

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Travaux publics et Services gouvernementaux
Canada**
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

INVITATION TO TENDER
APPEL D'OFFRES

**Tender 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.

**Soumission 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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

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


Issuing Office - Bureau de distribution
Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage
Montréal
Québec
H5A 1L6

Title - Sujet SERVICE DE RAMASSAGE DE DÉCHETS		
Solicitation No. - N° de l'invitation W0130-14NJ05/A		Date 2015-01-08
Client Reference No. - N° de référence du client W0130-14-NJ05		GETS Ref. No. - N° de réf. de SEAG PW-\$MTC-025-13062
File No. - N° de dossier MTC-4-37139 (025)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-02-18		Time Zone Fuseau horaire Heure Avancée de l'Est HAE
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: Couture, Danielle		Buyer Id - Id de l'acheteur mtc025
Telephone No. - N° de téléphone (514) 496-3863 ()		FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE R&D Appro Mtl Garnison Montréal 6769 NOTRE-DAME EAST Bâtisse 13 Att: Robert Picard MONTREAL Québec H1N2E9 Canada		

Instructions: See Herein

Instructions: Voir aux présentes

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

 Public Works and Government Services Canada		Travaux publics et Services gouvernementaux Canada		N° du documentW0130-14NJ05/A		Part - Partie 1 of - de 2		See Part 2 for Clauses and Conditions Voir Partie 2 pour Clauses et Conditions		
Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM		Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	SERVICE DE RAMASSAGE DE DÉCHETS	W0130	W0130	1	Chaque	\$	XXXXXXXXXXXX			

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Requirement

Provide all labour, material, machinery and equipment needed to supply the containers and to collect, transport and dispose of waste (non-hazardous) from the Department of National (DND) Montreal, St-Hubert Garrisons and regional armouries property for the duration of the contract as per the schedule and collection points indicated on the drawings provided separately and/or specified by the designated DND representative.

Contract period is for three (3) years, from April 1st, 2015 to March 1st, 2018 with a possibility of two (2) individual optional years.

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 World Trade Organization Agreement on Government Procurement (WTO-AGP), 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.

2. Submission of Bids

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

3. Former Public Servant

Former Public Servant - Competitive Bid

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 FPSs, 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 FPSs 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.

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4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

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 (_1___ hard copy

Section II: Financial Bid (_1___ hard copy

Section III: Certifications (_1___ hard copy

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

- a) Technical compliance as described in Annex "A" (Statement of Requirements);
- b) Firm Price must be submitted;
- c) Acceptance of PWGSC terms and conditions as mentioned in the bid solicitation.

1.2 Financial Evaluation

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price

2. Basis of Selection

2.1 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.

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

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

1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Requirement

Provide all labour, material, machinery and equipment needed to supply the containers and to collect, transport and dispose of waste (non-hazardous) from the Department of National (DND) Montreal, St-Hubert Garrisons and regional armouries property for the duration of the contract as per the schedule and collection points indicated on the drawings provided separately and/or specified by the designated DND representative.

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

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

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is for three (3) years, from April 1st, 2015 to March 31st, 2018 with a possibility of two (2) options of one (1) year each.

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 *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 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

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5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Danielle Couture

Supply Officer

Public Works and Government Services Canada

800 de la Guichetière West, Portal South-West

Place Bonaventure, suite 7300

Montreal, Quebec H5A 1L6

Telephone: 514-496-3863

Facsimile: 514-496-3822

E-mail address: danielle.couture@pwgsc.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

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

5.3 Contractor's Representative

Name: _____

Title: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1.1 Basis of Payment Firm Price

For the Work described in Annex __A__:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price, (see Annex B, article B.2) for a cost of \$_____ (*insert the amount at contract award*). 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.

7.1.2 Limitation of Price

For the Work described in Annex __A__:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Annex B " Pricing", articles B.3, B.4, B.5), to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are included, and Applicable Taxes are extra.

Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included, and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

8. Invoicing Instructions

Send an original invoice to (as detailed in the specifications art. B.6)

R&D section Montreal
Montreal Garrison, Building 13
6769 Notre Dame Street East
Montreal, Qc H1N 3E9

The invoice must include the references and provide a description of the services rendered and their cost, as per this annex.

Landfill certificates must be provided with each invoice.

