



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**Pacific Region**  
**401 - 1230 Government Street**  
**Victoria, B.C.**  
**V8W 3X4**  
**Bid Fax: (250) 363-3344**

## 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**

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

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<b>Title - Sujet</b> Garbage and Recycling Disposal	
<b>Solicitation No. - N° de l'invitation</b> W6837-164301/A	<b>Date</b> 2016-05-18
<b>Client Reference No. - N° de référence du client</b> W6837-164301	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-240-6979	
<b>File No. - N° de dossier</b> VIC-5-38242 (240)	<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 2016-06-28</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hogg(VIC), Mike	<b>Buyer Id - Id de l'acheteur</b> vic240
<b>Telephone No. - N° de téléphone</b> (250) 363-3916 ( )	<b>FAX No. - N° de FAX</b> (250) 363-3344
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 19 Wing CFB Comox PO Box 1000, stn Main Lazo BC V0R 2K0 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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**"THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT"**

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Solicitation No. - N° de l'invitation  
W6837-164301/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client  
W6837-164301

File No. - N° du dossier  
VIC-5-38242

Vic240

CCC No./N° CCC - FMS No/ N° VME

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## **Part 1 - General Information**

### **1. Security Requirement**

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

### **2. Statement of Work - B4007T**

The Work to be performed is detailed under Annex 'A' of the resulting contract clauses.

### **3. Debriefings**

After contract award, 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.

## **Part 2 - Bidder Instructions**

### **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* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **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.

### **3. Enquiries - Bid Solicitation**

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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.

#### **4. Applicable Laws**

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

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

### **Part 3 - Bid Preparation Instructions**

#### **1. Bid Preparation Instructions**

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

Section I: Technical Bid (two (2) hard copies)

Section II: Financial Bid (one (1) hard copies)

Section III: Certifications (one (1) hard copies)

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

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

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

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

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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**

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

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

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **Part 4 - Evaluation Procedures and Basis of Selection**

### **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.

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

Bidders must meet and or exceed the complete specifications as supplied in Annex 'A'. Bidders not meeting the complete specifications will be considered non-responsive and their bid will not be evaluated with responsive bids received.

## **1.2 Financial Evaluation**

### **1.2.1 Evaluation of Price - A0220T**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

## **2. Basis of Selection**

### **2.1 Basis of Selection - A0069T**

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

## **3. Security Requirement**

1. Before award of a contract, the following conditions must be met:

(a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;

(b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;

(c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

3. For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](#)"

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

## **Part 5 - Certifications**

Bidders must provide the required certifications and documentation 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 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 with this request will also render the bid non-responsive or will constitute a default under the Contract.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after contract award. The Contracting Authority will have the right to ask for additional information to verify bidders'

compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

## **1. Certifications Precedent to Contract Award**

### **1.1 Code of Conduct and Certifications – Related documentation**

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2004. The related documentation therein required will assist Canada in confirming that the certifications are true.

### **1.2 Federal Contractors Program for Employment Equity - Bid Certification**

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

### **1.3 Former Public Servant Certification**

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

#### **Definitions:**

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

- a. an individual;
- b. an individual who has incorporated;

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

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

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

**Former Public Servant in Receipt of a Pension:** Is the Bidder a FPS in receipt of a pension as defined above? YES ( ) NO ( )

If so, the Bidder must provide the following

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

**Work Force Reduction Program:** Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? 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 reduction program.



For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

**Certification:** By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

## **Part 6 - Resulting Contract Clauses**

### **1. Security Requirement**

#### **Security Requirement for Canadian Supplier**

##### **PSPC FILE #W6837-164301**

1. The Contractor 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 (PSPC).
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PSPC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PSPC.
4. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex 'C';
  - (b) Industrial Security Manual (Latest Edition).

## 2. Statement of Work - B4007C

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

## 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions*

(<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

### 3.1 General Conditions

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

## 4. Term of Contract

### 4.1 Period of the Contract - A9022C

The period of the Contract is from **October 1st, 2016 to September 30th, 2020** inclusive

### 4.2 Option to Extend the Contract - A9009C

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Mike Hogg  
 Title: Supply Specialist  
 Directorate: Public Works and Government Services Canada Acquisitions Branch  
 Telephone: 250-363-3916  
 Facsimile: 250-363-0395  
 E-mail address: [mike.hogg@pwgsc-tpsgc.gc.ca](mailto:mike.hogg@pwgsc-tpsgc.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.

