

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works Government Services Canada-
Bid Receiving / Réception des soumissions
189 Prince William Street
Room 405
Saint John
New Brunswick
E2L 2B9

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

All enquiries are to be submitted in writing to the Contracting Authority, Darlene Reay, either by facsimile or by e-mail at: darlene.reay@pwgsc.gc.ca.

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

Issuing Office - Bureau de distribution

Public Works Government Services Canada- Bid
Receiving / Réception des soumissions
189 Prince William Street
Room 405
Saint John
New Bruns
E2L 2B9

Title - Sujet Maintenance Services-Garbage Remova	
Solicitation No. - N° de l'invitation W0105-15E009/A	Date 2015-01-09
Client Reference No. - N° de référence du client W0105-15E009	GETS Ref. No. - N° de réf. de SEAG PW-\$PWB-021-3544
File No. - N° de dossier PWB-4-37085 (021)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-02-24	
Time Zone Fuseau horaire Atlantic Standard Time AST	
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: Reay, Darlene	Buyer Id - Id de l'acheteur pwb021
Telephone No. - N° de téléphone (902) 566-7518 ()	FAX No. - N° de FAX (506) 636-4376
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 5 Engineer Svcs. Unit, BLDG B-18 PO BOX 17000 STN FORCES OROMOCTO New Brunswick E2V4J5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

**SERVICE CONTRACT
GARBAGE REMOVAL AND RECYCLING
BARRACK GREEN ARMOURY, SAINT JOHN, NB
HMCS BRUNSWICKER NAVAL RESERVE, SAINTJOHN, NB
WOODSTOCK ARMOURY, WOODSTOCK, NB
GRAND FALLS ARMOURY, GRAND FALLS, NB
EDMUNDSTON ARMOURY, EDMUNDSTON, NB
BATHURST ARMOURY, BATHURST, NB
NEWCASTLE ARMOURY, MIRAMICHI, NB**

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PART 1 - GENERAL INFORMATION

1. Requirement

The work covered under this Service Contract of Work comprises the furnishing of all labour, materials, tools and equipment required to remove garbage and recyclable products from Barrack Green Armoury, HMCS Brunswicker Naval Reserve, Woodstock Armoury, Grand Falls Armoury, Edmundston Armoury, Bathurst Armoury and Newcastle Armoury and dispose of at a Provincially approved disposal area as specified herein.

This Service Contract will extend from 01 April 2015 to 31 March 2016 with two, one year option periods.

The services must be provided in accordance with the Specification attached at Annex "E".

This agreement is subject to the provisions of the Agreement on Internal Trade,, the North American Free Trade Agreement and the Canada-Peru, Canada-Colombia and Canada-Panama Free Trade Agreements.

2. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)
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.

1.1 SACC Manual Clauses (by reference)

A0220T - Evaluation of Price (2014-06-26)

2. Submission of Bids

Tenders shall be received at the office designated for the receipt of tenders, on or before the date and time set for tender closing. Late tenders will be returned unopened.

- (a) Bids must be complete and submitted on prescribed tender form;
- (b) Include the tender call number/project number and description of proposed work;
- (c) Include the closing date and time;

Bid Receiving
Public Works and Government Services Canada
Room 405
189 Prince William Street
Saint John, New Brunswick
E2L 2B9

NOTE: THIS IS NOT A PUBLIC OPENING

Revision of Bid

General Instructions to Bidders - R2710T (2014-09-25)

GI10 (2010-01-11) Revision of Bid

1. A bid submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of bids, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall be on the Bidder's letterhead or bear a signature that identifies the Bidder.
2. A revision to a bid that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.
4. Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The bid shall be evaluated based on the original bid submitted and all other compliant revision(s).

3.. Enquiries - Bid Solicitation

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

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

4. Applicable Laws

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

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.

5. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "C".

6. Workers Compensation Certification - Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within seven (7) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Price must not appear in any other area of the bid except in the **Financial Bid**.