9. Certifications

9.1

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

10. Applicable Laws

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

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 2010C (2014-09-25), General Conditions - Services (Medium Complexity) ;
- (c) Annex A, Statement of Requirements;
- (d) Annex B, Pricing;
- (e) Annex C, Complete List of names of all individuals who are currently directors of the Bidder
- (f) the Contractor's bid dated _____

12. SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations
H1008C (2008-05-12), Monthly Payment
A9117C (2007-11-30), T1204 - Direct Request by Customer Department
A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

13. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

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ANNEX "A"

**STATEMENT OF
REQUIREMENTS**

ANNEX "B"

PRICING

ANNEX "C"

Complete List of names of all individuals who are currently directors of the Bidder

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



ANNEX A – STATEMENT OF REQUIREMENTS

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Saint-Hubert Complex (Saint-Hubert Garrison)	plan L-L135-9301-102_Dechet
Mont Saint-Bruno Range.....	plan #L-L135-9301-ST-BRUNO
Bleury Street Armoury	plan #L-L135-9307/BLEURY
Saint-Joseph Armoury	plan #L-L135-9301-ST-JOSEPH
Esplanade Armoury.....	plan #L-L135-9301-ESPLANADE
Cathcart Armoury.....	plan #L-L135-9301-CATHCART
Côte-des-Neiges Armoury.....	plan #L-L135-9301-COTE DES N
Henri-Julien Street Armoury	plan #L-L135-9301-HENRI-JULIEN
Sainte-Catherine Armoury	plan #L-L135-9301-STE-CATH.
Pointe-Picard	plan #L-L135-9301-P.PICARD
Laval Armoury: Du Carrefour Blvd.....	plan #L-L135-9301-SALABERRY
Laval Armoury: Bellerose Blvd West	plan #L-L135-9301-SALABERRY



STATEMENT OF REQUIREMENTS

ANNEX A

A.1 OBJECTIVE

This document sets out the general and specific requirements concerning waste collection and disposal services for waste from the Department of National Defence (DND) property indicated below, according to a regular schedule, on request and as needed.

A.2 SCOPE

Provide all labour, material, machinery and equipment needed to supply the containers and to collect, transport and dispose of waste (non-hazardous) from the DND property for the duration of the contract as per the schedule and collection points indicated on the drawings provided separately and/or as specified by the designated DND representative.

A.3 TERMINOLOGY AND DEFINITIONS

Unless the context otherwise requires, the terms and expressions below have the meanings shown:

Recycling centre	Facility where recyclable materials are sorted and packaged to meet the requirements of various recyclers.
Waste collection	Operation where a closed and sealed dump truck is used to collect and concentrate waste for transport to a recycling centre, conversion facility or landfill.
Container	Watertight vessel used to store waste that can be drained mechanically (may or may not include a compacting unit).
Solid waste	Solid waste materials at 20 °C, as defined in the Regulation respecting solid waste.
Garrison	Location of all units assigned to a sector or base for defence purposes.
Conversion/disposal facility	Facility for converting or disposing of waste.
Dry materials	Crushed or shredded waste that is not liable to fermentation, as described in the Regulation respecting the landfilling and incineration of residual materials. May include stone, gravel, plaster, chunks of concrete, masonry or paving, covering materials, wood, metal, glass, plastics and uncontaminated soils.
Material	The equipment, tools, instruments, devices, machines, vehicles, buildings and works necessary to carry out the contract.
Waste	Any expired, discarded or otherwise rejected goods or objects that are converted or disposed of.
Conversion	The act of reusing, recycling or composting waste to avoid disposing of it; waste-to-energy conversion, which harnesses the combustibility of waste to produce energy, may be considered as a last-resort measure.
Recycling	Sorting, collection and packaging of waste that allows it to be converted.