## 5.2 Project Authority

The Project Authority for the Contract is:

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

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

## 5.3 Contractor's Representative

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

## 6. Payment

### 6.1 Basis of Payment

All work shall be paid in accordance with Annex "B" Basis of Payment herein.

### Task Authorization Limit - C9011C

The Project Authority may authorize individual task authorizations up to a limit of **\$60,000.00**, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions. Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

### 6.2 Limitation of Expenditure – Cumulative Total of all Task Authorizations – C9010C

1. Canada's total liability to the Contractor under the Contract for all approved Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$650,000.00**. Customs duties are included as applicable and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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) four (4) months before the contract expiry date,
  - (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all approved TAs, inclusive of any revisions, whichever comes first.

4. 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.

### 6.3 Multiple Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract. Canada will pay the Contractor upon completion and delivery of the work described in each individual DND626 Task Authorization Form units in accordance with the payment provisions of the Contract, if:

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

### 7. Invoicing Instructions - H5001C

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- (a) a copy of the release document and any other documents as specified in the Contract;
- (b) a copy of the invoices, receipts, vouchers;

2. Invoices must be distributed as follows:

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

### 8. Certifications

**8.1** Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or 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.

## 9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

## 10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010C (2016-04-04), General Conditions - Services (Medium Complexity);
- (c) Annex 'A', Statement of Work;
- (d) Annex 'B', Basis of Payment;
- (e) Annex 'C' Commercial General Liability
- (f) Annex 'D', Security Requirements Check List;
- (g) the Contractor's bid dated \_\_\_\_\_

## 11. Canadian Forces Site Regulations - A9062C

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

## 12. Electrical Equipment - B1501C

All electrical equipment supplied under the Contract must be certified or approved for use in accordance with the Canadian Electrical Code, Part 1, before delivery, by a certification organization accredited by the Standards Council of Canada.

## 13. Canada's Obligation –Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

## 14. Task Authorization - Department of National Defence - B9051C

The administration of the Task Authorization process will be carried out by DND, CFB Esquimalt, BCEO. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## 15. Task Authorization - B9054C

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

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**Task Authorization Process:**

1. The Project Authority will provide the Contractor with a description (Statement of Work) of the task using the DND 626 Task Authorization Form
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA signed by the Project Authority) has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

## ANNEX "A" STATEMENT OF WORK

### 1. GENERAL.

Public Works and Government Services Canada service contract documents is to be read in conjunction with this specification and will govern all phases of work hereinafter specified and/or shown on the contract.

### 2. CONTRACTOR'S RESPONSIBILITIES

#### a. Safety and Due Diligence

The Contractor will ensure the safety of workers and carry out the work in a diligent and efficient manner in accordance with established industrial practice and laws for the health and safety of workers related to the performance of their work.

The Contractor will comply with Part 8, Construction Safety Measures, of the National Building Code of Canada, 2010, and with all other applicable provisions of Federal, Provincial and Municipal safety laws to prevent accident or injury to persons on, about or adjacent to the site of the work.

The Contractor will ensure that employees are trained to operate their equipment in congested areas where aircraft are parked and taxi. This is referred to as the RAMP training course and will be provided as required.

The Contractor will manage; all wastes and recyclables in a responsible manner to avoid annoyance to the public or contamination to the environment. If necessary this will be determined by the Engineer.

### 3. GENERAL INSTRUCTIONS.

#### a. Description of Work.

Work under this Contract comprises the furnishing of all labour, materials and equipment required for the collection, removal and disposal of garbage as outlined in Annex "A" of this specification at CFB Comox, Lazo, BC. and HMCS Quadra.

Any Garbage **spilled** during loading or while in transit shall be picked up immediately and the affected area cleaned up.

Provide roll up containers as and when required.

b. Site Location.

Canadian Forces Base is located approximately 5 miles South - East of the City of Courtenay on Vancouver Island, BC.

HMCS Quadra is located on the Goose Spit at Comox, Vancouver Island, B.C.

c. Definitions.

Engineer: Is the Wing Construction Engineering Officer or his delegated representative.

Rubbish: Is non-recyclable paper, cartons, wood scraps, floor sweepings and similar waste.

Refuse: Is packing materials, crates, drums, old mattresses and construction refuse, except excavated soil, rock and concrete.

Food-by-products: Is swill, bones, suet, rough fat, grease and similar waste.

