

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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St./ 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

This document contains a security requirement.

Title - Sujet Paper Materials Collect & Recycling	
Solicitation No. - N° de l'invitation EN438-151724/A	Date 2015-01-27
Client Reference No. - N° de référence du client 20151724	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-274-66644	
File No. - N° de dossier fk274.EN438-151724	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-03-09	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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: Ruby, Hélène	Buyer Id - Id de l'acheteur fk274
Telephone No. - N° de téléphone (819) 956-3193 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 380 HUNT CLUB RD NATIONAL CAPITAL AREA (OTTAWA) ENVIRONMENTAL SERVICES OTTAWA Ontario K1A0S5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Maintenance & Professional Consulting Services Division
(FK)

11 Laurier St./ 11, rue Laurier
3C2, Place du Portage, Phase III
Gatineau
Québec
K1A 0S5

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

Solicitation No. - N° de l'invitation

EN438-151724/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk274EN438-151724

Buyer ID - Id de l'acheteur

fk274

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

20151724

CCC No./N° CCC - FMS No/ N° VME

See attached Request for Proposal.



Annex A: Statement of Work for Paper Materials Collection and Recycling Services Contract

January 2015

**Public Works and Government Services Canada
Environmental Services Directorate
Professional and Technical Service Management
Real Property Branch**

**Prepared by: Non-Hazardous Solid Waste Management Group
Regional Sustainable Building Management & Contaminates Sites
Environmental Services Directorate
Real Property Branch**

Annex A outlines the Statement of Work that must be adhered to in order to meet the expectations of the contract.

1. OBJECTIVES

On behalf of the Environmental Service Directorate (ESD) with Real Property Branch of Public Works and Government Services Canada (PWGSC), the Contractor must provide for the removal of accepted paper materials from various Government of Canada sites as follows:

- (a) Provide timely and reliable recycling collection services to Federal Departments, Agencies and Crown operations, as directed by ESD;
- (b) Provide for clear and definite adherence to all applicable environmental and occupational health and safety legislations and all contractual requirements including the terms of reference outlined in this Statement of Work;
- (c) Guarantee that all materials collected are recycled at their end destination.

2. SERVICE OUTLINE

2.1 General Requirements

The work to be performed by the Contractor consists of the collection and haulage of non-sensitive paper materials from various sites listed in Annex B – Collection Locations, Containers and Schedule Requirements, to a provincially approved and licensed paper recycling facility for processing and recycling. It is unacceptable to carry out alternative disposal arrangements (such as diverting said materials to landfill) without the prior consent of the Technical Authority.

ESD reserves the right, by appointment, to tour the material recycling facilities used during the performance of this contract, and to ensure that all collected materials are indeed being recycled.

The Contractor must service the various sites throughout the National Capital Area (NCA) in accordance with the locations, quantities, and frequencies listed in Annex B - Collection Locations, Containers and Schedule Requirements. The Contractor must provide all the necessary labour, equipment and vehicles to ensure these requirements are met.

2.2 Paper Materials Collected

The paper materials described in 2.2.1 will be collected using various containers for collections provided by the Contractor.

The Contractor must provide the Technical Authority with an updated list of the material recovery facility (ies) and the paper recycling plant(s) (ie. the paper mills) used during the performance of this contract on on April 1 of each fiscal year.

2.2.1 Paper Materials

The paper materials to be collected from the sites detailed in Annex B - Collection Locations, Containers and Schedule Requirements include the following materials:

Mixed Paper (including but not limited to):

- a) White grades – Sorted Office Paper (PPI#1,2, 37,40), Printer Mix/ Coated Books, Cup Stock, Solid Bleach Sulphate Board, Hard White Envelops;
- b) Newspapers
- c) Rolls – all types and grades;
- d) Pamphlets, Leaflets, Magazines;
- e) Shredded paper. Acceptance to be determined on a case by case evaluation;
- f) Books. Acceptance to be determined on a case by case evaluation.

Paper Towels

- g) White and Brown paper towels from washrooms;

Corrugated Containers and Cardboard (including but not limited to):

-
- h) Brown grades – OCC (PPI#11), Double Lined Kraft, and Kraft bags;
 - i) Ground-wood grades – (PPI#8) News, (PPI#6) News, Over-issue news (PPI#9), Boxboard;

2.3 Other Materials

During the course of the contract, if any additional paper materials become acceptable for recycling by the Contractor, the Contractor must advise the Technical Authority and the Contracting Authority of such services as soon as possible. If all parties agree to the inclusion of any additional paper materials covered for recycling under this contract, the Contracting Authority will issue a formal amendment to the contract.

2.4 Logistics

The non-sensitive paper materials described in section 2.2.1 will be placed by the client into containers that the Contractor must provide and must collect at each location listed in Annex B - Collection Locations, Containers and Schedule Requirements. As indicated, the Contractor will be required to enter some buildings in order to retrieve containers at locations where loading dock space is limited, at no additional expense to the Government of Canada.

The materials collected by the Contractor must be transported to a paper material recovery facility for sorting and baling, and eventually to a paper recycling plant (ie. paper mill) for processing, with all listed facilities having the appropriate and necessary licenses as defined by the provincial authority. The paper materials must be transported by a provincially approved hauler on routes designated by the municipal authority.

Acceptable paper materials collected under this contract, as outlined in section 2.2.1 and as additionally agreed to by future contractual amendments, are intended for paper recycling only, regardless of the composition of the waste within each of the containers. Should elevated contamination levels in the paper streams arise and pose problems/risks during the recycling process, the Contractor must notify the Technical Authority as soon as possible so that the required corrective measures can be applied to address the problem. The Contractor must detail a description of the contaminants, the estimated contamination level (ie. % of load), the site from which the contamination is stemming, whether this has been a reoccurring issue or a one-time observance, and any other observations that will help resolve the issue.

The Contractor must not otherwise dispose of any uncontaminated paper materials to landfill, nor enter into any other arrangements to reuse or recycle the paper materials, unless so authorized by the Technical Authority.

2.5 Regulations

Any and all work in relation to the contract such as the transportation, sorting and baling, storage and processing of the materials, is to be undertaken in accordance with the legislation and regulations of authorities having jurisdiction, including but not limited to:

- a) *Occupational Health and Safety Act*, Revised Statutes of Ontario, 1990;
- b) *An Act Respecting Occupational Health and Safety R.S.Q.*; as amended 1 April 1998;
- c) *Waste Management Regulation*, O.Reg. 347/94 as amended; *Environmental Protection Act*, Revised Statutes of Ontario 1990. **This includes conditions for Certificates of Approval and Licensing for paper recycling or waste management transportation, processing and/or disposal;**
- d) The *Environmental Quality Act* (Quebec) [Q-2,r.15.2] **This includes conditions for Certificates of Approval and Licensing for paper recycling or waste management transportation, processing and/or disposal.**
- e) All other related regulations of federal, provincial and municipal application.

2.6 Health and Safety

All safety measures respecting personnel and fire hazards recommended by Municipal, Provincial or Federal codes and/or prescribed by the authorities having jurisdiction, must be observed at all times.

The Contractor must be responsible for ensuring that all personnel going on-site have completed Workplace Health Materials Information System (WHMIS) and basic level Health and Safety training. Accordingly, a health and safety plan must be developed and implemented as required. **The Contractor must provide the Health and Safety Plan to the Technical Authority three (3) days after contract award.**

All unsafe working conditions identified while conducting work outlined in this Statement of Work must be reported to the Technical Authority immediately.