**STATEMENT OF REQUIREMENTS****ANNEX A****A.4 COLLECTION POINTS**

Location	Address	Comments	Site map and container size (Annex C)
4.1 Montreal Garrison (Longue-Pointe)	6769 Notre-Dame Street East, Montreal, Quebec	Montreal Garrison includes two (2) separate sectors: the north sector, which is accessible via Hochelaga Street (6560 Hochelaga Street), and the south sector, which is accessible via Notre-Dame Street (6769 Notre-Dame Street West or 6363 Notre-Dame Street East outside regular working hours).	Refer to plan L-L135-9301-101_Dechet
4.2 Saint-Hubert Complex	4815 Chemin de la Savane, Saint-Hubert, Quebec	Saint-Hubert Complex, also called Saint-Hubert Garrison .	Refer to plan L-L135-9301-102_Dechet
4.3 Mont Saint-Bruno Range	1625 Rang-des-Vingt, Saint-Bruno-de-Montarville, Quebec		Refer to plan #L-L135-9301-ST-BRUNO
4.4 Armouries (Montreal, Dorval and Laval)	Bleury Street Armoury: 2067 De Bleury Street H3A 2K2		Refer to plan #L-L135-9307/BLEURY
	Saint-Joseph Armoury: 4895 De Bullion Street H2T 1Z6		Refer to plan #L-L135-9301-ST-JOSEPH
	Esplanade Armoury: 4171 De l'Esplanade Avenue H2W 1S9		Refer to plan #L-L135-9301-ESPLANADE
	Cathcart Armoury: 691 Cathcart Street H3B 1M6		Refer to plan #L-L135-9301-CATHCART
	Côte-des-Neiges Armoury: 4185 Chemin Côte-des-Neiges H3H 1X2		Refer to plan #L-L135-9301-COTE DES N
	Henri-Julien Street Armoury: 3721 Henri-Julien Street H2X 3H4		Refer to plan #L-L135-9301-HENRI-JULIEN
	Sainte-Catherine Armoury: 4625 Sainte-Catherine Street West H3Z 1V8		Refer to plan #L-L135-9301-STE-CATH.
	Pointe-Picard Canadian Sailing Association: 320 Ducharme Street, Dorval H9S 2H7		Refer to plan #L-L135-9301-P.PICARD
	2100 Du Carrefour Blvd, Laval H7S 2M7		Refer to plan #L-L135-9301-SALABERRY
	185 Bellerose Blvd West, Laval H7L 6A2		Refer to plan #L-L135-9301-SALABERRY



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A.5 ACTIVITY DETAILS

The Contractor shall provide three (3) types of waste collection services in accordance with the following description:

A.5.1 TYPES OF SERVICES

A.5.1.1 Regular services

Regular solid (household) waste collection services shall be provided on site at the various DND property sites as indicated in Item A.7 during regular working hours from Monday to Friday, inclusively, between 7 a.m. and 3 p.m.

Regular services include the supply (rental) and delivery of metal containers and garbage containers of various sizes (0.5 yd³ [360-L wheeled garbage container], 2, 4, 6, 8 and 40-yd³ containers).

A.5.1.2 Services on request

As-and-when-required services are for short-term ad hoc collection services of metal containers of various sizes (0.5 yd³ [360 L], 2, 4, 6, 8 and 40-yd³ containers) and for collection during regular working hours from Monday to Friday, inclusively, between 7 a.m. and 3 p.m.

Garbage containers (40 yd³) for dry materials will be collected on an as-and-when-requested basis only.

A.5.1.3 Special services (URGENT)

Urgently required services on request (as needed only) shall be available at all times, during and outside of regular working hours (Monday to Friday, inclusively, between 7 a.m. and 3 p.m.), including Saturdays and Sundays.

The Contractor shall provide urgently required services on site within two (2) hours of receiving a request by phone or email from the DND representative.

A.5.2 TYPES OF WASTE

A.5.2.1 Solid waste (household)

Solid waste consists of non-hazardous household and industrial waste.

A.5.2.2 Dry materials, unsorted

The dry materials generated are:

- melamine
- tree branches
- plastic
- styrofoam



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- rubber (no tires)
- glass
- waste
- The materials may be separated at source or they may be mixed and unsorted.
- Dry materials shall be collected on request only within 48 hours of receiving a request from the DND representative.
- Other containers may be requested for special projects and shall be invoiced separately from the monthly invoice.