Garbage: Is rubbish, refuse, food-by-products and mixture thereof.

Recyclable Cardboard: Is stiff, corrugated, un-waxed paper crates or boxes.

Recyclable Plastics:

Recyclable News-Paper: Is Printed publications, journals, magazines, flyers etc.

Clean wood. Can be painted but free of plaster or gyprock, with nails less than 100mm long, or bolts smaller than 8mm. This can be chipped and reduced.

d. Codes and Standards.

Perform work in accordance with Federal, Provincial and Local By-Laws, regulations and anti-pollution laws.

e. Food by Products.

Food-by-products shall not be fed to any animals, unless a covering license has been obtained from the Veterinary Director General, Federal Department of Agriculture and held by the stockowner.



f. Site Visit.

Visit the site in company with the Engineer in order to verify position and number of containers and for better acquaintance with the extent of work and conditions. No subsequence allowance shall be made for failure to do so. This is a Mandatory for this SOA.

g. Modification to Contract.

Be prepared to meet contract additions, deletions or schedule changes upon receiving notification from the Engineer.

h. Notification of Delay.

Immediately notify the Engineer in the event of equipment breakdown, illness or any other reason for delay or change in regular pick-up times as specified.

i. Work Schedule.

Pick-up garbage between 0700 hours and 1530 hours unless otherwise specified.

j. Inspection.

All work, vehicles, and containers are subject to inspection and acceptance by the Engineer.

4. EQUIPMENTa. Front End Loading Packer Truck.

Shall be, a front loading packer type garbage vehicle of adequate capacity to handle the load in the working time frame of this specification as per Regular Schedule. In the event of equipment breakdown:

i. A side or rear end type-packing vehicle will only be used in emergency situations.

ii. Lids will be securely supported in a safe manner on all containers having to be worked by hand.

b. Front Loading Containers.

Supply and maintain front end loading metal containers as follows:

- i. Type "A" - 6 m<sup>3</sup> capacity with side and top loading capabilities.
- ii. Type "B" - 3 m<sup>3</sup> capacity with top loading capabilities.
- iii. Type "B Split" - 3 m<sup>3</sup> capacity with top loading lockable doors, to allow emptying separately.
- iv. Sliding doors on the 6 m<sup>3</sup>. Type 'A' containers. To have a minimum size opening of 480mm high and 700mm long to enable easy access.
- v. Lids on 3 m<sup>3</sup>, Type 'B' containers shall be medium weight, with spring-loaded hinges and requiring a maximum effort of 2.5 kg to lift them open. Lids shall have stay braces to prevent them going over, but without notches to ensure they stay closed. This prevents 'FOD', (foreign objects and debris), going onto the base, and active runways.
- vi. Garbage containers, and the garbage half of splits shall be one color throughout the whole contract, and identified in capital letters to read. (Note: all Garbage Containers must be the same color and different from the Cardboard and Newspaper containers)

**WASTE ONLY.  
KEEP LIDS CLOSED**

- vii. Cardboard containers, and the cardboard half of splits shall be one color throughout the whole contract, slotted for cardboard, and identified in capital letters to read. (Note: all Cardboard Containers must be the same color and different from the Garbage and Newspaper containers)

**CORRUGATED CARDBOARD  
KEEP LID CLOSED**

- viii. Newspaper containers are to be one color throughout the whole contract. Fitted with 'easy lids' as a safety precaution, and identified in capital letters to read.

**NEWSPAPER  
KEEP LID CLOSED**

c. Roll Up Truck.

Shall be a rail type vehicle compatible to the roll up containers being supplied.

d. Roll Ups. Containers.

Supply and maintain metal containers as follows:

- i. Shall be 20 m<sup>3</sup> and 40 m<sup>3</sup> capacity.
- ii. All containers shall be in good mechanical order.
- iii. Container shall have rails to match the truck being used; any installed locking devices shall work correctly in a safe manner as designed. Locking chains used shall be synched tight.
- iv. All loads shall be trapped before using the highways. Flags shall be used if required. Containers will be **cleaned out** before returning to the Base.

5. Execution.

- a. Collection: collect garbage as outlined in Annex "A".
- b. Place Front End Containers as specified. Return containers to their original locations with lids securely closed. Maintain containers in sanitary and good mechanical working condition.
  - i. If residue left in containers becomes a problem and is impossible to clean, chip or power wash containers.
  - ii. Containers at all the kitchens shall be steam cleaned to remove bacteria annually after the summer, suggest September.
  - iii. Disposal: dispose of garbage at a site off DND property. Submit proof of authorization or a letter of approval by Local Authorities authorizing the disposal area as an approved site.