Hitching, lifting or securing devices mounted on containers must be inspected regularly and maintained to limit the hazard to personnel and public safety. The Technical Authority reserves the right to have the operations, methods and equipment inspected and any judged to be unsafe, not suitable, or defective, replaced by acceptable alternates at no additional cost to the Government of Canada.

The Government of Canada will not be held responsible for bodily injury and/or property damage caused by the Contractor's employees or equipment.

2.7 Requirements for Secure Sites

The Contractor must provide the Technical Authority with a complete list detailing information pertaining to all the vehicles and drivers that may be used to service designated secure sites. This listing must include all information as per the template table in Annex E – Contractor Driver and Vehicle List Template. This list must be provided prior to the contract start date, with updated lists to be provided as needed and prior to having new vehicles and/or new employees access secure sites. A period of seven (7) working business days is required from time of submission of the updated listing to access on site by the new vehicle and/or new employee.

Reliability level security cleared drivers must be available at all times for designated locations. Drivers must be made aware, at all times, of sensitivities such as collection schedules, on site procedures, locked doors, containers, etc. The designated secure sites have been identified as those requiring a Reliability level security clearance in Annex B-Collection Locations, Containers and Schedule Requirements.

2.8 Frequency of Collections and Number of Containers

The sites must be serviced as per the frequency and number of required containers detailed in the 'Collection Locations, Containers and Schedule Requirements' in Annex B or as otherwise directed by the Technical Authority.

Throughout the duration of the contract, the collection frequency and/or number of containers may be revised in Annex B - Collection Locations, Containers and Schedule Requirements to reflect changing service demands.

Any changes to the schedule must be communicated via email by the Technical Authority to the Contractor and a formal amendment to the contract must follow through the Contracting Authority. Any such changes must be mutually agreed upon in writing between the Contractor and the Technical Authority, and will come into effect as directed by the Technical Authority. Amendment revisions may include but is not limited to:

- a) Addition of new sites;
- b) Removal of existing sites;
- c) Addition of new collection containers;
- d) Removal of existing containers;
- e) An increase and/or decrease in the frequency of collections at existing sites.

To help ensure a collection schedule that best meets the needs of the individual sites, the Contractor must be responsible to inform the Technical Authority of any substantial and lasting changes in the amount of paper materials generated from any site (i.e. whether containers are continuously overflowing or regularly empty upon collection).

Requests agreed upon between the Technical Authority and the Contractor for additional containers must be delivered within three (3) business days (maximum) or by a prior agreed upon date, at no additional cost to Canada.

2.9 Scheduling

Paper materials must be collected as per the collection times and days outlined in Annex B - Collection Locations, Containers and Schedule Requirements. Collections must occur from Monday to Friday between 7 a.m. and 5 p.m. unless otherwise stated in Annex B - Collection Locations, Containers and Schedule Requirements. It is imperative for all locations that the collection schedule (and times) outlined in Annex B - Collection Locations, Containers and Schedule Requirements be strictly adhered to, in order to accommodate client operations and prevent any service interruptions.

The Contractor must submit the proposed day and approximate time (morning/afternoon) for each collection, if, for the purposes of routing, the days or times desired differ from those indicated within Annex B - Collection Locations, Containers and Schedule Requirements. These proposed scheduling changes must be submitted prior to collections commencing on-site and must be dependent upon the approval of the Technical Authority.

Any future scheduling change requests must be submitted via email between the Technical Authority to the Contractor. Any proposed changes must be mutually agreed upon between the Contractor, the Technical Authority and the Contracting Authority before subsequently being put into effect. A formal amendment to the contract, including any changes made during the month, will be issued at the end of each month (or as soon as is possible) by the Contracting Authority and sent to the Contractor for signature and approval.

2.10 On-Call Service Requirements

Additional service requests made by the Technical Authority for 'As and When' or 'On-Call' collections are to be provided by the Contractor within twenty-four (24) hours of the submitted request. On-Call service requests will be communicated by the Technical Authority via telephone and confirmed via email during normal operating hours (7 a.m. to 5 p.m., Monday to Friday).

2.11 Missed Collections

The Contractor is required to inform the Technical Authority at least twenty-four (24) hours in advance if a collection schedule may not or cannot be met at any given time. If this is not possible due to unforeseen circumstances, the Contractor must inform the Technical Authority as soon as it is known and no later than the next business day, including a written explanation by email of the circumstances surrounding the missed collection.

If the Contractor fails to inform the Technical Authority of the change to the schedule, the required collection must still take place and no payment will be issued for these missed or late services.

Should access to a site be blocked, the Contractor's driver must make every effort to contact the Technical Authority prior to leaving the site in the event that the obstruction can be removed and the collection completed as scheduled.

2.12 Holiday Schedules

The Contractor will not be required to provide collections on the following Government of Canada holidays:

- New Years Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday (Ont.) **OR** St. Jean Baptiste (Qué)
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

If a holiday falls on the specified collection day, the Contractor must provide collection of the materials scheduled for the Holiday on the previous or following Government of Canada working day. As well, the regular scheduled pick-ups for the day following the Holiday must still be completed. The revised Holiday Schedule must be communicated to the Contractor by the Technical Authority at least five (5) business days prior to the Holiday.

The Contractor must provide collection services on all other days of the year not listed above, including Family Day (Ontario) without additional charges.

The Contractor must provide, at its own expense, such additional personnel and equipment as may be required as a result of Holiday collection changes to ensure continuous and uninterrupted collection service as specified under the contract.

2.13 Site, Container and Equipment Maintenance

2.13.1 Spills, Damage to the Premises

The Contractor must ensure that areas around containers are clean of debris after the removal and replacement of containers. At no time must the Contractor leave any container anywhere on the site except in the designated areas or in an area designated by ESD.

All spills (including fluid leaks from vehicles) and damage occurring on Federal Property must be reported to the Technical Authority immediately.

Responsibilities for spills or damage to the premises or containers during servicing of this contract must be the sole responsibility of the Contractor. In the case of structural damage to the property, corrective action must be undertaken within twenty-four (24) hours from the time of the incident.

Damage to the premises would include but not be limited to lands, buildings, walls, structures, utilities, fences, trees, shrubs, roads, containers, etc.

2.13.2 Site Inspections

Where required, the site must be inspected within twenty-four (24) hours by the Contractor and the Technical Authority of any detected or reported problems, as defined in section 2.13.1. The inspection must determine and identify whether any damage was caused by the Contractor. The onus will be on the Contractor to provide evidence that any damage claims by ESD were not caused by the Contractor.

2.13.3 Equipment and Materials

Unless otherwise specified in Annex B - Collection Locations, Containers and Schedule Requirements, the Contractor must provide the equipment listed to collect the paper materials outlined in section 2.2.1. 95 gallon Otto-carts or equivalent must be provided with lids, handles, two (2) wheels and bilingual labels for identified materials such as “mixed paper”, “paper towels”, etc. (categories to be specified upon contract award). At some locations, the clients will prepare skids of old corrugated cardboard for collection by the Contractor (capacity of vehicles to be determined upon contract award). All other front end, cubic yard bins listed in Annex B must be provided to collect larger quantities of various paper materials generated on-site, such as old corrugated cardboard.