It is required that the bids follow the response format/instructions as detailed below:

Section I: Technical Bid

No Technical Bid required as part of this requirement.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex "B" Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable

Section III: Certifications

Bidders must submit the certification required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures and Basis of Selection

Bids will be evaluated in accordance with the **Evaluation Criteria and Basis of Selection** specified in **Annex "A"** and **Basis of Payment** specified in **Annex "B"**. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of

Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names 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 will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form- PWGSC-TPSGC 229](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html)) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

2. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 Former Public Servant - Competitive Requirements A3025T (2014-06-26)

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.

PART 6 - RESULTING CONTRACT CLAUSES

1. Requirement

The work covered under this Service Contract of Work comprises the furnishing of all labour, materials, tools and equipment required to remove garbage and recyclable products from Barrack Green Armoury, HMCS Brunswicker Naval Reserve, Woodstock Armoury, Grand Falls Armoury, Edmundston Armoury, Bathurst Armoury and Newcastle Armoury and dispose of at a Provincially approved disposal area as specified herein.

This Service Contract will extend from 01 April 2015 to 31 March 2016 with two, one year option periods.

The services must be provided in accordance with the Specification attached at Annex "E".

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*

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

2.1 General Conditions

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

3. Term of Contract

3.1 Period of the Contract

The work is to be performed from April 1, 2015 to March 31, 2016.

3.2 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.

4. Authorities

4.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Darlene Reay
Title: Supply Officer
Organization: Public Works and Government Services Canada
Acquisitions Branch
Directorate: Real Property Contracting
Address: 3 Queen Street, Charlottetown, PEI
C1A 4A2
Telephone: (902) 566-7518
Facsimile: (506) 636-4376
E-mail address: darlene.reay@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.

4.2 Project Authority - Will be made available at time of award

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.

4.3 Contractor's Representative

Name:
Title:
Organization:
Address:
Telephone:
Fax:
E-mail:

5. 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. Payment

Basis of payment is in accordance with Annex "B" and section 12, Payment Period, of the 2010C ((2014-09-25), General Conditions - Services (Medium Complexity)).

6.1 Monthly Payment

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

7. Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in section 10, Invoice Submission, of the 2010C (2014-09-25), General Conditions - Services (Medium Complexity).

8. Certifications

8.1 Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010C (2014-09-25);
- (c) Specification (Annex "E") and annexes;
- (d) Any Amendment issued or any allowable bid revision received before the date and time set for solicitation closing;

(e) the Contractor's bid dated _____

10. SACC Manual Clauses

SACC Manual Clause A9006C (2012-07-16) Defence Contract

11. 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.

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 seven (7) days after request from the Contracting Authority and prior to award of Service Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. 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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pwb021

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ANNEX "A"

EVALUATION CRITERIA AND BASIS OF SELECTION

ANNEX "A"
EVALUATION CRITERIA AND BASIS OF SELECTION

Bids received will be assessed in accordance with the entire requirement of the bid solicitation.

1. Mandatory Criteria

1. Submission of firm prices/rates for one (1) year including two (2) option years in accordance with Invitation to Tender.
2. A duly completed and signed Invitation to Tender including all Addenda.
3. Within seven (7) days of request from contracting authority and prior to award of Service Contract, provide proof that Bidder has an account in good standing with the Provincial Workers Compensation Board/Commission.
4. Within seven days of request from Contracting Authority and prior to award of the Service Contract, Contractor must provide proof of \$2 Million General Liability Insurance.
5. The Contractor will be an established and registered Waste Removal Company with a minimum (5) five years experience in Waste Removal and Disposal. Proof of such must be provided to PWGSC prior to award of this Service Contract -within seven (7) days of request from contracting authority.
6. Bidder must provide, upon request from the Contracting Authority, a list of equipment. Equipment is subject to inspection and approval by the Department of National Defence (DND) prior to award of Service Contract.

2. 2007/05/07 A0069T Basis of Selection - Mandatory Requirements Only

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

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ANNEX "B"

BASIS OF PAYMENT

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ANNEX "B"

BASIS OF PAYMENT

The following requirement must be strictly adhered to: **Failure to do so shall render the bidder's proposal as non-responsive.**

It is mandatory that the bidders submit firm rates for the Period of the Service Contract for all items listed hereafter. Unit Price Tables, will be considered as the bidder's Financial Proposal.

