



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave. Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6  
Bid Fax: (780) 497-3510

**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**

<b>Title - Sujet</b> Garbage Removal	
<b>Solicitation No. - N° de l'invitation</b> W6837-174201/A	<b>Date</b> 2016-09-02
<b>Client Reference No. - N° de référence du client</b> W6837-174201	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-064-10848	
<b>File No. - N° de dossier</b> EDM-6-39092 (064)	<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 2016-10-17</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT	
<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> Scott, Dallas	<b>Buyer Id - Id de l'acheteur</b> edm064
<b>Telephone No. - N° de téléphone</b> (780) 224-7200 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Contracts Real Property Operations Detachment Cold Lake PO Box 6550 Stn Forces Cold Lake, AB T9M 2C6	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**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  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<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/ 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 attachments and 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, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security 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, Basis of Payment, Security Requirements Check List, Insurance Requirements and DND 626 Task Authorization Form.

### **1.2 Summary**

- 1.2.1** Work under this Contract must comprise the supply of all labour, materials, tools, equipment, transportation and supervision necessary to remove and dispose of garbage and recycling at 4 Wing Cold Lake and Cold Lake Air Weapons Range (CLAWR) located 50km north of 4 Wing.

The period of the contract is from the date of issuance for four (4) years.

- 1.2.2** There are security requirements 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”.
- 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).

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**1.2.4** The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled [Federal Contractors Program for Employment Equity - Certification](#).

### **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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

The 2003 (2016-04-04), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 120 days

### **2.2 Submission of Bids**

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

### **2.3 Former Public Servant**

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

#### **Definitions**

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

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

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

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

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

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

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.5 Applicable Laws**

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

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 (one [1] hard copy)

Section II: Financial Bid (one [1] hard copy)

Section III: Certifications (one [1] hard copy)

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

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

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

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

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

#### Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

## **Section II: Financial Bid**

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

### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "F" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "F" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

## **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1. Mandatory Technical Criteria**

**4.1.1.1.1** Compliance with the terms and conditions contained in this document.

**4.1.1.1.2** Provision of pricing as requested.

**4.1.1.1.3** Ability to perform the full scope of the work, as described in Annex "A".

#### **4.1.2 Financial Evaluation**

**4.1.2.1** In Annex "B", Basis of Payment, A) FIRM REQUIREMENTS: Year 1, Year 2, Year 3, Year 4 Unit Prices for Items 1-3 will each be multiplied by "Annual Estimated Usage" to obtain Extended Rates for each item

**4.1.2.2** In Annex "B", Basis of Payment, B) "AS AND WHEN REQUESTED" REQUIREMENTS: Year 1, Year 2, Year 3, Year 4 Unit Prices for Items 1-10 will each be multiplied by "Annual Estimated Usage" to obtain Extended Rates for each item

**4.1.2.3** The aggregate of 4.1.2.1 and 4.1.2.2 will be added together to obtain the Total Evaluated Bid Price

### **4.2 Basis of Selection**

#### **4.2.1 Mandatory Technical Criteria**

*SACC Manual* Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

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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. Unless specified otherwise, 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 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, 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 – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 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 available at the bottom of the page of the *Employment and Social Development Canada (ESDC) - Labour's website* ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

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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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

## **PART 6 - SECURITY AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements 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. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **6.2 Insurance Requirements**

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

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

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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 Task Authorization**

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.

##### **7.1.1.1 Task Authorization Process**

###### **Task Authorization:**

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.

###### **Task Authorization Process:**

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex "E".
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 authorized 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.

#### **7.1.1.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$15,000 Applicable Taxes 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.

#### **7.1.1.3 Canada's Obligation – Portion of the Work – Task Authorizations**

B9031C (2011-05-16), Canada's Obligation – Portion of the Work – Task Authorizations

#### **7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "E". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

#### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and

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- vi. the active status of each authorized task, as applicable.

**For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

**7.1.1.5 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by Department of National Defence designation, Real Property Operations Detachment Cold Lake. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## 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](#) (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 7.3 Security Requirements

7.3.1 The following security requirements (*SRCL and related clauses provided by ISP*) apply 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 Services and Procurement Canada (PSPC).
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/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).

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive (will be inserted at contract award).

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Dallas Scott  
Procurement Officer  
Public Services and Procurement Canada  
Acquisitions Branch  
Western Region

ATB Place, North Tower  
5<sup>th</sup> Floor, 10025 – Jasper Avenue  
Edmonton, AB T5J 1S6

Telephone: 780 – 224 – 7200  
Facsimile: 780 – 497 – 3510  
E-mail address: [dallas.scott@pwgsc-tpsgc.gc.ca](mailto:dallas.scott@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.