The quantity and location of the required bins are outlined in Annex B - Collection Locations, Containers and Schedule Requirements. Additional replacement labels must be provided by the Contractor, should they be necessary, at no additional cost to Canada. Contractors may empty the contents of Otto-carts while on-site into a compartmentalized side loading vehicle or provide rotating service, replacing full containers with empties.

On occasion, without additional remuneration, the Contractor will be required to collect paper materials that are placed alongside the containers when the containers are full.

The Contractor must advise the Technical Authority of any damage to the equipment or equipment requiring repairs or maintenance within twenty-four (24) hours of observation.

Although locks are not normally required, they may be requested for some locations. There will be no additional charge for locks on containers.

2.13.4 Maintenance and Cleanliness

Throughout the duration of the contract, the Contractor must maintain all associated equipment in good working order at its own expense to ensure that maximum efficiency and cleanliness are maintained at all times.

The Contractor must spray the containers with a disinfectant spray as needed or requested to reduce unpleasant odours. If additional odour control is necessary, the Contractor may be required to exchange the container(s) with clean ones at no additional cost to Canada.

Clear plastic bags will be used collect paper towels and shredded paper and will be provided by the Clients.

The Contractor must leave the collection points neat and orderly after each collection and immediately remove any spillage from the containers or trucks during the collection operation or en route to the paper material recovery facility.

At no time will the Contractor leave any containers anywhere on-site other than in the designated areas or in an area designated by the client or Technical Authority.

2.13.5 Other Requirements

The Contractor must not park or store any equipment on the site without the written consent (by e-mail) of the Technical Authority.

The Contractor must have the equipment listed in Annex B - Collection Locations, Containers and Schedule Requirements and like equipment supporting the removal of all containers listed in Annex B - Collection Locations, Containers and Schedule Requirements available at all times.

The Contractor must advise and must obtain written authorization from the Technical Authority prior to substituting any manpower, equipment or services from those listed in Annex B - Collection Locations, Containers and Schedule Requirements. Failure to inform and obtain authorization from the Technical Authority of any new service arrangements prior to their implementation will delay processing payment for those services.

The Technical Authority reserves the right to request additional or alternative equipment to meet increased service demands due to expanding site operations. All requests must come through the Technical Authority to the Contractor. **The Contractor must not take or service any requests directly from the clients by telephone or while on-site.** The Contractor will direct any inquiries to the Technical Authority.

2.14 Reporting of Problems

The Contractor is required to immediately report any accidents, spills, concerns, anomalies, contamination, impediments to access or other problems to the Technical Authority via telephone, and via email within twenty-four (24) hours of observation.

At no time will the Contractor address on-site issues with on-site personnel without first notifying the Technical Authority.

2.15 Collection Vehicles

Contractor's vehicles must:

- a) Be available in numbers sufficient to satisfy demands outlined in Annex B - Collection Locations, Containers and Schedule Requirements;
- b) Additional vehicles must be available to replace vehicles that are being serviced;
- c) Prevent loss or spillage of the materials throughout the collection and delivery process;
- d) Be appropriately licensed by the provincial authority to transport the paper materials; and
- e) Be equipped with weigh scale technology to provide accurate and reliable weights of the containers collected.

The Contractor must maintain all vehicles in the performance of the work and must produce, if requested, all current and valid certificates of inspection.

2.16 Potential Pilot Projects

ESD is committed to minimizing the amount of waste destined for landfill. To this end, ESD will continue to explore new methods and materials for waste reduction and diversion, and may undertake related pilot projects in the future that could include any paper materials covered or not covered under this contract.

Should the Contractor have diversion services to offer ESD in support of this commitment, they must detail these services, costs and equipment requirements in a proposal. The Contractor should also notify the Technical Authority of any future developments and waste diversion opportunities that become available.

ESD, however, is not obliged to amend the current contract to include new diversion services for these materials should they become available and offered by the Contractor. ESD reserves the right to contract or partner with any other company, agency, person or firm for the express purpose of undertaking a pilot project for any of the paper categories mentioned above.

3.0 BILLING INSTRUCTIONS AND REPORTING

Payment will only be made on receipt of satisfactory invoices duly supported by any documents called for under the contract, as described below.

One (1) composite invoice must be submitted monthly to the Technical Authority, on the Contractor's own form, and must include the following:

- Contract number, procurement business number, invoice number, date, account number, invoice period;
- For each collection site, list the site name, site number, container types, date of collections for each services for that invoice period , types of materials collected (eg. paper, paper towels, cardboard), number of containers lifted or removed, weight in metric tonnes, collection price, total price;
- Site name and number must be posted on each subsequent invoice page if necessary;

-
- The 'On-call' collections must be identified distinctly from the regular firm collection (by a code or some other identifier at the Contractor's discretion);
 - The monthly total for the regular and for the on-call services as well as the applicable taxes must be detailed on each invoice;
 - Running totals (from contract start date) of the firm and of the "On-Call" services invoiced to date must be included on each invoice.

The Technical Authority will notify the Contractor of any errors or discrepancies with the invoice or with the required supporting documentation, and where such notice is given, payment of the amount invoiced will be postponed until the Contractor remedies the errors (providing credits or other where warranted).

In addition, within the final month of each fiscal year (March), the Contractor may be requested to provide two (2) invoices specifying the information described above. The first invoice must outline the services provided to the Government of Canada within approximately the first three (3) weeks of the month. This period may fluctuate each year, hence, it must be determined by the Technical Authority and communicated to the Contractor's Representative in the month of February. The remaining invoice must detail the services provided to the Government of Canada within the final week of the month of March (estimated period) and must be provided within the first few days of April, as specified by the Technical Authority.

For the sites specified below, unless otherwise instructed, invoices must be sent to the following locations (via email or hardcopy if, due to technical difficulties, electronic copies cannot be sent by e-mail):

For sites 1 to 32, the composite invoice must be sent to, unless otherwise notified:

Public Works and Government Services Canada
Environmental Services Directorate
Regional Sustainable Buildings Management and Contaminated Sites
380 Hunt Club Road, 1st floor
Ottawa, Ontario, K1A 0S5
Attention: Suzanne Brazeau
Suzanne.Brazeau@pwgsc-tpsgc.gc.ca

For sites 33 to 56, the composite invoice must be sent to, unless otherwise notified:

Public Works and Government Services Canada
340 Albert Street, 11th floor
Regional Environmental Regulations and Assessments
Ottawa, Ontario K1A 0S5
Attention: Karin Frederking
Karin.Frederking@pwgsc-tpsgc.gc.ca

3.1 Collection Service Charges

Charges for collection services of paper materials must reflect:

- a) a fixed rate per collection for 95 gallon otto-cart bins (where a minimum of 1 container is emptied/removed), and;
- b) a fixed rate per collection for cardboard skids;
- c) a per unit rate for front end bins of 2-6 CY.

The collection charges for the monthly service period and for “As and When Requested” (“On-Call”) services will be based on the firm per collection and the fixed per unit rates and will be paid in accordance with Annex C – Cost of Services Schedule – Basis of Payment.

3.2 Monthly Hauling Records

The Contractor must provide the Technical Authority with electronic copies of computer generated monthly hauling records report (Excel Format) that supply the actual weights for the collected containers at each site, and the total monthly weights for each site detailed by the following paper categories:

- Mixed Paper (including shredded paper)
- Paper Towels
- Corrugated Cardboard

The hauling records must be submitted along with the monthly invoices.