Each item specified in the Unit Price Tables, includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit, and all other liabilities whatsoever.

The prices inserted in the Unit Price Tables, includes all applicable federal, provincial and municipal taxes. However, they do not include any amount for the Goods and Services Tax (GST)/Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Her Majesty to the Offeror in addition to the amount paid against the amount of the contract.

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The estimated quantity entered in column four for each item is an estimate only for service as and when required and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.

NOTE: TENDERS WILL BE EVALUATED ON THE TOTAL BID FOR THE FIRST TERM OF THE CONTRACT PLUS THE OPTION YEARS. HOWEVER, ANY CONTRACT AWARD WILL BE FOR THE TERM OF APRIL 1, 2015 TO MARCH 31, 2016.

Item	Class of Service	Unit of Measure	Estimated Quantity	A Term April 1, 2015 to March 31, 2016		B Option Year April 1, 2016 to March 31, 2017		C Option Year April 1, 2017 to March 31, 2018	
				Price per Unit	Total	Price per Unit	Total	Price per Unit	Total
1	Cost per month for: Pickup and disposal of waste and recycling at Barrack Green Armoury.	Per month	12	_____	_____	_____	_____	_____	_____
2	Cost per month for: Pickup and disposal of waste and recycling at Barrack Green Garage Armoury.	Per month	12	_____	_____	_____	_____	_____	_____
3	Cost per month for: Pickup and disposal of waste and recycling at HMCS Brunswick Naval Reserve.	Per month	12	_____	_____	_____	_____	_____	_____
4	Cost per month for: Pickup and disposal of waste and recycling at Woodstock Armoury.	Per month	12	_____	_____	_____	_____	_____	_____

Solicitation No. - N° de l'invitation
W0105-15E009/A

Amd. No. - N° de la modif.
pwb021

Buyer ID - Id de l'acheteur
pwb021

Client Ref. No. - N° de réf. du client
W0105-15E009

File No. - N° du dossier
PWB-4-37085

CCC No./N° CCC - FMS No./N° VME

Item	Class of Service	Unit of Measure	Estimated Quantity	A Term April 1, 2015 to March 31, 2016		B Option Year April 1, 2016 to March 31, 2017		C Option Year April 1, 2017 to March 31, 2018	
				Price per Unit	Total	Price per Unit	Total	Price per Unit	Total
5	Cost per month for: Pickup and disposal of waste and recycling at Grand Falls Armory.	Per month	12						
6	Cost per month for: Pickup and disposal of waste and recycling at Edmundston Armory.	Per month	12						
7	Cost per month for: Pickup and disposal of waste and recycling at Bathurst Armory.	Per month	12						
8	Cost per month for: Pickup and disposal of waste and recycling at Newcastle Armory.	Per month	12						
TOTAL FOR FIRST TERM AND OPTION YEARS				\$	A	\$	B	\$	C
TOTAL				\$ _____ A, B and C					

Solicitation No. - N° de l'invitation

W0105-15E016/A

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

W0105-15E016

Amd. No. - N° de la modif.

File No. - N° du dossier

PWB-4-37069

Buyer ID - Id de l'acheteur

pwb021

CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

INSURANCE REQUIREMENTS

ANNEX "C" INSURANCE REQUIREMENTS

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 Department of National Defence.
 - (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.

Solicitation No. - N° de l'invitation

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Buyer ID - Id de l'acheteur

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- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- (n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

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Amd. No. - N° de la modif.

File No. - N° du dossier

PWB-4-37069

Buyer ID - Id de l'acheteur

pwb021

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

W0105-15E016

CCC No./N° CCC - FMS No./N° VME

ANNEX "D" Complete List of Each Individual Who is Currently on the Board of Directors

NOTE TO BIDDERS

WRITE DIRECTORS SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

Solicitation No. - N° de l'invitation

W0105-15E016/A

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

W0105-15E016

Amd. No. - N° de la modif.

