

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions - TPSGC

**11 LaurierSt./ 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau**

Québec

K1A 0S5

Bid Fax: (819) 997-9776

Request For a Standing Offer Demande d'offre à commandes

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

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 HAZARDOUS WASTE REMOVAL	
Solicitation No. - N° de l'invitation EN438-151360/A	Date 2015-07-20
Client Reference No. - N° de référence du client 20151360	GETS Ref. No. - N° de réf. de SEAG PW-\$\$FK-289-67686
File No. - N° de dossier fk289.EN438-151360	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-08-31	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Maquiling(fk div), Amalia O.	Buyer Id - Id de l'acheteur fk289
Telephone No. - N° de téléphone (819)956-5978 ()	FAX No. - N° de FAX (819)956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

EN438-151360/A

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

20151360

Amd. No. - N° de la modif.

File No. - N° du dossier

fk289EN438-151360

Buyer ID - Id de l'acheteur

fk289

CCC No./N° CCC - FMS No/ N° VME

See attached document.

**REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)**

IMPORTANT NOTICE TO OFFERORS

Security

This notice is to advise ALL interested offerors that in order to be awarded a standing offer which contains a security requirement, all offerors 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 offeror not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the offeror. Please submit your written request with the following information to Amalia Maquiling by facsimile 819-956-3600 or by e-mail to amalia.maquiling@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 STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)**

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1 Introduction
- 1.2 Summary
- 1.3 Security Requirement
- 1.4 Debriefings

PART 2 - OFFEROR INSTRUCTIONS

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Offers
- 2.3 Former Public Servant (if applicable)
- 2.4 Enquiries - Request For Standing Offers
- 2.5 Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

- 3.1 Offer Preparation Instructions

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 Issuance of a Standing Offer

PART 6 – SECURITY REQUIREMENTS

- 6.1 Security Requirement
- 6.2 Employee Information for Security

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

7A. STANDING OFFER

- 7A.1 Offer
- 7A.2 Security Requirement
- 7A.3 Standard Clauses and Conditions
- 7A.4 Term of Standing Offer
- 7A.5 Authorities
- 7A.6 Proactive Disclosure of Contracts with Former Public Servants (if applicable)
- 7A.7 Identified Users
- 7A.8 Call-up Procedures
- 7A.9 Call-up Instrument
- 7A.10 Limitation of Call-ups
- 7A.11 Priority of Documents
- 7A.12 Certifications
- 7A.13 Applicable Laws

7B. RESULTING CONTRACT CLAUSES

- 7B.1 Statement of Work
- 7B.2 Standard Clauses and Conditions
- 7B.3 Term of Contract
- 7B.4 Proactive Disclosure of Contracts with Former Public Servants (if applicable)
- 7B.5 Payment

REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)

- 7B.6 Invoicing Instructions
- 7B.7 Insurance - Specific Requirements
- 7B.8 Canadian Forces Site Regulations
- 7B.9 Government Site Regulations
- 7B.10 Pre-Commencement Meeting

List of Annexes:

- Annex A - Statement of Work
- Annex B – Financial Offer - Cost of Service Schedule
- Annex C - Security Requirements Check List
- Annex D - Form to provide Complete List of names of all individuals who are currently directors of the Offeror
- Annex E - Quarterly Usage Report Form

**REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)**

PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Financial Offer - Cost of Service Schedule, the Security Requirements Checklist, Form to provide Complete List of names of all individuals who are currently directors of the Offeror and Quarterly Usage Report Form.

1.2 Summary

1.2.1 This is a solicitation to request Standing Offers (SO). A SO is not a contract and does not commit PWGSC to procure or contract for any services. Any resulting SO constitutes an Offer made by an Offeror for the provision of certain Services to Canada at prearranged prices or a prearranged pricing basis, under set terms and conditions, that is open for acceptance by Identified User on behalf of Canada during a specified period of time.

A separate contract is formed each time a call-up for the provision of Services is made against a SO. Canada's liability will be limited to the actual value of the call-ups made by the duly authorized Identified User within the period specified in the call-up.

1.2.2 Requirement: Public Works and Government Services Canada (PWGSC) invites interested offerors to respond to this RFSO for the provision of Hazardous Waste removal and disposal services from buildings owned and/or operated by various federal government departments, agencies and Crown Corporations located in the National Capital Area (NCA).

REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)

The performance of all work required under the Standing Offer must be conducted in accordance in accordance with Annex A, Statement of Work and with all applicable environmental and occupational health and safety legislation and regulations. At all times in the performance of the required services, the Contractor must apply the greatest level of safety to protect human health, the environment and Crown assets.

Where feasible best available technologies must be used and greening government guidelines and policies followed in an attempt to divert hazardous waste into recycling processes. Ultimately, these processes should strive to eliminate the amount of contaminants entering the natural environment.

The Offeror offers to fulfill the requirement of Hazardous Waste removal and disposal services which includes all labour, material, equipment, tools and supervision necessary for the identification, labeling, packaging, preparation of profile documentation sheets, as well as the loading, transportation and disposal/destruction/treatment of hazardous waste as defined in Section 8 of the SOW collected from designated Collection Points.

The Collection Points include research laboratories, testing facilities, central heating plants, office buildings and/or any number of other federally owned or managed facilities. The removal of Hazardous Wastes will be conducted principally at Collection Point(s) located within the NCA.

1.2.2.1 Response Time

The Contractor is required to respond to individual call-ups (as determined at the time of each individual call-up) according to the following:

- For a normal requirement, the contractor must respond by electronic mail within 3 business days
- For urgent requirements, the contractor must respond by electronic mail within 1 business days
- Respond means that the contractor is required to acknowledge receipt of the request and indicate time frame to conduct the work. Urgent requests will be conducted according to the operational urgency as mutually agreed between the Crown and the contractor.

1.2.3 This RFSO will result in one (1) Regional Individual Standing Offer (RISO) valid for five (5) years.

1.2.4 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 Security Requirement

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the **Industrial Security Program (ISP)** of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

**REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)**

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 2015-07-03 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

- The text under Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: One Hundred and Eighty (180) days

2.2 Submission of Offers

Offers 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 Request for Standing Offers.

Due to the nature of the solicitation, transmission of offers by facsimile to Public Works and Government Services Canada is not considered to be practical and therefore will not be accepted.

2.3 Former Public Servant

Contracts with 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, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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

**REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)**

various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror 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 the Applicable Taxes.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors to explain each question in sufficient detail in order to enable

REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)

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 Offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in the province or territory where the work is performed.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

**REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)**

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer - (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications - (1 hard copy)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B – Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

**REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)**

PART 4 . EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offer including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

Submission of Evidence

Submission of Evidence as described at **4.1.1.1 to 4.1.1.3** must be included with the Offeror's offer at time of solicitation closing. Failure by the offeror to provide the required evidence will result in the offer being disqualified and no further consideration will be given to the offeror and the offer will be deemed non responsive.

The evidence provided by the offeror may be verified. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where any of the information cannot be confirmed by the client contacts named in the offer, the offer will be considered non-responsive and no further consideration will be given to the offeror.

Mandatory Technical Criteria

Each offer will be reviewed for compliance with the Mandatory Technical Criteria. Offers that do not meet the mandatory requirements will be deemed non-responsive and will be given no further consideration.

4.1.1.1 Offeror's Experience and Past Performance

The Offeror must provide evidence of its recent years experience and past performance by referencing 2 recent, completed or ongoing projects references. **The Offeror must complete the following grid in order to demonstrate that it has the required experience.**

- Recent, completed or ongoing project reference is defined as project reference rendered from January 2010 up to solicitation closing date.

	PROJECT REFERENCE # 1	PROJECT REFERENCE # 2
Name of client organization or Company	_____	_____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project <i>(indicate year, month, day)</i>	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)
Scope of service(s) rendered <i>(use additional sheet (s) if space provided is not enough)</i>	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____

**REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)**

4.1.1.2 Resource Experience and Past Performance

To carry out the work on this requirement, the contractor must have a minimum resources of two (2) fully trained chemical technicians, two (2) fully trained drivers, one (1) fully trained chemist, one (1) Operations Manager and (1) on-site supervisor available at all times to perform services as requested under this agreement; fully trained is further described in the SOW. Either the driver, chemical technician or the chemist can be named as the on-site supervisor. The chemist may also act as the chemical technician.

The Offeror must provide evidence to demonstrate, that all seven (7) proposed resources required to perform the work have 2 years of experience by referencing recent, completed or ongoing projects and by completing the grid below.

Should it be necessary to provide more project/contract reference names in order to demonstrate that the each proposed resources has the required two (2) years experience, then the Offeror must provide this additional information on a separate sheet and attach with the offer.

- Recent, completed or ongoing project reference is defined as project reference rendered from January 2010 to solicitation closing date.