### 7.5.2 Project Authority (will be inserted at contract award)

The Project Authority for the Contract is:

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

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**7.5.3 Contractor's Representative** (to be completed by bidder)

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

**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 Basis of Payment**

**Annex "B", Basis of Payment, A) FIRM REQUIREMENTS:**

For the Work described in the Firm Requirements of the Basis of Payment in Annex "B":

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm unit price(s) for a cost of \$\_\_\_\_\_ (to be inserted at contract award). Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

**Annex "B", Basis of Payment, B) "AS AND WHEN REQUESTED" REQUIREMENTS:**

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

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### 7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (will be inserted at contract award). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. 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. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. 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.

### 7.7.3 Method of Payment

SACC Manual clause [H1000C](#) (2008-05-12), Single Payment  
SACC Manual clause [H1008C](#) (2008-05-12), Monthly Payment

### 7.7.4 SACC Manual Clauses

[A9117C](#) (2007-11-30), T1204 – Direct Request by Customer Department  
[C0705C](#) (2010-01-11), Discretionary Audit  
[C2000C](#) (2007-11-30), Taxes – Foreign-based Contractor

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### 7.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### 7.8 Invoicing Instructions

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.
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.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### 7.9 Certifications and Additional Information

#### 7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

#### 7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

## 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province or territory as specified by the Bidder in its bid.*)

## 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04), Higher Complexity – Services;
- (c) Annex “A”, Statement of Work;
- (d) Annex “B”, Basis of Payment
- (e) Annex “C”, Security Requirements Check List;
- (f) Annex “D”, Insurance Requirements;
- (g) Annex “E”, DND 626, Task Authorization Form;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_\_\_\_\_. (to be completed by bidder)

## 7.12 Defence Contract

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

### **7.13 Foreign Nationals (Canadian Contractor *OR* Foreign Contractor)**

*SACC Manual* clause [A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)

***OR***

*SACC Manual* clause [A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor)

### **7.14 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex "D". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### **7.15 *SACC Manual* Clauses**

[A9041C](#) (2008-05-12), Salvage

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations

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**ANNEX "A"**

**STATEMENT OF WORK**

*(Attached)*

**ANNEX "B"**

**BASIS OF PAYMENT**

Item	Description	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3	Unit Price Year 4	Annual Estimated Usage
<b>A) FIRM REQUIREMENTS</b>						
1	Monthly Rate for Scheduled Pick Ups and Bin Rentals, as detailed in Appendix A.	\$ _____ /Month	\$ _____ /Month	\$ _____ /Month	\$ _____ /Month	12 months
2	Monthly Rate for Scheduled Pick Ups and Bin Rentals for Recycling of Cardboard and Paper Products "as detailed in Appendix B	\$ _____ /Month	\$ _____ /Month	\$ _____ /Month	\$ _____ /Month	12 months
3	Landfill Tipping Fees: Dry/Wet Garbage	\$ _____ /tonne	\$ _____ /tonne	\$ _____ /tonne	\$ _____ /tonne	1600 tonnes
<b>B) "AS AND WHEN REQUESTED" REQUIREMENTS</b>						
1	Rental Rates for Bins:					
a.	4 cubic yard bin	\$ _____ /bin/week	\$ _____ /bin/week	\$ _____ /bin/week	\$ _____ /bin/week	12 bins x 10 weeks
b.	6 cubic yard bin	\$ _____ /bin/week	\$ _____ /bin/week	\$ _____ /bin/week	\$ _____ /bin/week	24 bins x 10 weeks
c.	10 cubic yard bin	\$ _____ /bin/week	\$ _____ /bin/week	\$ _____ /bin/week	\$ _____ /bin/week	5 bins x 4 weeks
d.	30 cubic yard bin	\$ _____ /bin/week	\$ _____ /bin/week	\$ _____ /bin/week	\$ _____ /bin/week	10 bins x 4 weeks
2.	Delivery Charges forBins:					
a.	4 cubic yard bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	12 bins
b.	6 cubic yard bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	24 bins
c.	10 cubic yard bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	5 bins
d.	30 cubic yard bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	10 bins
3.	Dunping Charges forBins:					
a.	4 cubic yard bin	\$ _____ / dump/bin	3 dumpings per week x 10 weeks			
b.	6 cubic yard bin	\$ _____ / dump/bin	3 dumpings per week x 10 weeks			
c.	10 cubic yard bin	\$ _____ / dump/bin	2 dumpings per week x 4 weeks			
d.	30 cubic yard bin	\$ _____ / dump/bin	5 dumpings per month x 12 months			