A.6 CONTAINERS AND COMPACTORS

A.6.1 Containers

The containers provided as part of this request will all be fabricated of painted steel and will be equipped with hinged lids and all the features required for them to be lifted and emptied. **Containers with a capacity of 2 to 6 yd³ will be equipped with wheels and brakes.**

A.6.1.1 Container labelling and colours

Each waste container shall bear a unique identification number as well as a label describing the type of waste that may be placed in it. The letters of the words shall be at least six (6) inches high and be in a contrasting colour:

Solid waste containers should be labelled: "Garbage Only"

Dry waste containers should be labelled: "Dry Waste Only"

All containers intended for a specific type of waste must be the same colour. For example, all containers intended for solid waste will be dark blue. The Contractor will be allowed to choose the colour of the containers, but the colour must be approved by the DND representative.

A.6.1.2 Container covers

All containers provided by the Contractor shall have an easily manipulated plastic or metal cover that can take a padlock (provided by the Garrison) if required; the locking must not interfere with collection.



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A.6.1.2 Storage areas

The containers shall be placed in the locations indicated by the DND representative. Any change in location that is requested during the contract will be carried out by the supplier at no additional charge.

A.6.1.3 Removal at end of contract

Unless there is authorization to the contrary, all of the containers must be removed from the DND site within three (3) business days following the expiration of the contract.

A.6.1.4 Maintenance

The various container components (doors, panels, wheels, etc.) shall be in perfect working order. Special attention shall be paid to the containers to ensure a clean, tidy appearance.

A.6.1.5 Inventory

The Contractor must provide a list (inventory) of containers at its disposal in order to meet DND's requests.

A minimum of ten (10) 40-yd³ containers is required.

The DND representative reserves the right to require that any dented, rusted, dirty or defective containers be replaced within 24 hours.

A.6.2 Compactors

Provide a garbage compactor with a capacity of 4 yd³ and all of the materials required for the electrical and mechanical connection, including two (2) rails and a hopper over the opening of the compactor as well as all other features required to operate a compactor under the proper safety conditions.

A.6.2.1 Installation and disassembly

Unless notice is received to the contrary from the DND representative, the compactor will be installed on the date that the contract takes effect and disassembled on the last day that the contract is valid.

Installation includes supplying and setting up all of the components required for the electrical hookup and use of the compactor and 40-yd³ container. Disassembly includes disconnecting the electrical hookup, removing all components and cleaning the premises.



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A.6.2.2 Maintenance and repair

The Contractor is responsible for carrying out all of the maintenance work (including cleaning) and periodic inspections that are required for the adequate and safe operation of the compactor. The schedule for this maintenance work must be submitted to the DND representative for approval. The repair service must be available on site within a maximum of 24 hours after the DND representative requests it.

A.7 COLLECTION SCHEDULE

A.7.1 Regular services and estimated quantities

A.7.1.1 MONTREAL GARRISON, LONGUE-POINTE, between 7 a.m. and 3 p.m.

Montreal Garrison, Hochelaga and Notre-Dame entrances

Tuesdays and Thursdays: all 2 and 4-yd³ containers

Fridays: all 6 and 8-yd³ containers

NOTE: 40-yd³ containers will be collected on request only, as needed.

Containers and quantity

CAPACITY	QUANTITY
2 yd ³	30
4 yd ³	14
6 yd ³	7
8 yd ³	2
40 yd ³ garbage	7
40 yd ³ compactor	1

A.7.1.2 SAINT-HUBERT COMPLEX

Saint-Hubert Garrison, Chemin de la Savane, Saint-Hubert, Quebec

Regular garbage collection shall be provided on site as follows: Tuesdays and Fridays for 2, 4 and 6-yd³ containers. The 40-yd³ container will be emptied on request.

Containers and quantity

CAPACITY	QUANTITY
2 yd ³	2
4 yd ³	2
6 yd ³	7
40 yd ³	1

**STATEMENT OF REQUIREMENTS****ANNEX A****A.7.1.3 MONT SAINT-BRUNO RANGE****Mont Saint-Bruno Range, Rang-des-Vingt, Saint-Bruno, Quebec**

Seasonal services: Collection of 6 and 8-yd³ containers on a weekly basis (Fridays) between 8 a.m. and 12 p.m. for the period from November 1 to April 30.

Containers and quantity

CAPACITY	QUANTITY
6 yd ³	2
8 yd ³	1

A.7.1.4 MONTREAL, DORVAL AND LAVAL ARMOURIES

Armouries at the addresses indicated between 7 a.m. and 3 p.m.