Name of Fully Trained Chemical Technician #1. A minimum of two (2) years experience in handling hazardous wastes similar to the work described in Annex A, Scope of Work of this Request for Standing Offer (RFSO). The minimum 2 years experience must be acquired from January 2010 up to solicitation closing date: _____			
Number of years of experience as Fully Trained Chemical Technician: _____			
Name of client organization or Company	Project Reference #1: _____	Project Reference #2: _____	Project Reference #3: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____	Name: _____	Name: _____
	Title: _____	Title: _____	Title: _____
Telephone and e-mail address of client contact	Phone Number: _____	Phone Number: _____	Phone Number: _____
	E-mail: _____	E-mail: _____	E-mail: _____
Performance period of the project <i>(indicate year, month, day)</i>	Start date: _____	Start date: _____	Start date: _____
	(year/month/day)	(year/month/day)	(year/month/day)
	Completion date: _____	Completion date: _____	Completion date: _____
	(year/month/day)	(year/month/day)	(year/month/day)

Name of Fully Trained Chemical Technician #2. A minimum of two (2) years experience in handling hazardous wastes similar to the work described in Annex A, Scope of Work of this Request for Standing Offer (RFSO). The minimum 2 years experience must be acquired from January 2010 up to solicitation closing date: _____			
Number of years of experience as Fully Trained Chemical Technician: _____			
Name of client organization or Company	Project Reference #1: _____	Project Reference #2: _____	Project Reference #3: _____

REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)

Name and title of client contact who can confirm the information presented in the	Name: _____	Name: _____	Name: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project <i>(indicate year, month, day)</i>	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)

Name of Fully Trained Driver #1 with minimum 2 years experience acquired from January 2010 up to solicitation closing date: _____			
Number of years of experience as Fully Trained Driver : _____			
Name of client organization or Company	Project Reference #1: _____	Project Reference #2: _____	Project Reference #3: _____
Name and title of client contact who can confirm the information presented in the	Name: _____	Name: _____	Name: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project <i>(indicate year, month, day)</i>	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)

Name of Fully Trained Driver #2 with minimum 2 years experience acquired from January 2010 up to solicitation closing date: _____			
Number of years of experience as Fully Trained Driver : _____			
Name of client organization or Company	Project Reference #1: _____	Project Reference #2: _____	Project Reference #3: _____
Name and title of client contact who can confirm the information presented in the	Name: _____	Name: _____	Name: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____

REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)

Performance period of the project <i>(indicate year, month, day)</i>	Start date:	Start date:	Start date:
	_____	_____	_____
	(year/month/day)	(year/month/day)	(year/month/day)
	Completion date:	Completion date:	Completion date:
	_____	_____	_____
	(year/month/day)	(year/month/day)	(year/month/day)

Name of Fully Trained Chemist. A minimum of two (2) years experience that involved testing and handling hazardous wastes similar to the work described in Annex A, Scope of Work of this Request for Standing Offer (RFSO). The minimum 2 years experience must be acquired from January 2010 up to solicitation closing date: _____

Number of years of experience as Fully Trained Chemist: _____

Name of client organization or Company	Project Reference #1: _____	Project Reference #2: _____	Project Reference #3: _____
Name and title of client contact who can confirm the information presented in the	Name: _____	Name: _____	Name: _____
Telephone and e-mail address of client contact	Phone Number: _____	Phone Number: _____	Phone Number: _____
	E-mail: _____	E-mail: _____	E-mail: _____
Performance period of the project <i>(indicate year, month, day)</i>	Start date:	Start date:	Start date:
	_____	_____	_____
	(year/month/day)	(year/month/day)	(year/month/day)
	Completion date:	Completion date:	Completion date:
	_____	_____	_____
	(year/month/day)	(year/month/day)	(year/month/day)

Name of Operations Manager with minimum 2 years experience as Operations Manager acquired from January 2010 up to solicitation closing date: _____

Number of years of experience as Operations Manager: _____

Name of client organization or Company	Project Reference #1: _____	Project Reference #2: _____	Project Reference #3: _____
Name and title of client contact who can confirm the information presented in the	Name: _____	Name: _____	Name: _____
Telephone and e-mail address of client contact	Phone Number: _____	Phone Number: _____	Phone Number: _____
	E-mail: _____	E-mail: _____	E-mail: _____
Performance period of the project <i>(indicate year, month, day)</i>	Start date:	Start date:	Start date:
	_____	_____	_____
	(year/month/day)	(year/month/day)	(year/month/day)
	Completion date:	Completion date:	Completion date:
	_____	_____	_____
	(year/month/day)	(year/month/day)	(year/month/day)

**REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)**

Name of On-site Supervisor with minimum 2 years experience as On-site Supervisor acquired from January 2010 up to solicitation closing date: _____			
Number of years of experience as On-site Supervisor: _____			
Name of client organization or Company	Project Reference #1: _____	Project Reference #2: _____	Project Reference #3: _____
Name and title of client contact who can confirm the information presented in the	Name: _____	Name: _____	Name: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project (indicate year, month, day)	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)

4.1.1.3 Accidents or Incidents

Offerors must disclose below the number of occupational accident(s) or environmental incident(s) involving the storage, handling, treatment, processing, transfer, recycling, recovery or transportation of hazardous waste that occurred from January 2012 up to solicitation closing date AND that resulted in a **regulatory violation** against the Offeror.

Disclosure of past occupational accidents or environmental incidents taking place from January 2012 up to solicitation closing date: _____ # of accidents/incidents

Offerors having four (4) or more accidents or incidents that occurred from January 2012 up to solicitation closing date and that resulted in a regulatory violation will be considered non-responsive and no further consideration will be given.

4.1.1.4 Additional requirements

Valid copies of training certificates, registration, licenses, certificates of approval identified below, should be submitted with the offer. However, if the following is not submitted with the offer by the solicitation closing date, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the bid non-responsive.

4.1.1.4.1 The Contractor must demonstrate that it has access to the collection vehicles as described in 5.2 of the SOW to collect Hazardous Wastes.

4.1.1.4.2 All vehicles utilized for the transport of Hazardous Wastes under the Standing Offer must be registered, licensed and approved by the authority having jurisdiction and the contractor must demonstrate that the vehicle is duly licensed/approved by the authority having jurisdiction.

4.1.1.4.3 Valid copies of training certificates of proposed resources.

4.1.1.4.3.1 The Chemical Technician fulfilling the obligations of the Standing Offer must be trained in:

**REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)**

- a. Workplace Hazardous Materials Information Systems (WHMIS)
- b. Chemical Handling and Identification
- c. Transportation of Dangerous Goods Act and Regulations (TDGA)
- d. Environmental Emergency (Spill) Response and Recovery.

4.1.1.4.3.2 The Driver fulfilling the obligations of the Standing Offer must be trained in:

- a. Workplace Hazardous Materials Information Systems (WHMIS)
- b. Transportation of Dangerous Goods Act and Regulations (TDGA)
- c. Environmental Emergency (Spill) Response and Recovery.

4.1.1.4.3.3 In all circumstances a Chemist must be a member in good standing of a nationally or provincially recognized society or association. The chemist must be trained in:

- a. Valid copy of membership of a nationally or provincially recognized society or association.
- b. Workplace Hazardous Materials Information Systems (WHMIS)
- c. Chemical Handling and Identification
- d. Transportation of Dangerous Goods Act and Regulations (TDGA)
- e. Environmental Emergency (Spill) Response and Recovery.

4.1.1.4.4 Licensing

4.1.1.4.4.1 The contractor must demonstrate that the receiver facility(ies) intended to accept hazardous waste under this Standing Offer are duly licenced/approved by the authority having jurisdiction by submitting a copy of its license.

4.1.2 Financial Evaluation

Offerors must complete and submit a Financial Offer attached at Annex B in response to this RFSO. Upon completion of the technical evaluation, financial offers of all responsive offers will be evaluated.

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

**REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)**

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and additional information to be issued a standing offer. The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed Declaration Form, to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

5.2.1 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list

(http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-Labour's](#) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

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

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

**REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)**

PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror'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 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Employee Information for Security

The Offeror should specify the following information regarding employees proposed in Part 4, Technical Evaluation) to provide services against any resulting contract.

	LEGAL NAME (First and Last) (Please Print)	DATE OF BIRTH (Day/Month/Year)
1		
2		
3		
4		
5		
6		
7		

One (1) Chemical Technician and one (1) Driver must have a valid **SITE ACCESS** clearance, all others must EACH hold a valid **RELIABILITY STATUS**.

**REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)**

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

7A STANDING OFFER

7A.1 Offer

7A.1.1 The Offeror offers to fulfill the requirement of building master/record drawing services as defined by the requirements in accordance with the Statement of Work at Annex A.

7A.2 Security Requirement

7A.2.1 The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer.

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

7A.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

7A.3.1 General Conditions

2005 (2015-07-03) General Conditions - Standing Offers - Goods or Services apply to and form part of this Standing Offer.

7A.3.2 Standing Offer Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex E. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

**REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)**

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: October 1 to December 31;

2nd quarter: January 1 to March 31;

3rd quarter: April 1 to June 30;

4th quarter: July 1 to September 30.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

7A.4 Term of Standing Offer

7A.4.1 Period of Standing Offer

The period for making call-ups and providing services against the Standing Offer is from _____ to _____ inclusive.

7A.5 Authorities

7A.5.1 Standing Offer Authority

The Standing Offer Authority is:

Amalia Maquiling
Supply Team Leader
Facility Maintenance Services Division
Public Works and Government Services Canada
Place du Portage, Phase III, 3C2, Stn: 21
11 rue Laurier, Gatineau, Quebec K1A 0S5
Telephone: **819-956-5978**
Facsimile : **819-956-3600**
e-mail: [**amalia.maquiling@pwgsc-tpsgc.gc.ca**](mailto:amalia.maquiling@pwgsc-tpsgc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Standing Offer Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7A.5.2 Technical Authority

The Technical Authority for the Standing Offer is:

_____ *(Name of Technical Authority)*

_____ *(Title)*

_____ *(Fill in Organization)*

_____ *(Fill in Address)*

Telephone: (____)

Facsimile: (____)

E-mail address:

The Technical Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

**REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)**

7A.5.3 Offeror's Representative

Name: () _____
Telephone: () _____
Facsimile: () _____
E-mail address: _____

Remark to Standing Offer Authority: Insert in full text SACC Manual clause A3025C, if applicable, to assist client departments in identifying call-ups against a standing offer with former public servants and reporting this information in their Proactive Disclosure of Contracts.

7A.6 Proactive Disclosure of Contracts with Former Public Servants

7A.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Environmental Services Directorate (ESD), Real Property Branch, PWGSC).

7A.8 Call-up Procedures

The PWGSC Technical Authority will establish the Scope of Services to be performed under each individual Call-up based on the pre-established rates identified in the Basis of Payment.

7A.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942 "Call-up Against a Standing Offer" or other acceptable "Call-up Against a Standing Offer" electronic document.

7A.10 Limitation of Call-ups

Individual call-ups against this Standing Offer must not exceed \$100,000 (Applicable Taxes included).