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4.	Removal Charges for Bins:					
a.	4 cubic yard bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	<u>12</u> bins
b.	6 cubic yard bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	<u>24</u> bins
c.	10 cubic yard bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	<u>5</u> bins
d.	30 cubic yard bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	<u>10</u> bins
5.	Rental Rates for Recycle Bins:					
a.	6 cubic yard bin	\$ _____ /bin/week	\$ _____ /bin/week	\$ _____ /bin/week	\$ _____ /bin/week	<u>5</u> bins x <u>10</u> weeks
b.	4 cubic yard bin	\$ _____ /bin/week	\$ _____ /bin/week	\$ _____ /bin/week	\$ _____ /bin/week	<u>5</u> bins x <u>10</u> weeks
6.	Delivery Charges for Recycling Bins					
a.	6 cubic yard bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	<u>5</u> bins
b.	4 cubic yard bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	<u>5</u> bins
7.	Dumping Charges for Recycling Bins					
a.	6 cubic yard bin	\$ _____ / dump/bin	<u>5</u> dumpings for <u>10</u> weeks			
b.	4 cubic yard bin	\$ _____ / dump/bin	<u>5</u> dumpings for <u>10</u> weeks			
8.	Removal Charges for Recycling Bins					
a.	6 cubic yard bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	<u>5</u> bins
b.	4 cubic yard bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	\$ _____ /bin	<u>5</u> bins
9.	Dumping Charges for Cardboard Compactor	\$ _____ / dump/bin	<u>1</u> dump per year			
10.	Landfill Tipping Fees					
a.	Wood – 30 cubic yard container	\$ _____ /tonne	\$ _____ /tonne	\$ _____ /tonne	\$ _____ /tonne	<u>90</u> tonnes
b.	Construction – 10 cubic yard container	\$ _____ /tonne	\$ _____ /tonne	\$ _____ /tonne	\$ _____ /tonne	<u>10</u> tonnes

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

*(Attached)*

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## ANNEX "D"

### INSURANCE REQUIREMENTS

#### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - 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,*

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284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

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

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

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

Automobile Liability Insurance

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

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**ANNEX "E"**

**DND 626 TASK AUTHORIZATION FORM**

**(Attached)**

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## **ANNEX "F" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

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**ANNEX "G" to PART 5 OF THE BID SOLICITATION**

**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

**OR**

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

**DEPARTMENT OF NATIONAL DEFENCE  
4 WING COLD LAKE**

**Real Property Operations**

**STATEMENT OF WORK  
FOR**

# **Removal & Disposal of Garbage & Recyclable Material**

**CFB COLD LAKE  
ALBERTA, T9M 2C6**



**Requisition Number: W6837-174201**

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Title – Removal & Disposal of Garbage & Recyclable Material  
4 Wing Cold Lake, AB  
W6837-17-4201

## Description of Work

1. Work under this Contract must comprise the supply of all labour, materials, tools, equipment, transportation and supervision necessary to remove and dispose of garbage and recycling at 4 Wing Cold Lake and Cold Lake Air Weapons Range (CLAWR) located 50km north of 4 Wing.
  - a. Work covered by this Contract includes but is not limited to removal and disposal of garbage and recyclable materials from Base Buildings as listed in Appendix 1 & 2;
  - b. For garbage removal provide rental bins and adhere to dumping schedule as listed in Garbage Removal Requirements and Schedule of Dumpings, Appendix 1. The “as and when” requested bins outlined in Appendix 1, will be issued by a DND 626 Task Authorization Form prior to commencement of work. Bins provided must be in good repair/working order and are lockable and/or bear proof; For recycle removal, of Paper and Cardboard provide rental bins and adhere to dumping schedule as listed in Recycle Removal Requirements and Schedule of Dumping, Appendix 2. Provide bins of a different color, preferably blue and clearly distinguishable, that are in good repair/working condition and lockable;
  - c. Empty one large cardboard compactor located on the loading ramp at the Canex;
  - d. Most of the 4 and 6 cubic yard “as and when requested” bins will be required due to exercises such as Maple Flag and Cadet Camp; these exercises could require 10 bins for a two to four week period. The 10 cubic yard bins will be used for small construction projects that are performed by Construction Engineering (CE) personnel; and
  - e. Interim reviews of work progress based on work schedule will be conducted by the Project Authority and schedule updated by the Contractor in conjunction with and to the approval of Project Authority.

