



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St./ 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

This document contains a security requirement.

Ce document contient une condition de sécurité.

**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

<b>Title - Sujet</b> Non-Hazardous Solid Waste Removal	
<b>Solicitation No. - N° de l'invitation</b> EP913-161610/A	<b>Date</b> 2016-01-25
<b>Client Reference No. - N° de référence du client</b> 20161610	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-289-68911	
<b>File No. - N° de dossier</b> fk289.EP913-161610	<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 2016-03-07</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Maquiling(fk div), Amalia O.	<b>Buyer Id - Id de l'acheteur</b> fk289
<b>Telephone No. - N° de téléphone</b> (819) 956-5978 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3600
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 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>

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**PART 1 - GENERAL INFORMATION**

**1.1 Introduction**

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

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

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

**1.2 Summary**

**1.2.1** This requirement is for the provision of services including the collection, transportation and proper disposal of non-hazardous solid waste materials to a licensed waste disposal facility approved for operation by the provincial and/or municipal authority having jurisdiction. The required services must be conducted in a manner which:

- (a) Provides timely and reliable non-hazardous solid waste collection and disposal services to Federal Departments, Agencies and Crown operations in accordance to Annex A, Statement of Work (SOW); and
- (b) Provide for clear and definite adherence to all applicable environmental, occupational health and safety legislations and all contractual requirements.

- This requirement is for Environmental Services of Professional and Technical Services Directorate (PTSD), Real Property Branch of Public Works and Government Services Canada (PWGSC) for various government sites throughout the National Capital Area (NCA) as indicated in Annex B – Collection Locations, Containers and Schedule Requirements;
- The period of any resulting contract will be for a period of five (5) years.

**1.2.2** There is a security requirement associated with this requirement. For additional information, consult Part 6 – Security, Financial and Other Requirements and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, 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.

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

**1.3     Debriefings**

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

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**PART 2 - BIDDER INSTRUCTIONS**

**2.1 Standard Instructions, Clauses and Conditions**

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

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

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

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

Delete: sixty (60) days

Insert: *one hundred eighty (180)* 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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

**2.3 Former Public Servant**

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

**Definitions**

For the purposes of this clause,

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

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

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"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 FPS in receipt of a pension, as applicable:

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

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

**Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

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**2.4 Enquiries - Bid Solicitation**

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

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

**2.5 Applicable Laws**

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

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.



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**PART 3 - BID PREPARATION INSTRUCTIONS**

**3.1 Bid Preparation Instructions**

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

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

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

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

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

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

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

**Section I:        Technical Bid** - see Part 4, subsection 4.1.1

**Section II:       Financial Bid**

Financial Bid shall be prepared in accordance with Annex "C" - Cost of Services Schedule - Basis of Payment.

**Section III:      Certifications**

Bidders must submit the certifications required under Part 5.

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**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.

**4.1.1 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 bid at time of solicitation closing. Failure by the bidder to provide the required evidence will result in the bid being disqualified and no further consideration will be given to the bidder and the bid will be deemed non responsive.

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

**Mandatory Technical Criteria**

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

**4.1.1.1 Contractor's Experience and Past Performance**

The Bidder **MUST** provide evidence of its experience and recent and past performance involving collection and the disposal of non-hazardous solid waste services by providing three (3) project/contract references satisfactorily completed or ongoing within the past five (5) years. The project/contract must be of comparable size, scope and complexity to the work described in Annex A 'Scope of Work' of this Request for Proposal (RFP).

**The Bidder must complete the following table in order to demonstrate that it has the required experience. All sections/columns of each table must be completed. Failure to complete the table below with the required information will render the bid non-responsive.**

- Recent, completed or ongoing project reference is defined as project reference rendered from January 2011 up to solicitation closing date.

	PROJECT REFERENCE # 1	PROJECT REFERENCE # 2	PROJECT REFERENCE # 3
Name of client organization or client company	_____	_____	_____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____

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Performance period of the project (indicate year, month, day)	Start date: _____ (y/m/d) Completion date: _____ (y/m/d)	Start date: _____ (y/m/d) Completion date: _____ (y/m/d)	Start date: _____ (y/m/d) Completion date: _____ (y/m/d)
Scope of service(s) rendered (use additional sheet (s) if space provided is not enough)	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____

**4.1.1.2 Accidents or Infractions**

Bidders MUST disclose below the number of occupational accident(s) and environmental infraction(s) involving the storage, handling, treatment, processing, transfer, collection or transportation of non-hazardous solid wastes that occurred within the last three (3) years from the closing date of the bid solicitation and that resulted in a regulatory violation against the Bidder.

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

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

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

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**4.1.1.3 Additional requirements**

Valid copies of training certificates, registration, licenses, certificates of approval and other documentation identified below **must** be submitted with the offer. **Failure by the bidder to provide all the required documentation with the bid will result in the bid being disqualified and no further consideration will be given to the bidder and the bid will be deemed non responsive.**

4.1.1.3.1 The Contractor must demonstrate that it has access to the collection vehicles as described in 2.15 of the SOW to collect Non-hazardous Solid Wastes by providing a list of such vehicles and by further describing the type, model, size and capacity.

4.1.1.3.2 All vehicles utilized for the transport of Non-hazardous Solid Wastes under the Contract 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.

4.1.1.3.3 The contractor must demonstrate that the receiver facility(ies) intended to accept Non-hazardous Solid Wastes under this Contract are duly licensed/approved by the authority having jurisdiction by submitting a valid copy of its license.

**4.2 Basis of selection**

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

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**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional 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, 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 will 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, to be given further consideration in the procurement process.

**5.2 Certifications Precedent to Contract Award and Additional Information**

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

**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.

**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.

**5.2.3 Additional Certifications Precedent to Contract Award**

**5.2.3.1 Status and Availability of Resources**

SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

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**PART 6 - SECURITY REQUIREMENT**

**6.1 Security Requirement**

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in part 7 – Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Security Program \(http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) website.

**6.2 Employee Information for Security**

The Bidder MUST specify the following information regarding employees proposed to provide services against any resulting contract:

First and Last Name	Date of Birth	Current Clearance Held

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**PART 7 - RESULTING CONTRACT CLAUSES**

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

**7.1 Statement of Work**

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

**7.1.1 Replacement of Specific Individuals**

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

**Names of qualified employees**

The contractor must provide the names of the qualified employees who will be assigned to work on this Contract. The names provided below must be the same personnel listed in part 6 of the proposal.

<b>Employee Name</b> (first & last name)	<b>Security Clearance</b>

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**7.2 Standard Clauses and Conditions**

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

**7.2.1 General Conditions**

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

**7.3 Security Requirement**

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

1. The Contractor/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 F;
  - (b) Industrial Security Manual (Latest Edition).

**7.4 Term of Contract**

**7.4.1 Period of Contract**

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

**7.5 Authorities**

**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Amalia Maquiling  
Supply Team Leader  
Public Works and Government Services Canada  
Acquisition Branch  
Real Property Contracting Directorate  
Place du Portage, Phase III, 3C2  
11 Laurier Street  
Gatineau, Quebec K1A 0S5  
Telephone: 819-956-5978  
Facsimile: 819-956-3600  
E-mail address: [amalia.maquiling@tpsgc-pwgsc.gc.ca](mailto:amalia.maquiling@tpsgc-pwgsc.gc.ca)

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



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**7.5.2 Technical Authority**

*"TO BE PROVIDED AT CONTRACT AWARD"*

The Technical Authority for the Contract is:

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

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

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

**7.5.3 Contractor's Representative**

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

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Cellular: \_\_\_\_\_  
E-mail: \_\_\_\_\_

***Remark to Contracting Authority:** Insert in full text SACC Manual clause [A3052C](#), if applicable, to assist client departments in identifying contracts with former public servant, insert in full text SACC Manual clause [A3025C](#), to assist client departments in identifying contracts with former public servants and reporting this information in their Proactive Disclosure of Contracts.*

**7.6 Proactive Disclosure of Contracts with Former Public Servants**

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

**7.7 Payment**

**7.7.1 Limitation of Expenditure**

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

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

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

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

b) "As and When Requested" Work:

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

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

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority.

whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

**7.7.3 SACC Manual Clauses**

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

**7.8 Invoicing Instructions**

1. Payment will only be made on receipt of satisfactory invoices duly supported by any documents called for under the contract.
2. An invoice must be submitted monthly, on the Contractor's own form and must be prepared to show:

Procurement Business Number

All services, per location, which must include the following:

Invoice number, date, account number, contract number, collection location, site name and number, container type(s), invoice period, date of collection for the invoice period, a description of the services provided, the quantity of containers lifted or removed, unit prices disposal fees when

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applicable, and total. Taxes and account to date status shall also be detailed on each invoice. Further, running totals of the firm and of the “on-call” invoiced to date shall be included on each invoice.

The site name and number shall be posted in each subsequent invoice page for easier site identification.

In addition, within the final month of each fiscal year (March) the Contractor may be requested to provide two (2) invoices specifying the information described above. If this request is made, the first invoice shall outline the services provided to the Canada within the first three (3) weeks of the month. This period may fluctuate each year, hence it will be determined by the Technical Authority and communicated to the Contractor’s Representative. The remaining invoice shall detail the services provided to the Canada within the final week of the month of March.

3. The monthly invoice will be processed for payment only if all the reports applicable as described under the Statement of Work (Annex A), have been received by the Technical Authority and are attached to the invoice.
4. Invoices, with the applicable reports, must be sent to: *(to be provided at contract award)*

## **7.9 Certifications**

### **7.9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional 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.