The monthly hauling records report must be in accordance with the sample provided in Annex D – Sample Hauling Records Report or a similar format supplied by the Contractor and approved by the Technical Authority.

The Contractor's vehicles must be equipped with weigh scale technology which will provide accurate and reliable weights. Weight tickets must be provided to the Technical Authority when requested.

Within the final month of each fiscal year (March), the Contractor must provide an annual hauling record report summarizing the monthly totals of each paper category above per individual site listed in Annex B - Collection Locations, Containers and Schedule Requirements in an Excel document.

Monthly and annual hauling record reports must be grouped as follows and sent to the following Technical Authority:

For sites 1 to 32:

Public Works and Government Services Canada
Environmental Services Directorate
Regional Sustainable Buildings Management and Contaminated Sites
380 Hunt Club Road, 1st floor
Ottawa, Ontario, K1A 0S5
Attention: Suzanne Brazeau
Suzanne.Brazeau@pwgsc-tpsgc.gc.ca

For sites 33 to 56:

Public Works and Government Services Canada
340 Albert Street, 11th floor
Regional Environmental Regulations and Assessments
Ottawa, Ontario K1A 0S5
Attention: Karin Frederking
Karin.Frederking@pwgsc-tpsgc.gc.ca

3.3 Missed or Inadequate Documentation

Failure to provide adequate invoices and documentation and/or reporting at any time throughout the course of the contract will delay processing payment.

The Government of Canada reserves the right to withhold payment of monthly invoices, without penalty, until the requested corrected invoices/credits and/or reports, in an acceptable format, are received by the Technical Authority.

3.4 Annual Report on Final Destination of Paper Materials Collected

It is the responsibility of the Contractor to ensure that collected material is processed and recycled to the highest beneficial use. To this end the Contractor is to document and report the final destination of the collected materials on an annual basis. The annual report provided at the beginning of April will include at least the following details:

- a) The company name(s) and written description of the final destination(s) of each of the collected paper material types. For example, a list of the paper mills where the mixed paper, paper towels and cardboard were baled and sent;
- b) The specific type of paper materials shipped to each destination (ie. mixed paper; paper towel;s and cardboard);
- c) Contact names, telephone numbers and addresses of brokers, processors, etc. should ESD decide to confirm the material destination; and
- d) Where possible, weigh tickets and the final quantities for loads received by the final processing destination. These weigh tickets must include a unique identification number, date, gross and net weight. Copies of weigh tickets or a summary list of loads is acceptable.

4.0 NEW CONTRACT TRANSITION PERIOD

Once the contract is awarded, the successful bidder must coordinate with the Technical Authority to prepare for the collections start-date. This will include one or more meetings in advance of the collections start date in order to plan and schedule the delivery of the new recycling containers, ensure Contractor access to all sites and ensure a smooth transition from one contract to the next. This may also require a drive through of the sites with the Contractor.

There will be no additional charges by the Contractor to ESD for any start-up work completed prior to the collection services start date (i.e. No additional charges will be invoiced for the initial delivery of the required recycling containers on-site).

ANNEX B - Collection Locations, Containers and Schedule Requirements
File No. EN438-151724/A

Site List Updated on January 23, 2015.

Site #	Location Building Address	Collection Time	Unit Size	Note	Collection Frequency and Day	Qty of Units	Total Collections Per Year	Security: Reliability level required (Yes or No)	Driver to Enter Site (TBC)
1	Parliamentary Precinct - Warehouse, 3020 Hawthorne Road, Ottawa, Ontario		2 cu yd		on call	16	416	Yes	No
2	PWGSC - (C.H.P.) Bldg. #13, Tunney's Pasture, Sorrel St., Ottawa, Ontario		95 gal Otto carts		1 per week (Wed)	2	52	Yes	No
3	Canadian Food Inspection Agency - Bldg. #201, 3851 Fallowfield Rd., Ottawa, Ontario		95 gal Otto carts		1 per week (Tues)	5	52	No	No
			2 cu yd		1 per week (Tues)	2	104	No	No
4	Health Canada - Radiation Protection Lab, 775 Brookfield Rd., Ottawa, Ontario		95 gal Otto carts		1 per week (Tue)	4	52	Yes	Yes
			2 cu yd		1 per week (Tue)	1	52	Yes	Yes
5	Parliamentary Precinct - Birks, Bates, Fisher, Marshall/4 Corners Bldg., 107 Sparks St., Ottawa, Ontario TOTAL		95 gal Otto carts		2 per week (Mon & Thurs)	14	104	Yes	Yes
6	Parliamentary Precinct - Booth, National Press, Dover, Brouse/Slater Bldg., 150 Wellington St., Ottawa, Ontario TOTAL		95 gal Otto carts		5 per week (Mon to Fri)	12	260	Yes	Yes
7	Health Canada - Tunney's Pasture, LCDC, Bldg. #6, 100 Eglantine Dr., Ottawa, Ontario		95 gal Otto carts		1 per week (Mon)	12	52	Yes	Yes
8	Health Canada - Tunney's Pasture, Occupational Health, Bldg. #17, Pharmaceutical Lab., Goldemrod & Sorrel, Ottawa, Ontario		95 gal Otto carts		1 per week (Fri)	3	52	Yes	Yes
9	Health Canada - Tunney's Pasture, Sir Frederick Banting, Bldg. #22, Ross Ave., Ottawa, Ontario		95 gal Otto carts		2 per week (Tue & Thurs)	9	104	Yes	Yes
			2 cu yd		2 per week (Tue & Thurs)	3	312	Yes	Yes
10	Transport Canada - 80 Noel St., Ottawa, Ontario		95 gal Otto carts		Every 2 weeks (Thurs)	2	26	No	No
			2 cu yd		Every 2 weeks (Thurs)	1	26	No	No
11	Environment Canada - Environmental Science and Technology Centre,		95 gal Otto carts		1 per week (Wed)	6	52	Yes	No
12	Supreme Court of Canada - 301 Wellington St., Ottawa, Ontario		95 gal Otto carts		2 per week (Mon & Thurs)	15	104	Yes	Yes

ANNEX B - Collection Locations, Containers and Schedule Requirements
File No. EN438-151724/A