## Scope of Work

2. Class 1, Class 3 garbage, wet garbage and recyclable material.
3. The work will be carried out at 4 Wing Cold Lake and Cold Lake Air Weapons Range (CLAWR) located 50km north of 4 Wing.
4. The Contractor must remove and dispose of all Class 1, Class 3 and wet garbage.
  - a. Class 1 garbage consists of paper, cartons, wood scraps, saw-dust, industrial waste, foliage, Christmas trees, grass refuse, food products etc.; and
  - b. Class 3 garbage consists of construction and demolition waste consisting of cabinetry and millwork, furnishings, asphalt shingles, metal and plastic piping, glass, windows and doors, subflooring, wall paneling, ceramic and stone tiles, ceiling tiles, insulation, siding, drywall carpet, etc.
5. The Contractor must remove and dispose of recyclable materials.
  - a. Recyclable paper products consists of clean, dry paper, cards, catalogues, envelopes, flyers, newspapers, computer paper, magazines, paper drink trays, paperback books, phone books and line cut or cross-cut shredded paper;
  - b. Recyclable corrugated cardboard/boxboard products consist of clean cardboard boxes including but not limited to, cracker and cookie boxes (boxboard), paper towel rolls and tissue boxes (remove plastic liner);

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- c. There is one large cardboard compactor located on the loading ramp at Building 69 - Canex which is dumped on an “as and when requested” basis using the same dumping procedure as the 30 yd bins; and
- d. Items not acceptable for recycling consist of coffee cups, plastic or wax coated paper (e.g. laminated paper), carbon paper, pressed fibre courier envelopes, metallic paper (e.g. gift wrap), plastic binders, coiled publications (remove coil then it’s recyclable), pizza boxes and Class 2 or 3 shredded paper.
6. Special Requirements – The Contractor must have a permit or letter, approved by the Municipal Authorities, authorizing the disposal area as an approved site for the disposal of garbage.
7. The disposal of refuse must be done in a manner satisfactory to the Municipal, City, and/or Provincial Health Authorities. It will be the responsibility of the Contractor to liaise with the appropriate authorities and conform to all by-laws and regulations concerning the disposal of refuse.
8. The by-products of kitchen waste removed must not be fed to swine unless a governing license has been obtained from the Veterinary Director General, Federal Department of Agriculture, and that such a license is held by the stock owners.
9. The Department of National Defence will not be responsible for any claims arising from the Contractor’s failure to comply with any regulations or by-laws concerned.
10. Vehicles used in the dumping and disposal of garbage and recycle must be of adequate size and capacity to carry out the work within the time and on the days specified in the dumping schedules.
11. All vehicles to be used by the Contractor must be in satisfactory mechanical condition. The vehicles must be equipped to handle the specified metal garbage containers. These containers will be provided by the Contractor.
12. Containers must be supplied and maintained by the Contractor in a serviceable condition; if a container becomes unserviceable, a replacement container must be supplied by the Contractor within 48 hours of notification by DND.
13. All containers and replacement containers must be numbered. Numbers will be a minimum of 150 mm in height and clearly visible. The Contractor is responsible to number all such containers and to ensure that they are legible during the life of the Contract.
14. The Contractor must provide DND inspection staff with a list of all containers on site by their number and location. This list must be submitted within one week of commencement date of Contract. The Contractor must notify the Project Authority of any change to this list, such as change of location or replacement.
15. The collection system will be planned in a manner which will ensure that there is efficiency, economy and safeguarding of health and welfare.
16. Contractors are to guard against the breeding of pests, creating of fire hazards, and production of sight, odour, or sight nuisances.
17. Any spillage of refuse during loading or in transit must be picked up and the affected area cleaned immediately by the Contractor.
18. Dumping of bins will not commence prior to 7:00 AM and will continue without interruption until the work is completed.
19. Contractor may be requested to perform extra dumpings on existing containers.