6. BASIC OF PAYMENT.

- a. Outlined in Annex "B"

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**Annex "A"****SCHEDULE "A" GARBAGE TWO TIMES PER WEEK MONDAY, & THURSDAY.**

<u>Bldg. No.</u>	<u>Description</u>	<u>Containers No. &amp; Type</u>			<u>Remarks.</u>
H.7	Maintenance Hangar. South West Corner on Apron	4 1	B A	or 2	A
H.14	Maintenance Hangar	1	A		
B.45	Headquarters	1	B		
B.105	Combined Mess Slide Doors Left Side	3	A		
B.109	CE Section. East side	1	B		
B.125	Ice Arena	1	B		
Sports Field October	<u>At the Ice Arena from Sports Field</u>	1	B		1 November to April 30
		1	B		From 1 May to 31
		1	B		
B.126	Ground Service Equipment	1	B		
B.137	CANEX Base Exchange NPF	1	B		
B.141	Social Centre. Golf Course	1	B		
B.171	Base Supply Front	1	B		
	Back West Side	1	B		
B.244	Recreation Centre	3	B		
B.250	Motel	1	B		
TEE PEE PARK-NPF October					From 1 April to 31
Bldg 131	Wash and Concession	2	B		
Campsites	8, 11, and at the Corner	3	B		

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**SCHEDULE "B" GARBAGE WEEKLY MONDAY OR THURSDAY**

<u>Bldg. No.</u>	<u>Description</u>	<u>Containers No &amp; Type</u>		<u>Remarks.</u>
H.15	Gliders	1	B	
B.3	Officers' Mess Slide Door, Back	1	B	
B.6	Senior NCO's	1	B	
B.18	Accommodations	1	B	
B.22	Training Centre	1	B	
B.27	Hospital	1	B	
B.23	Transient Barracks & Parish Hall	1	B	
B.24	Junior Ranks' Barracks	1	B	
B.25	Junior Ranks' Barracks	1	B	
B.35	Telecom Workshop & Wood Hobby	2	B	
B.100	R.T. Garage	1	B	
B.101	Mechanical Equipment Garage	2	B	
B.108 Mondays	Steam Fitters	1	B	Not
B.110 required	Transmitter Building	1	B Split	Check, as
B.121 Mondays	AEF	1	B	Not
B.123	Alert Crew Quarters	1	B	
B.129	AUTO CLUB - NPF	1	B	
B.163	Fire Hall	1	B	

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B.173	I.F.R.C.C.	1	B Split	
B.194	Guardhouse	1	B	
B.224	Central heating plant	1	B	
<u>Bldg N°</u>	<u>Description</u>	<u>Containers No &amp; Type</u>		<u>Remarks</u>
B.212	Tank Farm & Maintenance Building	1	B	
B.238	S.A.R. School	1	B	
B.239	Tower	1	B Split	
B.226	Day Care Centre	1	B	
(B252)	MSU      Old AMU	1	B	
B.259	Magazine	1	B Split	
B.277	EGS	1	B	
B.268	Spitfire Hanger		1	B

**SCHEDULE "D" CARDBOARD WEEKLY.**

H.1	Maintenance Hanger N.W	2	B	
H.14	Maintenance Hanger	1	B	
H.15	Glider School Hanger	1	B	
B.3	Officers' Mess	1	B	
B.18	Janitors	1	B	
B.22	Training	1	B	
B.27	Hospital	1	B	
B.35	Telecom	2	B	
B.45	Headquarters	1	B	

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<u>Bldg N°</u>	<u>Description</u>	<u>Containers No &amp; Type</u>		<u>Remarks</u>
B.100	Equipment Garage Refueling	1	B	
B.101	Mechanical Equipment Garage	1	B	
B.105	Combined Mess NW. & SW.	2	B	
B.108	Steam Fitters	1	B	
B.109	CE	1	B	
B. 110	Seal Bay Armories	1	B Split	
B .121	CEF	1	B	
B .129	Ground Service Equipment	1	B	
B. 137	CANEX Base Exchange NPF	1	B	
B. 163	Fire hall	1	B	
B. 171	Supply S.W & N.W	2	B	
B. 174	IFRCC	1	B Split	
B. 194	Guardhouse	1	B	
B. 238	S.A.R. School	1	B	
B. 239	Control Tower	1	B Split	
B. 244	Recreation Centre	1	B	
B. 250	Motel	1	B	
B. 259	Magazine Office	1	B	
(B.252)	MSU              Old AMU	1	B	