September 1 to May 31

Mondays: all 2 and 4-yd³ containers

Fridays: all 6 and 8-yd³ containers

June 1 to August 31

For the summer season, containers will remain on site, but collection shall take place at the request of the DND representative only.

ADDRESS	CAPACITY	QUANTITY
69 Cathcart Street	2 yd ³	2
4185 Chemin Côte-des-Neiges	4 yd ³	2
4895 De Bullion Street	4 yd ³	1
4625 Sainte-Catherine Street West	6 yd ³	1
185 Bellerose Blvd West, Laval	4 yd ³	1
2100 Du Carrefour Blvd, Laval	4 yd ³	2

Bleury Street, Henri-Julien Street and Esplanade armouries**From September 1 to May 31**

Tuesdays and Fridays

*Hand pick-up required at Esplanade Armoury.

NOTE: For the months of June, July and August, collection will take place on Tuesdays only.

ADDRESS	CAPACITY	QUANTITY
2067 Bleury Street	0.5 yd ³ (360 L)	2
3721 Henri-Julien Street	0.5 yd ³ (360 L)	4
4171 De l'Esplanade Avenue	Garbage bags	n/a

**STATEMENT OF REQUIREMENTS****ANNEX A****Pointe-Picard**Seasonal services: **From April 1 to November 30 (open during summer season only)**

Mondays

ADDRESS	CAPACITY	QUANTITY
320 Ducharme Street, Dorval	4 yd ³	1

A.8 SPECIAL REQUIREMENTS AND CONSTRAINTS**A.8.1 Waste collection**

The containers and the trucks' dump boxes shall always be empty when they arrive at the collection points.

A.8.1.1 Schedule

The Contractor shall collect waste between 7 a.m. and 3 p.m. from Monday to Friday except during periods when the days are predefined (Item A.7).

A.8.1.2 Statutory holidays

When a collection day falls on a statutory holiday, collection shall be postponed to the next business day.

A.8.1.3 Bad weather

If the waste cannot be collected or if collection is interrupted because of bad weather (snowstorm, heavy rain, high winds, etc.), the Contractor shall immediately contact the DND representative to report the delay and reschedule collection for the earliest possible time.

A.8.1.4 Inaccessible container

If a container is inaccessible due to snow, a locked barrier, a vehicle blocking access or any other reason, the Contractor or the Contractor's driver shall immediately contact the DND representative to solve the problem and collect the waste. If the problem cannot be solved in a short time, the waste in the container in question shall be collected at the time of the next collection or a special collection (special services) will be requested by the DND representative once the container becomes accessible at no additional cost.

A.8.1.5 Places served

The Contractor shall also collect the waste from any new building upon notification by the DND representative. The DND representative reserves the right to terminate collection at one or more buildings or other locations on the premises under his/her jurisdiction.

A.8.1.6 Handling of containers



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The waste collectors shall grasp containers with care and empty the waste into the truck's dump box. This shall be done carefully to avoid any waste falling outside the box. If waste does fall on the ground, it shall be immediately gathered up by the Contractor in a manner that leaves the location perfectly clean.

Any waste found near the containers must be collected by the Contractor if it is compatible with the type of collection that is under way.

The Contractor is ultimately responsible for any damage to the containers caused by its employees or vehicles. If a container becomes too damaged, it must be replaced or repaired immediately.

Waste shall never hang over the edge of the dump boxes. The box shall be carefully closed as soon as collection is complete. The Contractor shall ensure at all times that the trucks do not release any waste.

A.8.1.7 Delivery of containers

The 20 to 40-yd³ containers requested must be delivered to the Garrison within 48 hours of being requested. They shall be delivered at the location indicated by the DND representative.

A.8.2 Vehicles used to collect and transport waste

The Contractor shall ensure that the vehicles it uses to collect and transport waste are clean, well-maintained and in good working order (no oil leaks on the road, no holes in the exhaust, watertight dump box, etc.).

The Contractor's vehicles must be clearly labelled on each side with the company name, address and telephone number. Each vehicle must be identified with a registration number.

No commercial advertising, decorative accessories or collected objects shall be attached to or displayed on vehicle exteriors.

Only advertising messages encouraging users to sort their waste may be displayed on or attached to vehicles.



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A.8.3 Random equipment check

The DND representative reserves the right at all times to check the equipment used or provided by the Contractor. The representative may require the replacement, repair or cleaning of equipment that is non-compliant, dangerous, unsuitable or unclean.