Site #	Location Building Address	Collection Time	Unit Size	Note	Collection Frequency and Day	Qty of Units	Total Collections Per Year	Security: Reliability level required (Yes or No)	Driver to Enter Site (TBC)
13	Natural Resources Canada - Fraser Bldg. (Map Depot- Rear of Bldg.), 130 Beniley Ave., Ottawa, Ontario		95 gal Otto carts		1 per week (Fri)	4	52	No	Yes
14	Parliamentary Precinct - Senate of Canada, Parliament Hill, Centre Block, 111 Wellington St., Ottawa, Ontario		2 cu yd		1 per week (Fri)	6	312	No	Yes
15	Parliamentary Precinct - House of Commons, Parliament Hill, Centre Block, 111 Wellington St., Ottawa, Ontario		95 gal Otto carts		2 per week (Mon & Fri)	9	104	Yes	Yes
16	Parliamentary Precinct - House of Commons, Parliament Hill, Centre Block, 111 Wellington St., Ottawa, Ontario		2 cu yd		2 per week (Mon & Fri)	2	208	Yes	Yes
17	Parliamentary Precinct - House of Commons, Parliament Hill, Centre Block, 111 Wellington St., Ottawa, Ontario		95 gal Otto carts		5 per week	15	260	Yes	Yes
18	Parliamentary Precinct - House of Commons, Parliament Hill, Centre Block, 111 Wellington St., Ottawa, Ontario		2 cu yd		5 per week	1	260	Yes	Yes
19	Health Canada - Tunney's Pasture, Environmental Health Centre, Bldg.#8, 50 Columbine Dr., Ottawa, Ontario		95 gal Otto carts		1 per week (Mon)	7	52	Yes	Yes
20	Canadian Heritage - Metro Block "C", Can. Conser. Inst., 1030 Innes Road, Ottawa, Ontario		95 gal Otto carts		1 per week (Tue)	4	52	Yes	No
21	Canada Revenue Agency - 2265 St. Laurent Blvd., Ottawa, Ontario		4 cu yd		On call	1	26	Yes	No
22	RCMP - Leomont Building, 155 McArthur Ave., Ottawa, Ontario		95 gal Otto carts	Driver needs access card to enter site	1 per week (Tue)	4	52	Yes	Yes
23	Parliamentary Precinct - Food Production Facility, 1170 Algoma Rd., Ottawa, Ontario		4 cu yd	Driver needs access card to enter site	On call	1	26	Yes	Yes
24	Parliamentary Precinct - 2086 Walkley Rd., Ottawa, Ontario		2 cu yd		On call	1	26	Yes	No
25	Statistics Canada - 200 Boulevard de la Technologie, Gatineau, Quebec	AM	2 cu yd	Driver needs to present himself at the front entrance to notify the guard that he needs the loading dock door opened.	Every 3 weeks (Fri)	3	52	No	Yes

ANNEX B - Collection Locations, Containers and Schedule Requirements
File No. EN438-151724/A

Site #	Location Building Address	Collection Time	Unit Size	Note	Collection Frequency and Day	Qty of Units	Total Collections Per Year	Security: Reliability level required (Yes or No)	Driver to Enter Site (TBC)
23	AAFC - KW Kneatby		95 gal Otto carts		1 per week (Wed)	16	52		
			2 cu yd		1 per week (Wed)	1	52		
24	AAFC - Experimental Farm Bldg #47		95 gal Otto carts		1 per week (Wed)	9	52		
			2 cu yd		1 per week (Wed)	1	52		
25	PWGSC - West Memorial Bldg., 344 Wellington St., Ottawa, Ontario		95 gal Otto carts		On Call	15	26	No	Yes
			2 cu yd		On Call	2	52	No	Yes
26	Public Health Agency of Canada - 1481 Michael St., (Warehouse), Ottawa, Ontario		95 gal Otto carts		On Call	5	26	Yes	No
			6 cu yd	Cardboard	On Call	5	130	Yes	No
27	PWGSC - (C.H.P.) 461 Rochester, 558 Booth St., Ottawa, Ontario		95 gal Otto carts		1 per week (Mon)	2	52	Yes	No
			95 gal Otto carts		1 per week (Tue)	2	52	Yes	No
28	National Defence - 285 Coventry Rd., Ottawa, Ontario		95 gal Otto carts		2 per week (Tues & Fri)	10	104	Yes	No
			4 cu yd		2 per week (Tues & Fri)	1	52	Yes	No
29	Transport Canada - Aircraft Services Training Centre, Bldg. #O-276, (beside Bldg. #FT58), 20 Airbus Pvt., Ottawa, Ontario		4 cu yd		1 per week (Tue)	1	52	Yes	No
			95 gal Otto carts		1 per week (Wed)	2	52	Yes	No
30	Transport Canada - Bldg. #T58 (Hanger), 200 Comet Pvt., Ottawa, Ontario		4 cu yd		1 per week (Thurs)	1	52	Yes	No
			95 gal Otto carts		1 per week (Wed)	6	52	Yes	No
31	Transport Canada - Bldg. #T58 (Hanger), 200 Comet Pvt., Ottawa, Ontario		2 cu yd		1 per week (Wed)	2	104	Yes	No
			4 cu yd		1 per week (Wed)	1	52	Yes	No
32	Transport Canada - McDonald Cartier Data Centre, 1600 Tom Roberts Rd., Ottawa, Ontario		2 cu yd		1 per week (Wed)	1	52	Yes	No
			4 cu yd		1 per week (Wed)	4	208	Yes	No
33	Parliamentary Precinct - Sir John A McDonald Building, 144 Wellington Street, Ottawa, Ontario		On Call		On Call	2	31	Yes	No
			95 gal Otto carts		1 per week (Fri)	2	52	Yes	No
34	Photo Unit, Montreal Rd Building M-23 (Rockcliffe), NRC, 1200 Montreal Rd., Campus, Ottawa, Ontario		2 cu yd		1 per week (Fri)	2	104	Yes	No
			95 gal Otto carts		1 per week (Wed)	2	52	Yes	No
35	Uplands Hangar 14 (Uplands) Convoir at Croll, Ottawa, Ontario		2 cu yd		1 per week (Wed)	1	52	Yes	No
			95 gal Otto carts		1 per week (Wed)	2	52	Yes	No
36	Building 347 (Uplands) Croll at Canadair, Ottawa, Ontario		4 cu yd		1 per month (wed)	1	12	Yes	No
			2 cu yd		2 per week (Tues & Thurs)	2	104	No	Yes
	NDMC, 1745 Alta Vista Dr., Ottawa, Ontario								

ANNEX B - Collection Locations, Containers and Schedule Requirements
File No. EN438-151724/A

