

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

SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

This document contains a security requirement.

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

Title - Sujet Paper Materials Collect & Recycling	
Solicitation No. - N° de l'invitation EN438-151724/A	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client 20151724	Date 2015-02-16
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	
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:	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation Amendment 002

This solicitation amendment 002 is issued to include the **addition of 4 new sites (#117-120)** and the **removal of 12 sites (#23, 59, 65, 80, 99, 103, 109, 111-114, and 117)**. The site number is only an identifier used for tracking purposes by PWGSC. It does not represent the total number of buildings to be serviced under this contract.

The following sections of the RFP and Annexes have been amended accordingly to reflect this change:

❶ Request for Proposal, Part 7 - Resulting Contract Clauses

DELETE: clause 7.8 Invoicing Instructions - Maintenance Services in its entirety, and replace with the following:

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 must 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, and 57 to 120, 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 must 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

Solicitation No. - N° de l'invitation

EN438-151724/A

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

20151724

Amd. No. - N° de la modif.

002

File No. - N° du dossier

fk274EN438-151724

Buyer ID - Id de l'acheteur

fk274

CCC No./N° CCC - FMS No/ N° VME

-
- ② **DELETE:** Annex A - Statement of Work in its entirety and replace with the **revised Annex A - Statement of Work** as per attached.
- ③ **DELETE:** Annex B - Collection Locations, Containers and Schedule Requirements in its entirety and replace with the **revised Annex B - Collection Locations, Containers and Schedule Requirements** as per attached.
- ④ **DELETE:** Annex C - Cost of Service Schedule - Basis of Payment in its entirety and replace with the **revised Annex C - Cost of Service Schedule - Basis of Payment** as per attached.

NO OTHER CHANGES APPLY



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

January 2015 (Amendment #2 February 16, 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;

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- 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, and 57 to 120, 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, and 57 to 120:

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 Feb 16, 2015.

Amendment #1: Sites 57 through 117 have been added to the list and will only require service for the first, one year period of the contract. Should the contract be extended, these sites will be removed from any resulting option years.

Amendment #2: Includes the addition of 4 new sites (#117-120) and the removal of 12 sites (#23;59;65;80;99;103;109;111-114; and 117). The site number is only an identifier used for tracking purposes by PWGSC. It does not represent the total number of buildings to be serviced under this contract.

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)	Service for First Year Only
1	Parliamentary Precinct - Warehouse, 3020 Hawthorne Road, Ottawa, Ontario		2 cu yd		on call	16	416	Yes	No	No
2	PW(GSC - (C.H.P.) Bldg. #13, Tunneys Pasture, Sorrel St., Ottawa, Ontario		95 gal Otto carts		1 per week (Wed)	2	52	Yes	No	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	No
			2 cu yd		1 per week (Tues)	2	104	No	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	No
			2 cu yd		1 per week (Tue)	1	52	Yes	Yes	No
5	Parliamentary Precinct - Birks, Bates, Fisher, Marshal/4 Corners Bldg., 107 Sparks St., Ottawa, Ontario TOTAL		95 gal Otto carts		2 per week (Mon & Thurs)	14	104	Yes	Yes	No
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	No
7	Health Canada - Tunneys Pasture LCDC, Bldg. #6, 100 Eglantine Dr., Ottawa, Ontario		95 gal Otto carts		1 per week (Mon)	12	52	Yes	Yes	No
8	Health Canada - Tunneys Pasture, Occupational Health, Bldg. #17, Pharmaceutical Lab., Goldenrod & Sorrel, Ottawa, Ontario		95 gal Otto carts		1 per week (Fri)	3	52	Yes	Yes	No
9	Health Canada - Tunneys Pasture, Sir Frederick Banting, Bldg. #22, Ross Ave., Ottawa, Ontario		95 gal Otto carts		2 per week (Tue & Thurs)	9	104	Yes	Yes	No
			2 cu yd		2 per week (Tue & Thurs)	3	312	Yes	Yes	No
10	Transport Canada - 80 Noel St., Ottawa, Ontario		95 gal Otto carts		Every 2 weeks (Thurs)	2	26	No	No	No
			2 cu yd		Every 2 weeks (Thurs)	1	26	No	No	No
11	Environment Canada - Environmental Science and Technology Centre, Bogue Bldg., 335 River Rd., Ottawa, Ontario		95 gal Otto carts		1 per week (Wed)	6	52	Yes	No	No
12	Supreme Court of Canada - 301 Wellington St., Ottawa, Ontario		95 gal Otto carts		2 per week (Mon & Thurs)	15	104	Yes	Yes	No