7A.11 Priority of Documents

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

1. the call up against the Standing Offer, including any annexes;
2. the articles of the Standing Offer;
3. the General Conditions 2005 (2015-07-03), General Conditions -Standing Offers - Goods or Services;
4. the General Conditions 2035 (2015-07-03) General Conditions - Higher Complexity - Services
5. Annex "A" - Statement of Work;
6. Annex "B" - Financial Offer;
7. Annex "C" - Security Requirements Check List
8. the Offeror's offer _____ (*insert date of offer*), **as amended** _____. (*insert date(s) of amendment(s)- if applicable*)

7A.12 Certifications

7A.12.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the additional information or if it is determined that any certification made by

**REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)**

the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

7A.13 SACC Manual Clauses

7A.13.1 Status and Availability of Resources

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

Names of qualified resources

The offeror must provide the names of the qualified resources who will be assigned to work on this Standing Offer. The names provided below must be the same personnel listed in part 4 & part 6 of the offer.

Chemical Technician #1 (first & last name)	
Chemical Technician #2 (first & last name)	
Driver #1 (first & last name)	
Driver #2 (first & last name)	
Chemist (first & last name)	
Operations Manager (first & last name)	
On-site Supervisor (first & last name)	

7A.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in the province or territory where the work is performed.

REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)

7B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7B.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7B.2 Standard Clauses and Conditions

7B.2.1 General Conditions - Services

2035 (2015-07-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

The text under Subsection 4 of Section 41 - Code of Conduct and Certifications - Contract of 2035 referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

7B.3 Term of Contract

7B.3.1 Period of Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

Remark to Standing Offer Authority: If the successful offeror has identified himself as a former public servant, insert in full text SACC Manual clause [A3025C](#), to assist client departments in identifying call-ups with former public servants and reporting this information in their Proactive Disclosure of Contracts.

7B.4 Proactive Disclosure of Contracts with Former Public Servants

7B.5 Payment

7B.5.1 Basis of Payment – Firm Unit Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as specified in Annex B, Cost of Service Schedule. Applicable Taxes are extra.

7B.5.2 Method of Payment

- a) Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work and upon presentation of invoices and any other substantiating documentation as Canada requires.
- b) Invoices must be submitted in accordance with the instructions contained in the article entitled "Invoicing Instructions".

7B.5.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

7B.6 Invoicing Instructions

The Contractor must submit invoices in accordance with the Section 12, entitled "Invoice Submission" of the 2035 General Conditions - Services. Invoices cannot be submitted until all work identified in the invoice is completed.

1. Each invoice must be supported by:

REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7B.7 Insurance

7B.7.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the following **article 7B.7.2 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 Standing Offer Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Standing Offer Authority, forward to Canada a certified true copy of all applicable insurance policies.

7B.7.2 Commercial General Liability Insurance

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

**REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)**

- 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 Standing Offer 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.
- o. 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
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Standing Offer 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.

7B.7.3 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

REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)

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 Standing Offer 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.

7B.7.4 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 Standing Offer Authority thirty (30) days written notice of cancellation.

7B.8 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.

7B.9 Government Site Regulations

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

7B.10 Pre-Commencement Meeting

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

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.

**REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)**

ANNEX A

**STATEMENT OF WORK
(EN438-151360)**

**REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)**

ANNEX B

Financial Offer

(See Attached Financial Grid- Cost of Service Schedule)

(EN438-151360)

Offeror Name and Address:

I/ We the Offeror, when requested by the Standing Offer Authority during the period of the Standing Offer, will calculate individual project estimates in accordance with the fixed rates (excluding H.S.T.) in accordance with the information provided in the attached Cost of Service Schedule grid.

Unless otherwise approved in writing by the Standing Offer Authority, I/we the Offeror undertake:

- a) To employ only those classes of persons with skill levels appropriate to each task, as defined in the Scope of Work section of each call-up.
- b) To prorate accordingly to cover the actual time worked, where work performed using the Time-Based Fee Method, is of a duration of less than one hour.
- c) To provide a full and comprehensive list of names of each individual to be assigned to a project subject to a call-up of Services.

Signature of Offeror:

_____ Name _____
Title _____

**REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)**

ANNEX C

**SECURITY REQUIREMENTS CHECK LIST
(EN438-151360)**

**REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)**

**Annex D
(EN438-151360)**

**COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE
OFFEROR**

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

**REQUEST FOR STANDING OFFER (RFSO)
Hazardous Waste Removal and Disposal Services
(EN438-151360)**

ANNEX E

**QUARTERLY USAGE REPORT FORM
(EN438-151360)**



ANNEX A

Statement of Work– Hazardous Waste Disposal (EN438-151360) Real Property Services, Environmental Services

1. OBJECTIVE

Public Works and Government Services Canada (PWGSC), Environmental Services has a requirement for Hazardous Waste removal and disposal services from buildings owned and/or operated by various federal government departments, agencies and Crown Corporations located in the National Capital Area (NCA).

The performance of all work required under the Standing Offer must be conducted in accordance with all applicable environmental and occupational health and safety legislation and regulations. At all times in the performance of the required services, the Contractor must apply the greatest level of safety to protect human health, the environment and Crown assets.

Where feasible best available technologies must be used and greening government guidelines and policies followed in an attempt to divert hazardous waste into recycling processes. Ultimately, these processes should strive to eliminate the amount of contaminants entering the natural environment.

2. DEFINITION OF TERMS

1. "Action Plan" means a description of the Collection Day events proposed by the Contractor in response to a specific Request Package. This plan is to include all resource requirements (materials, equipment, labour), schedules and the collection route necessary to complete a given Collection Day. It should also include cost estimates associated with the Hazardous Waste Removal requirement. These cost estimates must reflect the unit costs found in the Cost of Services Schedule and the Technical Authority must be advised of all items included within the Action Plan for disposal that have not been included with the Cost of Services Schedule, prior to collection.
2. "Battery Waste" refers to all battery types listed in Section 8 of this document.
3. "Bulking" means the transfer of the contents of small containers, either liquid or solid, to larger containers.
4. "Bulk Waste Collections" means the removal of bulk materials, which is inorganic or organic waste where a specialized vacuum vehicle is required to remove these materials from the Collection Point.
5. "Certificate of Destruction" means a document signed by the Contractor attesting to the Final Disposal of Hazardous Waste as outlined in Section 14.4.2.1.
6. "Certificate of Recycling" means a document signed by the Contractor as outlined in Section 14.4.1.2.
7. "Client Representative" means the department, agency or Crown Corporation requesting a Hazardous Waste(s) Removal requirement of PWGSC.
8. "Collection" means the undertaking of a Collection Day by the Contractor, including the preparation of an Action Plan that is approved by PWGSC prior to actual collection of the wastes.
9. "Collection Point(s)" means the specific location at which the Contractor collects, handles, packages and loads Hazardous Waste(s).



ANNEX A
Statement of Work– Hazardous Waste Disposal (EN438-151360)
Real Property Services, Environmental Services

10. “Collection Day” means the scheduled day for collecting Hazardous Wastes, which starts when the Contractor begins handling Hazardous Waste at the first Collection Point and ends when the Contractor completes the removal operations at the final Collection Point.
11. “Constraint(s)” means a restriction at a specific Collection Point that will impact or change how the Collection requirement is planned. An example of a Constraint is time-restricted access to a loading dock.
12. “Contractor” means the person, firm, enterprise or corporation providing services under the direction of the Standing Offer in part or in whole.
13. “Contractor’s Facility” means the permanent location(s) having all appropriate federal, provincial or municipal certificates and/or license(s) to store, process, treat or effect Final Disposal of Hazardous Waste(s) and includes Sub-Contractors petitioned to supply such services, in part or whole.
14. “Technical Authority” or “TA” means that person acting on behalf of the Director of PWGSC, Environmental Services to oversee the administration of the Standing Offer between the Contractor and Canada, designated as the Supervisor, Hazardous Waste Management Services (SWMS).
15. “Site Authority” or “SA” is the direct link between PWGSC and the Contractor for technical matters, designated as the Hazardous Waste Control Officer (HWC0).
16. “Disposal” means the storage, handling, processing and treatment of Hazardous Waste(s) at the Contractor’s Facility, and the actual Final Disposal of the Hazardous Waste(s).
17. “Final Disposal” means the final physical, biological or chemical treatment/processing of Hazardous Waste(s) to achieve a physical reduction or changed state whereby the characteristics have been altered to reduce or to minimize physical, biological and chemical impact to property, human health and the environment. Furthermore, that reasonably and by industry standards, it is understood that Hazardous Waste(s) which cannot undergo a physical reduction or change in state will be disposed of by the Contractor in a manner that will prevent any impact to health, property or the natural environment.
18. “Fiscal Year” means the 12-month period starting on April 1st of a given year and ending on March 31st of the consecutive year.
19. “Fluorescent Tube” means any type of lamp designed to contain mercury or like contaminant.
20. “Generator” is any facility, being PWGSC or a client of Public Works and Government Services Canada, who generates and disposes of hazardous waste under the support of the Standing Offer. The term generator is used to represent these clients in both Quebec and in Ontario and is not limited to the definition set out in the Environmental Protection Act of Ontario Regulation 347/ 558.
21. “Hazardous Waste” means
 - waste(s) defined as Subject Waste by the Ontario, Environmental Protection Act (EPA), General Waste Management, Regulation 347 as amended by 558/00, Section #1 “Definitions”.
 - wastes(s) defined as Hazardous Waste by the Quebec, Environmental Quality Act (EQA), Regulations respecting hazardous materials amending various regulatory provisions, April 28, 1998



ANNEX A

Statement of Work– Hazardous Waste Disposal (EN438-151360) Real Property Services, Environmental Services

- waste(s) defined by the Federal Export and Import of Hazardous Wastes Regulations under the Canadian Environmental Protection Act, 1999 (CEPA).
- waste(s) created from the processing or treatment of Hazardous Wastes.