Site #	Location Building Address	Collection Time	Unit Size	Note	Collection Frequency and Day	Qty of Units	Total Collections Per Year	Security: Reliability level required (Yes or No)	Driver to Enter Site (TBC)
37	Military Stores Building, 4 Queen Elizabeth Dr., Ottawa, Ontario		95 gal Otto carts		1 per week (Wed)	2	52	No	No
			4 cu yd		2 per week (Mon & Thurs)	1	104	No	No
38	Carrier Square Drill Hall, 2 Queen Elizabeth Dr., Ottawa, Ontario		95 gal Otto carts		1 per week (Wed)	2	52	No	No
			4 cu yd		2 per week (Wed & Thurs)	1	104	No	No
39	Building 16 (Uplands) Canadair between De Niverville and Croil, Ottawa, Ontario		95 gal Otto carts		1 per week (Wed)	4	52	Yes	No
40	Domion of Canada Rifle Association (Rifle Club, Connaught), 45 Shirley Blvd		6 cu yd		1 per month (Wed)	1	12	Yes	No
41	Building 467 (Uplands), 200 De Niverville Pvt., Ottawa, Ontario		95 gal Otto carts		1 per week (Mon)	5	52	No	No
42	Building 512 (Uplands), 265 De Niverville Pvt., Ottawa, Ontario		95 gal Otto carts		1 per week (Wed)	2	52	Yes	No
			95 gal Otto carts		1 per week (Wed)	2	52	Yes	No
43	Building 273 (Leitrim), 3545 Leitrim Rd., Ottawa, Ontario		2 cu yd		1 per week (Wed)	5	52	Yes	No
			4 cu yd		1 per week (Wed)	1	52	Yes	No
44	Hull Armoury, 188 Tache Blvd., Gatineau, Quebec		95 gal Otto carts		1 per week (Tue)	2	52	Yes	No
			2 cu yd		1 per week (Tue)	2	52	No	No
45	Building 346 (Uplands) 360 Paul Benoit Driveway (previously Canadair Pvt.), Ottawa, Ontario		95 gal Otto carts		1 per week (Wed)	8	52	Yes	No
46	Army Officer Mess, 149 Somerset St., Ottawa, Ontario		95 gal Otto carts		1 per week (Wed)	2	52	Yes	No
47	RCAF Mess, 158 Gloucester St., Ottawa, Ontario		95 gal Otto carts		1 per week (Fri)	1	52	Yes	Yes
48	Canadair, Ottawa, Ontario		95 gal Otto carts		1 per week (Wed)	1	52	Yes	No
			95 gal Otto carts		1 per week (Wed)	2	52	Yes	No
49	HMCS Bytown, 78 Lisgar St., Ottawa, Ontario		95 gal Otto carts		On-Call	2	26	Yes	No
50	Building 469 (Uplands), 10 De Niverville Pvt., Ottawa, Ontario		95 gal Otto carts		1 per week (Wed)	4	52	Yes	No
51	Hylands Golf Course (Uplands), 2101 Alert Dr., Ottawa, Ontario		95 gal Otto carts		1 per week (Wed)	1	52	Yes	No
			4 cu yd		1 per week (Wed)	1	52	No	No
52	National Defence - CFB Uplands, 720 Bluenose Pvt., Land and Engineering Support Centre, Ottawa, Ontario		95 gal Otto carts		1 per week (Wed)	1	52	No	No
			4 cu yd		1 per week (Wed)	1	52	No	No
53	Building 475 (Uplands), 300 Canadair Pvt., Ottawa, Ontario		95 gal Otto carts		1 per week (Wed)	1	52	Yes	No
			6 cu yd		1 per week (Mon)	1	52	No	No
54	Holland Armory, 2100 Walkley Road, Ottawa, Ontario		6 cu yd		1 per week (Tues)	1	52	No	No
55	Holland Armory, 2100 Walkley Road, Ottawa, Ontario		95 gal Otto carts		1 per week (Fri)	1	52	No	No
			95 gal Otto carts		On-Call	2	26	No	No
56	National Defence - Uplands, Bldg. 559, 307 DeNiverville Dr., Ottawa, Ontario		2 cu yd		On-Call	2	52	No	No

**ANNEX C – COST OF SERVICES SCHEDULE – BASIS OF PAYMENT
FILE NO. EN438-151724/A**

All quoted prices in this Annex C, in accordance with the Scope of Work attached herein at Annex A and the collections requirements at Annex B, shall apply to increases or decreases in the specified number of sites added or deleted through the term of the contract.

PRICING SCHEDULE 1 – FIRM COLLECTION RATES – REGULAR PORTION SCHEDULE

Bidders must submit their firm all inclusive price per site serviced in accordance with the Pricing Schedule detailed below, in Canadian funds, Goods and Services Tax (GST)/Harmonized Sales Tax (HST) (as applicable), extra:

NOTE: Firm Pricing calculation for each is as follows: Total # of Collections/Lifts Per Year X Year 1 Cost per Collection/Lift (\$) = Year 1 Total Cost per Year (\$)

Charges for collection services shall reflect a fixed rate per collection for 95 gallon Otto-carts (where a minimum of 1 container is emptied/removed) and a per unit rate for front end bins of 2-6 CY. The per collection and per unit prices shall be inclusive, incorporating collection, transportation, storage, sorting, processing, and cleaning.

Table 1a Firm Price Year 1

Bin Size	Total # of Bins	Total # of Collections/Lifts Per Year	Year 1	
			Cost per Collection/Lift	Total Cost per Year
95 gal Otto cart	206	2,886	\$	\$
2 CY	32	2,104	\$	\$
4 CY	10	728	\$	\$
6 CY	3	116	\$	\$

TOTAL TABLE 1a: \$ _____

**ANNEX C – COST OF SERVICES SCHEDULE – BASIS OF PAYMENT
FILE NO. EN438-151724/A**

Table 1b Firm Price Option Years 1, 2 and 3								
Bin Size	Total # of Bins	Total # of Collections/Lifts Per Year	OPTION Year 1		OPTION Year 2		OPTION Year 3	
			Cost per Collection/Lift	Total Cost per Year	Cost per Collection/Lift	Total Cost per Year	Cost per Collection/Lift	Total Cost per Year
95 gal Otto cart	206	2,886	\$	\$	\$	\$	\$	\$
2 CY	32	2,104	\$	\$	\$	\$	\$	\$
4 CY	10	728	\$	\$	\$	\$	\$	\$
6 CY	3	116	\$	\$	\$	\$	\$	\$

TOTAL TABLE 1b: \$ _____

Table 1a + Table 1b = Total for all four years: \$ _____

**ANNEX C – COST OF SERVICES SCHEDULE – BASIS OF PAYMENT
FILE NO. EN438-151724/A**

PRICING SCHEDULE 2 – ON-CALL COLLECTIONS – AS AND WHEN REQUESTED SCHEDULE

Unit Prices per collection and per lift for “On call” recycling collections on an “as and when requested” basis only, as detailed in Annex B. Prices quoted in Canadian dollars, Goods and Services Tax (GST)/Harmonized Sales Tax (HST) (as applicable) extra. The on-call unit prices per collection and per lift shall be all inclusive, incorporating collection, transportation, storage, sorting, processing, and cleaning.

Estimated Number of Collections/Lifts Per Year and Total Number of Bins Collected per year are for evaluation purposes only.

Table 2a As and When Requested Year 1

Bin Size	Total # of Bins (estimated)	Total # of Collections/Lifts Per Year (estimated)	Year 1	
				Cost per Collection/Lift
95 gal Otto cart	25	130		\$
2 CY	21	546		\$
4 CY	2	104		\$
6 CY	5	130		\$

TOTAL TABLE 2a: \$ _____

**ANNEX C – COST OF SERVICES SCHEDULE – BASIS OF PAYMENT
FILE NO. EN438-151724/A**

Table 2b As and When Requested Option Years 1, 2 and 3					
Bin Size	Total # of Bins (estimated)	Total # of Collections/Lifts Per Year (estimated)	OPTION Year 1 Cost per Collection/Lift	OPTION Year 2 Cost per Collection/Lift	OPTION Year 3 Cost per Collection/Lift
95 gal Otto cart	25	130	\$	\$	\$
2 CY	21	546	\$	\$	\$
4 CY	2	104	\$	\$	\$
6 CY	5	130	\$	\$	\$

TOTAL TABLE 2b: \$ _____
Table 2a + Table 2b = Total for all four years: \$ _____

In the case of error in the extension of the prices, the unit price will govern.

TOTAL BID PRICE FOR EVALUATION:

Table 1a + Table 1b = Total for all four years: \$ _____
 + Table 2a + Table 2b = Total for all four years: \$ _____
 Evaluated Bid Price \$ _____

ANNEX "F"



Government of Canada / Gouvernement du Canada

RECEIVED
DEC 16 2014
CISD

Contract Number / Numéro du contrat
EN438151724
Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Environmental Services Directo
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Paper Collection and Recycling		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

ANNEX "F"



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat EN438151724
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

ANNEX "F"



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat EN438151724
Security Classification / Classification de sécurité UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(les) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX G

EN438-151724

**REMINDER TO SUBMIT A COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE
CURRENTLY DIRECTORS OF THE BIDDER**

NOTE TO BIDDERS
WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

**Request for Proposal (RFP)
EN438-151724**

IMPORTANT NOTICE TO BIDDERS

Security

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to H el ene Ruby by facsimile 819-956-3600 or by e-mail to helene.ruby@tpsgc-pwgsc.gc.ca.

