



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government**  
**Services Canada/Réception des soumissions**  
**Travaux publics et Services gouvernementaux**  
**Canada**  
**1713 Bedford Row**  
**Halifax, N.S./Halifax, (N.É.)**  
**B3J 1T3**  
**Bid Fax: (902) 496-5016**

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

**Comments - Commentaires**

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

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

**Issuing Office - Bureau de distribution**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9  
Nova Scot

<b>Title - Sujet</b> Disposal Waste-Sawdust & Compost	
<b>Solicitation No. - N° de l'invitation</b> W010X-16D016/A	<b>Date</b> 2015-11-26
<b>Client Reference No. - N° de référence du client</b> W010X-16-D016	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-220-9683	
<b>File No. - N° de dossier</b> HAL-5-75156 (220)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-01-06</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dunphy, Nancy	<b>Buyer Id - Id de l'acheteur</b> hal220
<b>Telephone No. - N° de téléphone</b> (902) 496-5481 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE MARITIME FORCES ATLANTIC BLDG D206 ROOM 204 HALIFAX NOVA SCOTIA B3K5X5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## **THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

### **TABLE OF CONTENTS**

**TITLE: CFB Halifax Collection/Disposal of Compost & Sawdust**

#### **PART 1 - GENERAL INFORMATION**

- 1.1. Security Requirements
- 1.2. Statement of Work
- 1.3. Debriefings
- 1.4. Trade Agreements

#### **PART 2 - BIDDER INSTRUCTIONS**

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

#### **PART 3 - BID PREPARATION INSTRUCTIONS**

- 3.1. Bid Preparation Instructions

#### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

- 4.1. Evaluation Procedures
- 4.2. Basis of Selection

#### **PART 5 – CERTIFICATIONS**

- 5.1. Certifications Required Precedent to Contract Award
- 5.2. CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION

#### **PART 6 - CONTRACT CLAUSES**

- 6.1. Security Requirement
- 6.2. Statement of Work
- 6.3. Standard Clauses and Conditions
- 6.4. Term of Contract
- 6.5. Authorities
- 6.6. Proactive Disclosure of Contracts with Former Public Servants
- 6.7. Payment
- 6.8. Invoicing Instructions
- 6.9. Insurance
- 6.10. Certifications
- 6.11. Applicable Laws
- 6.12. Priority of Documents
- 6.13. Defence Contract

#### **Annexes**

Annex A Statement of Work  
Annex B Basis of Payment  
Annex C Security Requirement Check List (SRCL)  
Annex D Insurance Requirements  
Annex E Code of Conduct (List Board of Directors)

## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **1.2. Statement of Work**

The requirement is detailed under **Annex A** attached.

### **1.3. Debriefings**

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

### **1.4. Trade Agreements**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1. Standard Instructions, Clauses and Conditions

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

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

The **2003 (2015-07-03)** Standard Instructions - Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty 60 days

Insert: **ninety 90 days**

### 2.2. Submission of Bids

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

### 2.3 Former Public Servant

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

#### **Definitions**

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant

May be:

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

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

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

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

## 2.4. Enquiries - Bid Solicitation

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

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

## 2.5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Nova Scotia**.

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1. Bid Preparation Instructions**

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

Section I: Technical Bid (2 hard copies)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

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

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1. Evaluation Procedures**

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

### **4.2. Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price (all 5 years) will be recommended for award of a contract.



## PART 5 - CERTIFICATIONS

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

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

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

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

### 5.2. Certifications Required Precedent to Contract Award

#### 5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s). Bidders bidding as societies, firms or partnerships do not need to provide lists of names. **SEE ANNEX E.**

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

## THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

### PART 6 – RESULTING CONTRACT CLAUSES

#### TITLE: CFB Halifax Collection/Disposal of Compost & Sawdust

##### 6.1. Security Requirement

- 6.1.1** The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

##### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE W010X-16-D016**

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**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/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).

##### 6.2. Statement of Work

See **Annex A**, Statement of Work.

##### 6.3. Standard Clauses and Conditions

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

##### 6.3.1 General Conditions

**2010C (2015-09-03)**, General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

## **6.4. Term of Contract**

### **6.4.1 Period of the Contract**

The period of the Contract is from \_\_\_\_\_ **DATES TO BE DETERMINED** \_\_\_\_\_ to \_\_\_\_\_ inclusive.