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20. The Contractor will add, remove or relocate containers as required, from time to time. DND will notify the Contractor of the requirements with building location.
21. The Contractor will be responsible to examine and keep containers in a sanitary condition by removal off site for cleaning and repainting to the complete satisfaction of the Project Authority.
22. Class 1 Garbage - must be dumped as per schedule identified in Appendix 1, Monday thru Saturday, Statutory holidays are excluded.
23. The bins outlined in Appendix 1 to Annex A as being dumped on an “as and when requested” basis: (Class 3 Garbage – 30 cubic yard bins, the 3 – 6 cubic bins; and the Class 1 Garbage: 1 – 4 cubic yard bin) Monday through Friday excluding Statutory Holidays, will be issued by the Project Authority by a DND 626 Task Authorization form prior to commencement of work.
24. Recyclables - must be dumped weekly/bi-weekly during working hours as per the frequency schedule outlined in Appendix 2 to Annex A. The Contractor will provide a proposed schedule upon Contract award. The Project Authority will provide schedule verification prior to commencement of schedule implementation.
25. Where a dumping falls on a Statutory Holiday, dumping will be the next workday and regular dumpings will be reinstated as per schedule.
26. Contractor must supply tonnage figures certified by the Landfill on a monthly invoice, indicating total waste removed for the month.

### Contractor’s Use of Site

27. For execution of the work only, subject to the following:
  - a. Movement around site will be subject to restrictions imposed by the Project Authority;
  - b. Do not unreasonably encumber site with materials or equipment;
  - c. Maintain work in tidy condition, free from accumulation of waste products and debris; and
  - d. Execute work with the least possible interference or disturbance to occupants and normal use of premises.

### Workmanship

28. Workmanship must be of the best quality, executed by workers skilled and ticketed in the respective trades for which they are employed. It is the responsibility of the Contractor to supply fully licensed and accredited employees. All related licenses, tickets and accreditation are the responsibility of the Contractor and must be provided as proof of quality of skills required for the terms of this contract.
29. Contractor must not employ any unfit person or anyone unskilled in their respective duties. The Work must not be performed by any person who, in the opinion of the Project Authority, is incompetent, unsuitable or has been conducting himself/herself improperly. Project Authority reserves the right to request the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
30. Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Project Authority, whose decision is final.

### Operational Security

31. Work carried out within the General Restricted Area (GRA) is subject to special and unique security regulations. All Contractors’ employees must carry company I.D. and GRA pass. Individuals without

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authorized passes in their possession will not be permitted to enter the GRA. If the Project Authority requires the Contractor to work in the GRA where their Reliability clearance does not give them access, the Project Authority will attempt to provide Security Escorts.

32. The use of cell phones are restricted in the GRA;

- a. Use of cellular phones is prohibited within Refuelling compounds; and
- b. Cell phones must not be operated within 15 metres of an aircraft.

33. Contractors must not take any pictures within the GRA, if required to take a picture, the Project Authority could take the picture for the Contractor. A request must be submitted to the Project Authority well in advance; this request will be considered but might not be supported due to other requirements.

## Health & Safety Requirements

34. All accidents must be reported to the Project Authority immediately.

35. All hazardous material must be identified and labelled in accordance with the Workplace Hazardous Material Information System (WHMIS) and copies of the Material Safety Data Sheet (MSDS) must be supplied to the Project Authority.

36. Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during the performance of work, Contractor must report it to Project Authority immediately.

37. If during execution of contract work, workers uncover or disturb suspected asbestos products that are not covered in the contract specifications, STOP work in that area and report to Project Authority immediately.

38. Smoking is not permitted in any DND building or facility. Smoking will only be permitted utilizing designated smoking areas located in various locations throughout the Base. Smoking is not permitted in POL Compound or around any flammable liquids.

## Orientation Meeting

39. A kickoff meeting will be conducted for the Contractor and Project Authority to discuss the terms of the Contract. This meeting provides both parties an opportunity to bring forward or answer all inquiries or questions. This meeting will be held prior to initial call-up to ensure there is no misunderstanding. This meeting may be conducted by teleconference at the request of the Project Authority. The Project Authority will contact the Contractor to arrange for this meeting as soon as possible after the issuance of the Contract. The meeting is expected to last approximately one hour but may vary from this time frame.

40. The Contractor's personnel who will be working on 4 Wing must read and abide by the 4 Wing Cold Lake Fire Orders and Regulations for Contractors, which will be provided by the Project Authority during the orientation meeting or before the commencement of the work.

The Project Authority will coordinate arrangements for the Contractor to be briefed on Fire Safety at their orientation meeting before any work is commenced.

41. Contractors/visitors/subcontractors working with/supporting DND personnel must attend work-specific briefings by the Project Authority lasting approximately one (1) hour relating to health, safety, environmental and emergency response procedures. Documentation including Standing Operating Procedures (SOP's) or other procedures, and safety standards will be cited or made available to contract/visitor principals on a loan basis for reference, as applicable.