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following website:
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646(Toll free).

**Request for Proposal (RFP)
EN438-151724**

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1 Introduction
- 1.2 Summary
- 1.3 Debriefings

PART 2 - BIDDER INSTRUCTIONS

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Former Public Servant
- 2.4 Enquiries - Bid Solicitation
- 2.5 Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1 Bid Preparation Instructions
 - Section I Technical Bid
 - Section II Financial Bid
 - Section III Certifications

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

PART 5 - CERTIFICATIONS

- 5.1 Certifications Required Precedent to Contract Award

PART 6 - SECURITY REQUIREMENT

- 6.1 Security Requirement
- 6.2 Employee Information for Security

PART 7 - RESULTING CONTRACT CLAUSES

- 7.1 Statement of Work
- 7.2 Standard Clauses and Conditions
- 7.3 Security Requirement
- 7.4 Term of Contract
- 7.5 Authorities
- 7.6 Proactive Disclosure of Contracts with Former Public Servants *(if applicable)*
- 7.7 Payment
- 7.8 Invoicing Instructions - Maintenance Services
- 7.9 Certifications
- 7.10 Applicable Laws
- 7.11 Priority of Documents
- 7.12 Foreign Nationals (Canadian Contractor)
- 7.13 Insurance - Specific Requirements
- 7.14 Cellular Phones and/or Pagers
- 7.15 Sites Regulations
 - 7.15.1 Government Site Regulations
 - 7.15.2 Canadian Forces Site Regulations
- 7.16 Pre-commencement Meeting

Request for Proposal (RFP)
EN438-151724

List of Annexes:

Annex A	Statement of Work
Annex B	Collection Locations, Containers and Schedule Requirements
Annex C	Cost of Services Schedule – Basis of Payment
Annex D	Sample Hauling Records Report
Annex E	Contractor Driver and Vehicle List Template
Annex F	Security Requirements Check List (SRCL)
Annex G	Reminder to submit a Complete List of names of all individuals who are currently directors of the Bidder

Request for Proposal (RFP)
EN438-151724

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, a Collection Locations, Containers and Schedule Requirements, a Cost of Services Schedule – Basis of Payment, a Sample Hauling Records Report, a Contractor Driver and Vehicle List Template, the Security Requirements Checklist and a Reminder to submit a Complete List of names of all individuals who are currently directors of the Bidder.

1.2 Summary

- (i) To provide services including the collection and transportation of non-sensitive paper materials for processing and recycling at a licensed recycling facility or transfer station approved for operation by the provincial and/or municipal authority having jurisdiction. The work is to be performed in accordance with the Statement of Work attached at Annex "A".
- (ii) This requirement is for Environmental Services Directorate (ESD) with Real Property Branch of Public Works and Government Services Canada (PWGSC) covering buildings located in the National Capital Area within Ontario and Quebec, Canada.
- (iii) The period of any resulting contract will be for a period of one (1) year with Canada retaining an irrevocable option to extend the contract for a period of three (3) additional twelve (12) month periods.
- (iv) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial and Security Program of Public Works and Government Services Canada(<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website".
- (v) bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
- (vi) For service requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

Request for Proposal (RFP)
EN438-151724

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

1.3 Debriefings

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

Request for Proposal (RFP)
EN438-151724

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

- The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:

Delete: sixty (60) days

Insert: *one hundred twenty (120) days (as required)*

2.2 Submission of Bids

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

**Request for Proposal (RFP)
EN438-151724**

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

YES () NO ()

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive ? **YES () NO ()**

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

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

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

**Request for Proposal (RFP)
EN438-151724**

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province or territory where the work is performed.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I Technical Bid (1 hard copy);
- Section II Financial Bid (1 hard copy); and
- Section III Certifications (1 hard copy)

Prices must appear in the financial bid only. Prices must not be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, bidders 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 - see Part 4, subsection 4.1.1

Section II: Financial Bid

Bidders must submit their financial bid in accordance with **Annex C - Cost of Services Schedule – Basis of Payment**. The total amount of Applicable Taxes is to be shown separately.

Section III: Certifications

Bidders must submit the certifications required under **Part 5**.

Request for Proposal (RFP)
EN438-151724

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

4.1.1 Technical Evaluation

Submission of Evidence

Submission of Evidence as described at **4.1.1.1 to 4.1.1.4** should be included with the bid at time of solicitation closing. However, if the following is not submitted with the bid by the solicitation closing date, 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.

The evidence provided by the bidder may be verified. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided.

4.1.1.1 Waste Management Certificates of Approval, Registrations (or equivalents)

Bidder MUST submit valid copies for the required certifications by the corresponding provincial regulatory authority:

- CoA (or Provisional CoA) for collecting, handling and transporting non-hazardous waste (from MDDEP for Quebec or MOE for Ontario)
- CoA (or Provisional CoA) for waste disposal facilities (for transfer and processing of applicable paper materials detailed in Annex A) (from MDDEP for Quebec or MOE for Ontario)

The bidder must list each waste management system and disposal site (material recycling facility) to be used during the performance of this contract.

**Request for Proposal (RFP)
EN438-151724**

4.1.1.2 Mandatory Contractor's Experience and Past Performance

The bidder must provide evidence of its experience and past performance involving collection for recycling services by providing three (3) projects/contracts satisfactorily completed or ongoing for at least twelve (12) consecutive months within the past five (5) years. The project/contract must be reasonable comparison to the scope and complexity of the work described in Annex A, Statement of Work and to the number of collections as outlined in Annex B – Collection Locations, Containers and Schedule Requirements of this Request for Proposal (RFP).

The evidence provided by the bidder may be verified by the Canada. Failure by the bidder to provide the required evidence or in the event that the evidence cannot be verified shall result in the bidder being disqualified and no further consideration will be given to the bidder. If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed.

PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory shall result in the proposal being considered non-responsive and no further consideration will be given to the Bidder.

PROJECT/CONTRACT REFERENCE NO. 1	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate day, month and year)	From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____	

**Request for Proposal (RFP)
EN438-151724**

PROJECT/CONTRACT REFERENCE NO. 2	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate day, month and year)	From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____	

**Request for Proposal (RFP)
EN438-151724**

PROJECT/CONTRACT REFERENCE NO. 3	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate day, month and year)	From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____	

4.1.1.3 Accidents and Infractions

Bidders must disclose below the number of occupational accident(s) and/or environmental infraction(s) involving the storage, handling, treatment, processing, transfer, recycling, recovery or transportation of recyclables/or paper materials that occurred within the last three (3) years from the closing date of the bid solicitation and that resulted in a regulatory violation against the Bidder.

The Bidder must only count the number of accidents/infractions that occurred if the accident/infraction resulted in a regulatory violation. If the Bidder does not have any accidents/infractions that resulted in a regulatory violation, the Bidder shall indicate "0" in the space provided below.