The initial contract will be for two continuous years.

### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **three (3) additional one (1) year period(s)** under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **6.5. Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

**Name: Nancy Dunphy**  
**Title: Supply Officer**  
**Public Works and Government Services Canada**  
**Acquisitions Branch**  
**Address: 1713 Bedford Row, Halifax, Nova Scotia**  
**Telephone: 902-496-5481**  
**Facsimile: 902-496-5016**  
**E-mail address: [nancy.dunphy@pwgsc.gc.ca](mailto:nancy.dunphy@pwgsc.gc.ca)**

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

### **6.5.2 Project Authority (To be named at contract award)**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
W010X-16D016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
hal220

Client Ref. No. - N° de réf. du client  
W010X-16-D016

File No. - N° du dossier  
HAL-5-75156

CCC No./N° CCC - FMS No./N° VME

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative (Please fill in details)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

\*\* PBN: \_\_\_\_\_

#### \*\* Procurement Business Number (PBN)

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

### 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 6.7 Payment

#### 6.7.1 Basis of Payment - Limitation of Expenditure

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

### **6.7.3 Monthly Payments**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

### **6.7.4 SACC Manual Clauses**

T1204 – Direct Request by Customer Department **A9117C (2007.11.30)**

### **6.8. Invoicing Instructions**

Invoices shall be submitted on the Contractor's own form. Each invoice must be supported by:

- (b) a copy of the invoices, receipts, vouchers for all direct expenses, etc.;
- (c) a copy of any documentation as detailed herein.

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.

### **6.9. Insurance Requirements**

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

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive

### **6.10. Certifications**

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

### 6.11. Applicable Laws

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

### 6.12. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions – Services (Medium Complexity) **2010C (2015-09-03)**;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated: \_\_\_\_\_

### 6.13 Defence Contract

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

## ANNEX A Statement of Work

### 1. **Title**

CFB Halifax Collection/Disposal of Compost & Sawdust

### 2. **Objective**

To have a contractor perform the collection & disposal of compost and sawdust generated throughout Canadian Forces Base (CFB) Halifax.

### 3. **Background**

CFB Halifax is Canada's East Coast naval base, and is the home port to the Atlantic Fleet. It is the largest military base in Canada, and is comprised of several sites which are all located within the Halifax Regional Municipality (HRM). Due to the limited resources available internally, the Department of National Defence is seeking the services of a contractor to properly collect/dispose of the compost/sawdust generated throughout CFB Halifax. Approximately three hundred sixty (360) tons of compost and five (5) tons of sawdust are generated throughout CFB Halifax per year.

CFB Halifax Sites
<u>HMC Dockyard (D): Situated on the Halifax side of the harbour, along Barrington Street.</u> <ul style="list-style-type: none"><li>▪ <u>Dockyard Annex (NAD): An adjunct facility directly across the harbour on the Dartmouth side of the harbour.</u></li><li>▪ <u>Defence Research &amp; Development (DRDC): Situated near Dockyard Annex (NAD) on the Dartmouth side of the harbour.</u></li></ul>
<u>Willow Park (WL): Situated in the West End of the Halifax peninsula, on Windsor Street.</u> <ul style="list-style-type: none"><li>▪ <u>Auxiliary Facility: A facility located at 40 Atlantic Street, in the Woodside area of Dartmouth.</u></li></ul>
<u>Windsor Park (WP): Situated in the West End of the Halifax peninsula, on Windsor Street, across from Willow Park</u>
<u>Stadacona (S): Situated in the North End of the Halifax peninsula, it is an adjunct to HMC Dockyard.</u>
<u>12-Wing Shearwater (SH): Situated on the Dartmouth side of the harbour, near the Eastern Passage area.</u>

CFAD Bedford: Situated along the northern shore of Bedford Basin, on the Dartmouth side of the harbour.

- Bedford Rifle Range (BRR): Situated near CFAD Bedford
- 3MP Regiment Bedford: Located at 255 Damascus Road

Royal Artillery (RA) Park: Situated in the South End of the Halifax peninsula, on Sackville Street.

Damage Control School (DCD): Situated south of Halifax, in the Purcell's Cove area.