**The following are hazardous wastes that are not included under the support of the Standing Offer: radioactive, pathological, polychlorinated biphenyls (PCBs), explosives, potentially explosive chemicals, and land-fillable solid wastes. **

22. "Hazardous Waste Removal" means the collection, handling, recovery, loading and transportation of Hazardous Waste.
23. "Laboratory Chemicals" means chemicals except compressed gases usually found in educational research or process laboratory facilities. Without specifically limiting their number, they are represented as to type and unit quantity by the listing found in a current catalogue of a laboratory supplier such as "Fisher Scientific", "Canlab" or "Aldrich".
24. "Labour - Operations" means the Contractor's labour and supervision that is required for the Collection of the Hazardous Wastes within the NCA including the time spent in travel by the most direct road route between the first and last Collection Points and time spent in travel to and from the designated vehicle park and a Collection Point.
25. "National Capital Area or Region" means the distance within a 50-km radius of Parliament Hill.
26. "Lab Packing" means the transfer of a series of small containers with contents to a larger container, with or without the addition of inert packing material depending upon the safety requirements. In general terms the larger containers are either 204.6L drums or 22L pails.
27. "Request Package" means the information sent to the Contractor allowing him / her to plan a specific Collection requirement. This information will include the Hazardous Chemical Waste Inventory sheets (See Annex G), the designated Collection Points, and any Constraints specific to each Collection Point.
28. "Recycling" for the purposes of the Standing Offer means the processing or treatment of hazardous waste, where using best available technologies, target constituents defined by the TA are wholly captured for reuse and where the recycling process produces less total waste than recyclable waste material originally introduced into the process.
29. "Regular Collections" means the routine weekly removal of bulk and non-bulk quantities of waste as described in Section 8.
30. "Special Compounds" means Hazardous Wastes that, by their chemical nature or characteristics, have an inherently higher risk to property, health or the environment and hence, require special safety / handling procedures during Collection and Disposal. (See Section 8.3 for typical examples of this type of waste).
31. "Transportation within the NCA" means travel in the collection vehicle between Collection Points within the NCA (Ottawa and/or Gatineau) to collect the Hazardous Wastes.

3. DESCRIPTION OF THE REQUIREMENT

.1 Overview

The Contractor is required to supply all labour, material, equipment, tools and supervision necessary for the identification, labeling, packaging, preparation of profile documentation



ANNEX A

Statement of Work– Hazardous Waste Disposal (EN438-151360) Real Property Services, Environmental Services

sheets, as well as the loading, transportation and disposal/destruction/treatment of hazardous waste as defined in Section 8 collected from designated Collection Points.

The Collection Points include research laboratories, testing facilities, central heating plants, office buildings and/or any number of other federally owned or managed facilities. The removal of Hazardous Wastes will be conducted principally at Collection Point(s) located within the NCA.

Since there are thousands of chemical products that may be removed as Hazardous Waste, the classes 2, 3, 4, 5, 6, 8 and 9 as described by the Transportation of Dangerous Goods Act and Regulations (TDGA) will serve as a guide to what may be collected under the Standing Offer. Typical Hazardous Wastes will include, but are not limited to, off specification organic/inorganic chemicals, glycol, solvents, oils, acids, bases, paints and pesticides. Please refer to Section 8.0 (Waste Categorization) for further details.

The PWGSC Site Authority (SA) who has an intimate knowledge of PWGSC's client requirements and site-specific demands will approve each Collection Day. The SA will accompany the Contractor from the start of work at the first Collection Point until operations are completed at the final Collection Point on each Collection Day.

The SAs' role is to monitor Contractor performance, to ensure the Contractor complies with all relevant legislation. He or she will provide access to hazardous waste storage areas and generally act as a liaison between the client and the Contractor to facilitate waste removal operations. The SA will not provide advice or technical instruction specific to waste characterization, categorization or packaging. However, the SA is the ultimate on-site authority for all removal operations and reserves the right to determine safe removal practices. It follows that the SA will stop any work that he/she considers being unsafe or has the potential to jeopardize human health, the environment or assets of Canada.

The Contractor will assume all ownership and all future liability for the disposal of the hazardous waste products once the waste is loaded onto the Contractor's vehicle and the hazardous waste manifest has been signed.

.2 **Specific Requirements and/or Direction**

.1 **General**

The collection, storage, transportation, handling, processing, treatment, recovery, recycling and disposal of Hazardous Wastes, at all times, must be conducted in a manner that reduces/limits the risk to occupational health and to the natural environment.

In addition, a proper waste management system will include a traceable, reportable design that ensures that these wastes are tracked throughout their life cycle. The TA, from time to time, will request a report that outlines the routing of individual waste items collected from collection locations. The Contractor must provide such information within 5 business days of the request.

The hazardous waste removal requirement must adhere to industry guidelines, best management practices and use best available technologies with an emphasis on providing fair service and value to PWGSC and its' clients.

Collection of all materials will be conducted between the hours of 06:00 and 16:30.



ANNEX A

Statement of Work– Hazardous Waste Disposal (EN438-151360)

Real Property Services, Environmental Services

Where possible and practical all Hazardous Waste removed from Collection Points and sent to the Contractors' facilities must be treated, processed or sent to final disposal within 30 days of reception. If waste cannot be processed, treated or sent to final disposal within 30 days, notification must be made to the Technical Authority (TA). The notification must include the original manifest number as well as the anticipated process/treatment date.

.2 **Variable Collections**

The nature and amount of the Hazardous Waste and the location of the Collection Points will vary significantly from Collection Day to Collection Day depending on the requests received from Client Representatives.

.3 **Frequency of Collections**

It is anticipated that Collection requirements will occur *approximately on 1-2 days per week over the period of the Standing Offer*. A typical collection day will have the Contractor visit and remove hazardous waste from as many as 6 sites however the norm will be 3-5 sites/collection points per day.

On occasion, the Contractor may be requested to return containers to the original Collection Point. In the event of such a request, the Contractor must empty, decontaminate and return any container(s) to the particular Collection Point as outlined in the request package and only if it is legal to do so.

.4 **Collection Point Locations**

Collections will take place within the National Capital Region(NCR). The specific location(s) for each Collection requirement will be identified in the Request Package submitted by the SA to the Contractor. No waste must be removed from sites that are not held within the NCR. No waste can be removed from any site without the expressed authorization of the SA or TA.

.5 **Late Arrivals to Client Location**

The Contractor is to ensure that he/she is on time or early to each and every collection. If the Contractor is more than 30 minutes late for any given collection day, without advanced communication, the collection day will be cancelled.

.6 **International Hazardous Waste Exports**

The Contractor must advise the TA of his/her intention to export hazardous waste outside of Canada. This notice must be given prior to conducting any such shipment and must be approved by the TA.



ANNEX A

Statement of Work– Hazardous Waste Disposal (EN438-151360) Real Property Services, Environmental Services

4. APPLICABLE LEGISLATION

The Contractor must ensure that the work is carried out in accordance with the most recent versions of international, federal, provincial and municipal directives, policies, acts, conventions and regulations regarding the collection, storage, transportation, handling, processing, treatment, recovery, recycling and disposal of Hazardous Wastes. Specific legislation and regulations that apply include, but are not limited to:

Federal -

- CANADIAN ENVIRONMENTAL PROTECTION ACT AND REGULATIONS, 1999 (S.C. 1999, c. 33)
- TRANSPORTATION OF DANGEROUS GOODS ACT AND REGULATIONS, 1992 (S.C. 1992, c. 34) (may be abbreviated as TDGA/R within this document)

Ontario -

- ENVIRONMENTAL PROTECTION ACT AND REGULATIONS (R.S.O. 1990, c. E.19)
(May be abbreviated as EPA within this document)
- OCCUPATIONAL HEALTH AND SAFETY ACT AND REGULATIONS (R.S.O. 1990, c. O.1)

Quebec -

- ENVIRONMENTAL QUALITY ACT AND REGULATIONS (R.S.Q., c. Q-2.)
(May be abbreviated as EQA within this document)
- ACT RESPECTING OCCUPATIONAL HEALTH AND SAFETY AND REGULATION (R.S.Q., c. S-2.1)

Other –

- Rules and regulations of authorities having jurisdiction, municipal, provincial or federal.

The Contractor must provide an update to the TA detailing any/all changes to licenses that have been made within 30 days of the change having been made. The update must include all new licenses or additions, revoked licenses or deletions in part or in whole.

The Contractor must be prepared at any time to substantiate licenses and/or legislative requirements for all trucks, facilities, persons, procedures used in the performance of the Standing Offer. The Contractor must be able to provide this information within 14 days of request.

5. EQUIPMENT AND MATERIALS

.1 General

The following list of materials and equipment is expected to be utilized in the performance of the required on site services and includes,

- | | |
|---|---|
| - placards | - collection vehicles with lift gate |
| - manifests | - vacuum vehicles |
| - tape | - quatrex containers |
| - garbage bags (6mm poly) | - chemical trays and chemical |
| - 5 gallon metal pails with lids | - packing material (vermiculite) |
| - rolls of clear plastic (6mm poly) | - strapping materials and equipment |
| - Shrink wrap | - stationary supplies |
| - palette jack(s) | - load restrainers |
| - palettes | - pylons and signage to redirect |
| - open top 205-litre drums with lids and rubber gaskets | pedestrian traffic |
| - closed top 205-litre drums | - yellow roof-mounted signalling beacon |



ANNEX A

Statement of Work– Hazardous Waste Disposal (EN438-151360)

Real Property Services, Environmental Services

- 250-litre oversize (or overpack) drums
- spill response equipment
- personal protection equipment (respirators, coveralls, gloves, etc)
- handling carts
- Tube containers (fiberboard or plastic to be cycled as service requirements demand)

This list is not all-inclusive. All equipment must be in good working condition, free of residual contamination from hazardous waste products and must appear clean where practical and possible.

.2 Collection Vehicles

All vehicles utilized for the transport of Hazardous Wastes under the Standing Offer must be registered, licensed and approved by the authority having jurisdiction.

All vehicles must also have secondary spill containment as practical and contain the appropriate emergency response equipment, a copy of the Environmental Emergency Response Plan in the event of release into the natural environment (see section 12) and Class ABC fire extinguishers.