42. Contractors must observe On-site Safety, Health and Environmental Standards on Protection of Property. The Contractor, his employees and/or subcontractors must undertake and agree to comply

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with all DND regulations in force at the worksite, including the observance of all safety, health and environmental standards and those in place to preserve and protect DND property from loss or damage from all causes including fire.

43. The Contractor must ensure that all employees and subcontractors that will be working on the site are fully briefed and have completed and signed the Contractor Safety Orientation Checklist prior to the start of any portion of the on site work. A copy of the signed checklist must be provided to the Project Authority. No payments will be issued until all documentation is in place.

## Environmental Protection Procedures

44. The following are disposals regulations:

- a. Burying of rubbish or waste materials on site is prohibited;
- b. Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers;
- c. Costs associated with appropriate removal, transportation and disposal of wastes is the responsibility of the Contractor; and
- d. The Contractor must dispose of all rubbish and residue in accordance with existing provincial and/or municipal regulations and/or bylaws.

45. Do not pump contaminated water into waterways, storm drains, sanitary sewers, or drainage systems.

46. Control the disposal or runoff of contaminated water or other harmful substances in accordance with local authority requirements.

47. Do not dump excavated fill, waste material or debris in waterways.

48. The Contractor must immediately notify the Project Authority of any damage incident.

## Special Procedures: Airports In Use

49. When operating within the 4 Wing areas the following restrictions apply:

- a. Do not disrupt airport business except as permitted by Project Authority;
- b. Provide temporary protection for safe handling of public, personnel, pedestrians and vehicular traffic; and
- c. Provide barricades and lights where directed.

50. In areas of airport not closed to aircraft traffic, the Contractor must:

- a. Obtain Project Authority's approval on scheduling of work;
- b. Control movements of equipment and personnel as directed by Project Authority;
- c. Obey signals and directions from escort instantly;
- d. For all services that are required on the airfield an escort will be provided; and
- e. All personnel must be aware of Jet Blast (exhaust) from running and turning aircraft when working on the aerodrome. Jet Blast is extremely hot and forceful.

51. The Contractors must be aware of the following Foreign Object Debris FOD Controls:

- a. Where travel routes cross active runways, taxiways or aircraft parking aprons, the Contractor and/or his designate must broom clean debris from area immediately;

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- b. Where access routes cross active runways, taxiways or parking aprons, the Contractor and/or his designate must keep crossings free of mud and debris at all times; and
- c. FOD Control must be exercised on a continuous basis in vicinity of aircraft, runways or aprons. Control all blowing debris at all times, stop and check vehicle tires at all designated FOD Check Sto

Appendix 1: Bins

Bldg	Description	Number & Size of Bins	Mon	Tues	Wed	Thurs	Fri	Sat	
H1	Hangar 1	2 x 6yd	X	X	X	X	X		
H2	Hangar 2	1x 6yd	X		X		X		
H3	Hangar 3	1x 6yd	X		X		X		
H4	Hangar 4	1 x 6yd	X		X		X		
H6	Hangar 6	1 x 6yd		X		X			
H7	Hangar 7	1 x 4yd & 1 x 6yd		X		X			
H8	Hangar 8	no bin							
H9	Hangar 9	1 x 6yd	X		X		X		
H10	Hangar 10	1 x 6yd	X		X		X		
B1	Administration	1 x 6yd		X		X			
B4	Fire Hall	1 x 4yd	X			X			
B5/96	Transport	2 x 4yd	X		X		X		
B7	CE	5 x 4yd	X		X		X		
B8	Exercise Support Office	1 x 6yd & 1 x 30yd	X	dump on an "as and when requested" basis					
B9	Heating Plant	1 x 6yd	X		X		X		
B10	EGS Shop	1 x 4yd	X			X			
B15	Shooting Range	1 x 4yd					X		
B19	Telecom	2 x 6yd		X		X			
B20	Officer's Mess	1 x 6yd		X			X		
B30	WOS & SGTS Mess	1 x 6yd		X			X		
B40	All Ranks Kitchen	5 x 6yd	X	X	X	X	X	X	
B41	All Ranks Mess	1 x 6yd	X		X		X		
B42/44	Quarters	2 x 6yd	X		X		X		
B43	Quarters	1 x 4yd	X		X		X		
B45	Quarters	1 x 6yd	X		X		X		
B48	Quarters	1 x 6yd	X			X			
B52	Prot Chapel	1 x 4yd	X						
B53	RC Chapel	1 x 4yd	X						