#### 4. **Scope**

The contractor must provide all labor, supervision, and equipment (excluding containers) to properly perform the collection/disposal of compost and sawdust generated throughout CFB Halifax. The contractor shall also be required to routinely (once a week) clean all DND-owned green carts as well. Both collection and cleaning must be completed in accordance with **Section 8 – Schedule**. All waste must be disposed of at Halifax Regional Municipality-approved facilities.

#### 5. **Tasks**

During the period of the contract, the contractor must:

- 5.1. Provide all labor, supervision, and equipment (excluding containers) to perform the collection/disposal of compost & sawdust, and also the cleaning of green carts.
- 5.2. Empty seventy-nine (79) green carts, and six (6) sawdust bins, three (3) times per week during the period of the contract.
- 5.3. Clean all seventy-nine (79) green carts once per week during the period of the contract.
- 5.4. Ensure that all compost and sawdust is sent to their appropriate disposal facilities, for which are approved by the Halifax Regional Municipality.
- 5.5. Ensure that all green carts/sawdust bins are completely emptied at the time of collection.
- 5.6. Ensure that all lids are properly closed after collection.
- 5.7. Ensure that all debris resulting from collection and transportation is cleaned up immediately.

#### 6. **Constraints**



- 
- 6.1. Truck Scales: The contractor shall be required to weigh in/out using the truck scales located in Shearwater and HMC Dockyard, which operate 0800-1600 hours Monday-Friday.
- 6.2. Schedule Discrepancies: When collection coincides with any holiday, the collection must occur on either the day immediately before, or the day immediately after.
- 6.3. After-Hours Work: The contractor may be required to work on weekends, if during the week they cannot perform the required duties due to inclement weather, or restricted access to areas at the same cost stated in the basis of payment. Any additional weekend work can only be conducted if approved in writing by the Contracting Officer.
- 6.4. Codes & Conduct: The service must be performed in accordance with all applicable Federal, Provincial, and Municipal Acts and Legislation. The contractor shall be responsible for any changes imposed by these Acts and Legislation.
- 6.5. Damages: Containers damaged by the contractor must be repaired or replaced at the Contractor's expense.
- 6.6. Gate Security: The contractor must follow procedures as laid out by Gate Security, and are subject to having identification cards check upon entering DND locations: All vehicles owned and operated by the contractor are subject to a search at any time in accordance with standing orders. The contractor must also provide (in writing) a list of all employees and vehicle information throughout the length of the contract.

**7. Client Support**

DND shall provide:

- Seventy-nine (79) plastic green carts, each with a capacity of sixty-four (64) gallons.
- Six (6) metal sawdust bins (rear-load in design), each with a capacity of two (2) yards.

**8. Schedule**

- 8.1. Compost & Sawdust Collection: During the period of the contract, compost and sawdust collection must occur on Monday, Wednesday and Friday of each week, as per Schedule below.

Site/Day	Monday	Wednesday	Friday
<b>DARTMOUTH</b>			
Jetty NL	2	2	2
DRDC, Building#1	2	2	2
BRR, Building #14	2	2	2
3MP Bedford	1	1	1
40 Atlantic Street	1	1	1
<b>DOCKAYARD</b>			
Jetty NB	6	6	6
Jetty NC	4	4	4
Jetty NE	2	2	2
Jetty NF	8	8	8
Jetty NG	2	2	2
Jetty NH	2	2	2
Building D-201	2	2	2
Building D-206/D-155	2	2	2
HMCS Scotian	2	2	2
Building D-206 (Sawdust Bin)	1	1	1
Building D-174 (Sawdust Bin)	1	1	1
<b>HALIFAX AREA</b>			
Building WP-60	2	2	2
Military Family Recourse Centre	2	2	2
DCD School	3	3	3
RA Park	2	2	2
Building WL-6 (Sawdust Bins)	2	2	2
<b>SHEARWATER</b>			
Canex	2	2	2

Military Family Resource Center	2	2	2
Sea King Club	1	1	1
Building #65, Officers' Quarters	2	2	2
Fleet Diving Unit/ Jetty NA	2	2	2
Building #4 (Sawdust Bin)	1	1	1
Building #31 (Sawdust Bin)	1	1	1
<b>STADACONA</b>			
Building S-28, Fleet Club	2	2	2
Building S-37	2	2	2
Building S-21, Tim Horton's	2	2	2
Building ,S-21 Kitchen	6	6	6
Building S-105, Kitchen	6	6	6
Building S-52	1	1	1

8.2. Green Cart Cleaning: During the period of the contract, all green carts must be cleaned once a week. The specific day shall be negotiated with the Project Authority upon contract award.