Collection vehicles used to remove 204.6 L drums must have a lift gate with a capacity of minimum 500 kg.

At all times, all vehicles used in the performance of this Statement of Work must be in good working condition, clean and free of residual contamination from hazardous waste products.

The Contractor must have access to a minimum of four collection vehicles to collect Hazardous Wastes described within.

The first vehicle, straight body type, must have all that is listed above and additionally must have a minimum capacity to collect 50 x 204.6L drums. This vehicle must have a weighted capacity of 24500kg (non-thaw period) and a height no greater than 3.8 meters. This vehicle is to be used as the primary vehicle and it will be assumed that this vehicle is being dispatched for collections unless otherwise requested by the SA.

The second vehicle, tractor-trailer type, must have all that is listed above and additionally must have a capacity to collect 88 x 204.6L drums. This vehicle must have a weighted capacity of 37500kg(non-thaw period) and a height no greater than 4 meters.

The third vehicle required is for the collection/transport of roll off bins used to contain contaminated wood waste. The vehicle must be equipped with a hydraulic/cable assembly whose purpose built design is to winch the wood waste container on to the vehicle for transport.

The fourth vehicle type is a vacuum collection vehicle used to collect Bulk hazardous waste must have a capacity of less than 13500 liters. *Without exception, the Contractor must not use a vehicle of greater capacity at any time in the performance of the work unless specifically requested by the TA.*

.3 Waste Containers

Containers for all Hazardous Waste(s) must be in good condition and comply with the Underwriters' Laboratories of Canada specifications, the National Standards of Canada CAN/CGSB-43.150-97 and CAN/CGSB-43.126-98 requirements and with the TDGAR requirements where applicable.



ANNEX A
Statement of Work– Hazardous Waste Disposal (EN438-151360)
Real Property Services, Environmental Services

The roll off container use to contain waste as described within 8.1(L) must be delivered on each occasion with a cover that prevents precipitation from entering the container.

6. REQUIRED PERSONNEL

- .1 To carry out the work on this requirement, the contractor must have a minimum resources of two (2) fully trained chemical technicians, two (2) fully trained drivers, one (1) fully trained chemist, one (1) Operations Manager and (1) on-site supervisor available at all times to perform services as requested under this agreement; fully trained is further described below. Either the driver, chemical technician or the chemist can be named as the on-site supervisor. The chemist may also act as the chemical technician.
- .2 For each Collection requirement the Contractor must provide a minimum of two trained individuals (one chemical technician and one driver) thoroughly conversant with all laws and regulations pertaining to the handling, transport and occupational health and safety requirements for Hazardous Wastes to be collected under the Standing Offer.

On occasion, there may be a need for more than the driver and the chemical technician to handle a particular Collection requirement where the quantity of Hazardous Wastes is greater than normal. This additional individual must be a Chemical Technician and must meet the specified training requirements (Section 6.3).
- .3 The Chemical Technician fulfilling the obligations of the Standing Offer must be trained in Workplace Hazardous Materials Information Systems (WHMIS), Chemical Handling and Identification, Transportation of Dangerous Goods Act and Regulations (TDGA) and Environmental Emergency (Spill) Response and Recovery. Chemical Technicians must have at least 2 years experience in handling hazardous wastes similar to the work described herein.
- .4 The Driver fulfilling the obligations of the Standing Offer must be trained in WHMIS, TDGA and Environmental Emergency (Spill) Response and Recovery.
- .5 On occasion, a Chemist may be required to provide advice or direction with respect to the identification of unknown substances or handling procedures and/or perform appropriate analysis of particular Hazardous Wastes. In all circumstances a Chemist must be a member in good standing of a nationally or provincially recognized society or association. Chemist(s) must have at least 2 years experience in testing and handling hazardous wastes similar to the work described herein. The chemist must also hold current training as outlined in 6.3.
- .6 The Contractor must ensure that the work is competently supervised at all times by the appropriate on-site personnel and that person has authority to receive on behalf of the Contractor any order or communication relating to the work.
- .7 The Contractor is required to name an Operations Manager and have that person or his/her delegate available to: respond to and facilitate service requests, estimate work requirements and answer any and all billing inquiries, administrative and/or technical inquiries. The Operations Manager must be an employee of the Contractors' company. The Contractor must notify the TA in advance if the Operations Manager will be unavailable for a period greater than two days and a replacement must be named.



ANNEX A

Statement of Work– Hazardous Waste Disposal (EN438-151360) Real Property Services, Environmental Services

7. **CONTRACTOR'S FACILITIES**

The Contractor must ensure that all facilities (transfer stations or otherwise), which will be used for the storage, processing, treatment, recycling and final disposal of hazardous waste are permanent facilities appropriately licensed under the authority having jurisdiction. The Contractor must not send Hazardous Wastes to any facilities unless certification is provided to the TA, proving that the facility is licensed to accept the wastes.

Public Works and Government Services Canada may at any time during the period of the Standing Offer conduct an environmental audit of the Contractor's or Sub-Contractor facilities. This could include an audit of all vehicles, facilities and processes used to collect, store, treat, process, recover, recycle and dispose of hazardous waste.

8. **WASTE CATEGORIZATION**

.1 **General**

Regular Collections of Hazardous Wastes categorized as TDGA/R Classes 2, 3, 4, 5, 6, 8 & 9 may be collected. These classes have been broken down into groups and billing must be completed according to each category. They are as follows;

Group A	Acids/Bases
Group B	Laboratory Chemicals - see Section 8.2 for details
Group C	Non-halogenated Organic Solvents
Group D	Halogenated Organic Solvents
Group E	Inorganic (non-halogenated for eg. trace Cd in solution 2-30 ppm)
Group F	Pesticides, Herbicides & Insecticides
Group G	Crude Oil Sludge
Group H	Special Compounds – see Section 8.3 for details
Group I	Bulk Wastes
Group J	Batteries
Group K	Fluorescent Light Tubes
Group L	Wood waste contaminated with lead in excess of the 5.0 ppm per TCLP
Other - see Section 8.7 for details	

.2 **Laboratory Chemicals**

Laboratory chemicals (Group B above) can be further broken down into sub-groups according to chemical compatibility. The examples listed within the following sub-groups, by no means, represent a comprehensive list of Laboratory Chemicals that may be removed. These sub-groups are as follows:

Sub-Group 1: Inorganic acids, inorganic salts and elements that do not release gas upon acidification, e.g., HCL, sulfur, KCL.

Sub-Group 2: All bases or alkaline substances, elements and salts that release gas upon acidification, e.g., CN, CaCl₂, amines, cyanides.

Sub-Group 3: Neutral or organic acid liquids and solids, e.g., phenols, naphthalene.

Sub-Group 4: Inorganic oxidizing agents e.g. chromate, chlorate, dichromate, periodate, persulfate, peroxide, permanganate.

.3 **Special Compounds**

Specials Compounds are defined as Hazardous Wastes that, by their chemical nature or characteristics, have an inherently higher risk to human health, property or the environment and hence, require special safety / handling procedures during Collection and Disposal.



ANNEX A

Statement of Work– Hazardous Waste Disposal (EN438-151360) Real Property Services, Environmental Services

For the purposes of this Statement of Work, the following substances have been identified as falling under the Special Compounds category. Examples are provided for each type, based on previous collections of such wastes, but these by no means, represent a comprehensive list.

- 1) cyanides (e.g. copper cyanide, sodium cyanide, potassium cyanide)
- 2) isocyanates (e.g. diphenylmethane diisocyanate, ethyl isocyanate)
- 3) volatile organic peroxides
- 4) air/water reactives

The Contractor must determine the mass of Special Waste exclusive of the container mass once the special waste is unloaded at the transfer facility/recycling facility. The scales to be used to measure the weight must be certified for legal tender.

.4 **Bulk Collections of Wastes**

“Bulk Waste Collections” fall into the following TDGA/R categories; classes 2, 3, 4, 5, 6, 8 & 9. These classes have been broken down into groups, as follows:

- | | |
|----------------|---|
| Group A | Acids/Bases |
| Group B | Halogenated Organic Solvents |
| Group C | Non-halogenated Organic Solvents |
| Group D | Inorganic Solutions with Trace Heavy Metals (Drums) |

The Hazardous Wastes that constitute Group C, Bulk Organic Non-halogenated wastes, are further broken down into four (4) types;

- 1) Lean - a material with a low organic content, having a BTU value of less than 4000 kilojoules per kilogram.
- 2) Rich - a material with a high organic content having a BTU value approximately greater than 25000 kilojoules per kilogram.
- 3) Organic (Water based organic dyes in solution)
- 4) Sludge - solidification/stabilization (i.e. tank bottom, sludge).

.5 **Batteries**

Batteries collected must be recycled. Batteries that will be collected are as follows;

1. Alkaline
2. Nickel Cadmium (vented and sealed cell)
3. Lithium Ion
4. Lithium Sulfoxide
5. Magnesium
6. Mercury Oxide
7. Silver Oxide
8. Lead Acid (sealed)
9. Lead Acid (stationary power)
10. Lead Acid (automotive)
11. Lead Acid (industrial)

The Contractor must determine the mass of the Battery Waste once the battery waste is unloaded at the transfer facility/recycling facility. The mass must be determined exclusive of the container mass. The scales to be used to measure the weight must be certified for legal tender.



ANNEX A
Statement of Work– Hazardous Waste Disposal (EN438-151360)
Real Property Services, Environmental Services

.6 Fluorescent Light Tubes

The process employed to recycle fluorescent lamp waste must ensure that any and all contaminants are wholly and completely recycled or to the greatest extent possible. End caps for tubes should be sent to a metal recycler, crushed glass component should be shipped to a glass recycler and containments to appropriate treatment/recovery/processing facilities where these outlets are available.

The Contractor will provide containers in which to store a minimum of 100 x 4 four foot tubes. Such containers must be cycled in and out of services to facilitate the removal of the materials from the collection location. The containers must remain the property of the Contractor and must be removed promptly once the Standing Offer has expired.

All fluorescent tubes must be accurately counted prior to their removal from the Collection Point.