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**SCHEDULE "C" NEWSPAPER, BI WEEKLY.(ONCE A FORTNIGHT)**

H.1	Maintenance Hanger N.W	1	B
B.224	Central heating plant	1	B

**SCHEDULE "C" PLASTICS BI WEEKLY**

B. 105	Combined Mess	1	B
B. 171	Supply	1	B
Q. 53	Quadra Supply	1	B

**QUADRA**

**SCHEDULE "A" GARBAGE TWO TIMES PER WEEK MONDAY,& THURSDAY**

March - April 10 days. During spring break

Q.70	Galley	Left Slide Doors	3	A
Q.24	CE Workshop		1	B
Q.20	Marine Section		1	B
Q.47	Guardhouse		1	B
Q.53	Supply West End		1	B

<u>Bldg N°</u>	<u>Description</u>	<u>Containers No &amp; Type</u>	<u>Remarks</u>
Q.46	Senior Cadet Accommodation	1 B	
Q.73	Training Office	1 B	
Q.34	Cadet Accommodation	1 B	

June 5<sup>th</sup> - Sept 12-13<sup>th</sup> .During summer Camp

Q.70	Galley	3	A
Q.24	CE Workshop	1	B



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Q.20	Marine Section	1	B
Q.47	Guardhouse	1	B
Q.53	Supply West End	1	B
Q.35	Cadet Accommodation	1	B
Q.33	Cadets Accommodations	1	B
Q.67	Cadets Accommodations	1	B
Q.53	Supply East End	1	B
Q.73	Training Office	1	B
Q.46	Senior Cadet Accommodation	1	B
Q.34	Cadet Accommodation	1	B

**SCHEDULE "C" CARDBOARD TWO TIMES A WEEK SAME PERIOD AS ABOVE**

Q.70	Galley	3	B
Q.53	Supply East End	2	B
Q.34	Cadet Accommodation	1	B
Q.20	Marine	1	B

**SCHEDULE "B" GARBAGE WEEKLY REMAINDER OF THE YEAR.**

<u>Bldg N°</u>	<u>Description</u>	<u>Containers No &amp; Type</u>		<u>Remarks</u>
Q.70	Galley	3	A	As required
Q.24	CE Workshop	1	B	
Q.20	Marine Section	1	B	
Q.47	Guardhouse	1	B	
Q.53	Supply West End	1	B	

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**SCHEDULE "D" CARDBOARD WEEKLY REMAINDER OF YEAR**

Q.70	Galley	1	B
Q.53	Supply	2	B
Q.20	Marine	1	B

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## ANNEX "B"

### BASIS OF PAYMENT

**Landfill cost are extra. Weigh Bills must be included with invoice for payment.**  
**"Front End Containers"**

Type		Year 1	Year 2	Year 3	Year 4	Option Year 5
"A" 6 m <sup>3</sup>	Rent per month	\$_____/Month	\$_____/Month	\$_____/Month	\$_____/Month	\$_____/Month
"A" 6 m <sup>3</sup>	Cost per lift	\$_____/Lift	\$_____/Lift	\$_____/Lift	\$_____/Lift	\$_____/Lift
"B" 3 m <sup>3</sup>	Rent per month	\$_____/Month	\$_____/Month	\$_____/Month	\$_____/Month	\$_____/Month
"B" 3 m <sup>3</sup>	Cost per lift	\$_____/Lift	\$_____/Lift	\$_____/Lift	\$_____/Lift	\$_____/Lift
"B" Split 3 m <sup>3</sup>	Rent per month	\$_____/Month	\$_____/Month	\$_____/Month	\$_____/Month	\$_____/Month
"B" Split 3 m <sup>3</sup>	Cost per lift	\$_____/Lift	\$_____/Lift	\$_____/Lift	\$_____/Lift	\$_____/Lift
	Front end loader packer truck, required outside of normal schedule	\$_____/Hour	\$_____/Hour	\$_____/Hour	\$_____/Hour	\$_____/Hour
	Front end loader packer truck, called out in for an emergency	\$_____/Hour	\$_____/Hour	\$_____/Hour	\$_____/Hour	\$_____/Hour
	Spotter Truck	\$_____/Hour	\$_____/Hour	\$_____/Hour	\$_____/Hour	\$_____/Hour