A.8.4 Traffic at the Garrison

The Contractor must take all necessary measures to avoid interfering with military training. It must also comply with traffic regulations in effect on DND property and pay special attention to the movement of platoons, which have priority on the roads at all times, during the term of the contract. As a rule, the speed limits in the sectors are as follows:

- a. Roads: 40 km/h
- b. Perimeter road: 40 km/h

Vehicles shall be driven on the asphalt portion of the road to ensure that they do not damage the shoulders or lawns. Vehicles shall not be driven on the sidewalks.

A.8.5 Parking

The Contractor's vehicles must never be parked where they may cause hygiene or contamination problems. The Contractor must take particular care to avoid parking vehicles near the fresh air intakes of building air-conditioning systems. They shall also be parked only in designated areas.

A.8.6 Hazardous substance spills

The Contractor shall take the necessary measures to prevent any spills and releases into the environment of substances considered hazardous under WHMIS, specifically fuel, oil or mineral grease.

If a spill occurs, the Contractor shall take all action consistent with the health and safety of personnel and the public to:

- a. confine the spilled substance;
- b. stop the spilling or leakage of the hazardous substance;
- c. eliminate nearby ignition sources;
- d. protect watercourses and storm and sanitary sewers (e.g. by covering drains, manholes and grates or using absorbent pads);
- e. recover the spilled substance; and
- f. clean up the site and restore it to its original condition.

Any spill of hazardous substances, whatever its size, shall be reported by the Contractor to the DND representative.



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It shall be cleaned up by the Contractor as quickly as possible. The site shall be cleaned and decontaminated so as to restore it to its original condition, to the satisfaction of the DND representative. If the DND representative deems the response effort to be insufficiently prompt or unsatisfactory, he or she will take the necessary steps to prevent risks to safety, the environment and infrastructure. In that event, costs incurred for cleanup and decontamination work shall be reimbursed by the Contractor.

A.8.7 Engine idling

In order to minimize greenhouse gas emissions, contractors are prohibited from leaving vehicles idling for more than five (5) minutes, unless this is necessary for the safe operation of the vehicles.

A.8.8 Security

With respect to the whereabouts of personnel and equipment, the supplier will be expected to submit to the security regulations that govern the site where the work will be performed.

A.8.9 Regulations

The work covered by this statement of work will be performed in accordance with all orders, legislation and regulations established by the various levels of government and federal, provincial and municipal agencies. The supplier will enquire about said applicable orders, legislation and regulations when submitting the bid.

A.8.10 Authorization and approval of recycling and conversion/disposal facilities

The locations that the Contractor intends to use to recover, convert or dispose of waste must be authorized by the Government of Quebec.

The locations will be those identified in the bid submitted by the Contractor. If the Contractor wishes to change one or more locations, written authorization must first be obtained from the Garrison. To obtain such authorization, the Contractor will first be required to justify the proposed change from both an economic and an environmental point of view.

A.8.11 Availability

At all times, the Contractor or its representative shall be available to answer DND's requests for service or shall be able to return each call within two (2) hours.

The Contractor shall provide the DND representative with all contact information, and all telephone and other numbers so as to be reached at all times.



PRICING

ANNEX B

B.1 GENERAL

All lump sums submitted include the labour, machinery and equipment required for the transportation and collection of containers. They also include the container rental costs as well as all costs associated with disposing of the garbage.

B.2 REGULAR SERVICES

A fixed lump-sum price for the supply and collection of all 2, 4, 6 and 8-yd³ containers anticipated and indicated on the plans, on Tuesdays and Fridays, and for the collection of solid household waste as per Item A.7 in Annex A for the duration of the contract.

Relocation of containers shall be done without additional charge to DND during regular service when the Contractor's machinery is already on site.