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

Site #	Location Building Address	Collection Time	Unit Size	Note	Frequency and Day	Qty of Units	Total Collections Per Year	Security: Reliability level required (Yes or No)	Driver to Enter Site (TBC)	Service for First Year Only
13	Natural Resources Canada - Fraser Bldg. (Map Depot- Rear of Bldg.), 130 Bentley Ave., Ottawa, Ontario		95 gal Otto carts 2 cu yd		1 per week (Fri)	4	52	No	Yes	No
14	Parliamentary Precinct - Senate of Canada, Parliament Hill, Centre Block, 111 Wellington St., Ottawa, Ontario		95 gal Otto carts		2 per week (Mon & Fri)	9	104	Yes	Yes	No
15	Parliamentary Precinct - House of Commons, Parliament Hill, Centre Block, 111 Wellington St., Ottawa, Ontario		95 gal Otto carts 2 cu yd		5 per week	15	260	Yes	Yes	No
16	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	No
17	Canadian Heritage - Metro Block "C", Can. Conser. Inst., 1030 Innes Road, Ottawa, Ontario		95 gal Otto carts 4 cu yd		1 per week (Tue) On call	4 1	52 26	Yes Yes	No No	No No
18	Canada Revenue Agency - 2265 St. Laurent Blvd., Ottawa, Ontario		95 gal Otto carts	Driver needs access card to enter site	1 per week (Tue)	4	52	Yes	Yes	No
19	RCMP - Leomont Building, 155 McArthur Ave., Ottawa, Ontario	After 1 PM	4 cu yd	Driver needs access card to enter site	On call	1	26	Yes	Yes	No
20	Parliamentary Precinct - Food Production Facility, 1170 Algoma Rd., Ottawa, Ontario		95 gal Otto carts		1 per week (Wed)	7	52	Yes	No	No
21	Parliamentary Precinct - 2086 Walkley Rd., Ottawa, Ontario		4 cu yd 95 gal Otto carts 2 cu yd		2 per week (Mon & Wed) On call On call	1 1 1	104 26 26	Yes Yes Yes	No No No	No No No
22	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 need the loading dock door opened.	Every 3 weeks (Fri)	3	52	No	Yes	No
24	PWGSC - West Memorial Bldg., 344 Wellington St., Ottawa, Ontario		95 gal Otto carts 2 cu yd		On Call	15	26	No	Yes	No
25	Public Health Agency of Canada - 1481 Michael St., (Warehouse), Ottawa, Ontario		95 gal Otto carts 6 cu yd		On Call On Call	2 5	52 26	No Yes	Yes No	No No
26	PWGSC - (C.H.P.) 461 Rochester, 558 Booth St., Ottawa, Ontario		95 gal Otto carts	Cardboard	On Call	5	130	Yes	No	No
27	PWGSC - Cliff (C.H.P.), Ottawa, Ontario		95 gal Otto carts		1 per week (Mon)	2	52	Yes	No	No
28	National Defence - 285 Coventry Rd., Ottawa, Ontario		95 gal Otto carts 4 cu yd		1 per week (Tue)	2	52	Yes	No	No
29	Transport Canada - Aircraft Services Training Centre, Bldg. #O-276, (beside Bldg. #F158), 20 Airbus Pvt., Ottawa, Ontario		95 gal Otto carts 4 cu yd		2 per week (Tues & Fri) 2 per week (Tues & Fri)	10 1	104 52	Yes Yes	No No	No No
30	Transport Canada - Bldg. #F58 (Hanger), 200 Comet Pvt., Ottawa, Ontario		95 gal Otto carts 2 cu yd 4 cu yd		1 per week (Tue) 1 per week (Wed) 1 per week (Thurs)	2 1 1	52 52 52	Yes Yes Yes	No No No	No No No