File No. - N° du dossier

PWB-4-37069

Buyer ID - Id de l'acheteur

pwb021

CCC No./N° CCC - FMS No./N° VME

ANNEX "E"

SPECIFICATION



**DEPARTMENT OF NATIONAL DEFENCE
5 ENGINEER SERVICES SQUADRON
5 ENGINEER SERVICES UNIT
5 CDSB GAGETOWN**

SPECIFICATION

**SERVICE CONTRACT
GARBAGE REMOVAL AND RECYCLING
BARRACK GREEN ARMOURY, SAINT JOHN, NB
HMCS BRUNSWICKER NAVAL RESERVE, SAINT JOHN, NB
WOODSTOCK ARMOURY, WOODSTOCK, NB
GRAND FALLS ARMOURY, GRAND FALLS, NB
EDMUNDSTON ARMOURY, EDMUNDSTON, NB
BATHURST ARMOURY, BATHURST, NB
NEWCASTLE ARMOURY, MIRAMICHI, NB
01 APRIL 2015 TO 31 MARCH 2016**

WITH AN OPTION TO RENEW TWO ONE-YEAR PERIODS

Wayne Skopf
Designed by *Wayne Skopf* Fire Inspector *Wayne Skopf* Project O *Wayne Skopf* Engineering O

PF No:

Job No: L-G2-9900/1654

Date: 2014-06-02

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 00 - Procurement and Contracting Requirements</u>		
00 21 13	Instructions to Bidders	7
<u>Division 01 - General Requirements</u>		
01 35 30	Health and Safety Requirements	2
01 35 35	DND Fire Safety Requirements	3
01 35 43	Environmental Procedures	1
<u>List of Annexes</u>		
Annex A	Container Size and Collection Schedule	2