### **7.10 Applicable Laws**

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

### **7.11 Priority of Documents**

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

- (a) The Articles of Agreement;
- (b) The general conditions 2035 (2015-07-03);
- (c) Annex A, Statement of Work;
- (d) Annex F, Security Requirements Check List;
- (e) The Contractor's proposal dated \_\_\_\_\_ *(insert date of bid)*
- (f) Annex B, Collection Locations, Containers and Schedule Requirements;
- (g) Annex C, Costs of Services Schedule – Basis of Payment;
- (h) Annex D, Sample Hauling Records Report; and
- (i) Annex E, Contractor Driver and Vehicle List Template

## **7.12 Insurance – Specific Requirements**

### **7.12.1 Insurance – Specific Requirements**

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance

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coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

**7.12.2 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)
  - 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.

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- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- 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 Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

**7.12.3 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.

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

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- (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

**7.12.4 Environmental Impairment Liability Insurance**

1. The Contractor must obtain "Contractors Pollution Liability" insurance, and maintain it in force throughout the duration of the contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the contract.
3. The "Contractors Pollution Liability" policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - c. Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the contract, extend to assumed liabilities with respect to contractual provisions.
  - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

**7.13 Cellular Phones and/or Pagers**

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

**7.14 Sites Regulations**

**7.14.1 Canadian Forces Site Regulations**

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

**7.14.2 Government Site Regulations**

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

**7.15 Pre-Commencement Meeting**

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

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

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**ANNEX A**

**STATEMENT OF WORK**

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**ANNEX B**

**COLLECTION LOCATIONS, CONTAINERS AND SCHEDULE REQUIREMENTS**



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**ANNEX C**

**COST OF SERVICES SCHEDULE - BASIS OF PAYMENT**

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**ANNEX "D"**

**SAMPLE HAULING RECORDS REPORT**

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**ANNEX "E"**

**CONTRACTOR DRIVER AND VEHICLE LIST TEMPLATE**

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**ANNEX “F”**

**SECURITY REQUIREMENT CHECKLIST**

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**ANNEX “G”**

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

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

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# **Annex A: Statement of Work**

## **Non-hazardous Solid Waste Collection Services**

### **EP913-161610**

**November 2015**

**Public Works and Government Services Canada**  
**Environmental Services**  
**National Capital Area Operations Sector**  
**Real Property Branch**

**Prepared by:** Non-Hazardous Solid Waste Management Group  
Regional Sustainable Building Management & Contaminates Sites  
Environmental Services  
Professional and Technical Services Directorate

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Annex A outlines the statement of work that shall be adhered to in order to meet the expectations of this contract.

## **1.0 OBJECTIVES**

The Contractor must provide services for the collection and proper disposal of non-hazardous solid waste for various government departments and agencies within the National Capital Area (NCA) on behalf of Public Works and Government Services Canada (PWGSC). The required services must be conducted in a manner which:

- (a) Provides timely and reliable non-hazardous solid waste collection and disposal services to Federal Departments, Agencies and Crown operations in accordance to Annex A, Statement of Work (SOW); and
- (b) Provide for clear and definite adherence to all applicable environmental, occupational health and safety legislations and all contractual requirements.

## **2.0 SERVICE OUTLINE**

### **2.1 GENERAL REQUIREMENTS**

2.1.1 The work to be performed by the Contractor consists of the collection and transportation of non-hazardous solid waste materials to a licensed waste disposal facility approved for operation by the provincial and/or municipal authority having jurisdiction. It is not acceptable to carry out alternate disposal, reuse or recycling arrangements of any collected materials without the prior consent of the Technical Authority (TA).

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

### **2.2 MATERIALS COLLECTED: NON-HAZARDOUS SOLID WASTE**

2.2.1 Non-hazardous solid waste materials to be collected at the sites, frequencies and quantities detailed in Annex B, include but are not limited to the following:

- (a) Food waste from cafeterias or other food services operations;
- (b) Office waste;
- (c) Non-recyclable metals, polystyrene, plastics, glass, paper and cardboard;
- (d) Grass cuttings, plants, tree leaves, tree branches; and
- (e) Construction, renovation and demolition waste.

2.2.2 Collected materials may also include additional non-hazardous wastes incurring special landfill handling charges that are occasionally deposited in collection containers. These materials are listed in Annex C, Table 3.1. The Contractor must advise, in writing, of any proposed additions of materials from the list found in Table 3.1 during the period of the contract. The Contracting Authority (CA) and the TA must agree upon any proposed changes. A formal amendment from the CA must be issued before the material can be picked up.

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## 2.3 LOGISTICS

2.3.1 The non-hazardous solid waste will be amalgamated by the client at each location listed in Annex B. The waste will be collected by the Contractor and transported for disposal to a waste disposal site having appropriate and necessary licenses as defined by the provincial and/or municipal authority. The waste must be transported by a provincially approved hauler from the collection point directly to the disposal site on routes designated by the municipal authority.

2.3.2 Waste removed in the performance of this contract is to be shipped from the client's location to the intended disposal site regardless of the composition of waste within each of the containers.

## 2.4 REGULATIONS

Any and all work in relation to the contract is to be undertaken in accordance with rules and regulations of authorities having jurisdiction, and any other of municipal, provincial or federal application, including but not limited to the latest version of publication of:

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

## 2.5 FREQUENCY AND NUMBER OF COLLECTIONS

2.5.1 The sites must be serviced as per the frequency and number of required containers detailed in Annex B or as otherwise directed by the TA.

2.5.2 Throughout the duration of the contract, the collection frequency and/or number of containers may be revised in Annex B to reflect changing service demands. Any changes to the schedule must be communicated via email by the TA to the Contractor and a formal amendment to the contract will be issued by the CA. Amendment to the contract may include but is not limited to:

- (a) Addition of new sites;
- (b) Removal of existing sites;
- (c) Addition of new collection containers;
- (d) Removal of existing containers;
- (e) An increase and/or decrease in the frequency of collections at existing sites; and
- (f) Addition of containers of different sizes not listed in Annexes B or C.

2.5.3 To help ensure a collection schedule that best meets the needs of the individual sites, the Contractor must be responsible to inform the TA of any substantial and lasting changes in the amount of waste materials



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generated from any site (i.e. whether containers are continuously overflowing or regularly empty upon collection).

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

2.5.5 Changes in quantity may be made to either the firm portion or the “as and when” (on-call) portion of the contract.

## **2.6 SCHEDULING**

2.6.1 Non-hazardous solid waste will be collected as per the collection times and days outlined in Annex B. Collections will occur from Monday to Friday, between 07:00 A.M. and 05:00 P.M. unless otherwise stated in Annex B. There may be “on-call” exceptions that will require the removal of waste on Saturdays. Any scheduling changes require prior authorization from the DR before they can take effect. It is imperative for all locations that the collection schedule (and times) outlined in Annex B be strictly adhered to, to facilitate and prevent interferences with client operations.

2.6.2 Service delivery that is required on an “on-call” basis must be provided by the Contractor within twenty-four (24) hours of being requested by the TA or DR.

2.6.3 Any future scheduling change requests must be submitted via email between the TA or DR to the Contractor. Any proposed changes must be mutually agreed upon between the Contractor, the TA and the Contracting Authority before subsequently being put into effect. A formal amendment to the contract, including any changes made will be issued in a timely manner.

## **2.7 MISSED COLLECTIONS**

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

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

2.7.3 Should access to a site be blocked, the Contractor’s driver must make every effort to contact the TA prior to leaving the site. In the event that the obstruction can be removed, the collection must be completed as scheduled.

## **2.8 HOLIDAY SCHEDULES**

2.8.1 The Contractor shall not be required to provide collections on the following Government of Canada Holidays:

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New Year's Day  
Easter Friday  
Easter Monday  
Victoria Day  
Canada Day  
Civic Holiday (Ont.) OR St. Jean Baptiste (Qué)  
Labour Day  
Thanksgiving Day  
Remembrance Day  
Christmas Day  
Boxing Day

2.8.2 If a holiday falls on the specified collection day, the Contractor shall provide collection on the next or previous Government of Canada working day. The Contractor shall provide, at its own expense, such additional personnel and equipment as may be required as a result of Holiday collection changes to ensure continuous and uninterrupted collection service as specified under the terms and the conditions of the contract.

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

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

## **2.9 CONTAINER AND EQUIPMENT MAINTENANCE**

Throughout the duration of the contract, the Contractor must:

- (a) Maintain all associated equipment in good working order at its own expense to ensure that maximum efficiency and cleanliness are maintained at all times;
- (b) Advise the DR or TA of any damage to the Crown's equipment or equipment requiring repairs or maintenance within twenty-four (24) hours of observation;
- (c) Spray the containers with a disinfectant spray as needed or requested to reduce unpleasant odours. If additional odour control is necessary, the Contractor may be required to exchange the container(s) with clean ones at no additional cost to Canada;
- (d) Wash all compactors listed in Annex B on a bi-annual basis;
- (e) Propose in writing the dates and times of each compactor wash per applicable site to the Departmental Representative each year. The cleaning schedule must be mutually agreed upon by both the Contractor and the client through the DR and can be changed to reflect a time that best meets the client's needs; and
- (f) Ensure the on-site washing activities do not interfere with the client's operations and that the area surrounding the compactor is clean once the wash is finished.

## **2.10 CLEANLINESS**

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Throughout the duration of the contract, the Contractor must:

- (a) Leave the collection points neat and orderly after each collection and immediately remove any spillage from the containers or trucks during the collection operation or en route to the disposal facility; (b) Spillage of waste occurring en route to the waste disposal site must be removed by the Contractor immediately.
- (d) (c) Ensure that areas around containers are clean of debris after the removal and replacement of containers. At no time will the Contractor leave any containers anywhere on-site other than in the designated areas or in an area designated by the client or TA.