## 9. Deliverables

The contractor shall provide waste collection/disposal services, in accordance with the above specifications.

Solicitation No. - N° de l'invitation  
W010X-16D016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
hal220

Client Ref. No. - N° de réf. du client  
W010X-16-D016

File No. - N° du dossier  
HAL-5-75156

CCC No./N° CCC - FMS No./N° VME

**ANNEX "B"**  
**Basis of Payment**

**Year #1:**

Title	Streams	Unit	Unit Rate	Quantity	Extended Price
CFB Halifax Compost/ Sawdust Collection & Disposal	Compost	Per Month	\$ _____	12	\$ _____
	Sawdust	Per Month	\$ _____	12	\$ _____
	Green Cart Cleaning	Per Month	\$ _____	12	\$ _____
Total Estimated Cost					\$ _____

**Year #2:**

Title	Streams	Unit	Unit Rate	Quantity	Extended Price
CFB Halifax Compost/ Sawdust Collection & Disposal	Compost	Per Month	\$ _____	12	\$ _____
	Sawdust	Per Month	\$ _____	12	\$ _____
	Green Cart Cleaning	Per Month	\$ _____	12	\$ _____
Total Estimated Cost					\$ _____

Solicitation No. - N° de l'invitation  
W010X-16D016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
hal220

Client Ref. No. - N° de réf. du client  
W010X-16-D016

File No. - N° du dossier  
HAL-5-75156

CCC No./N° CCC - FMS No./N° VME

**Year #3 - Option Year #1:**

Title	Streams	Unit	Unit Rate	Quantity	Extended Price
CFB Halifax Compost/ Sawdust Collection & Disposal	Compost	Per Month	\$ _____	12	\$ _____
	Sawdust	Per Month	\$ _____	12	\$ _____
	Green Cart Cleaning	Per Month	\$ _____	12	\$ _____
Total Estimated Cost					\$ _____

**Year #4 - Option Year #2:**

Title	Streams	Unit	Unit Rate	Quantity	Extended Price
CFB Halifax Compost/ Sawdust Collection & Disposal	Compost	Per Month	\$ _____	12	\$ _____
	Sawdust	Per Month	\$ _____	12	\$ _____
	Green Cart Cleaning	Per Month	\$ _____	12	\$ _____
Total Estimated Cost					\$ _____

Solicitation No. - N° de l'invitation  
W010X-16D016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
hal220

Client Ref. No. - N° de réf. du client  
W010X-16-D016

File No. - N° du dossier  
HAL-5-75156

CCC No./N° CCC - FMS No./N° VME

**Year #5 - Option Year #3:**

Title	Streams	Unit	Unit Rate	Quantity	Extended Price
<b>CFB Halifax Compost/ Sawdust Collection &amp; Disposal</b>	Compost	Per Month	\$ _____	12	\$ _____
	Sawdust	Per Month	\$ _____	12	\$ _____
	Green Cart Cleaning	Per Month	\$ _____	12	\$ _____
<b>Total Estimated Cost</b>					\$ _____

**Year #1 + Year #2 + Year #3 + Year #4 + Year #5 = \$ \_\_\_\_\_**

**GST/HST: \$ \_\_\_\_\_**

**Estimated Grand Total: \$ \_\_\_\_\_**

The responsive bid with the **lowest overall evaluated price for the full 5 years** will be recommended for award of a contract.

Solicitation No. - N° de l'invitation  
W010X-16D016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
hal220

Client Ref. No. - N° de réf. du client  
W010X-16-D016

File No. - N° du dossier  
HAL-5-75156

CCC No./N° CCC - FMS No./N° VME

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**ANNEX C**  
**Security Requirement Check List (SRCL)**

**See attached.**

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## **Annex D Insurance Requirements**

### **Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by 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)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.