.7 Other

The Other category must be used to account for Hazardous Wastes that do not fall under any of the previously specified categories. Due to the variability in the type of Hazardous Wastes under this group and the anticipated low volume of such occurrences, relevant costs will be negotiated and mutually agreed upon by PWGSC and the Contractor on an as and when required basis. In this case, the Standing Offer will be revised by the Standing Offer Authority.

9. WASTE TRACKAGING AND CONSIGNMENT PREPARATION

.1 General

The Contractor must handle the Hazardous Waste(s) at all times.

The Contractor will be required to securely and properly package, classify, label and load all Hazardous Waste in accordance the Transportation of Dangerous Good Act and Regulations and/or the Canadian Environmental Protection Act and Regulations. The SA reserves the right to assess the safety of the method(s) used to package and secure Hazardous Wastes.

Where necessary, pallets will be required to support and secure the Hazardous Waste within the Contractor's vehicle.

The Contractor must not collect Hazardous Waste in defective containers. Furthermore, the Contractor must not remove Hazardous Waste that is considered unknown until such time as the waste can be categorized by the Contractor through good industrial/chemical practices.

The Contractor must ensure that all waste is transferred from each Collection Point to the Contractor's facility(ies) without breakage and/or incident.

.2 Lab Packing

The Hazardous Wastes to be collected will be stored at the Collection Points in various sized containers. The Contractor must consider the following when preparing lab-packs;

.1 Hazardous Wastes received in disposable pail containers of 18.9 to 22.7 litres and larger sizes will be removed "as is" unless the container is not suitable for transportation.

.2 Hazardous Waste stored in containers smaller than pails will be packed into



ANNEX A

Statement of Work– Hazardous Waste Disposal (EN438-151360) Real Property Services, Environmental Services

204 L drums or 22 litre pails according to chemical compatibility as outlined in Section 8.2 or as prescribed by best industrial practices.

.3 In order to provide good value, the Contractor must make every reasonable effort to place as many waste containers as is safely possible in each lab-pack and minimize the quantity of vermiculite or other absorbent material as is safe to do so. Also, the Contractor must remove containers from extraneous packaging prior to placing the containers in the lab-pack.

.4 The Contractor at any Collection Point must not "Bulk" Hazardous Wastes into 205-litre containers.

.3 **Compatible Packaging of Hazardous Waste**

When packaging Laboratory Chemicals under Group B, the Contractor must pack the Hazardous Wastes according to the sub-groups identified in Section 8.2 to reduce the risk of contact with incompatible material during handling, storage or transporting of the wastes. If any doubt exists as to the compatibility of a substance, the Contractor must refer to the National Fire Code, Part-3, Table 3.2.7.6.

Hazardous Wastes defined as Special Compounds will be packaged individually, where necessary and practical, to limit contact with incompatible material.

.4 **Site Services**

From time to time, as requested by the SA, the Chemist and/or Chemical Technician will conduct site services to review, classify, characterize and/or qualify hazardous waste(s) in order to determine the classification for HWIN and/or the best methods for packaging, loading, and transportation and/or labpack. In these cases materials will remain on site.

10. **HAZARDOUS WASTE INFORMATION NETWORK (HWIN)**

When requested the Contractor will complete the on-line primary site registration and/or the annual re-registration required by the Ministry of the Environment and Energy for all sites as requested by the TA.

All passwords and usernames will remain at the Contractor's place of business, at the generation site and at the office of the TA.

All passwords and usernames established for login to the HWIN system will remain property of Canada and be returned upon completion of the Standing Offer. The Contractor must confirm in each instance that the collection site has the required HWIN registration and requisite waste classes PRIOR to collecting waste material. It is the responsibility of the Contractor to ensure all legal requirements are met in this regard.

11. **DOCUMENTATION AND TRANSPORTATION**

.1 Documentation for all waste transfers must be completed by the Contractor respecting the CEPA TDGA/R, EPA, EQA and other acts or regulations as required. All documentation is to be addressed to the SA. A waste manifest will be used on each consignment regardless of the province of origin.

.2 Transportation of all Hazardous Wastes must be in compliance with TDGA/R and as required by the EPA, the EQA and other acts or regulations as applicable. Only Hazardous Wastes identified by the SA for removal must be transported on the collection vehicle during the Collection requirement. Wastes from other facilities and/or other



ANNEX A
Statement of Work– Hazardous Waste Disposal (EN438-151360)
Real Property Services, Environmental Services

client(s) of the Contractor will not be transported on the collection vehicle at any time during the Collection Day.

12. ENVIRONMENTAL EMERGENCY RESPONSE - Priorities, Operations, Responsibilities, and Communications

.1 Priorities

1. The protection of human health.
2. The prevention and/or amelioration of environmental contamination.
3. The protection of property.

.2 Operations - Environmental Emergency Response Plan (EERP)

The Contractor is required to have an EERP to ensure that all spills caused by the Contractor are immediately mitigated in their entirety as promptly and effectively as possible. The EERP should contain, as a minimum, the following aspects:

- Policy or Intention Defined (authority to act clarified)
- Hazard Identification & Risk Analysis
- Prevention Strategies
- Roles & Responsibilities
- Available Resources
- Communications plans/strategies
- General Response Procedures & Guidelines (actual clean up instruction)
- Notifications & Reporting
- Sampling Protocols; Site remediation guidelines for spills occurring on asphalt
- Training Certification
- Plan Review & Plan Testing Instructions

The Contractor will have a copy of the EERP located within the collection vehicle(s) at all times. The individuals performing the work under the Standing Offer must be familiar with the contents of the plan and be adequately trained to react to an environmental emergency.

The Contractor will have spills equipment and resources, including personal protection equipment (PPE), located in the collection vehicle(s) at all times that will enable him/her to remove a spill of 20 litres or less of TDGA classes 2, 3, 4, 5, 6, 8 and 9.

Spills greater than 20 litres of TDGA classes 2, 3, 4, 5, 6, 8 and 9 will be immediately mitigated by the Contractor to the extent allowable by the resources on hand. In addition, the Contractor will have at his/her disposal (able to react within **one hour** of the spill occurring) adequate resources enabling him/her to continue the environmental emergency response action. In the event of any spill, the site will be restored to its' pre-spill condition.

.3 Responsibilities - Environmental Emergency Response Action

The mitigation of releases into the natural environment or spills, of any proportion, related to the collection, transportation, treatment, handling recovery and Disposal of Waste(s) resulting from mishandling, inappropriate packaging or other careless act by the Contractor during the course of the Standing Offer, must be the sole responsibility of the Contractor, and will be mitigated to the fullest extent reasonable. This applies whether the spill occurs on federal lands or on lands other than federal lands.

All costs linked to an environmental emergency response action will be the responsibility of the Contractor in those instances where the emergency (i.e. spill) has resulted from



ANNEX A

Statement of Work– Hazardous Waste Disposal (EN438-151360) Real Property Services, Environmental Services

mishandling, inappropriate packaging or other careless act by the Contractor. This will include costs associated with, but not limited to:

- Damage to property
- Materials and equipment used to contain the spill
- Labour supplied to complete the response action
- Disposal of recovered waste product
- Amelioration of affected natural systems
- Sampling to ensure adequate restoration of the site (as required).

Spills occurring during transfer of waste from the storage area to the loading area by the client within the Client Representative's facility will be the responsibility of the Client Representative.

For all environmental emergency response actions occurring on federal lands, the SA, TA or Client Representative (as applicable) will act as the ultimate site authority.

.4 **Communications**

For any spills greater than 20 L the TA or SA will contact the Contractor to contact his/her insurer.

The Client Representative as well as PWGSC's Manager of Environmental Engineering and the PWGSC Standing Offering Authority will be notified in all instances where the EERP has been activated. Furthermore, all communication with offsite personnel specific to the incident must be directed through the SA or TA.

13. SAFETY

- .1 All safety measures respecting personnel, fire hazards, collection, transportation, handling, treatment, recycling and disposal recommended by Municipal, Provincial or Federal codes and/or prescribed by the authorities having jurisdiction, must be observed at all times.
- .2 The SA/TA reserves the right to have the operations, methods and equipment used in any Hazardous Waste Removal requirement inspected and any judged to be unsafe, not suitable, or defective, replaced by acceptable alternates.
- .3 At all times, while handling hazardous waste, the Contractor must ensure the use of all the necessary personal protective equipment.
- .4 The Contractor is also required to have a class ABC fire extinguisher on hand at all times while performing Hazardous Waste removal operations.
- .5 *The Contractor must perform a site-specific safety hazard assessment at the work site prior to the start of work.* Based on this assessment the Contractor is required, as a minimum, to outline all hazards and address these in a way that provides for a safe and minimal-risk working environment for site personnel. The Contractor should take note of each hazard and apply the mitigation strategies found in the Contractor's health and safety plan as directed by the Contractor's health and safety policy. Such strategies should encompass those hazards that are foreseeable with respect to management of hazardous materials. The contractor must keep a physical record or such an assessment for the duration of the Standing Offer and must be able to produce this record within 48 hrs upon request by the TA.



ANNEX A

Statement of Work– Hazardous Waste Disposal (EN438-151360) Real Property Services, Environmental Services

- .6 Medical Surveillance: Where prescribed by legislation or a safety program, the Contractor must ensure that medical surveillance certification has been obtained for site personnel prior to commencement of work.
- .7 The Contractor must be responsible for the health and safety of the persons on site, the safety of property and the protection of persons and environment adjacent to the site to the extent that they may be affected by the conduct of the Contractor's work.
- .8 The offer must have and maintain as current (update annually) an Occupational Health & Safety Plan that specifically outlines, and mitigates the risks associated with Hazardous Waste Handling, Transport and Treatment and/or documentation as required by municipal/provincial authorities having jurisdiction.
- .9 When an unforeseen or peculiar safety-related factor, hazard or condition develops during the performance of work, procedures in place for employee's right to refuse work must be followed in accordance with provincial acts and regulations having jurisdiction. The SA, TA or client may stop work if non-compliance with health & safety regulations cannot be immediately corrected.
- .10 The Contractor is required to comply with and enforce compliance by employees with the safety requirements of the Standing Offer, applicable federal, provincial and local statutes, regulations, ordinances and standards, and with the health & safety plan.