## **2.11 SPILLS, DAMAGE TO THE PREMISES**

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

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

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

2.11.4 Where required, the site must be inspected within twenty-four (24) hours by the Contractor and the TA of any detected or reported problems, as defined above. The inspection must determine and identify whether any damage was caused by the Contractor. It is the responsibility of the Contractor to provide evidence that any damage claimed by Canada were not caused by the Contractor.

## **2.12 Reporting of Problems**

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

2.12.2 At no time will the Contractor address on-site issues with on-site personnel without first notifying the TA or DR.

## **2.13 EQUIPMENT AND MATERIALS**

2.13.1 The Contractor shall not park or store any equipment on the site without the written consent of the Departmental Representative.

2.13.2 The Contractor shall have the containers and/or equipment listed in Annex B and like equipment and vehicles supporting the removal of all containers listed in Annex B available at all times.

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2.13.3 The Contractor shall advise and must obtain written authorization from the DR prior to substituting any manpower, equipment or services from those listed in Annex B. Failure to inform and obtain authorization from the DR of any new service arrangements prior to their implementation, will delay processing payment for those services.

2.13.4 The TA or DR reserves the right to request additional or alternate equipment to meet increased service demands due to expanding site operations or newly established construction, renovation and demolition projects, as per Article 2.5.

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

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

## **2.14 COLLECTION CONTAINER REQUIREMENTS**

2.14.1 Containers of the size and quantity as indicated in Annex B are required to be supplied by the Contractor to fulfill the service requirements at each location.

2.14.2 The compactors identified in Annex B are owned by Canada, therefore there is no requirement for the Contractor to supply compactors. The exception is the 30 cubic yard (CY) compactor for L'Esplanade Laurier (See Annex C – Table 1.3) which must be supplied by the Contractor to Canada on a monthly rental basis. Canada reserves the right to purchase a compactor and replace this rental after giving three (3) months notice to the Contractor informing of such intention.).

(a) Plastic bags or Equivalent Size Household Containers (ESHC) will be supplied by Canada. Only the removal of these bags for disposal will be the responsibility of the Contractor;

(b) Compactor containers, with the exception of the 30 CY compactor for L'Esplanade Laurier, will be supplied by Canada. Only the disposal of the contents within the containers will be the responsibility of the Contractor.

© Collection bins, commercial containers and roll-offs ranging in sizes from 68 gallon Otto-carts to 40 CY must be supplied by the Contractor and will be used extensively in the performance of this contract. They shall remain the responsibility of the Contractor.

## **2.15 COLLECTION VEHICLES**

Contractor's vehicles must:

- (a) Be available in numbers sufficient to satisfy the service demands outlined in Annex B;
- (b) Prevent loss or spillage of the materials throughout the collection and delivery process; and
- (c) Be appropriately licensed by the provincial authority to transport solid waste.

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

### **3.0 ADMINISTRATIVE**

#### **3.1 ACCOUNTING AND BILLING PROCEDURES**

3.1.1 The Contractor shall provide the Departmental Representative with a monthly invoice for all services, per location, which must include the following:

- (a) Invoice number, date, account number, contract number, collection location, site name and number, container type(s), invoice period, date of collections for the invoice period, a description of the services provided, the quantity of containers lifted or removed, unit price, disposal fees when applicable, and total. Taxes and account to date status shall also be detailed on each invoice. Further, running totals of the firm and of the “on-call” invoiced to date shall be included on each invoice. Specific codes for the “On-call” collections will be identified from the regular firm collections on the invoice;
- (b) The site name and number must be posted in each subsequent invoice page for easier site identification.

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

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

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

For sites 1 to 194, 228, 231, 241 to 243, 245 to 249 the composite invoice must be sent to, unless otherwise notified:

Public Works and Government Services Canada  
Professional and Technical Services Directorate  
Environmental Services  
427 Laurier Ave West, 3<sup>rd</sup> floor  
Ottawa, Ontario, K1A 0S5

Attention:

*To be identified at award of Standing Offer*

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For sites 195 to 227, 229 to 230 and 232-240, 244 and 250, the composite invoice must be sent to, unless otherwise notified:

Public Works and Government Services Canada  
Professional and Technical Services Directorate  
Environmental Services  
340 Albert Street, 11<sup>th</sup> floor  
Regional Environmental Regulations and Assessments  
Ottawa, Ontario K1A 0S5

Attention:

*To be identified at award of Standing Offer*

### **3.2 HAULING RECORDS**

3.2.1 The Contractor shall provide the DR with electronic copies of computer generated monthly reports that supply the actual weights for all 68 gallon Otto-carts (average weight if actual is not available), front-end lifts, roll-offs and compactor services specific to each location and the monthly mass total.

3.2.2 The report shall be in accordance with the sample provided in Annex D or a format supplied by the Contractor and approved by the Departmental Representative and submitted with the monthly invoices.

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

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

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

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

For sites 1 to 194, 228, 231, 241 to 243, 245 to 249:

Public Works and Government Services Canada  
Professional and Technical Services Directorate  
Environmental Services  
427 Laurier Ave West, 3<sup>rd</sup> floor  
Ottawa, Ontario, K1A 0S5

Attention: *To be identified at award of Standing Offer*

For sites 195 to 227, 229 to 230 and 232-240, 244 and 250:

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Public Works and Government Services Canada  
Professional and Technical Services Directorate  
Environmental Services  
340 Albert Street, 11<sup>th</sup> floor  
Regional Environmental Regulations and Assessments  
Ottawa, Ontario K1A 0S5

Attention: *To be identified at award of Standing Offer*

### **3.3 PWGSC CONTACT INFORMATION**

#### **Departmental Representatives:**

For sites 1 to 194, 228, 231, 241 to 243, 245 to 249:

*To be identified at award of Standing Offer*  
Public Works and Government Services Canada  
Professional and Technical Services Directorate  
Environmental Services  
427 Laurier Ave West, 3<sup>rd</sup> floor  
Ottawa, Ontario, K1A 0S5

For sites 195 to 227, 229 to 230 and 232-240, 244 and 250:

*To be identified at award of Standing Offer*  
Public Works and Government Services Canada  
Professional and Technical Services Directorate  
Environmental Services  
340 Albert Street, 11<sup>th</sup> floor  
Regional Environmental Regulations and Assessments  
Ottawa, Ontario K1A 0S5

#### **Technical Authority:**

*To be identified at award of Standing Offer*  
Public Works and Government Services Canada  
Professional and Technical Services Directorate  
Environmental Services  
427 Laurier Ave West, 3<sup>rd</sup> floor  
Ottawa, Ontario, K1A 0S5

### **3.4 MISSED OR INADEQUATE DOCUMENTATION**

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

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

### **3.5 HEALTH AND SAFETY**

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

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

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

3.5.4 Hitching, lifting or securing devices mounted on containers must be inspected regularly and maintained to limit the hazard to personnel and public safety.

3.5.5 The TA reserves the right to have the operations, methods and equipment inspected and anything identified to be unsafe, not suitable, or defective be replaced by acceptable alternates at no additional cost to the Government of Canada.

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

### **3.6 REPORTING OF PROBLEMS**

3.6.1 The Contractor's driver is required to report any accidents, spills, concerns, anomalies, contamination, impediments to access or other concerns or problems to the Departmental Representative through the Contractor's Representative. Instructions or concerns must not be communicated through on site personnel or contacts. Concerns must be addressed as soon as practical in writing to the Departmental Representative.

3.6.2 At no time shall the Contractor take requests for additional, unscheduled services from or address on site issues with on-site personnel without first notifying the Departmental Representative.

### **3.7 Requirements for Secure Sites**

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



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

#### **4.0 NEW CONTRACT TRANSITION PERIOD**

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

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

4.3 A complete safety plan must be submitted to the TA within 3 days of the contract being signed.

# ANNEX B - Collection Locations, Containers and Schedule Requirements

## Notes:

Due to the nature of this requirement, these lists may change anytime during the solicitation period. However, Canada will not issue a solicitation amendment just for this purpose. An updated list will therefore be issued at contract award and the lists may continue to change from time to time during the period of the contract.