ANNEX B - Collection Locations, Containers and Schedule Requirements
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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)	Service for First Year Only
31	Transport Canada - McDonald Carier Data Centre, 1600 Tom Roberts Rd., Ottawa, Ontario		2 cu yd		1 per week (Wed)	4	208	Yes	No	No
32	Parliamentary Precinct - Sir John A. McDonald Building, 144 Wellington Street, Ottawa, Ontario		On Call		On Call	2	31	Yes	No	No
117	Sir Leonard Tilley Building - 719 Heron Rd		95 gal Otto carts 30 cu yd	Compactor (owned by building)	On Call	5	10	Yes	TBD	No
118	Sir Edward Drake Building - 1500 Bronson		95 gal Otto carts		2 per week (Tues & Wed)	4	104	Yes	TBD	No
119	Insurance Building - 770 Heron Rd		4 cu yd		2 per week (Tues & Wed)	1	104	Yes	TBD	No
120	PBX Building - 780 Heron Rd		95 gal Otto carts		1 per week (Wed)	4	52	Yes	TBD	No
33	Photo Unit, Montreal Rd Building M-23 (Rockcliffe), NRC, 1200 Montreal Rd., Campus, Ottawa, Ontario		95 gal Otto carts		1 per week (Fri)	2	52	Yes	No	No
34	Uplands Hangar 14 (Uplands) Convar at Croil, Ottawa, Ontario		2 cu yd		1 per week (Fri)	2	104	Yes	No	No
35	Building 347 (Uplands) Croil at Canadair, Ottawa, Ontario		95 gal Otto carts		1 per week (Wed)	1	52	Yes	No	No
36	NDMC, 1745 Alta Vista Dr., Ottawa, Ontario		4 cu yd		1 per month (wed)	1	12	Yes	No	No
37	Military Stores Building, 4 Queen Elizabeth Dr., Ottawa, Ontario		2 cu yd		2 per week (Tues & Thurs)	2	104	No	Yes	No
38	Cartier Square Drill Hall, 2 Queen Elizabeth Dr., Ottawa, Ontario		95 gal Otto carts		1 per week (Wed)	2	52	No	No	No
39	Building 16 (Uplands) Canadair between De Niverville and Croil, Ottawa, Ontario		4 cu yd		2 per week (Wed & Thurs)	1	104	No	No	No
40	Dominion of Canada Rifle Association (Rifle Club, Comaught), 45 Shirley Blvd		95 gal Otto carts		1 per week (Wed)	4	52	Yes	No	No
41	Building 467 (Uplands), 200 De Niverville Pvt., Ottawa, Ontario		6 cu yd		1 per month (Wed)	1	12	Yes	No	No
42	Building 512 (Uplands), 265 De Niverville Pvt., Ottawa, Ontario		95 gal Otto carts		1 per week (Mon)	5	52	No	No	No
43	Building 273 (Leitrim), 3545 Leitrim Rd., Ottawa, Ontario		95 gal Otto carts		1 per week (Wed)	2	52	Yes	No	No
44	Hull Armoury, 188 Tache Blvd., Gatineau, Quebec		2 cu yd		1 per week (Wed)	2	52	Yes	No	No
45	Building 346 (Uplands) 360 Paul Benoit Driveaway (previously Canadair Pvt.), Ottawa, Ontario		4 cu yd		1 per week (Wed)	5	52	Yes	No	No
46	Army Officer Mess, 149 Somerset St., Ottawa, Ontario		2 cu yd		1 per week (Wed)	1	52	Yes	No	No
47	RCAF Mess, 158 Gloucester St., Ottawa, Ontario		95 gal Otto carts		1 per week (Tue)	2	52	No	No	No
48	Building 471 (Uplands) Between Croil and Breadner at Canadair, Ottawa, Ontario		2 cu yd		1 per week (Tue)	1	52	No	No	No
49	HMCS Bytown, 78 Lisgar St., Ottawa, Ontario		95 gal Otto carts		1 per week (Wed)	8	52	Yes	No	No
			95 gal Otto carts		1 per week (Wed)	2	52	Yes	No	No
			95 gal Otto carts		1 per week (Wed)	2	52	Yes	No	No
			95 gal Otto carts		1 per week (Wed)	5	52	Yes	No	No
			2 cu yd		1 per week (Wed)	1	52	Yes	No	No
			95 gal Otto carts		1 per week (Wed)	2	52	Yes	No	No
			95 gal Otto carts		1 per week (Fri)	1	52	Yes	Yes	No
			95 gal Otto carts		1 per week (Wed)	1	52	Yes	No	No
			95 gal Otto carts		1 per week (Wed)	2	52	Yes	No	No