PART 1 - GENERAL

- 1.1 Description of Work
- .1 The work covered under this Service Contract comprises the furnishing of all labour, materials, tools and equipment required to remove garbage and recyclable products from Barrack Green Armoury, HMCS Brunswicker Naval Reserve, Woodstock Armoury, Grand Falls Armoury, Edmundston Armoury, Bathurst Armoury and Newcastle Armoury and dispose of at a Provincially approved disposal area as specified herein.
 - .2 Barrack Green Armoury is located at 60 Broadview Avenue Saint John, New Brunswick.
 - .3 HMCS Brunswicker Naval Reserve is located at 160 Chesley Drive (1 Navy Way) Saint John, New Brunswick.
 - .4 Woodstock Armoury is located at 107 Chapel Street, Woodstock, New Brunswick.
 - .5 Grand Falls Armoury is located at 576 Madawaska Road, Grand Falls, New Brunswick.
 - .6 Edmundston Armoury is located at 145 Martin Street, Edmundston, New Brunswick.
 - .7 Bathurst Armoury is located at 1820 King Street, Bathurst, New Brunswick.
 - .8 Newcastle Armoury is located at 305 George Street, Miramichi City, New Brunswick.
- 1.2 Duration of Contract
- .1 This Service Contract will extend from 01 April 2015 to 31 March 2016, with two, one-year option periods.
- 1.3 References
- .1 Canada Labour Code Part II.
 - .2 The New Brunswick Occupational Health and Safety Act, 1991.
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- 1.4 Qualifications .1 The Contractor will be an established and registered Waste Removal Company with a minimum (5) five years experience in Waste Removal and Disposal. Proof of such must be provided to PWGSC prior to award of this Service Contract.
- .2 All permits and licenses must remain current throughout the life of Service Contract.
- 1.5 Engineer .1 The Engineer as defined and stated in this specification will be the Commanding Officer of 5 Engineer Services Unit or a designated representative. The address of the Engineer is:
- Contracts Office
5 Engineer Services Unit
Building B18
5 CDSB Gagetown
PO Box 17000 Station Forces
Oromocto, NB E2V 4J5
- Tel. (506) 422-2677
Fax (506) 422-1248
- 1.6 Liability Insurance .1 The Contractor shall provide proof of liability insurance in the amount of Two Million Dollars (\$2,000 000.00) to PWGSC prior to award of this Service Contract.
- 1.7 Documents Required .1 Maintain at the job site one copy each of the following:
- .1 Specifications; and
.2 Addenda.
- 1.8 Contractor's Use of Site .1 Work site access will be as directed by the Engineer.
- .2 Movement around the site is subject to restrictions laid down by the Engineer.
- .3 Do not unreasonably encumber the site with materials or equipment.
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- 1.9 Vehicles and Equipment .1 The equipment necessary for this Service Contract will consist of:
- .1 A containerized pick-up service including containers supplied by the Contractor;
 - .2 containers, supplied by the Contractor for waste and cardboard, constructed of metal, conforming to industry standards and be equipped with spring loaded covers;
 - .3 recycling bins, blue in color, equipped with wheels, a hinged top and white recycle logos on the sides and top; and
 - .4 vehicles, of adequate capacity to handle the volume of refuse.
- .2 Vehicles and operators will be licensed and insured in accordance with regulations of the Province of New Brunswick. Proof of such license and insurance must be provided to PWGSC prior to award of this Service Contract, for each individual who will work on this Contract.
- .3 Contractor to ensure adherence by their personnel to site regulations pertaining to traffic control, parking, and speed limits.
- .4 The Contractor will ensure that containers and equipment are serviceable and maintained in a clean manner, painted and free of objectionable odours.
- 1.10 Pick-up Schedule .1 The container sizes and pick-up schedule is listed in Annex "A", Container Size and Collection Schedule.
- 1.11 Work Excluded .1 The Contractor will not be required to handle large quantities of construction materials or heavy metal parts.
- 1.12 Special Conditions .1 If the Contractor's access to a container is prevented, due to illegal vehicle parking, the Contractor is to note the make, model, and license number of the vehicle and forward the information to the Engineer. The blocked container will be emptied on its next scheduled pick-up. No additional charges will be paid for blocked containers.
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- 1.13 Codes and Standards (Cont'd) .10 Work to meet or exceed requirements of specified standards, codes and referenced documents. In event of conflict between any provisions of above authorities, the most stringent provision will apply.
- 1.14 Overloading .1 Ensure no part of work is subject to a load which will endanger its safety or will cause permanent deformation.
- 1.15 Quantities and Basis of Payment .1 The work performed under this Service Contract will be paid for on a unit price basis. The Contractor will accept the payment as full consideration for everything furnished and done by him with respect to the work.
- .2 The Contractor will submit a Monthly price for the Weekly pickup and disposal charge for waste and recycling as specified in Annex "A" and in accordance with this specification. Such prices will include supervision, expenses, tools, equipment, transportation (travel time to and from the contractors base of operation will be included in the rates provided)and profit.
- .1 Cost per month for: Pickup and disposal of waste and recycling at Barrack Green Armoury. **Quantity: (12) Twelve Months**
- .2 Cost per month for: Pickup and disposal of waste and recycling at Barrack Green Garage Armoury. **Quantity: (12) Twelve Months**
- .3 Cost per month for: Pickup and disposal of waste and recycling at HMCS Brunswicker Naval Reserve. **Quantity: (12) Twelve Months**
- .4 Cost per month for: Pickup and disposal of waste and recycling at Woodstock Armoury. **Quantity: (12) Twelve Months**
- .5 Cost per month for: Pickup and disposal of waste and recycling at Grand Falls Armoury. **Quantity: (12) Twelve Months**
- .6 Cost per month for: Pickup and disposal of waste and recycling at Edmundston Armoury. **Quantity: (12) Twelve Months**
- .7 Cost per month for: Pickup and disposal of waste and recycling at Bathurst Armoury. **Quantity: (12) Twelve Months**
- .8 Cost per month for: Pickup and disposal of waste and recycling at Newcastle Armoury. **Quantity: (12) Twelve Months**
-

1.15 Quantities and .3
Basis of Payment
(Cont'd)

Time charged and supporting documentation submitted may be verified by Government Audit before or after payment.

.4 The Contractor will provide service during regular working hours on an eight (8) hour per day, five (5) days per week basis 0730hrs to 1600hrs Monday to Friday inclusive and emergency service after normal working hours.

.5 The Contractor will advise the Engineer of the telephone number or location at which they or their representative may be contacted at all times.