## Non-Hazardous Solid waste List

# of sites	Site # Identification	Location Bldg. Address	Collection Time	Unit Size	Note	Collection Frequency and Day	Qty	Total Collections Per Year	Total Units Collected Per Year	Security Clearance Reliability - Yes or No
1	2	Agriculture and Agri-Food Canada - (C.E.F.) K.W. Neatby Bldg. #20, Ottawa, Ontario	Before 7:00 AM	4 cu yd		2 per week (Tues & Fri)	1	104	104	Yes
2	3	Agriculture and Agri-Food Canada - (C.E.F.) Header House Bldg. #21, Ottawa, Ontario	AM	6 cu yd		5 per week (Mon to Fri)	1	260	260	Yes
3	4	Agriculture & Agri-Food Canada - (C.E.F.) Bldg. #22, Lab. Services Winding Lane, Ottawa, Ontario	AM	6 cu yd		2 per week (Tues & Fri)	1	104	104	Yes
4	5	Agriculture and Agri-Food Canada - (C.E.F.) Animal Genetics Bldg. #34, Ottawa, Ontario	AM	4 cu yd		5 per week (Mon to Fri)	1	260	260	Yes
5	6	Agriculture and Agri-Food Canada - (C.E.F.) W.M. Saunders Bldg. #49, Off Maple (come in off Birch), Ottawa, Ontario	AM	2 cu yd		Every third week (Wed)	1	18	18	Yes
6	7	Agriculture and Agri-Food Canada - (C.E.F.) Main Greenhouse Range Bldg. #50, Ottawa, Ontario	AM	6 cu yd		1 per week (Tues)	1	52	52	Yes
7	8	Agriculture & Agri-Food Canada - (C.E.F.) Bldg. #55, Horticultural Lab. Driveway, Ottawa, Ontario	AM	6 cu yd		Every second week (Wed)	1	26	26	Yes
8	9	Agriculture & Agri-Food Canada - (C.E.F.) Bldg. #140, Ottawa, Ontario	After 7:45 AM	2 cu yd		Every second week (Wed)	1	26	26	Yes
9	10	Agriculture & Agri-Food Canada - (C.E.F.) Animal House Bldg. #59/60, Ottawa, Ontario	AM	4 cu yd		Every third week (Wed)	1	18	18	Yes
10	11	Agriculture & Agri-Food Canada - (C.E.F.) Agrometerology Bldg. #72, NCC Driveway, Ottawa, Ontario	AM	4 cu yd		Every second week (Wed)	1	26	26	Yes
11	12	Agriculture & Agri-Food Canada - (C.E.F.) Bldg. #74, Plant Research, Ottawa, Ontario	AM	2 cu yd		Every second week (Wed)	1	26	26	Yes
12	13	Agriculture & Agri-Food Canada - (C.E.F.) Bldg. #75, Cereal Crops, NCC Driveway, Ottawa, Ontario	AM	2 cu yd		1 per week (Wed)	1	52	52	Yes
13	14	Agriculture and Agri-Food Canada - (C.E.F.) Dairy Barn, Bldg. #88, Ottawa, Ontario	AM	6 cu yd	Bin beside Bldg 88	1 per week (Thurs)	1	52	52	Yes

# of sites	Site # Identification	Location Bldg. Address	Collection Time	Unit Size	Note	Collection Frequency and Day	Qty	Total Collections Per Year	Total Units Collected Per Year	Security Clearance Reliability - Yes or No
14	15	Agriculture and Agri-Food Canada - (C.E.F.) Carpenter Shop, Bldg. #98, Ottawa, Ontario	AM	4 cu yd		1 per week (Wed)	1	52	52	Yes
15	16	Agriculture and Agri-Food Canada - (C.E.F.) Bldg. #99, Ottawa, Ontario	AM	4 cu yd		1 per week (Wed)	1	52	52	Yes
16	18	Agriculture and Agri-Food Canada - (C.E.F.) Bldg. #114, Morning Side Lane, Ottawa, Ontario	AM	4 cu yd		1 per week (Wed)	1	52	52	Yes
17	20	Agriculture and Agri-Food Canada - (C.E.F.) Service Bldg. #143, Ottawa, Ontario	AM	4 cu yd		2 per week (Tues & Fri)	1	104	104	Yes
18	21	Agriculture and Agri-Food Canada - (C.E.F.) Engineering Bldg. #144, Ottawa, Ontario	AM	4 cu yd		Every third week (Wed)	1	18	18	No
19	22	Agriculture and Agri-Food Canada - (C.E.F.) Dump Site, Prince of Wales Dr., Ottawa, Ontario	AM	40 cu yd		Winter On-Call (client calls when to start)	2	6	12	
20	23	Canadian Food Inspection Agency - Bldg. #141, 3851 Fallowfield Rd., Research Inst., Ottawa, Ontario	Not Specified	6 cu yd	Guard has to open gate to access bins	Summer once a week	2	52	104	Yes
21	24	Canadian Food Inspection Agency Bldg. #201, 3851 Fallowfield Rd., Ottawa, Ontario	Not Specified	4 cu yd	Guard has to open gate to access bins	3 per week (Mon, Wed, Fri)	1	156	156	No
22	25	Canadian Food Inspection Agency - (C.H.P.) 3851 Fallowfield Rd., Ottawa, Ontario	Not Specified	2 cu yd	Guard has to open gate to access bins	3 per week (Mon, Wed, Fri)	6	156	936	No
23	27	Health Canada - Tunney's Pasture, Environmental Health Centre, Bldg #8, 50 Columbine Dr., Ottawa, Ontario	AM	6 cu yd		On Call	1	12	12	No
24	28	Environment Canada - Environmental Science and Technology Centre, Bogue Bldg., 335 River Rd., Ottawa, Ontario	Not Specified	6 cu yd	Guard has to open gate to access bins	3 per week (Mon, Wed, Fri)	1	156	156	Yes
25	33	Health Canada - Tunney's Pasture, LCDC, Bldg. #6, 100 Eglantine Dr., Ottawa, Ontario	AM	20 cu yd Compactor	Careful when returning compactor (do not crush hoses) Bins are inside the Bldg.	On Call (Winter)	1	12	12	Yes
26	34	Health Canada - Tunney's Pasture, Occupational Health, Bldg. #17, Pharmaceutical Lab., Goldenrod & Sorrel, Ottawa, Ontario	AM	8 cu yd	Bins are inside the Bldg. SB Jan. 07/14	2 per week (Tues & Fri) Summer Only	1	104	104	
27	35	Health Canada - Radiation Protection Lab, 775 Brookfield Rd., Ottawa, Ontario	AM	6 cu yd		1 per week (Wed)	1	52	52	Yes
			AM	8 cu yd Compactor	Animal Breeding Bldg. # 12 100 Chardon Drwy	3 per week (Mon, Wed, Fri)	1	156	156	Yes
			AM			2 per week (Tues & Thurs)	1	104	104	

# of sites	Site # Identification	Location Bldg. Address	Collection Time	Unit Size	Note	Collection Frequency and Day	Qty	Total Collections Per Year	Total Units Collected Per Year	Security Clearance Reliability - Yes or No
28	36	Health Canada - Tunney's Pasture, Sir Frederick Banting, Bldg. #22, Ross Ave., Ottawa, Ontario	(On-call) Animal Breeding Bldg. # 12 100 Chardon Drwy	20 cu yd	Animal Breeding Bldg. # 12 100 Chardon Drwy	On Call	1	12	12	Yes
			On-call	20 cu yd	Animal Bldg 22 251 Sir Frederick Banting Driveway	On Call	1	12	12	
			AM	Waste bags	Animal Bldg 22 251 Sir Frederick Banting Driveway	2 per week (Tues & Thurs)	15	104	1560	
29	38	Canadian Heritage - Metro Block "C", Can. Conser. Inst., 1030 Innes Road, Ottawa, Ontario	AM	6 cu yd		1 per week (Tues)	1	52	52	Yes
30	40	Industry Canada - CRC Complex, Shirley's Bay, 3701 Carling Ave., Bldg. #3, Ottawa, Ontario	Not Specified	2 cu yd	Guard has to open gate to access bins	1 per week (Tues)	1	52	52	No
31	41	Industry Canada - CRC Complex, Shirley's Bay, 3701 Carling Ave., Bldg. #4, Ottawa, Ontario	Not Specified	8 cu yd	Next to the concrete pad. Guard has to open gate to access bins	5 per week (Mon to Fri)	1	260	260	No
32	42	Industry Canada - CRC Complex, Shirley's Bay, 3701 Carling Ave., Bldg. #5/29, Ottawa, Ontario	Not Specified	6 cu yd	Guard has to open gate to access bins	2 per week (Tues, Fri)	1	104	104	No
33	43	Industry Canada - CRC Complex, Shirley's Bay, 3701 Carling Ave., Bldg. #7/8, Plant Engineering Compound, Ottawa, Ontario	Not Specified	4 cu yd	At the front of the Bldg.. Guard has to open gate to access bins	3 per week (Mon,Wed,Fri)	1	156	156	No
			Not Specified	20 cu yd	CRD Waste. Guard has to open gate to access bins.	On Call	1	12	12	
			Not Specified	20 cu yd	CRD Waste. Guard has to open gate to access bins	On Call	1	12	12	
34	45	Industry Canada - CRC Complex, Shirley's Bay, 3701 Carling Ave., Bldg. #34, Ottawa, Ontario	Not Specified	4 cu yd	Guard has to open gate to access bins	1 per week (Tues)	1	52	52	no
35	50	Industry Canada - CRC Complex, Shirley's Bay, 3701 Carling Ave., Bldg. #14, Ottawa, Ontario	Not Specified	6 cu yd	Guard has to open gate to access bins	2 per week (Tues & Fri)	1	104	104	no
36	51	Parliamentary Precinct - House of Commons, Justice Bldg., 249 Wellington St. (Wellington & Kent), Ottawa, Ontario	Before 9:00 AM	4 cu yd Compactor		2 per week (Wed & Fri)	1	104	104	Yes
37	68	National Defence - Constitution Bldg., 305 Rideau St., (Rear Loading Dock), Ottawa, Ontario	Not Specified	4 cu yd		2 per week (Tue & Thurs)	1	104	69	No
38	70	Communications Security Establishment - Sir Leonard Tilley Bldg., 719 Heron Rd., Ottawa, Ontario	Not Specified	20 cu yd (30 cu yd ? # 30125)	CRD - Construction Renovation Demolition. Guard has to open gate to access bins	On Call	1	12	12	
			Not Specified	4 cu yd	Guard has to open gate to access bins	1 per week (Fri)	2	52	104	
			Not Specified	8 cu yd Compactor - Solid Waste	Green . Guard has to open gate to access bins	1 per week (Fri)	1	52	52	