14. REPORTING / DOCUMENTATION / RECORD KEEPING

14.1 Reporting

In general, the Contractor must fulfill the following reporting requirements. These requirements are not replaced by any other requirement to report found in the Standing Offer.

The Contractor is responsible for submitting annual reports as well as an End of Standing Offer report to the Technical Authority. Annual reports must be submitted within 30 days of the anniversary of the start date of the Standing Offer. The End of Standing Offer report must be submitted within 30 days of the end of the Standing Offer.

.1 Annual Report - Specific Information Linked to Individual Collection Points

The following information should be tracked and illustrated for each Collection Point:

- Generator number
- Collection date
- Collection number
- Standing Offer number
- Total number of collections conducted
- Total quantities of each waste category collected (units expressed in kg or L)
- Total time spent in registering the Generator number within HWIN
- Total cost for services rendered

.2 Annual Report - Summary and Final Disposition of Waste

The report acts as a summary report and must outline the following;

- Date
- Standing Offer number
- Total quantities/volume of waste disposed specific to each waste category outlined in Section 8



ANNEX A

Statement of Work– Hazardous Waste Disposal (EN438-151360) Real Property Services, Environmental Services

- Disposal method by category (incineration, secure landfill, entombment, recycling or other process as required.)
- Locations to which wastes have been sent. (full address(s)).

.3 Monthly Reports

The Contractor is required to provide a statement of accounts to the Technical Authority in the form of an excel spreadsheet each month no later than 7 days after month's end. This statement must indicate, as a minimum, service dates, cost by client, outstanding invoices as well as the total expended per month on the Standing Offer. There are no exceptions permitted.

.4 End of Standing Offer Report

The end of Standing Offer report is a summary report and must outline as a minimum the following for all years;

- Date
- Standing Offer number
- Total quantities/volume of waste disposed of/recycled for the Standing Offer specific to each waste category outlined in Section 8

.5 Contract Value Monitoring

The Contractor is required to monitor the financial value of all work conducted on any Call-Up initiated by the TA. The Contractor is required to advise the TA once the call-up value has been 80% expended. The Contractor is not authorized to perform work that will result in expenditures that exceed the call-up limit under any circumstances; no payment will be made for unauthorized expenditures. The TA is the sole party responsible for approving expenditures under the Standing Offer.

.6 Financial Reports

PWGSC clients from time to time will request financial reports. These reports will include requests for client financial details, summaries of costs to date and/or duplicate invoices substantiating costs. The requests will be clearly outlined to the Contractor when they are presented to PWGSC by the client.

14.2 Workplace Accidents

The Contractor must prepare a comprehensive report where a workplace accident results in the injury of the Contractors personnel. This report must include details sufficient to determine the cause of the accident, which will include (but not limited to) a description of all;

- circumstances leading up to the accident
- events particular to the accident itself
- parties involved
- specific injuries
- damage to property
- communications to other provincial or federal departments (mandatory reporting)

The report should also outline the steps to be taken to prevent future accidents and it should indicate if the accident and/or associated costs jeopardize the Contractor's ability to carry out the work.



ANNEX A

Statement of Work– Hazardous Waste Disposal (EN438-151360) Real Property Services, Environmental Services

14.3 Environmental Incidents

The Contractor must prepare a comprehensive report where a harmful substance enters the natural environment through the actions of the Contractor. This report must include details sufficient to determine the cause of the incident. It must also include a description of all

- circumstances leading up to the incident
- events particular to the incident itself
- parties involved
- response and recovery measures
- injuries to personnel
- damage to the environment
- damage to property
- measures undertaken to restore any harmful effects to the environment or Canada property (clean-up, sampling, monitoring, restoration)
- communications to other provincial or federal departments (mandatory reporting)

The report should also outline the steps to be taken to prevent future incidents and it should indicate if the incident and/or associated costs jeopardize the Contractor's ability to carry out the work.

14.4 Certificates of Destruction and Recycling / Demonstration of Full Cycle Management

- .1 **Battery and Tubes Wastes** (Groups J and K, Section 8)
- .2 Certificates of Recycling

The Contractor must supply PWGSC with a Certificate of Recycling attesting to the Recycling of each Battery and Tube consignment shipped from an individual Collection Point to a given Recycling facility. The TA must receive this within 90 days following the collection of the waste. Failure to provide documentation could result in the suspension of service requests until such time as the TA has received the documents.

The Contractor must submit a Certificate of Recycling **only if** the battery wastes and fluorescent tube waste have been decontaminated, treated or otherwise interned for Recycling, not before. The certificate should outline the following;

- Collection Point
- Collection Date,
- Quantity of waste (kg),
- Character of waste,
- Original manifest number
- Recycling Process
- Location in which it was interned for Recycling

Any relevant analysis should be added to the *Certificate of Recycling*.

- .2 **Hazardous Waste**
- .1 Certificates of Destruction

When requested by the TA, the Contractor must supply PWGSC with a certificate of destruction attesting to the final disposal of a given quantity of hazardous waste.

The certificate should outline the following;



ANNEX A

Statement of Work– Hazardous Waste Disposal (EN438-151360)

Real Property Services, Environmental Services

- Collection Point
- Collection Date,
- Quantity of waste (kg),
- Character of waste,
- Original manifest number
- Disposal Process
- Location in which it was interned for Disposal

Failure to provide documentation could result in the suspension of service requests until such time as the TA has received the documents.

15. ADMINISTRATIVE PROCEDURES

- .1 In most cases, the Contractor shall be given 10 working days notice prior to a Hazardous Waste Removal requirement. Otherwise, the length of time prior to a removal requirement will be determined as mutually agreed upon by the Contractor and the SA. Only the TA or his/her designates may request the services of the Contractor.
- .2 A Request Package will be forwarded to the Contractor by the SA prior to each Collection to allow for preparation and planning. This Request Package must contain the inventory of Hazardous Wastes to be removed (Annex G), the Collection Points, any specific Constraints associated with these Collection Points and a tentative date for the Collection Day.
- .3 The Contractor must confirm receipt of the Request Package to the SA. The Contractor must respond to this package by preparing an Action Plan, identifying:
 - **identify the total estimated collection costs** itemized per Collection point (or site) and provide these to the TA
 - confirm the collection schedule, the collection route and resource requirements necessary to complete the particular Collection requirement.
 - confirm the Waste Class required to complete the collection is current according to the Generator's online HWIN database (www.hwin.ca)
 - confirm with the TA that project funding is available for each collection point location prior to the first collection and at given collection point (**Payment will not be made for unauthorized collections**).

This Action Plan must be submitted to the SA for approval no later than five (5) working days following receipt of the Request Package or as mutually agreed upon by the Contractor and SA. The Action Plan must be carried out within 10 working days.

- .4 The SA shall accompany the Contractor on each Collection Day to monitor performance, to ensure compliance with all relevant legislation and to provide access to secure facilities.
- .5 At the end of each collection day the Contractor must provide to the SA a signed hazardous waste disposal record (trip sheet). This record must contain the following information itemized per Collection Point:
 - collection date and collection number (sequence beginning as identified by the TA)
 - **the contract/call-up number (as issued by the TA)**
 - department, client and location (address/building number)



ANNEX A
Statement of Work– Hazardous Waste Disposal (EN438-151360)
Real Property Services, Environmental Services

- character and quantities of wastes removed
- units of transportation required (for bulk haz-waste disposal)

The Contractor must also provide and complete an appropriate manifest as described by the TDGA/R, CEPA, EPA Regulation 347 and/or all other regulations, where applicable.

- .6 The Contractor must supply the TA with an invoice itemized as per the waste disposal record as in Section 16.5 above. The invoice must also include: the Standing Offer number an invoice date, invoice number, a subtotal exclusive of GST and GST as a separate line item. The invoice should be issued no more than 21 days after the collection date.

16. CHANGES TO QUALIFICATIONS

- .1 The *Contractor* must obtain prior approval from the *TA* before making any change to the qualifying criteria submitted or Sub-Contractor used in the performance of the Standing Offer. This includes but is not limited to, changes in processing/treatment facilities, *Recycling* sites, personnel, vehicles, or the quality management system to be employed in the performance of the work. Without restricting the foregoing the *TA* may, without notice, conduct audits to verify the validity of the *Contractor* s' qualifications. The *Contractor* must provide assistance and access to operations and records as the auditor may require in the conduct of the audit.

17. LIST OF AUTHORITY

The Technical Authority (TA) for the Standing Offer is:
(to be named at award of Standing Offer)
Supervisor, Waste Management Services
Public Works & Government Services Canada
Environmental Services
380 Hunt Club Road
Ottawa, Ontario
K1A 0S5

The Site Authority (SA) for the Standing Offer is:
Hazardous Waste Control Officer
Public Works & Government Services Canada
Environmental Services
380 Hunt Club Road
Ottawa, Ontario
K1A 0S5

ANNEX B - COST OF SERVICE SCHEDULE
Hazardous Waste Disposal - EN438-151360/A

The quantities provided are strictly estimates and are to be used for financial evaluation purposes only. Please follow these instructions in order to arrive at the value of your price proposal.
The definition of each cost item and how payment will be calculated are as follows:

1. Disposal/Recycling

Payment for Disposal/Recycling shall be calculated as follows:

- .1 The quantity of waste (drums, kilograms or litres) collected multiplied by the unit price per group for Groups A to J. Additionally, the costs for wastes that are measured by the kg or L shall be determined by the actual mass or volume of the substance exclusive of the container mass.
- .2 The offeror must include the price for disposal, materials, labour and transportation within the unit price for Groups A-H, J, K and L
- .3 The offeror must include the price for disposal, materials and labour within the unit price for Group I.
- .4 Payment for transportation respective of Group I will be paid as units of "round trips" to and from collection locations.
- .5 The wood waste listed in Group L is contaminated with greater than 5 ppm lead in accordance with a standard TCLP.
- .6 Hazardous Wastes Groups lab-packed in 22L pails are considered to be 15% of the volume a drum. The contractor must not use pails as substitutes for drums to capture greater overall volume in order to charge the crown a greater per unit cost.
- .7 For billing purposes the offeror must bill PWGSC for lab-packs that are either 25% full, 50% full 75% full or 100% full as per the unit price per category indicated in their offer.
- .8 For billing purposes a drum that is less than 25% full (as determined by the SA) will be considered 25% full.
- .9 For billing purposes a drum that is greater than 25% but less than 50% shall be considered 25% if the volume (as determined by the SA) is less than 37.5% full and 50% if the volume (as determined by the Site or Project Authority) is greater than 37.5%.
- .10 For billing purposes a drum that is greater than 50% but less than 75% shall be considered 50% if the volume (as determined by the SA) is less than 62.5% full and 75% if the volume (as determined by the Site or Project Authority) is greater than 62.5%.
- .11 For billing purposes a drum that is greater than 75% but less than 100% shall be considered 75% if the volume (as determined by the SA) is less than 87.5% full and 100% if the volume (as determined by the Site or Project Authority) is greater than 87.5%.
- .12 If there is a dispute as to the percentage of materials in any drum, for billing purposes, the drum will be billed according to the lesser percentage.