Disclosure of past occupational accidents and environmental infractions taking place within the last three (3) years from the closing date of the bid solicitation that resulted in a regulatory violation: _____ # of accidents/infractions.

Bidders having four (4) or more accidents or infractions within the last three (3) years from the closing date of the bid solicitation that resulted in a regulatory violation will be considered non-responsive and no further consideration will be given.

In order for the Bids to be considered responsive, they must also contain the following certification:

Request for Proposal (RFP)
EN438-151724

“The Bidder hereby certifies that it has no more than three (3) accidents and/or environmental infractions resulting in a regulatory violation, charged against the bidder, from the jurisdiction having authority, in the previous (3) years prior to the bid closing date.”

Canada reserves the right to verify the above certification and to declare the bid non-responsive for any of the following reasons:

- a) Untrue statement;
- b) Failure to include this representation and warranty with the bid executing the signature block immediately following this paragraph;
- c) Bidder has four (4) or more accidents and/or infractions within the last three (3) years from the closing date of the bid solicitation that resulted in a regulatory violation.

Signature

Date

4.1.1.4 As per section 2.2 of the SOW: Description of Paper Materials End Markets:

The Bidder must provide, a list detailing the anticipated final disposition of the following material categories (i.e. brokers, mills, scrap dealers where the paper materials may be shipped for recycling).

- (a) Mixed Paper
- (b) Paper Towels
- (c) Old Corrugated Containers and Cardboard

If any of the materials listed above cannot be collected for recycling at this time, this must be noted in the bid.

4.2 Basis of selection

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

**Request for Proposal (RFP)
EN438-151724**

PART 5 - CERTIFICATIONS

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

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

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

5.1 Certifications Required Precedent to Contract Award

5.1.1 Integrity Provisions – Associated Information

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

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2 Additional Certifications Required Precedent to Contract Award

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

5.2.1 Licensing and Certification Documentation

The Contractor must obtain and maintain the following:

- all permits;
- licenses;
- training;
- certificates of approval required for the Work to be performed under any applicable federal, provincial or municipal legislation and as described in Annex A "Statement of Work"; and
- The Contractor shall be responsible for any fees imposed by such legislation or regulations.

**Request for Proposal (RFP)
EN438-151724**

PART 6 - SECURITY REQUIREMENT

6.1 Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in part 7 – Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Employee Information for Security

The Bidder should specify the following information regarding employees proposed who will be servicing secure sites against any resulting contract.

Only employees who hold valid security clearances and who will be servicing the secure sites must be listed below:

LEGAL NAME (First and Last)	DATE OF BIRTH (day/month/year)	CURRENT CLEARANCE HELD

**Request for Proposal (RFP)
EN438-151724**

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

Names of qualified employees

The Contractor must provide the names of employees who will have access to sensitive work site. The names provided below must be the same personnel listed part 6 of the proposal.

Employee Name	Security Clearance

Request for Proposal (RFP)
EN438-151724

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirement

7.3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts, which contain security requirements, are **NOT** to be awarded without the prior written permission of CISD / PWGSC.
4. The Contractor must comply with the provisions of the:
 - a) *Security Requirements Check List* and Security Guide (if applicable), attached at Annex F;
 - b) *Industrial Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of Contract

The period of the Contract is from _____ to _____ inclusive.

7.4.2 Option to Extend Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional year periods 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 60 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.

**Request for Proposal (RFP)
EN438-151724**

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Hélène Ruby
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Real Property Contracting Directorate
3C2, 11 Laurier Street
Gatineau, Quebec K1A 0S5

Telephone: 819-956-3193
Facsimile: 819-956-3600
E-mail address: helene.ruby@tpsgc-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.

7.5.2 Technical Authority

“TO BE PROVIDED AT CONTRACT AWARD”

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____.

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

7.5.3 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

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

Request for Proposal (RFP)
EN438-151724

7.6 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.

7.7 Payment

7.7.1 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated total expenditure that must not exceed \$ (to be determined) (Applicable Taxes included) of which \$ (to be determined) (Applicable Taxes included) is for goods and/or services enumerated or described in Pricing Schedule 1, and \$ (to be determined) (Applicable Taxes) included) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedule 2.

7.7.2 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2014-09-25) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

a) Firm rates will be paid for the services rendered monthly, in accordance with **Pricing Schedule 1** attached as **Annex C – Cost of Services Schedule – Basis of Payment**.

b) "As and When Requested" or "On-Call" Work:

Any costs incurred for "as and when requested" or "on-call" will be paid, in accordance with **Pricing Schedule 2** attached as **Annex C – Cost of Services Schedule – Basis of Payment**, and the **Statement of Work, Annex A**, on an "as and when requested" basis or "on-call", after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" or "on-call" portion of the Contract must not exceed **(to be determined)**. Applicable Taxes are extra, if applicable.

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) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

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.

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.

7.7.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

Request for Proposal (RFP)
EN438-151724

7.8 Invoicing Instructions - Maintenance Services

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly hauling records report described in **3.0 Billing Instructions and Reporting of the Statement of Work (Annex A)**.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

2. The monthly invoices for each grouping of sites specified below shall be sent to one of the following contacts (via email or hard copy if an email copy cannot be sent due to technical difficulties):

For sites 1 to 32, the composite invoice must be sent to:

Public Works and Government Services Canada
Environmental Services Directorate
Regional Sustainable Buildings Management and Contaminated Sites
380 Hunt Club Road, 1st floor
Ottawa, Ontario, K1A 0S5
Attention: Suzanne Brazeau
Suzanne.Brazeau@pwgsc-tpsgc.gc.ca

For sites 33 to 56, the composite invoice shall be sent to:

Public Works and Government Services Canada
340 Albert Street, 11th floor
Regional Environmental Regulations and Assessments
Ottawa, Ontario K1A 0S5
Attention: Karin Frederking
Karin.Frederking@pwgsc-tpsgc.gc.ca

7.9 Certifications

7.9.1 Compliance

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

Request for Proposal (RFP)
EN438-151724

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province or territory where the work is being performed.

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2014-09-25)
- (c) Annex A, Statement of Work;
- (d) Annex F, Security Requirements Check List;
- (e) the Contractor's proposal dated _____ (*insert date of bid*)
- (f) Annex C, Cost of Services Schedule – Basis of Payment
- (g) Annex E, Contractor Driver and Vehicle List Template
- (h) Annex B, Collection Locations, Containers and Schedule Requirements
- (i) Annex D, Sample Hauling Records Report

7.12 Foreign Nationals (Canadian Contractor)

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor) (if applicable), apply to and form part of the Contract.

7.13 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.13.1 Commercial General Liability Insurance**. 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 ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. 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.

7.13.1 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

Request for Proposal (RFP)
EN438-151724

- 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.
- 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.
- r. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice

Request for Proposal (RFP)
EN438-151724

234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

7.13.2 Automobile Liability Insurance

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

7.13.3 Environmental Impairment Liability Insurance

1. The Contractor must obtain "Contractors Pollution Liability" insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The "Contractors Pollution 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - c. Separation of Insureds: 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.
 - d. 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.
 - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

Request for Proposal (RFP)
EN438-151724

7.14 Cellular Phones and/or Pagers

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

7.15 Sites Regulations

7.15.1 Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

7.15.2 Canadian Forces Site Regulations

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

7.16 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical Authority.

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.