# of sites	Site # Identification	Location Bldg. Address	Collection Time	Unit Size	Note	Collection Frequency and Day	Qty	Total Collections Per Year	Total Units Collected Per Year	Security Clearance Reliability - Yes or No
39	76	Department of National Defence - Fraser Bldg. (Map Depot- Rear of Bldg.), 130 Bentley Ave., Ottawa, Ontario	Not Specified	8 cu yd		1 per week (Mon)	1	52	52	No
40	88	Parliamentary Precinct - Blackburn/Langevin, Block 85 Sparks St./80 Wellington St., Ottawa, Ontario	Before 9:00 AM Guard has to open gate to access bins	6 cu yd Compactor		5 per week (Mon to Fri)	1	260	260	No
41	89	Parliamentary Precinct - National Press Bldg., 150 Wellington St., Ottawa, Ontario	After 9:30 AM	Waste bags	Bins are inside the Bldg.. SB Jan. 07/14	5 per week (Mon to Fri)	40	260	10400	Yes
42	90	Parliamentary Precinct - House of Commons, Confederation Bldg., 229 Wellington St. & Bank St., Ottawa, Ontario	Before 9:00 AM	Waste bags		5 per week (Mon to Fri)	30	260	7800	Yes
43	91	Parliamentary Precinct - Senate of Canada, East Block, Parliament Hill, 111 Wellington St., Ottawa, Ontario	Between 8 AM and 9 AM	Waste bags		5 per week (Mon to Fri)	12	260	3120	Yes
44	92	Parliamentary Precinct - Centre Block, Parliament Hill, 111 Wellington St., Ottawa, Ontario	Before 9:00 AM	2 cu yd		5 per week (Mon to Fri)	6	260	1560	Yes
45	95	PWGSC - (C.H.P.) 461 Rochester, 558 Booth St., Ottawa, Ontario	Before 9:00 AM	8 cu yd Compactor		5 per week (Mon to Fri)	1	260	260	Yes
46	97	PWGSC - Cliff (C.H.P.), Ottawa, Ontario	Not Specified	Waste bags	Bins are inside the Bldg.	2 per week (Tues & Fri)	10	104	1040	Yes
47	98	PWGSC - (C.H.P.) Confederation Heights, 501 Heron Rd./Bronson Ave., Ottawa, Ontario	Not Specified	4 cu yd	Guard has to open gate to access bins	2 per week (Tues & Fri)	1	104	104	Yes
48	101	Communications Security Establishment - Edward Drake Bldg., 1500 Bronson Ave., Ottawa, Ontario	Not Specified	4 cu yd		1 per week (Wed)	1	52	52	Yes
49	103	Parliamentary Precinct - Senate of Canada - La Promenade (Valour/Victoria)	Not Specified	8 cu yd	Guard has to open gate to access bins.	On Call	1	12	12	Yes
50	105	Parliamentary Precinct - 2465 103 Stevenage Dr., Ottawa, Ontario	Before 9:00 AM	2 cu yd	Bins are inside the Bldg.	5 per week (Mon to Fri)	2	260	520	Yes
51	112	Supreme Court of Canada - 301 Wellington St., Ottawa, Ontario	Not Specified	4 cu yd	Guard has to open gate to access bins	1 per week (Wed)	1	52	52	No
52	113	Transport Canada - McDonald Cartier Data Centre, 1600 Tom Roberts Rd., Ottawa, Ontario	Not Specified	6 cu yd	Guard has to open gate to access bins	5 per week (Mon to Fri)	1	260	260	No
53	114	Transport Canada - Aircraft Services Training Centre, Bldg. #O-276, (beside Bldg. #T58), 20 Airbus Pvt., Ottawa, Ontario	Not Specified	4 cu yd		2 per week (Wed & Fri)	1	104	104	Yes
54	115	Transport Canada - Bldg. #T58 (Hanger), 200 Comet Pvt., Ottawa, Ontario	Not Specified	4 cu yd 6 cu yd Compactor		1 per week (Thurs) 2 per week (Tues & Thurs)	1 1	52 104	52 104	Yes
55	116	Transport Canada - Gloucester Landfill Facility, Leitrim Road, Ottawa, Ontario	The gate is open at 0900 a.m. to -1600 p.m.	2 cu yd		Once a month every 3rd Wednesday of each month.	1	12	12	Yes

# of sites	Site # Identification	Location Bldg. Address	Collection Time	Unit Size	Note	Collection Frequency and Day	Qty	Total Collections Per Year	Total Units Collected Per Year	Security Clearance Reliability - Yes or No
56	117	Transportation Safety Board - Bldg. U-100, NRC Compound, 1901 Research Rd. Uplandss Base, Ottawa, Ontario	Not Specified	6 cu yd		1 per week (Thurs)	1	52	52	Yes
57	135	PWGSC - (C.H.P.) NRC, 98 Sussex Dr. (Next to Rideau Falls Lab), Ottawa, Ontario	Not Specified	2 cu yd		On Call	1	6	6	Yes
58	139	Industry Canada - CRC Complex, Shirley's Bay, 3701 Carling Ave., Bldg. #94, Ottawa, Ontario	Not Specified	6 cu yd	Guard has to open gate to access bins	1 per week (Tues)	1	52	52	No
59	141	Agriculture and Agri-Food Canada (C.E.F.), Laneway at Arboretum Ball Diamond, Ottawa, Ontario	After 6 AM	2 cu yd		Winter On-Call (client calls when to start)	3	6	18	No
				4 cu yd		Summer once a week	3	26	78	
			After 6 AM	4 cu yd		Every second week (Wed)	1	26	26	
				4 cu yd (The one down the hill)		Winter On-Call (client calls when to start)	1	6	6	
						Summer Every second week (Wed)	1	13	13	
60	143	Agriculture & Agri-Food Canada, Agriculture Museum, Bldg. #91, Ottawa, Ontario	AM	6 cu yd		1 per week (Thurs)	1	52	52	Yes
61	154	Industry Canada - CRC Complex, Shirley's Bay, 3701 Carling Ave., Bldg. T-86, Ottawa, Ontario	Not Specified	4 cu yd	Guard has to open gate to access bins	1 per week (Tues)	1	52	52	No
62	157	Agriculture and Agri-Food Canada (C.E.F.), Bldg. #142 (West side), Ottawa, Ontario	AM	4 cu yd		1 per week (Wed)	1	52	52	Yes
63	168	PWGSC - L'Esplanade Laurier, 300 Laurier St., Ottawa, Ontario	Before 12 PM	30 cu yd Compactor	Rental	2 per week (Tues & Fri)	1	104	104	No
64	195	National Defence - Army Officer Mess, 149 Somerset St., Ottawa, Ontario	Not Specified	2 cu yd		3 per week (Mon, Wed, Fri)	1	156	156	No
65	197	National Defence - Bldg. M-23, 1200 Montreal Rd., NCR Campus, Ottawa, Ontario	Not Specified	6 cu yd		1 per week (Tues)	1	52	52	No
66	198	National Defence - Cartier Square Drill Hall, 2 Queen Elizabeth Dr., Ottawa, Ontario	Not Specified	4 cu yd		3 per week (Mon, Wed & Fri)	1	156	156	No
67	199	National Defence - HMCS Bytown, 78 Lisgar St., Ottawa, Ontario	Not Specified	2 cu yd		2 per week (Mon & Thurs)	1	104	104	No
68	200	National Defence - Hull Armory, 188 Tache Blvd., Gatineau, Quebec	Not Specified	6 cu yd		Every week (Thurs)	2	52	104	No
69	201	National Defence - RCAF Mess, 158 Gloucester St., Ottawa, Ontario	Not Specified	95 gal Otto carts instead of the 2 cu yd		2 per week (Mon & Thurs)	3	104	312	No
70	202	National Defence - Walkley Armoury, 2100 Walkley Rd., Ottawa, Ontario	Not Specified	6 cu yd	Guard has to open gate to access one of the 6 cu yd in the vehicles compound	1 per week (Tues)	1	52	52	No
			09:30 and 10:30 a.m. on Tuesdays	8 cu yd		1 per week (Tues)	2	52	104	

