2ea	2	X			X	
C106 2PPCLI	6-4ea.	2	X			X	
C107 2PPCLI	6-2ea.	2	X			X	
G4 - Rink	6	2	X			X	
G4- 742	6	1	X				
G400	6-3ea	2	X			X	
L-158	6	2	X			X	
L25	6	2	X			X	
L142	6	2	X			X	
L101	6-2ea.	2	X			X	
L102	6	2	X			X	
L103	6	2	X			X	
L104	6	1	X			X	
L105	(2) Verti- pak 6 cu yd	2	X			X	
	6	2	X			X	
L106	6	1	X				
L107	4	1	X				
L110	6	1	X				
L111	6	2	X			X	
L117	6	2	X			X	

GARBAGE, REFUSE, AND WET GARBAGE SCHEDULE

Location	Container Size (Yds)	Pickups Per Week	Mon	Tues	Wed	Thurs	Fri
Pick-up Days							
L125	6-2ea.	2	X			X	
L128	6	1	X				
L131	6	1	X				
L132	6-2ea.	2	X			X	
L134	4	1	X				
A-127 German Soccer Field	3	1 Seasonal summer only				X	
M28	4	1				X	
M101	6	2	X			X	
M102	6	1	X				
M103	6	1	X				
M127	4	1	X				
N114	6	1	X				
N115	6- 2 ea	1	X				
N118	6	1				X	
N132	4	1	X				
N133	6-7ea	2	X			X	
P111	6	1				X	
P101	6-2ea	1	X				
Q2	6	1				X	
Q101	6	1	X				
Q114	4	1	X				
Q121	6	1	X				
Q131 Burn Tower	1-40 yd. Roll off	As requested					
R4-36	6	1	X				

GARBAGE, REFUSE, AND WET GARBAGE SCHEDULE

Location	Container Size (Yds)	Pickups Per Week	Mon	Tues	Wed	Thurs	Fri
Pick-up Days							
Met							
R4-37 Range Control	6	1	X				
Grid 548154 South of Range Control	6 – 10 ea	1	X				
T119	6	1	X				
T-114	6-2ea	1	X			X	
R1-110 Ammo	6	1	X				
R1-107 Ammo Control	6	1	X				
R1-110 Ammo	2-40 yd. Roll off	As requested					
Brandon Armoury	6	1	X				

NOTE:

All other garbage containers sizes, frequency of pick-up and pick-up days shall be as directed by Engineer.

GARBAGE, REFUSE, AND WET GARBAGE SCHEDULE-AS REQUIRED

Location	Container Size (Yds)	Pickups Per Week	Mon	Tues	Wed	Thurs	Fri
Ammo Compound	40 – 2 ea roll off	As required					

NOTE:

All other garbage containers sizes, frequency of pick-up and pick-up days shall be as directed by Engineer.

RECYCLABLE MATERIAL SCHEDULE

Location	Service Required	Frequency of Pick-Ups	Container supplied by	Mon	Tues	Wed	Thurs	Fri
Pick-up Days								
A-102 Country Club	Cardboard (1 – 6 cu yard)	2 per week	Supplier				X	
	Office Paper (2 – 64 gal)	1 per week	DND				X	
	(2 – 96 gal)	1 per week	Supplier				X	
A117	Office Paper (4 – 64 gal)	1 per week	DND				X	
	Cardboard (1 – 6 cu yard)	1 per week	Supplier				X	
C101	Office Paper (1 – 96 gal)	1 per week	Supplier				X	
	Cardboard (1 – 6 cu yard)	1 per week	Supplier				X	
C103	Office Paper (3 – 96 gal)	1 per week	Supplier				X	
	Cardboard (1-6 cu yard)	1 per week	Supplier				X	
C105	Cardboard (1 – 6 cu yard)	1 per week	Supplier				X	
C106	Office Paper (8 – 64 gal)	1 per week	DND				X	
	(4 - 96 gal)	1 per week	Supplier					
	Cardboard (2 – 6 cu yard)	1 per week	Supplier				X	
C107	Cardboard (1 – 6 cu yard)	1 per week	Supplier				X	
G-4	Cardboard	1 per week	Supplier				X	

RECYCLABLE MATERIAL SCHEDULE

Location	Service Required	Frequency of Pick-Ups	Container supplied by	Mon	Tues	Wed	Thurs	Fri
Pick-up Days								
742	(1-6 cu yard)							
G400	Office Paper (3 – 34 gal)	1 per week	DND				X	
	Cardboard (2 – 6 cu yard)	1 per week	Supplier				X	
L102	Office Paper (5 - 96 gal)	1 per week	Supplier				X	
	(2 – 96 gal)	1 per week	DND				X	
	Cardboard (1 – 6 cu yard)		Supplier				X	
L105	Office Paper (3 – 64 gal)	1 per week	DND				X	
	(5 – 96 gal)	1 per week	Supplier				X	
	Cardboard (3 – 6 cu yard)	1 per week	Supplier				X	
	Blue Box	1 per week	Supplier				X	
L106	Office Paper (2 – 96 gal)	1 per week	Supplier				X	
L110	Office Paper (1 – 96 gal)	1 per week	Supplier				X	
	Cardboard (1-6 cu yard)	1 per week	Supplier				X	
L117	Office Paper (1 – 96 gal)	1 per week	Supplier				X	
	Cardboard (1 – 6 cu yard)	1 per week	Supplier				X	
L125	Office Paper (4 – 96 gal)	1 per week	Supplier				X	
	Cardboard (1 – 8 cu yard)	1 per week	Supplier				X	