**Landfill cost are extra. Weigh Bills must be included with invoice for payment.**

### **“Roll Up Containers”**

There will be a monthly rent charge for the regular bins. Extras will be billed out by the month or the week depending on how long they are rented for. The regular Roll Up containers are normally emptied as required, and paid for by the trip. If a container is to be relocated then it will be emptied first and paid as a trip practical. If the container is empty then a move is paid to relocate. All roll-up containers will be ordered/ controlled by Contracts Departments only.

Type		Year 1	Year 2	Year 3	Year 4	Option Year 5
20m <sup>3</sup>	Rent per month	\$_____/Month	\$_____/Month	\$_____/Month	\$_____/Month	\$_____/Month
20m <sup>3</sup>	Cost per trip	\$_____/Trip	\$_____/Trip	\$_____/Trip	\$_____/Trip	\$_____/Trip
20m <sup>3</sup>	Cost per move	\$_____/Move	\$_____/Move	\$_____/Move	\$_____/Move	\$_____/Move
40m <sup>3</sup>	Rent per month	\$_____/Month	\$_____/Month	\$_____/Month	\$_____/Month	\$_____/Month
40m <sup>3</sup>	Cost per trip	\$_____/Trip	\$_____/Trip	\$_____/Trip	\$_____/Trip	\$_____/Trip
40m <sup>3</sup>	Cost per move	\$_____/Move	\$_____/Move	\$_____/Move	\$_____/Move	\$_____/Move
	Roll Up Truck requested outside of normal working hours	\$_____/Hour	\$_____/Hour	\$_____/Hour	\$_____/Hour	\$_____/Hour
	Roll Up Truck called out in an Emergency	\$_____/Hour	\$_____/Hour	\$_____/Hour	\$_____/Hour	\$_____/Hour

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**Annex 'C'**  
**Commercial General Liability Insurance**

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

- 
- i. **Broad Form Property Damage including Completed Operations:** Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. **Notice of Cancellation:** The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. **Owners' or Contractors' Protective Liability:** Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. **Non-Owned Automobile Liability - Coverage** for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - 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.

**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.

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**ANNEX “D”**  
**SECURITY REQUIREMENTS CHECK LIST**  
**attached**



RECEIVED

FEB 29 2016

Government  
of CanadaGouvernement  
du Canada

Contract Number / Numéro du contrat

W6837-16-4301

Amendment 1

571

Security Classification / Classification de sécurité  
UNCLASS

## SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
DND		ADM (IE), RP Ops Grp, RP Ops U (P), Comox
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
N/A	N/A	
4. Brief Description of Work / Brève description du travail		
TA Contract for removal and disposal of garbage and recyclables at CFS Comox and HMCS Quadra.		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

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And 1

Security Classification / Classification de sécurité  
UNCLASS

**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?

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

☒ No ☐ Yes  
Non ☐ Oui

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

☒ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☐ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux : Contractor will require access to the GRA area, no entry into Security Zones

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
Non ☐ Oui

☐ No ☐ Yes  
Non ☐ Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non ☐ Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non ☐ Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non ☐ Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non ☐ Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non ☐ Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASS

Canada



Government  
of Canada

Gouvernement  
du Canada

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UNCLASS

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  TRÈS SECRET	
											A	B	C				CONFIDENTIAL
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).





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité  
UNCLASS

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

J.M. Boone, Capt.

Title - Titre

RP Ops U (Pacific), Comox, Req't O

Signature

Telephone No. - N° de téléphone  
250-339-8211 6021

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

James.boone@forces.gc.ca

Date

25.02.16

14. Organization Security Authority / Autorité de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Tippy Graham, DBSC  
Senior Security Analyst

tel: 613-996-0283

E-mail: tippy.graham@forces.gc.ca

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

26 Feb 2016

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No  
Non

☐ Yes  
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

**Erin O'Neill**

Agente à la Sécurité des contrats | Contract Security Officer

Secteur de la Sécurité industrielle | Industrial Security Sector

Erin.O'Neill@tpsgc-pwgsc.gc.ca

Téléphone: 613 957-1298

Signature

E-mail address - Adresse courriel

Date

Mar 14 2016