# of sites	Site # Identification	Location Bldg. Address	Collection Time	Unit Size	Note	Collection Frequency and Day	Qty	Total Collections Per Year	Total Units Collected Per Year	Security Clearance Reliability - Yes or No
71	203	National Defence - Connaught Range, Bldg. #163, 6 Brouillette Blvd., Ottawa, Ontario	Not Specified	6 cu yd		Winter - 1 per week (Mon), Summer - 2 per week (Mon & Thurs)	1	26	26	No
72	204	National Defence - Connaught Range, Pistol Range, Shirley Blvd., Ottawa, Ontario	Not Specified	6 cu yd		Winter - 1 per week (Thurs) Summer - 2 per week (Mon, Thurs)	1	26	26	No
73	205	National Defence - Connaught Range, Range Control, Bldg. 145, 1 Lee Enfield Rd., Ottawa, Ontario	Not Specified	20 cu yd	Wood	On Call	2	12	24	No
			Not Specified	20 cu yd		On Call	1	12	12	No
			Not Specified	6 cu yd		2 per week (Mon & Fri)	1	104	104	No
74	206	National Defence - Connaught Range, 9 Bisley, Ottawa, Ontario	Not Specified	6 cu yd		1 per week (Thurs)	1	52	52	No
75	207	RCMP - Connaught Range, Bldg. 3, 5 Shirley Blvd., Ottawa, Ontario	Not Specified	6 cu yd		Winter - 2 per week (Mon & Thurs) Summer - 1 per week - Mondays	1	104	104	No
76	208	National Defence - Connaught Range, Bldg. 34, 35 Shirley Blvd., Ottawa, Ontario	Not Specified	6 cu yd		2 per week (Mon & Fri)	1	104	104	No
77	209	National Defence - HMCS Carleton, Bldg. 346, 79 Prince of Wales Dr., Ottawa, Ontario	Not Specified	4 cu yd		1 per week (Tues)	1	52	52	No
		National Defence - Uplands, Bldg. 346, Canadair Pvt., Ottawa, Ontario 360 Paul Benoit Driveway (previously Canadair)	Not Specified	20 cu yd		On Call	1	12	12	No
78	210		Not Specified	6 cu yd		Every second week (Fri)	1	26	26	No
79	211	National Defence - Uplands, Bldg. 347, Croll @ Canadair, Ottawa, Ontario	Not Specified	4 cu yd		On Call	1	12	12	No
			Not Specified	20 cu yd	Wood	Every second week (Fri)	1	26	26	No
80	212	National Defence - Uplands, Bldg. 351, Alert Dr., Ottawa, Ontario	Not Specified	8 cu yd	Secure site - Driver to call 1 hour in advance	On Call	1	12	12	No
			Not Specified	4 cu yd		On Call	1	12	12	No
81	213	National Defence - Uplands, Bldg. 471, between Croll and Breadner at Canadair, Ottawa, Ontario	Not Specified	4 cu yd		2 per week (Tues & Fri)	1	104	104	No
82	214	National Defence - Uplands, 467, 200 De Niverville Pvt. between Canadair & McGill, Ottawa, Ontario	Not Specified	6 cu yd		2 per week (Tues & Fri)	1	104	104	No
83	215	National Defence - Uplands, Bldg. 469, 10 De Niverville Pvt., Ottawa, Ontario	Not Specified	4 cu yd		Every second week (Tues)	1	26	26	No
84	216	National Defence - Uplands, Bldg. 475, 300 Canadair Pvt., between Croll and Breadner, Ottawa, Ontario	Not Specified	6 cu yd		Every second week (Tues)	1	26	26	No
			Not Specified	4 cu yd	Bins are inside the Bldg., Ring bell if guard not present	1 per week (Fri)	1	52	52	No
85	217	National Defence - Bldg. 512, Uplands De Niverville @ Canadair, Ottawa, Ontario	Not Specified	20 cu yd Desintegrator	Bins are inside the Bldg., Ring bell if guard not present	On-Call	1	12	12	No

# of sites	Site # Identification	Location Bldg. Address	Collection Time	Unit Size	Note	Collection Frequency and Day	Qty	Total Collections Per Year	Total Units Collected Per Year	Security Clearance Reliability - Yes or No
86	218	National Defence - Uplands, Hangar 11, 190 Convoir Pvt. between Leckie & Kiowa, Ottawa, Ontario	Not Specified	6 cu yd		1 per week (Fri)	1	52	52	No
87	219	National Defence - Uplands, Hangar 14, Convoir @ Croil, Ottawa, Ontario	Not Specified	20 cu yd	Wood	On Call	1	12	12	No
88	220	National Defence - Uplands, Bldg. 16, Canadaair between De Niverville and Croil,	Not Specified	6 cu yd		1 per week (Fri)	1	52	52	No
89	221	National Defence - Leitrin, Bldg. 250, 3545 Leitrin Rd., Ottawa, Ontario	Not Specified	8 cu yd	Guard has to open gate to access bins	1 per month	1	12	12	No
90	222	National Defence - Leitrin, Bldg. 271, 3545 Leitrin Rd., Ottawa, Ontario	On Call	30 cy yd		2 per week (Tues & Fri)	2	104	208	Yes
91	223	National Defence - Leitrin, Bldg. 273, 3545 Leitrin Rd., Ottawa, Ontario	Not Specified	4 cu yd		On Call	1	12	12	Yes
92	224	National Defence - NDMC, 1745 Alta Vista Dr., Ottawa, Ontario	Not Specified	20 cu yd	Wood	Every two weeks - Tuesday	1	26	26	Yes
93	225	National Defence - Military Stores Bldg., 4 Queen Elizabeth Dr., Ottawa, Ontario	Not Specified	6 cu yd		On Call	1	12	12	Yes
94	226	National Defence - Uplands, Hylands Golf Course, 2101 Alert Dr., Ottawa, Ontario	Not Specified	30 cu yd		Every two weeks - Tuesday	1	26	26	No
95	227	National Defence - Connaught Range, 31 Shirley Blvd., Ottawa, Ontario	Not Specified	8 cu yd		On Call	1	12	12	No
96	228	National Defence - 285 Coventry Rd., Ottawa, Ontario	Not Specified	6 cu yd		2 per week Mondays & Thursdays	1	104	104	No
97	229	National Defence - Connaught Range, 7 Vickers Gun Rd., Ottawa, Ontario	Not Specified	4 cu yd		3 per week (Mon. Weds. & Fri)	1	156	156	No
98	230	National Defence - Connaught Range, Kitchen/Mess Hall, 4 Snider Rd., Ottawa, Ontario	Not Specified	6 cu yd		Winter - Every 2 weeks (Mon)	1	13	13	No
99	231	National Defence - 1600 Startop Rd., Ottawa, Ontario	Not Specified	6 cu yd		Summer - 2 per week (Tues & Fri)	2	52	104	No
100	232	National Defence - Connaught Range, 1 Shirley Blvd., Ottawa, Ontario	Not Specified	30 cu yd		On Call	1	12	12	No
101	233	National Defence - Connaught Range, Rifle Range, 11 Shirley Blvd., Ottawa, Ontario	Not Specified	6 cu yd		Winter - 1 per week (Thurs)	1	26	26	No
102	235	National Defence - Connaught Range, 1 Webley Rd., Ottawa, Ontario	Not Specified	6 cu yd		Summer - 2 per week (Mon, Thurs)	1	52	52	No
103	236	National Defence - Connaught Range, Compound, Trendham, Ottawa, Ontario	Not Specified	6 cu yd		1 per week (Fri)	1	52	52	Yes
			Not Specified	6 cu yd		1 per week (Thurs)	1	52	52	Yes
			Not Specified	6 cu yd		Winter - 2 per week (Wed & Fri)	1	52	52	
			Not Specified	6 cu yd		Summer - 3 per week (Mon, Wed, Fri)	2	78	156	No
			Not Specified	8 cu yd	Guard has to open gate to access bins	1 per week (Mon)	1	52	52	Yes
			Not Specified	6 cu yd		2 per week (Mon & Thurs)	1	104	104	Yes
			Not Specified	6 cu yd		2 per week (Mon & Thurs)	1	104	104	No
			Not Specified	6 cu yd		Every second week (Thurs)	1	26	26	No
			Not Specified	20 cu yd		On Call	1	12	12	No



# of sites	Site # Identification	Location Bldg. Address	Collection Time	Unit Size	Note	Collection Frequency and Day	Qty	Total Collections Per Year	Total Units Collected Per Year	Security Clearance Reliability - Yes or No
104	240	National Defence - Connaught Range, 5 Brouillette Blvd., Ottawa, Ontario	Not Specified	6 cu yd		Summer Only (Tues & Thurs)	1	48	48	No
105	241	National Defence - Canadian Forces Publication Depot, 2140 Thurston Dr., Ottawa, Ontario	Not Specified	6 cu yd		1 per week (Tues)	1	52	52	No
106	242	Public Health Agency of Canada - 1481 Michael St., (Warehouse), Ottawa, Ontario	Not Specified	30 cu yd	Bins are inside the Bldg.	On Call	1	12	12	Yes
107	244	National Defence - Bldg. # 268, 3545 Leblanc, Ottawa, Ontario	Early morning or late during the day	8 cu yd		Every second week (Thurs)	1	26	26	Yes
108	245	Industry Canada - CRC Complex, Shirley's Bay, 3701 Carling Ave., Bldg. #28, Ottawa, Ontario	Not Specified	20 cu yd	CRD Waste. Guard has to open gate to access bins.	On Call	1	12	12	No
109	250	National Defence - Connaught Range, Gravel Pit/Brouillette at Sir Sam Hughes, Ottawa, Ontario	Not Specified	20 cu yd	Wood	On Call	1	12	12	No
110	251	Parliamentary Precinct - Food Production Facility, 1170 Algoma Rd., Ottawa, Ontario	Not Specified	20 cu yd	Concrete	On Call	1	12	12	No
111	253	Parliamentary Precinct - 2086 Walkley Rd., Ottawa, Ontario	Not Specified	4 cu yd		2 per week (Tues & Fri)	1	104	104	No
112	254	Parliamentary Precinct - 2074 Walkley Rd., Ottawa, Ontario	Not Specified	2 cu yd	Bins are inside the Bldg.	2 per week (Tues & Fri)	2	104	208	No
113	255	National Defence - CFB Uplands, 720 Bluenose Pk., Land and Engineering Support Centre, Ottawa, Ontario	Not Specified	4 cu yd	Guard has to open gate to access bins	2 per week (Tues & Fri)	1	104	104	No
114	256	Parliamentary Precinct - 1 Rideau Canal/Wellington St., Ottawa, Ontario	AM	Waste bags	Waste Bags are inside the Bldg.	1 per week (Fri)	20	52	1040	No
115	257	Parliamentary Precinct - 2455 Don Reid Rd., Ottawa, Ontario	AM	4 cu yd		3 per week (Mon, Wed, Fri)	1	156	156	No
116	264	PBX - 790 Heron	Not Specified	2 cu yd		1 per week (Fri)	1	52	52	No
117	266	PWGSC - 455 Boulevard de la Carrière, Gatineau, Quebec	They have to go before 3:00 p.m	95 gal Otto carts	The driver has to contact site before access to the loading dock.	5 per week (Mon to Fri)	23	260	5980	No
118	269	National Defence - Uplands, Bldg. 559, 307 DeNiverville Dr., Ottawa, Ontario	They have to go before 3:00 p.m	95 gal Otto carts	The driver has to contact site before access to the loading dock.	1 per week (Fri)	2	52	104	No
119	271	PWGSC - West Memorial Bldg., 344 Wellington St., Ottawa, Ontario	Not Specified	4 cu yd		1 per week (Fri)	1	52	52	No
120	273	PWGSC - 1495 Heron Rd., Federal Study Centre, Ottawa, Ontario	Not Specified	6 cu yd	Guard has to open gate to access bins	On Call	1	12	12	No
121	277	Parliamentary Precinct - Old American Embassy, 128 Wellington St., Ottawa, Ontario	Not Specified	2 cu yd	Guard has to open gate to access bins	Every second week (Wed)	1	26	26	No
122	278	Parliamentary Precinct - Warehouse 3020 Hawthorne Road, Ottawa, Ontario	On Call	20 cu yd	The has to contact site before to let them in.	On Call	1	5	5	Yes
123	285	Parliamentary Precinct - Sir John A McDonald Building, 144 Wellington Street, Ottawa, Ontario	Not Specified	6 cu yd	The bins are to be placed outside between Delivery Doors 4 and 5	3 per week (Mon, Wed, Fri)	1	156	156	No
			Not Specified	Waste bags		1 per week (Fri)	24	26	23	Yes