RECYCLABLE MATERIAL SCHEDULE

Location	Service Required	Frequency of Pick-Ups	Container supplied by	Mon	Tues	Wed	Thurs	Fri
				Pick-up Days				
L-125 Canex- Recycle Depot	Mixed Recycling (1-30 yard roll off)	As requested	Supplier					
L128	Office Paper (2 – 96 gal)	1 per week	Supplier				X	
L132	Office Paper (1 – 96 gal)	1 per week	Supplier				X	
L134	Office Paper (2 – 96 gal)	1 per week	Supplier				X	
L142	Office Paper (2-34 gal)	1 per week	Supplier				X	
L158	Office Paper (5-64 gal)	1 per week	Supplier				X	
	Cardboard (1 - 6 cu yard)	1 per week	Supplier				X	
M102	Office Paper (1 – 96 gal)	1 per week	Supplier				X	
	Cardboard (1-6 cu yard)	1 per week	Supplier				X	
M103	Office Paper (2 – 96 gal)	1 per week	Supplier				X	
	Cardboard (1 - 6 cu yard)	1 per week	Supplier				X	
N114	Office Paper (1 – 64 gal)	1 per week	Supplier				X	
	Cardboard	1 per week	Supplier				X	

RECYCLABLE MATERIAL SCHEDULE

Location	Service Required	Frequency of Pick-Ups	Container supplied by	Mon	Tues	Wed	Thurs	Fri
Pick-up Days								
	(1 - 6 cu yard)							
N-115	Cardboard (1-6 cu yard)	1 per week	Supplier				X	
N-118	Office Paper (2 - 96 gal)	1 per week	Supplier				X	
N-118	Cardboard (1-6 cu yard)	1 per week	Supplier				X	
N133	Office Paper (5 - 96 gal)	1 per week	2-DND 3- Supplier				X	
	Cardboard	1 per week	Supplier				X	
	(4-6 cu yard)							
N-132	Office Paper (1-34 gal)	1 per week	DND				X	
P101	Office Paper (4- 34 gal)	1 per week	3- DND				X	
	Cardboard (1 - 6 cu yard)	1 per week	1-Supplier Supplier				X	
Q101	Office Paper (2- 96 gal)	1 per week	Supplier				X	
	Cardboard	1 per week	Supplier				X	
	(1-6 cu yard)							
Q121	Office Paper (2 - 64 gal)	1 per week	Supplier				X	
	Cardboard	1 per week	Supplier				X	
	(1 - 6 cu yard)							
R4-36 Met building	Office Paper	1 per week	Supplier				X	

RECYCLABLE MATERIAL SCHEDULE

Location	Service Required	Frequency of Pick-Ups	Container supplied by	Mon	Tues	Wed	Thurs	Fri
Pick-up Days								
	(2 – 96 gal) Cardboard (1 - 6 cu yard)	1 per week	Supplier				X	
T114	Office Paper	1 per week	DND				X	
Day Care	(3 - 64 gal) (3 - 96 gal)	1 per week	Supplier				X	
T-114	Cardboard	1 per week	Supplier				X	
Day Care	(1 – 6 cu yard)							
T119 Faith Center	Office Paper (1 – 64 gal)	1 per week	DND				X	
Range Control Office	Office Paper (3 – 96 gal)	1 per week	DND				X	
R1-107	Office Paper							
CDN Ammo	(2 – 96 gal) Cardboard (1 -6 cu yard)	1 per week 1 per week	Supplier Supplier				X X	
R1-108	Wood (1 – 40 cu yard)	As requested	Supplier					
Ammo	Roll - off Plastic (1-40 cu yard) Roll - off	As requested	Supplier					
PMQ Area	Blue Box System	1 per week	DND	X				
Brandon Armoury	Office Paper (1 – 64 gal)	1 per week	DND				X	
Brandon Armoury	Office Paper (2 – 96 gal)	1 per week	Supplier				X	
Brandon Armoury	Cardboard (1 – 6 cu yard)	1 per week	Supplier				X	

RECYCLABLE MATERIAL SCHEDULE

Location	Service Required	Frequency of Pick-Ups	Container supplied by	Mon	Tues	Wed	Thurs	Fri
Pick-up Days								
Brandon Armoury	Blue Box System	1 per week	DND				X	

NOTE:

All other garbage containers sizes, frequency of pick-up and pick-up days shall be as directed by Engineer.

**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 Delivery location – Expédiez à Delivery/Completion date – Date de livraison/d'achèvement	<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> <p style="text-align: right;"> _____ Date for the Department of National Defence pour le ministère de la Défense nationale </p>	
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' AUX 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> <p style="text-align: right;"> _____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux </p>		

**Instructions for completing
DND 626 - Task Authorization**

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

Amendment no.
Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease
Enter the increase or decrease total dollar amount including taxes.

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

Delivery location
Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date
Completion date for the task.

for the Department of National Defence
Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost
The cost of the Task broken out into the individual costed items in **Services**.

GST/HST
The GST/HST cost as appropriate.

Total
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire
DND 626 - Autorisation des tâches**

N° du contrat
Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche
Inscrivez le numéro de tâche séquentiel.

N° de la modification
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente
Inscrivez le montant total précédent, y compris les taxes.

À
Nom de l'entrepreneur.

Expédiez à
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement
Date d'achèvement de la tâche.

pour le ministère de la Défense nationale
Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Note :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH
Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Note :
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

ANNEX "E"
TASK AUTHORIZATION USAGE REPORT

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

wst-pa-mb@pwgsc.gc.ca

Or

Facsimile: (204) 983-7796