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

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

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

**AUTOMOBILE LIABILITY INSURANCE**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - e. OPCF/SEF/QEF #6a - Permission to Carry Passengers for Compensation or Hire

Solicitation No. - N° de l'invitation  
W010X-16D016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
hal220

Client Ref. No. - N° de réf. du client  
W010X-16-D016

File No. - N° du dossier  
HAL-5-75156

CCC No./N° CCC - FMS No./N° VME

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**ANNEX "E"**  
**INFORMATION FOR CODE OF CONDUCT CERTIFICATION**

***[MUST BE COMPLETED BY OFFEROR/BIDDER WITH BID SUBMISSION]***

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

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2. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

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3. For a Joint Venture - the names of all current members of the Joint venture;

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4. For an individual - the full name of the person;

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ANNEX C  
ANNEXE C

..... ment  
ofdanada Gouvernement  
duGanada

contract Number / Numero du contrat 1M10X-1B-D016
security Classification / Classification de Sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)

"... LISTE DE VERIFICATION DES EXIGENCES RELATIVES AU S. CURIT (LVERS)

ART. A. CONTRI-CO INFORMATION: PAR	
1. Originating Government / Origine du contrat Ministère des Affaires étrangères / Ministère de l'Industrie	2. Branch or Directorate / Direction générale ou Direction Base Logistics
3. 1) Subcontract Number / Numéro du contrat Brief Description of Work / Brève description du travail	3. 2) Name and Address of Subcontractor / Nom et adresse du sous-traitant

5. a) Will the supplier require access to Controlled Goods?  
Le fournisseur aura-t-il accès aux marchandises contrôlées?

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?

6. a) Will the supplier require access to information that is classified as PROTECTED or CONFIDENTIAL or SECRET?  
Le fournisseur aura-t-il accès à des renseignements classifiés comme PROTÉGÉ, CONFIDENTIEL ou SECRET?

6. b) Will the supplier require access to information that is classified as PROTECTED or CONFIDENTIAL or SECRET?  
Le fournisseur aura-t-il accès à des renseignements classifiés comme PROTÉGÉ, CONFIDENTIEL ou SECRET?

Type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada	NATO / OTAN	Foreign / Étranger
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion	All NATO countries / Tous les pays de l'OTAN	No release restrictions / Aucune restriction relative à la diffusion
Notifiable / À ne pas diffuser		
Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :

Level of Information / Niveau d'information	Level of Information / Niveau d'information
PROTECTED A	PROTECTED A
PROTECTED B	PROTECTED B
PROTECTED C	PROTECTED C
PROTECTED D	PROTECTED D
CONFIDENTIAL	CONFIDENTIAL
CONFIDENTIAL	CONFIDENTIAL
SECRET	SECRET
TOP SECRET	TOP SECRET
TOP SECRET (SIGINT)	TOP SECRET (SIGINT)
RES. SECRET (SIGINT)	RES. SECRET (SIGINT)

DGD- Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

W010X-16-001B

Security Classification / Classification de sécurité

**PART A / Partie A (continued / 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?  
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?

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

**PART B / Partie B (PERSONNEL / SUPPLIERS / PERSONNEL / FOURNISSEUR)**

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

<input type="radio"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="radio"/> CONFIDENTIAL CONFIDENTIEL	<input type="radio"/> SECRET SECRET	<input type="radio"/> TOP SECRET TR SSECRET
<input type="radio"/> TOP SECRET-SIGINT TRES SECRET-SIGINT	<input type="radio"/> NATO CONFIDENTIAL NATC CONFIDENTIEL	<input type="radio"/> NATO SECRET NATO SECRET	<input type="radio"/> COSMIC TOP SECRET COSMIC TRES SECRET
<input type="radio"/> SITE ACCESS ACCES AUX EMPLACEMENTS			

Special comments:  
Commentaires : \_\_\_\_\_

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?  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

**PART C / Partie C (SAFEGUARDS / SUPPLIERS / 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'enrôler sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

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?

**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?

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

11. d) Will the supplier be required to use IT systems to electro-physically 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 uniquement des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between this supplier's IT systems and the government department or agency?  
Y aura-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'organisme?

TBSISCT 350-103(20D-1/12)

Security Classification / Classification de sécurité

Canada