# of sites	Site # Identification	Location Bldg. Address	Collection Time	Unit Size	Note	Collection Frequency and Day	Qty	Total Collections Per Year	Total Units Collected Per Year	Security Clearance Reliability - Yes or No
124	286	Industry Canada - CRC Complex, Shirley's Bay, 3701 Carling Ave., Bldg. #62, Ottawa, Ontario	Not Specified	4 cu yd	At the back of the Bldg., Guard has to open gate to access bins	1 per week (Tues)	1	52	52	No
125	287	Industry Canada - CRC Complex, Shirley's Bay, 3701 Carling Ave., Bldg. #2E, Ottawa, Ontario	Not Specified	20 cu yd		On Call	1	30	30	No

#### Compost Master Site List

# of sites	Site #	Location Bldg. Address	Collection Time	Unit Size	Note	Collection Frequency and Day	Qty	Total Collections Per Year	Total Units Collected Per Year	Security Clearance Reliability - Yes or No
1	67	National Defence 101 Colonel By Drive	By 7:00 a.m.	60 gallon Otto carts – Comp.	Composting	2 x per week (Wed and Fri)	6	104	208	
2	70	National Defence Sir Leonard Tilley Bldg, 719 Heron Road	Not Specified	30 cu yd Compactor -	Pulverized Paper	On-Call	1	20	20	
3	88	Parliamentary Precinct - Blackburn/Langevin, Block 85 Sparks St./80 Wellington St., Ottawa, Ontario	Before 9:00 AM Guard has to open gate to access bins	95 gal Otto carts	Pulverized paper	5 per week (Mon to Fri)	12	260	3120	No
4	98	PWGSC Central Heating Plant Confederation Heights 501 Heron Rd	Not Specified	60 gallon Otto carts – Comp.	Composting	2 x per week (Wed and Fri)	1	104	104	
5	114	Transport Canada Aircraft Services Training Centre Bldg. #0-276, (beside Bldg. #T58)	Not Specified	60 gallon Otto carts – Comp.	Composting	2 x per week (Wed and Fri)	4	104	416	
6	159	C.S.I.S. - 1941 Ogilvie Rd., Ottawa, Ontario	Between 7 a.m. and 5 p.m.	Waste bags	Pulverized paper	2 per week (Tues & Thurs)	30	104	3120	Yes
7	195	National Defence - Army Officer Mess, 149 Somerset St., Ottawa, Ontario	Not Specified	68 gal Otto carts	Compostables	2 per week (Tues & Fri)	2	104	208	No
8	199	National Defence - HMCS Bytown, 78 Lisgar St., Ottawa, Ontario	Not Specified	68 gal Otto carts	Compostables	2 per week (Tues & Fri)	2	104	208	No
9	201	National Defence - RCAF Mess, 158 Gloucester St., Ottawa, Ontario	Not Specified	68 gal Otto carts	Compostables	2 per week (Tues & Fri)	2	104	208	No
10	267	PWGSC - 455 Boulevard de la Carrière, Gatineau, Quebec	Not Specified	68 gal Otto carts	Compostables. The driver have to contact names before access to the loading dock. SB Feb. 26/14	1 per week (Wed)	5	52	260	No
11	270	PWGSC - Skyline Complex, 1305 Baseline Rd., Ottawa, Ontario	Not Specified	6 cu yd	Pulverized waste	5 per week (Mon to Fri)	1	260	260	No
12	272	National Defence - Connaught Range, Kitchen/Mess Hall, 4 Snider, Ottawa, Ontario	Not Specified	68 gal Otto carts	Compostables. Summer schedule from May 1 to September 30.	Winter 1 per week (Fri) Summer 2 per week (Mon & Fri)	10 10	30 44	300 440	No
13	279	National Defence - Army Officer Mess, 149 Somerset St., Ottawa, Ontario	Not Specified	68 gal Otto carts	Compostables	2 per week (Tues & Fri)	2	104	208	No
14	280	National Defence - HMCS Bytown, 78 Lisgar St., Ottawa, Ontario	Not Specified	68 gal Otto carts	Compostables	2 per week (Tues & Fri)	2	104	208	No
15	281	National Defence - RCAF Mess, 158 Gloucester St., Ottawa, Ontario	Not Specified	68 gal Otto carts	Compostables	2 per week (Tues & Fri)	2	104	208	No

**ANNEX C - Costs of Services Schedule – Basis of Payment**

It is mandatory that the bidders submit prices for five (5) years for all items by completing the grids below. The information submitted will be used to determine the bidder's total assessed price for purposes of the bid evaluation and selection. The quantities provided are strictly estimates and are to be used for financial evaluation purposes only.

Prices in Annex C, in accordance with the Scope of Work attached herein at Annex A and the collection requirements at Annex B, shall apply to increases or decreases in the specified number of units, and to any sites added or deleted throughout the term of the contract.

In case of an error in calculation, the unit price will govern.

**PRICING SCHEDULE 1 – FIRM UNIT RATES – REGULAR PORTION SCHEDULE**

**Table 1.1 Firm unit rates for the scheduled solid waste collections as detailed in Annex B.**

			YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5	
UNIT	TOTAL UNITS	ESTIMATED TOTAL UNITS PER YEAR	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
A	B	C	D	E = D x C	F	G = F x C	H	I = H x C	J	K = J x C	L	M = L x C
2 CY Cont.	24	2928	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4 CY Cont.	42	3290	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4 CY Comp.	1	104	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
6 CY Cont.	58	4321	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
6 CY Comp.	2	264	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
8 CY Cont.	10	910	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
8 CY Comp.	1	104	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
20 CY Cont.	1	5	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
30 CY Cont.	1	104	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
40 CY Comp.	2	104	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
95 gallon Otto-carts	28	6396	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Waste Bags	151	26208	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SUB-TOTALS:												
Table 1.1. Total for 5 years							\$					

- i) For all sizes of waste bags and front-end lifts (including containers and compactors) from 2 CY to 8 CY, the firm unit prices shall be all inclusive, incorporating collection, transportation, tonnage, and cleaning. No separate tonnage / tipping fees shall apply to front-end lift containers of these sizes.
- ii) For all roll-offs (including containers and compactors) from 20 CY to 40 CY, the firm unit prices shall be all inclusive, incorporating collection, transportation, and cleaning, with the exception of tonnage/tipping fees accounted for in table 1.2.

CY = Cubic Yard  
Cont. = Container  
Comp. = Compactor

MT = Metric Tonne)  
Approx. = Approximately

**Table 1.2 Firm price per MT tonnage / tipping fee for all 20 CY through 40 CY roll-off containers and compactors of solid waste in Annex B, as summarized in Tables 1.1 and 2.1 of Annex C.**

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Roll-off Containers and Compactors (20-40 CY)	\$ _____ / MT	\$ _____ / MT	\$ _____ / MT	\$ _____ / MT	\$ _____ / MT
Estimated tonnage	2,000 MT	2,000 MT	2,000 MT	2,000 MT	2,000 MT
Estimated total price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Table 1.2. Total for 5 years: \$ _____					

i) The scale tickets are to be available upon request to validate services provided.

**Table 1.3 Firm rental price for the 30 CY Compactor for l'Esplanade Laurier**

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
30 CY Compactor	\$ _____ / month	\$ _____ / month	\$ _____ / month	\$ _____ / month	\$ _____ / month
No. of months	12	12	12	12	12
Annual Rental Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Table 1.3. Total for 5 years: \$ _____					

**Table 1.4 Firm unit rates for the scheduled compost collections as detailed in Annex B**

UNIT TYPE	TOTAL UNITS	ESTIMATED TOTAL UNITS COLLECTED PER YEAR	YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5	
			UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
A	B	C	D	E=DxC	F	G=FxC	H	I=HxC	J	K=JxC	L	M=L+C
68 gallon or 240L carts. Price per cart.	101	2818	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Paper Bags/Liners 29"H x 12"W x 8"D* - (80 L – 2 ply)	10	1000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
ASTM 6400 Certified Compostable Plastic Bags/Liners (230 L)	10	1000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Container cleaning	10	25	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUB-TOTALS:			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Table 1.4. Total for 5 years: \$ _____												

i) For all sizes of waste bags, paper bags and Otto carts, the firm unit prices shall be all inclusive, incorporating collection, transportation, and tonnage. No separate tonnage / tipping fees shall apply to the Otto carts.

ii) The only bags that can be deposited into this waste stream are the brown compostable paper bags/liners or the ASTM 6400 Certified compostable bags/liners.