Bldg	Description	Number & Size of Bins	Mon	Tues	Wed	Thurs	Fri	Sat
B54	Community Access Centre	1 x 6yd	X			X		
B63/631	Battery Shop/Cal Centre	1 x 6yd		X			X	
B66	CE Shops	2 x 6yd	X		X		X	
B67	CHRO & Courier	1 x 4yd		X			X	
B69	Canex Mini Mall	3 x 6 yd & 1 compacto r	X	X	X	X	X	X
			1 - store, 1 - Restaurant and 1 Hospital					
B77	AVPOL	1 x 4yd				X		
B79/686	Cadet HQ - Kitchen	2 x 6yd	X			X		
B80	Roundel Cleaners	1 x 4yd				X		
B83	Mackenzie School	1 x 6yd	X			X		
B84	Readiness Training	1 x 6yd		X		X		
B85	Heavy Equip	2 x 6yd	X		X		X	
B90	LOX Bldg	1 x 4yd					X	
B98	AES Training - Trailer	1 x 4yd					X	
B104	419 - AFTTC	1 x 6yd	X		X		X	
B115	Padre's Office	1 x 6yd	X			X		
B128	WASF	1 x 4yd	X					
B136D	Golf Club Maint	1 x 4yd	X		X		X	
B165/166	Storage Bld	1 x 6yd	X			X		
B167	Canex Garage	1 x 6yd				X		
B168	Auto Hobby Shop	1 x 6yd		X			X	
B170	HO/Avionics'	2 x 6yd	X		X		X	
B171	Supply/CADC	3 x 6yd & 1 x 30yd	X		X		X	
			dump on an "as and when requested" basis					
B172	10FTTS Training	1 x 4yd & 1 x 6 yd	X		X		X	
B173	Smurf - Hush House	1 x 4yd		X			X	
B174	R&G in CE Compound	1 x 30yd	dump on an "as and when requested" basis					
B176	419 - Vacant	1 x 6yd					X	
B177	Smurf	2 x 6yd		X			X	

Bldg	Description	Number & Size of Bins	Mon	Tues	Wed	Thurs	Fri	Sat
B184	419 - near B688	1 x 6yd		X			X	
B400	Vehicle Repair	2 x 6yd	X			X		
B503	419 - Gate house	1 x 4yd			X			
B507	MF Quarters	1 x 4yd		X			X	
B509	MF Quarters	1 x 4yd		X			X	
B511	MF Quarters	1 x 4yd		X			X	
B549	42 Radar Sqn	1 x 4yd					X	
B551	419 - TIS Workshop	1 x 6yd		X			X	
B576	Day Care Centre	1 x 4yd	X		X		X	
B581	419 - Admin/Maint	1 x 6yd	X		X		X	
B582	419 - AVPOL	1 x 4yd	X					
B616	Cadet Supply	1 x 4yd	X					
B615	4CES HQ	1 x 4yd	X		X		X	
B621	CE Storage - In CE compound	1 x 4yd	X		X		X	
B624	4CES Sqn	1 x 30yd	dump on an "as and when requested" basis					
B639	Hazmat Transfer Station	1 x 6yd	X		X		X	
B648	Medley Air Terminal	1 x 6yd	X		X		X	
B654	Headwork's - beside 813	1 x 4yd		X			X	
B674	MFRC	1 x 4yd	X		X		X	
B688	AMMO Maint	1 x 6yd		X			X	
B720	JJ Parr Sports Centre	1 x 4yd & 3 x 6yd	X		X		X	
B721	Cadet MIR	1 x 4yd					X	
B724	PGM Admin	1 x 4yd	X		X		X	
B781	Youth Centre	1 x 4yd			X			
B783	Refuelling Tender Garage	1 x 4yd					X	
B785	Military Police	1 x 6yd	X		X		X	
B786	Golf Club	1 x 6yd	X		X		X	
B813	WFE Admin Bldg	1 x 4yd		X			X	
B870	IPS/VAC Bldg	1 x 4yd		X			X	

Bldg	Description	Number & Size of Bins	Mon	Tues	Wed	Thurs	Fri	Sat
	Fire Training Tower	1 x 6yd	dump on an "as and when requested" basis					
	Museum	1 x 6yd	dump on an "as and when requested" basis					
	OD Saddle Club	1 x 6yd	dump on an "as and when requested" basis					
B319	Pler - AETE Tower/Maint	1 x 6yd				X		
B376	Pler - Radar HQ Bldg	1 x 6yd				X		
B398	Pler - AETE TSPI Bldg	1 x 6yd				X		
B417	Pler - Met Section Bldg	1 x 6yd				X		
B420	Pler - Admin Bldg	4 x 6yd				X		