.6 The Contractor, upon receipt of an Acceptance of Tender, will be advised by the Engineer in writing of the names of persons authorized to request service. Work undertaken at the request of others, such as building occupants, will be entirely at the Contractors risk with regard to payment.

.7 The Contractor, upon receipt of an Acceptance of Tender, will advise the Engineer of the telephone number where they or their representative can be contacted, at all times, should remedial action be required.

.8 The Contractor will submit one copy of his invoice for payment to the Engineer at the end of each month. Invoices must detail the Contract Number, Building Location and the Container Sizes as detailed in Annex "A".

1.16 Security
Clearance

.1 The Contractor shall maintain an up-to-date roster of all employees involved in this contract including managers, supervisors drivers and labourers. This roster must be made available to the Engineer upon request.

.2 The Contractor shall provide proof of the information contained within the roster to the Engineer upon request. The Engineer reserves the right to have removed from the site those personnel who do not meet security requirements as laid down by the Military Police Section.

.3 Security procedures require, that when requested by the Engineer, the Contractor will provide to the Engineer at no cost to DND, a copy of a Canadian Police Certificate for

1.16 Security Clearance (Cont'd) .3 (Cont'd)
Employment for each employee who will work on
this Service Contract.

PART 1 - GENERAL

- 1.1 References .1 Canada Labour Code, Part II, Canada Occupational Safety and Health Regulations.
- .2 Province of New Brunswick Occupational Health and Safety Act, 1991.
- .3 National Building Code of Canada, 2010.
- 1.2 Regulatory Requirements .1 Do work in accordance with the safety measures of the National Building Code of Canada 2010, the Canada Labour Code Part II, the New Brunswick Occupational Health and Safety Act and WorkSafeNB provided that in any case of conflict or discrepancy the more stringent requirements shall apply.
- 1.3 Responsibility .1 Contractor is responsible for the health and safety of all persons on site. Contractor is also responsible for the protection of property, persons and the environment on or adjacent to the site in so far as the work may affect these.
- .2 Contractor and all contractor's employees are to comply with all safety requirements specified in the Contract Documents as well as all applicable federal, provincial and local statutes, regulations, ordinances and with Contractor's site-specific Health and Safety Plan.
- .3 As outlined in the Canada Labour Code Part II, the Contractor is responsible to provide a site-specific Health and Safety Plan that includes a Confined Space Entry Procedure in the event that work is deemed by the Engineer to be in a confined space. Work is not to begin until this Health and Safety Plan is submitted and approved by the Engineer.
- .4 5 CDSB Gagetown 5 Engineer Services Unit employs a Lock Out/Tag Out program to prevent work related injuries due to electrical or mechanical systems being energized while personnel are working in or around these systems. The Contractor must respect these locks and tags when encountered. Do not
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- 1.3 Responsibility (Cont'd) .4 (Cont'd)
forcibly remove these locks and/or tags at any time. If the Contractor requires that these be removed to perform work, a request is to be made to the Engineer for such removal.
- .5 As per the Canada Labour Code Part II, it is the Contractor's responsibility to employ their own Lock Out/Tag Out program to ensure that equipment is not energized by other personnel while they are working in or around equipment.
- .6 It is the Contractor's responsibility to ensure that all their employees are provided all Personal Protective Equipment (PPE) necessary to perform all work. Hard hats and safety glasses are to be worn at all times.
- 1.4 Unforeseen Hazards .1 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of work, the Contractor must have procedures in place to facilitate the Employee's Right to Refuse Work in accordance with Acts and Regulations of New Brunswick. The Contractor is to advise the Engineer verbally and in writing of any employee who exercises this right.
- 1.5 Correction of Non-Compliance .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Engineer.
- .2 Provide Engineer with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Engineer may stop work if non-compliance of health and safety regulations is not corrected.
- 1.6 Work Stoppage .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for work.