2. Hazardous Waste Information Network Registrations (HWIN)

- .1 Costs will be paid for registration fees to the Ministry of the Environment and Energy (MOEE) for Ontario done on behalf of PWGSC. These costs can be recovered by the offeror however, no markup can be added to the costs. If the price per site registration is changed by the MOEE PWGSC will pay the offeror the amended price.
- .2 The offer can recover associated labour costs incurred by way of completing HWIN registrations on behalf of PWGSC only if PWGSC is informed of the registration requirements in advance. Payment will be calculated at the unit cost per labour multiplied by the time spent in completing registrations. There is a upper limit of 0.5 hour maximum per registration.

3. Reporting

- .1 The cost incurred via time spent preparing annual reports will be calculated at the unit cost per labour multiplied by the time spent in compiling the reports. There is a upper limit of 1.0 hour maximum per report, per site, per year.

.4 Site Services

- .1 The cost incurred via time spent qualifying and characterizing chemicals, pumping out drums by hand or by electronic pump, lab-packing, sorting, or otherwise making ready for disposal operations etc, will be calculated at the unit cost per labour multiplied by the actual time spent. Site services charges are only viable when the contractor is NOT removing the packaged waste.

ANNEX B - COST OF SERVICE SCHEDULE
Hazardous Waste Disposal - EN438-151360/A

(1) Cost Item	(2) Estimated Annual Quantities	(3) Unit Price Year 1 (see column 2 for unit measure)	(4) Total A (Column 2 multiplied by Column 3)	(5) Unit Price Year 2 (see column 2 for unit measure)	(6) Total B (Column 2 multiplied by Column 5)	(7) Unit Price Year 3 (see column 2 for unit measure)	(8) Total C (Column 2 multiplied by Column 7)	(9) Unit Price Year 4 (see column 2 for unit measure)	(10) Total D (Column 2 multiplied by Column 9)	(11) Unit Price Year 5 (see column 2 for unit measure)	(12) Total E (Column 2 multiplied by Column 11)	(13) Total Cost (columns 4+6+8+10+12)
A-1. Acids & Bases (General)	150 drums	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
A-2. Base Sodium Hydroxide (< 5%)	25 drums	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
A-3. Acid (Nitric , 2-10%)	20 drums	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
A-4. Acids (Nitric 2-10% with Trace heavy metals)	10 drums	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
B. Laboratory Chemicals Lab Packs (except as noted under Special Compounds)	325 drums	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
C. Organic (Non-halogenated)	350 drums	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
D. Organic (halogenated)	10 drums	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
E. Inorganic (non-halogenated trace heavy metal in solution)	20 drums	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
F. Pesticides, Herbicides & Insecticides	10 drums	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
G. Crude Oil Sludge	3 drums	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
H. Special Compounds												
1) Cyanides	20 kg	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2) Isocyanates	1 drums	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
3) organic peroxides	10 kgs	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4) air/water reactives	40 kgs	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
I. Bulk Wastes												
- Vacuum Vehicle (Up to 13500 L)	15 round trips	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1) Rich	12000 L	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2) Lean	20000 L	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
3) Organic (Water based Dyes)	9000 L	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4) Sludge	3000 L	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
J. Batteries												
1) alkaline	10000 kg	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

[illegible]

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Contract Number / Numéro du contrat

EN438151360

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		2. Branch or Directorate / Direction générale ou Direction RPB
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 Hazardous Waste Disposal Services		
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"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO NON CLASSIFIED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EN436151360

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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 ☐ Yes
Non 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 ☐ Yes
Non 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 checked="" type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments

Commentaires spéciaux : SEC 60100

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 ☒ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☒ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

EN438151360

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(ies) 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 CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS 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 ☐ Yes
Non 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.

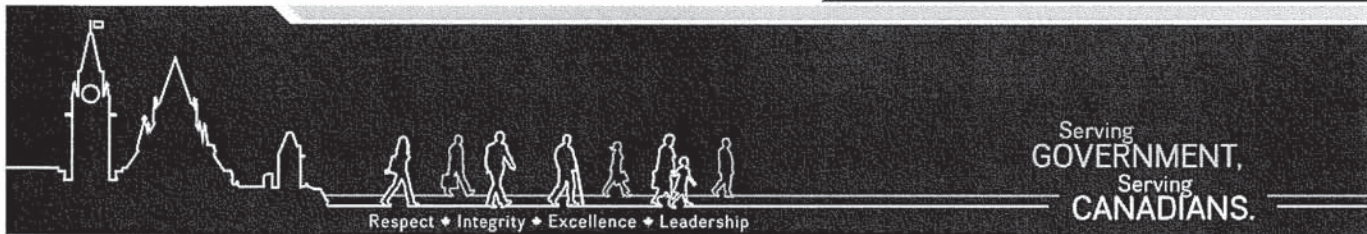
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non 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).



Security Classification Guide

February 6, 2015

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

Prepared for: Rachelle Forget

**Prepared by: Brian Stoneman
Environmental Services Directorate
Professional and Technical Service Management
Real Property Branch**

Security Classification Guide – EN438151360 – Hazardous Waste Disposal Services – RFS0	
LEVEL	Description
Reliability Status	Hazardous waste collection and disposal will be conducted throughout the NCR at various OGD sites where security is an issue. For example, TC - T-58 air side, IC 3701 Carling, DND various including Blue Nose, Qete, DNDHQ, 1200 Montreal Road - Open Skies, 360 Lebreton - Mapping and Charting as well as Agcan, EC, and Canadian Security Establishment - 719 Heron and the Drake Bldg.
Site Access	Hazardous waste collection and disposal for the Parliamentary Precinct

Annex D
(EN438-151360)

**COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE
OFFEROR**

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

Quarterly Usage Report - Annex E
EN438-151360
GENERAL INSTRUCTIONS

Introduction

The Government of Canada (GC) requires the Contractor to provide the following Periodic Usage Report to the Standing Offer (SO) Authority on a quarterly basis.

Response Due Date

Your cooperation in returning the completed report by the appropriate date is **MANDATORY**.

Quarter	Period to be Covered	Due on or before
1st	October 1 to December 31	January 15
2nd	January 1 to March 31	April 15
3rd	April 1 to June 30	July 15
4th	July 1 to September 30	October 15

Returning the Completed Report

Please e-mail the completed report to amalia.maquiling@tpsgc-pwgsc.gc.ca

Please don't forget to use the title "Quarterly Usage Report" and the reporting period in the subject line of your e-mail. Contractor is encourage to attach worksheet "2", "Information Sheet and Summary" when submitting quarterly usage report.

Complete All Questions

Contractor must complete all applicable portions of the report.

Currency

Please state all monetary values in Canadian dollars (CDN).

Changing the Format

Contractor must not modify the format of this report. Should you have any suggestions about the format, please forward it by e-mail to amalia.maquiling@tpsgc-pwgsc.gc.ca.

Questions

Should you need further clarification, please forward your question by e-mail to amalia.maquiling@tpsgc-pwgsc.gc.ca

Summary of Table

Field	Description
Call-up number	Unique number for the contract, as identified on page 1 of the contract.
Call-up Amendment number	The number of the call-up amendment, such as: amendment 1, amendment 2, etc.
Issuance date of the Call-up	Date that the Call-up/amendment is issued to the supplier.
Start date	Date the resource/services started engagement
End date	Date the resource/services ended (or will end) engagement/completion date
Project Description	Brief description of the work contracted.
Client Department/Contact Information	Information should include the contact name, e-mail and telephone number
Call-up Value (or amendment value)	The value of the call-up (Applicable Taxes inc), as identified on page 1 of the call-up. Or the increase or decrease value for the amendment
Notes	Indicate any comments or notes, if necessary

Quarterly Usage Report

EN438-151360

SO N°: EN438-151360

Period to be covered: _____

SO Title : Hazardous Waste Removal and Disposal Services

PWGSC SO Authority: Amalia Maquilting

	Call-up No.	Call-up amend't no.	Issuance date of the Call-up or Amend't (YYYY-MM-DD)	Start date of the Call-up (YYYY-MM-DD)	End date of the Call-up (YYYY-MM-DD)	Project Description	Location/Building Name	Client contact information (name, e-mail and tel.#)	Call-up Value or amend't value (taxes included)
1									\$
2									\$
3									\$
4									\$
5									\$
6									\$
7									\$
8									\$
9									\$
10									\$
11									\$
12									\$
13									\$
14									\$
15									\$
16									\$
17									\$
18									\$
19									\$
20									\$
21									\$
22									\$
23									\$
24									\$
25									\$
26									\$
Total value of call-up for this quarter (i)									\$
Cumulative call-ups for previous periods (ii)									\$
Total value of call-up to date = (i) + (ii)									\$

Prepared by: (Insert company name and individual's name preparing this report)