77 - 6yd bins  
42 - 4 yd bins  
4 - 30yd bins  
1 - compactor

Appendix 2: Recycling

Bldg	Description	Size of Blue Bin	Cardboard Bins	Empty Bin Once Per week	Size of Blue Bin	Paper Bins	Empty Bin Once every Two Weeks
H1	Hangar 1	6yd	1	x	6yd	1	x
H2	Hangar 2	6yd	1	x	6yd	1	x
H3	Hangar 3	6yd	1	x	6yd	1	x
H4	Hangar 4	6yd	1	x	6yd	1	x
H6	Hangar 6	6yd	1	x	6yd	1	x
H7	Hangar 7	6yd	1	x	6yd	1	x
H9/B581	Hangar 9/Admin Maint	6yd	1	x	0		
H10	Hangar 10	6yd	1	x	6yd	1	x
B1/B41	Administration/Club 41	4yd	1	x	4yd	1	x
B4	Fire Hall	4yd	1	x	4yd	1	x
B5/96	Transport	4yd	1	x	4yd	1	x
B7	CE	4yd	1	x	4yd	1	x
B8	Exercise Support Office	6yd	1	x	0		
B19/549	TIS/42 Radar	4yd	1	x	4yd	1	x
B40	All Ranks Kitchen	2 x 6yd	1	x	0		
B42/44	Quarters	6yd	1	x	0		
B43	Quarters	6yd	1	x	0		
B45	Quarters	6yd	1	x	0		
B54	Community Access Centre	4yd	1	x	4yd	1	x
B63/631	Battery Shop/Cal Centre	4yd	1	x	4yd	1	x
B69	Canex	4yd	1	x	4yd	1	x
B67/115/719	Courier/Padre/Admin/CFHA	4yd	1	x	4yd	1	x
B84	Readiness Training	4yd	1	x	4yd	1	x
B85/400	Heavy Equip	4yd	1	x	4yd	1	x
B104/724	419 - AFTTC	4yd	1	x	4yd	1	x
B167	Canex Garage	4yd	1	x	4yd	1	x
B170	HO/Avionics'	4yd	1	x	4yd	1	x

Bldg	Description	Size of Blue Bin	Cardboard Bins	Empty Bin Once Per week	Size of Blue Bin	Paper Bins	Empty Bin Once every Two Weeks
B171	Suply/CADC	4yd	1	x	4yd	1	x
B172	10FTTS Training	4yd	1	x	4yd	1	x
B177	Engin Bay - Smurf Bldg	4yd	1	x	0		
B615/624	4CES HQ	4yd	1	x	4yd	1	x
B621	Storage in CE Compound for Green House	4yd	1	x	0		
B639	Hazmat Transfer Station	6yd	1	x	0		
B648	Medley Air Terminal	4yd	1	x	0		
B674	MFRC	4yd	1	x	4yd	1	x
B688	AMMO Maint	4yd	1	x	4yd	1	x
B720	JJ Parr Sports Centre	4yd	1	x	4yd	1	x
B783	Refuelling Tender Garage	4yd	1	x	4yd	1	x
B785	Military Police	4yd	1	x	4yd	1	x
B786	Golf Club	4yd	1	x	0		
B813	WFE Admin Bldg	4yd	1	x	4yd	1	x

22 - 6yd bins

50 - 4yd bins

MAY 19 2016

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W6837-17-4201
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine National Defence		2. Branch or Directorate / Direction générale ou Direction RPOps Det Cold Lake
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 Garbage Removal		
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 / 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada

**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 / Non  Yes / 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 / Non  Yes / Oui

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

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

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

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

Special comments:  
Commentaires spéciaux :

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? *Unscreened Personnel Only in Public Zones/Reception Zones 88*  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A 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 / Non  Yes / 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 / Non  Yes / 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 / 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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – A	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédiez à	<p style="text-align: center;">_____</p> <p style="text-align: center;">Date <span style="margin-left: 100px;">for the Department of National Defence</span> pour le ministère de la Défense nationale</p>	
Delivery/Completion date – Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p style="text-align: center;">_____</p> <p style="text-align: center;">for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

Location where the work will be completed, if other than the contractor's location.

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

### Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

### Cost

The cost of the Task broken out into the individual costed items in **Services**.

### GST/HST

The GST/HST cost as appropriate.

### Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

### Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

### Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

### Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédié à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

### Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

### Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

### TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

### Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

### Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

### Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.