ANNEX B - Collection Locations, Containers and Schedule Requirements
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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)	Service for First Year Only
50	Building 468 (Uplands), 10 De Niverville Pvt., Ottawa, Ontario		95 gal Otto carts		On-Call	2	26	Yes	No	No
51	Hylands Golf Course (Uplands), 2101 Alert Dr., Ottawa, Ontario		95 gal Otto carts 4 cu yd		1 per week (Wed)	4	52	Yes	No	No
52	National Defence - CFB Uplands, 720 Bluenose Pvt., Land and Engineering Support Centre, Ottawa, Ontario		95 gal Otto carts 4 cu yd		1 per week (Wed)	1	52	No	No	No
53	Building 475 (Uplands), 300 Canadair Pvt., Ottawa, Ontario		95 gal Otto carts 6 cu yd		1 per week (Wed)	1	52	No	No	No
54	Holland Armory, 2100 Walkley Road, Ottawa, Ontario		95 gal Otto carts 6 cu yd		1 per week (Wed)	1	52	Yes	No	No
55	Holland Armory, 2100 Walkley Road, Ottawa, Ontario		95 gal Otto carts 6 cu yd		1 per week (Mon)	1	52	No	No	No
56	National Defence - Uplands, Bldg. 589, 307 DeNiverville Dr., Ottawa, Ontario		95 gal Otto carts 2 cu yd		1 per week (Tues)	1	52	No	No	No
57	1275 Leeds Avenue Bldg		95 gal Otto carts 2 cu yd		On-Call	2	52	No	No	No
58	Abrams Building - 2630 Sheffield Road		95 gal Otto carts		On-Call	3	26	TBD	TBD	Yes
60	Agriculture Canada - 159 Cleopatra		95 gal Otto carts		1 per week (Mon)	3	52	TBD	TBD	Yes
61	Berger Building - 100 Metcalfe		95 gal Otto carts		On Call	3	26	TBD	TBD	Yes
62	Billings Bridge - 2323 Riverside Dr		95 gal Otto carts		3 per week (Mon, Wed & Fri)	13	156	TBD	TBD	Yes
63	Bonaventure Building - 301 Elgin Street		95 gal Otto carts		2 per week (Tues & Thurs)	13	104	TBD	TBD	Yes
64	Canadian Building - 219 Laurier West		95 gal Otto carts		2 per week (Wed & Fri)	9	104	TBD	TBD	Yes
66	Cartier Place - 425 St. Joseph (Hull)		95 gal Otto carts		2 per week (Tues & Thurs)	15	104	TBD	TBD	Yes
67	CBSA - 2001 Innes Parkway		2 cu yd		2 per week (Tues & Thurs)	2	208	TBD	TBD	Yes
68	CCRA - 1451 Coldery		95 gal Otto carts		1 per week (Thurs)	6	52	TBD	TBD	Yes
69	CCRA - 150 Isabell Street		95 gal Otto carts		On Call	1	26	TBD	TBD	Yes
70	Centre Resource Humaine - 920 St. Joseph (Hull)		2 cu yd		2 per week (Mon & Thurs)	6	104	TBD	TBD	Yes
71	CFIA - 885 Meadowlands		95 gal Otto carts		2 per week (Mon & Thurs)	2	208	TBD	TBD	Yes
72	Charles Stacey Building - 2479 Holly lane		95 gal Otto carts 2 cu yd		1 per week (Thurs)	4	52	TBD	TBD	Yes
73	City Centre Ceremonial - 265 City Centre		95 gal Otto carts		1 per week (Tues)	4	52	TBD	TBD	Yes
74	CRA - 1100 Maloney West (Gatineau)		95 gal Otto carts		On Call	6	26	TBD	TBD	Yes
75	CRA - 395 Terminal		95 gal Otto carts		1 per week (Wed)	2	52	TBD	TBD	Yes
76	CRA - 2204 Walkley Rd		95 gal Otto carts 2 cu yd		2 per week	68	104	TBD	TBD	Yes
			95 gal Otto carts		2 per week	3	312	TBD	TBD	Yes
			95 gal Otto carts		1 per week	1	52	TBD	TBD	Yes