CY = Cubic Yard  
Cont. = Container  
Comp. = Compactor

MT = Metric Tonne)  
Approx. = Approximately

**PRICING SCHEDULE 2 – AS AND WHEN REQUESTED**

**Table 2.1 Unit prices for “On call” solid waste collections on an “As and When Requested” basis only**

UNIT	TOTAL UNITS (ESTIMATED)	ESTIMATED TOTAL UNITS COLLECTED PER YEAR (ESTIMATED)	YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5	
			UNIT PRICE D	TOTAL PRICE E = D x C	UNIT PRICE F	TOTAL PRICE G = F x C	UNIT PRICE H	TOTAL PRICE I = H x C	UNIT PRICE J	TOTAL PRICE K = J x C	UNIT PRICE L	TOTAL PRICE M = L x C
A	B	C										
2 CY Cont.	4	36	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4 CY Cont.	1	6	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
6 CY Cont.	1	12	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
8 CY Cont.	4	336	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
20 CY Cont.	18	239	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
20 CY Comp.	20	112	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
30 CY Cont.	5	60	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
40 CY Cont.	2	12	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SUB-TOTALS: \$												
Table 2.1 Total for 5 years: \$												

**Table 2.2 Unit prices for “On call” compost collections on an “As and When Requested” basis only:**

UNIT TYPE	TOTAL UNITS	ESTIMATED TOTAL UNITS COLLECTED PER YEAR	YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5	
			UNIT PRICE D	TOTAL PRICE E=DxC	UNIT PRICE F	TOTAL PRICE G=Fx C	UNIT PRICE H	TOTAL PRICE I=HxC	UNIT PRICE J	TOTAL PRICE K=JxC	UNIT PRICE L	TOTAL PRICE M=L+C
A	B	C										
68 gallon or 240L carts. Price per cart.	20	563	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Paper Bags/Liners 29"H x 12"W x 8"D* - (80 L – 2 ply)	10	200	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
ASTM 6400 Certified Compostable Plastic Bags/Liners (230 L)	10	200	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Container cleaning	4	20	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SUB-TOTALS: \$												
Table 2.2 Total for 5 years: \$												

- i. For all size waste bags, paper bags and Otto carts, the firm unit prices shall be all inclusive, incorporating collection, transportation, and
- CY = Cubic Yard  
 Cont. = Container  
 Comp. = Compactor
- MT = Metric Tonne  
 Approx. = Approximately
- Cost of Service Schedule page 3

- tonnage. No separate tonnage / tipping fees shall apply to the Otto carts.
- ii. The only bags that can be deposited into this waste stream are the brown compostable paper bags/liners or the ASTM 6400 Certified compostable bags/liners.

**PRICING SCHEDULE 3 – SPECIAL CHARGES “AS REQUIRED”**

**Table 3.1 Additional landfill charges per specific items occasionally found in the waste stream**

UNIT	TOTAL UNITS (ESTIMATED)	YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5	
		UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
Passenger Car Tires	8	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Commercial Tires	2	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Open Drums	2	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
White goods – refrigerators, compressors, air conditioners, freezers tagged as Freon removed	5	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Mattresses	2	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>SUB-TOTALS:</b>		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Table 3.1 Total for 5 years:</b>		\$									

**PRICING SCHEDULE 4 – COMPACTOR SERVICE CALLS**

All inclusive prices and rates including overhead, profit and all related costs for Services Calls to all Compactors in Tables 1.1 and 2.1, on an “As and When Requested” basis.

**Table 4.1 LABOUR: The firm hourly rate per qualified personnel shall be:**

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Regular Hour 07:00 A.M. – 05:00 P.M. Monday to Friday	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated Quantity of Hours	30	30	30	30	30
Estimated Extended Price:	\$	\$	\$	\$	\$
<b>Table 4.1 Total for 5 years:</b>		\$			

**PRICING SCHEDULE 5 – COMPACTOR CLEANING**

All inclusive prices and rates including transportation and cleaning for units listed in Tables 1.1 and 2.1, on an “As and When Requested” basis

**Table 5.1** Cost of Additional Bin Cleaning

CY = Cubic Yard  
Cont. = Container  
Comp. = Compactor

MT = Metric Tonne)  
Approx. = Approximately

Cost of Service Schedule page 4

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Price per cleaning	\$ /cleaning	\$ /cleaning	\$ /cleaning	\$ /cleaning	\$ /cleaning
Estimated Quantity of Additional Cleanings	5	5	5	5	5
Estimated Extended Price:	\$	\$	\$	\$	\$
Table 5.1 Total for 5 years:					\$

**TOTAL BID PRICE FOR EVALUATION:**

- + Table 1.1 Total for 5 years: \$
- + Table 1.2 Total for 5 years: \$
- + Table 1.3 Total for 5 years: \$
- + Table 1.4 Total for 5 years: \$
- + Table 2.1 Total for 5 years: \$
- + Table 2.2 Total for 5 years: \$
- + Table 3.1 Total for 5 years: \$
- + Table 4.1 Total for 5 years: \$
- + Table 5.1 Total for 5 years: \$

**Total Evaluated Bid Price**      \$

CY = Cubic Yard  
 Cont. = Container  
 Comp. = Compactor

MT = Metric Tonne)  
 Approx. = Approximately

## Annex D

### Sample Hauling Records Report

1			Contract Number: EN438-		
2			Company Number:		
3					
4					
5					
6	Public Works & Government Service Canada			Invoice No	March 5 2016
7	Environmental Services Directorate			Page	
8	380 Hunt Club Rd, 1st floor			Date	
9	Attention: Tina Butter			Client #	
10	Ottawa, ON K1A 0S5			Location #	
11	DATE	DESCRIPTION	REFERENCE	QUANTITY	UNIT
12	1 - 21 March 2015				AMOUNT
13	002-CEF BDG 20				
14	Agriculture and Agri-Food (C.E.F.) K.W., Ottawa ON				
15					
16	Serv #001 Front End Waste/Chargement Av Déchet 4.00				
17					
18	02 - Mar			1.00	\$26.30
19	02 - Mar Commercial Waste / Déchet C 08-*63586			0.30 MT	\$0.00
20	03 - Mar Regular Lift			1.00	\$26.30
21	03 - Mar Commercial Waste / Déchet C 08-*63644			0.09 MT	\$0.00
22	04 - Mar Regular Lift			1.00	\$26.30
23	04 - Mar Commercial Waste / Déchet C 08-*63675			0.03 MT	\$0.00
24	05 - Mar Regular Lift			1.00	\$26.30
25	05 - Mar Commercial Waste / Déchet C 08-*63753			0.02 MT	\$0.00
26	06 - Mar Regular Lift			1.00	\$26.30
27	06 - Mar Commercial Waste / Déchet C 08-*64323			0.10 MT	\$0.00
28	09 - Mar Regular Lift			1.00	\$26.30
29	09 - Mar Commercial Waste / Déchet C 08-*63871			0.22 MT	\$0.00
30	10 - Mar Regular Lift			1.00	\$26.30
31	10 - Mar Commercial Waste / Déchet C 08-*63929			0.01 MT	\$0.00
32	11 - Mar Regular Lift			1.00	\$26.30
33	11 - Mar Commercial Waste / Déchet C 08-*63956			0.07 MT	\$0.00
34	12 - Mar Regular Lift			1.00	\$26.30
35	12 - Mar Commercial Waste / Déchet C 08-*64034			0.09 MT	\$0.00
36	13 - Mar Regular Lift			1.00	\$26.30
37	13 - Mar Commercial Waste / Déchet C 08-*64083			0.02 MT	\$0.00
38	16 - Mar Regular Lift			1.00	\$26.30
39	16 - Mar Commercial Waste / Déchet C 08-*64151			0.21 MT	\$0.00
40	17 - Mar Regular Lift			1.00	\$26.30
41	17 - Mar Commercial Waste / Déchet C 08-*64275			0.01 MT	\$0.00
42	18 - Mar Regular Lift			1.00	\$26.30
43	18 - Mar Commercial Waste / Déchet C 08-*64189			0.04 MT	\$0.00
44	19 - Mar Regular Lift			1.00	\$26.30
45	19 - Mar Commercial Waste / Déchet C 08-*64384			0.03 MT	\$0.00
46	20 - Mar Regular Lift			1.00	\$26.30
47	20 - Mar Commercial Waste / Déchet C 08-*64437			0.15 MT	\$0.00
48	TOTAL:	1.39 MT		\$394.50	
49					







Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

EP913-16-1610

Security Classification / Classification de sécurité  
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Works and Government Services Canada		2. Branch or Directorate / Direction générale ou Direction Real Property Branch
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 Non hazardous Waste pick-ups at buildings in the NCA		
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 PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>
	NATO SECRET <input type="checkbox"/>	
	COSMIC TOP SECRET <input type="checkbox"/>	
	COSMIC TRÈS SECRET <input type="checkbox"/>	





**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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET-SIGINT<br>TRÈS SECRET - SIGINT          | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMBLEMES                  |   |   |  |

Special comments:

Commentaires spéciaux :

Only security screened personnel must be utilized.

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



**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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL	
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

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

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

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

**Annex G**  
**(EP913-161610)**

**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***