B.2.1 Monthly price for waste collection

PERIOD	\$ / MONTH		
	(1)	(2)	(3)
April 1, 2015, to March 31, 2016	\$ _____	\$ _____	\$ _____
April 1, 2016, to March 31, 2017	\$ _____	\$ _____	\$ _____
April 1, 2017, to March 31, 2018	\$ _____	\$ _____	\$ _____
April 1, 2018, to March 31, 2019 (optional)	\$ _____	\$ _____	\$ _____
April 1, 2019, to March 31, 2020 (optional)	\$ _____	\$ _____	\$ _____

- (1) Montreal and Saint-Hubert Garrisons: Regular service, twice a week, year-round (12 months/year).
- (2) Montreal, Dorval, Laval and Mont Saint-Bruno armouries: Regular service in January, February, March, April, May, September, October, November and December.
- (3) Montreal, Dorval, Laval and Mont Saint-Bruno armouries: Regular service, once a week, in June, July and August.

**PRICING****ANNEX B****B.3 SERVICES ON REQUEST****B.3.1 Per unit price—services on request**

Submit a per unit price for the additional collection on request of 2, 4, 6, 8 and 40-yd³ containers anticipated and included in the regular services (in addition to the collections that are already included in the monthly rates of Part B2).

CAPACITY	ESTIMATE	\$ / COLLECTION				
		(1)	(2)	(3)	(4)	(5)
0.5 yd ³ (360 L)	10	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2 yd ³	10	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4 yd ³	10	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6 yd ³	10	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
8 yd ³	10	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
40 yd ³ of dry materials	80	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
40 yd ³ – compactor	20	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Relocation of container	n/a	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Rental of compactor unit	n/a	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

- (1) For the period from April 1, 2015, to March 31, 2016
- (2) For the period from April 1, 2016, to March 31, 2017
- (3) For the period from April 1, 2017, to March 31, 2018
- (4) For the period from April 1, 2018, to March 31, 2019 (optional)
- (5) For the period from April 1, 2019, to March 31, 2020 (optional)

**PRICING****ANNEX B****B.4 SPECIAL SERVICES (URGENT)**

If waste must be collected outside the regular schedule, a lump sum will be paid to collect and remove it.

B.4.1 Per unit price—urgent services

Submit a fixed per unit price for as-and-when-requested urgently required services. The Contractor shall also provide on-site urgent services within two (2) hours of receiving a request.

CAPACITY	ESTIMATE	\$/COLLECTION				
		(1)	(2)	(3)	(4)	(5)
0.5 yd ³ (360 L)	10	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2 yd ³	10	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4 yd ³	10	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6 yd ³	10	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
8 yd ³	10	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
40 yd ³ of dry materials	40	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
40 yd ³ – compactor	10	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

- (1) For the period from April 1, 2015, to March 31, 2016
- (2) For the period from April 1, 2016, to March 31, 2017
- (3) For the period from April 1, 2017, to March 31, 2018
- (4) For the period from April 1, 2018, to March 31, 2019 (optional)
- (5) For the period from April 1, 2019, to March 31, 2020 (optional)

**PRICING****ANNEX B****B.5 RENTAL OF ADDITIONAL CONTAINERS**

Submit a fixed per unit price for supplying each additional container requested. This service must be included in regularly scheduled collection and emptying services, according to each period of the contract. The price includes the provision and emptying of containers.

B.5.1 Renting additional containers

DESCRIPTION	(1)	(2)	(3)	(4)	(5)
2-yd ³ container	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4-yd ³ container	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6-yd ³ container	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
8-yd ³ container	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
40-yd ³ container	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Relocation of a container	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

- (1) For the period from April 1, 2015, to March 31, 2016
- (2) For the period from April 1, 2016, to March 31, 2017
- (3) For the period from April 1, 2017, to March 31, 2018
- (4) For the period from April 1, 2018, to March 31, 2019 (optional)
- (5) For the period from April 1, 2019, to March 31, 2020 (optional)

B.6 INVOICING**B.6.1 Please send an original invoice to:**

R&D section Montreal
Montreal Garrison, Building 13
6769 Notre-Dame Street East H1N 3E9

The invoice must include the references and provide a description of the services rendered and their cost, as per this annex.

Landfill certificates must be provided with each invoice.

In order to simplify the verification and payment process, the supplier will limit the details on the invoice so that it reflects only the context in which the rates were submitted, with reference to the pricing grid.

For example, if the contract was awarded based on a monthly rate, the invoice should only bear that monthly rate and, if applicable, the additional on-request services should be separately defined and billed on the invoice. Invoices that are deemed needlessly long with respect to DND needs will be returned to the supplier and no interest will be paid for the time that was lost rendering the returned invoices compliant.