ANNEX B - Collection Locations, Containers and Schedule Requirements
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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)	Service for First Year Only
77	Cumberland Place - 400 Cumberland		95 gal Otto carts		2 per week (Mon & Wed)	14	104	TBD	TBD	Yes
78	Des Ruisseaux Warehouse - 171 Jean Proulx (Hull)		2 cu yd		2 per week (Mon & Wed)	1	104	TBD	TBD	Yes
79	DND - 2200 Walkley Rd		95 gal Otto carts		On Call	1	26	TBD	TBD	Yes
81	DND/ Taylor Creek - 890 Taylor Creek Dr		2 cu yd		On Call	4	26	TBD	TBD	Yes
82	Edifice Alexis Nihon - 550 De La Cité (Gatineau)		95 gal Otto carts		1 per week (Mon)	6	52	TBD	TBD	Yes
83	Employment Centre - 85 Bellehumeur (Gatineau)		2 cu yd		1 per week (Mon)	2	52	TBD	TBD	Yes
84	Employment Centre - 2339 Ogilvie Rd		95 gal Otto carts		On Call	3	26	TBD	TBD	Yes
85	Environmental Canada - 49 Camelot		95 gal Otto carts		2 per week (Mon & Wed)	6	104	TBD	TBD	Yes
86	Federal Court & Annex - 434 Queen Street		95 gal Otto carts		1 per week (Wed)	4	52	TBD	TBD	Yes
87	Finance Building (Sakto) - 2743 Iris		95 gal Otto carts		2 per week (Mon & Wed)	8	104	TBD	TBD	Yes
88	Gillard - 141 Laurier Street		2 cu yd		2 per week (Mon & Thurs)	1	104	TBD	TBD	Yes
89	Heritage Canada - 12-18 York Street		95 gal Otto carts		2 per week (Mon & Thurs)	8	104	TBD	TBD	Yes
90	Howard Building - 202 Sparks		95 gal Otto carts		1 per week (Mon)	5	52	TBD	TBD	Yes
91	HRDC - 2485 McArthur		95 gal Otto carts		On Call	6	26	TBD	TBD	Yes
92	HRSDC/SDC-National Consulting - 200 Montcalm		95 gal Otto carts		1 per week	1	52	TBD	TBD	Yes
93	Landlord Tenant Board - 255 Albert		95 gal Otto carts		1 per week (Thurs)	20	52	TBD	TBD	Yes
94	Laurier House - 200 Laurier St		95 gal Otto carts		1 per week	1	52	TBD	TBD	Yes
95	Leima Building - 410 Laurier Street		95 gal Otto carts		2 per week (Tues & Thurs)	6	104	TBD	TBD	Yes
96	Lincoln Fields, Carling - 2525 Carling Ave		95 gal Otto carts		2 per week (Mon & Thurs)	11	104	TBD	TBD	Yes
97	Martel Building - 270 Albert		95 gal Otto carts		1 per week (Mon)	1	52	TBD	TBD	Yes
98	Naromo Building - 360 Laurier		95 gal Otto carts		1 per week (Wed)	4	52	TBD	TBD	Yes
100	National Defense Building - 4210 Labelle		95 gal Otto carts		2 per week (Wed & Fri)	7	104	TBD	TBD	Yes
101	Passport Canada - 22 Varenne (Gatineau)		95 gal Otto carts		1 per week (Fri)	8	52	TBD	TBD	Yes
102	Place du Portage, Anx - 191 Place du Portage (Hull)		95 gal Otto carts		2 per week (Mon & Thurs)	4	104	TBD	TBD	Yes
104	PWGSC - 380 Hunt Club Road		95 gal Otto carts		1 per week (Thurs)	7	52	TBD	TBD	Yes
105	Qualicum - Tower A - 2936 Baseline Rd		2 cu yd		1 per week (Wed)	2	52	TBD	TBD	Yes
			95 gal Otto carts		1 per week (Wed)	1	52	TBD	TBD	Yes
			95 gal Otto carts		1 per week (Mon)	5	52	TBD	TBD	Yes

ANNEX B - Collection Locations, Containers and Schedule Requirements
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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)	Service for First Year Only
106	Qualicum - Tower C 2932 Baseline Rd		95 gal Otto carts		1 per week (Mon)	4	52	TBD	TBD	Yes
107	RCMP - 2171 Thurston Dr		95 gal Otto carts		1 per week (Tues)	6	52	TBD	TBD	Yes
108	RCMP Offices - Place d'Orleans - 110 Place d'Orleans		95 gal Otto carts		1 per week (Mon)	12	52	TBD	TBD	Yes
110	Revenue Canada - 20 Fitzgerald		95 gal Otto carts		1 per week (Tues)	4	52	TBD	TBD	Yes
115	Transport Canada - 39 Camelot		95 gal Otto carts		1 per week (Fri)	1	52	TBD	TBD	Yes
116	Transport Canada - 2655 Lancaster		95 gal Otto carts		On Call	1	26	TBD	TBD	Yes

**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	495	5798	\$	\$
2 CY	44	3144	\$	\$
4 CY	11	832	\$	\$
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	184	2,938	\$	\$	\$	\$	\$	\$
2 CY	30	2,000	\$	\$	\$	\$	\$	\$
4 CY	11	832	\$	\$	\$	\$	\$	\$
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	54	348	\$	
2 CY	25	572	\$	
4 CY	2	104	\$	
6 CY	5	130	\$	
30 CY Compactor (building owned)	1	40	\$	

TOTAL TABLE 2a: \$ _____

**ANNEX C – COST OF SERVICES SCHEDULE – BASIS OF PAYMENT
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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	30	140	\$	\$	\$
2 CY	21	546	\$	\$	\$
4 CY	2	104	\$	\$	\$
6 CY	5	130	\$	\$	\$
30 CY compactor (building owned)	1	40	\$	\$	\$

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 \$ _____