PART 1 - GENERAL

- 1.1 Reporting Fires .1 Know location of nearest fire alarm box and telephone, including emergency phone number.
- .2 Report immediately all fire incidents to Fire Department as follows:
.1 telephone 911.
- .3 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify the location.
- 1.2 Interior and Exterior Fire Protection and Alarm Systems .1 Fire protection and alarm system will not be:
.1 obstructed;
.2 shut-off; and
.3 left inactive at end of working day or shift without authorization from Fire Chief.
- .2 Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief.
- 1.3 Fire Extinguishers .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.
- 1.4 Blockage of Roadways .1 Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Fire Chief, erecting of barricades and digging of trenches.
- 1.5 Smoking Precautions .1 Observe smoking regulations at all times.
- 1.6 Rubbish and Waste Materials .1 Rubbish and waste materials are to be kept to a minimum.
- .2 Burning of rubbish is prohibited.
-

1.8 Hazardous
Substances
(Cont'd)

- .2 Obtain from Fire Chief a "Hot Work" permit for work involving welding, burning or use of blow torches and salamanders, in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.

1.9 Questions
and/or
Clarification

- .1 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief through the Engineer.

1.10 Fire
Inspection

- .1 Site inspections by Fire Chief will be coordinated through Engineer.
- .2 Allow Fire Chief unrestricted access to work site.
- .3 Co-operate with Fire Chief during routine fire safety inspection of work site.
- .4 Immediately remedy all unsafe fire situations observed by Fire Chief.

PART 1 - GENERAL

- 1.1 General .1 Contractor will take all reasonable steps to ensure that they and their employees have complied with all pertinent legislation and have protected the environment.
- 1.2 Fires .1 Fires and burning of rubbish on site not permitted.
- 1.3 Disposal of Wastes .1 Do not bury rubbish and waste materials on site unless approved by Engineer.
.2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- 1.4 Spill Protection .1 The Contractor must have adequate clean up materials for any potential hazardous materials used in the completion of the work (ie. Foams, fuels, oils, lubricants, etc).

CONTAINER SIZE AND COLLECTION SCHEDULE

1. BARRACK GREEN ARMOURY MAIN BUILDING

.1	Waste Container	Quantity 2	4.5 M3	1 collection per week
.2	Cardboard Container	Quantity 1	4.5 M3	1 collection per week
.3	Recycle Container Blue Bin	Quantity 3	240 Liters	1 collection per month

2. BARRACK GREEN ARMOURY GARAGE

.1	Waste Container	Quantity 2	4.5 M3	1 collection per week
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3. HMCS BRUNSWICKER NAVAL RESERVE

.1	Waste Container	Quantity 1	4.5 M3	1 collection per week
.2	Cardboard Container	Quantity 1	4.5 M3	1 collection per week
.3	Recycle Container Blue Bin	Quantity 1	240 Liters	1 collection per month

4. WOODSTOCK ARMOURY

.1	Waste Container	Quantity 1	4.5 M3	1 collection per week
.2	Cardboard Container	Quantity 1	4.5 M3	1 collection per week
.3	Recycle Container Blue Bin	Quantity 1	240 Liters	1 collection per month

5. GRAND FALLS ARMOURY

.1	Waste Container	Quantity 1	4.5 M3	1 collection per week
.2	Cardboard Container	Quantity 1	4.5 M3	1 collection per week
.3	Recycle Container Blue Bin	Quantity 1	240 Liters	1 collection per month

6. EDMUNDSTON ARMOURY

.1	Waste Container	Quantity 1	4.5 M3	1 collection per week
.2	Cardboard Container	Quantity 1	4.5 M3	1 collection per week
.3	Recycle Container Blue Bin	Quantity 1	240 Liters	1 collection per month

Annex A
Job L-G2-9900/1654
2014-06-02

CONTAINER SIZE AND COLLECTION SCHEDULE

7. BATHURST ARMOURY

.1	Waste Container	Quantity 2	4.5 M3	1 collection per week
.2	Cardboard Container	Quantity 1	4.5 M3	1 collection per week
.3	Recycle Container Blue Bin	Quantity 2	240 Liters	1 collection per month

8. NEWCASTLE ARMOURY

.1	Waste Container	Quantity 1	4.5 M3	1 collection per week
.2	Cardboard Container	Quantity 1	4.5 M3	1 collection per week
.3	Recycle Container Blue Bin	Quantity 1	240 Liters	1 collection per month