



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

SOLICITATION AMENDMENT

MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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

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

Title - Sujet Refuse Removal - BIO	
Solicitation No. - N° de l'invitation E0225-160657/A	Amendment No. - N° modif. 005
Client Reference No. - N° de référence du client E0225-16-0657	Date 2016-11-03
GETS Reference No. - N° de référence de SEAG PW-\$HAL-406-9929	
File No. - N° de dossier HAL-5-75093 (406)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-11-10	
Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Matheson, Valerie	Buyer Id - Id de l'acheteur hal406
Telephone No. - N° de téléphone (902) 496-5100 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

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Amendment 005 is raised to extend the closing date, to answer the following questions and replace the RFP.

Delete: Solicitation Closes at 02:00 PM on 2016-11-08

Insert: Solicitation Closes at 02:00 PM on 2016-11-10

Q1: Should Floatation Devices be worn by workers when on the concrete section alongside docked vessel?

A1: *"Yard Safety Guidelines For Bedford Institute of Oceanography"* in the Statement of Work of the RFP addresses this question (Article 3, page 5 of Appendix A).

Q2: Will Bin #20 be removed from current bid package?

A2: Yes, Bin # 20 will be removed from the current bid package.

Q3: How can the potential new bidding vendors know or be sure that there are no other "undumped" Bins at either site that the current vendor is aware of?

A3: The bin containing metal waste will be hauled by another contractor and is not included with this tender, nor has the bin been accounted for in the RFP.

Q4: Will Public Works demand disposal data from the current vendor and provide it to the other bidders?

A4: This information is not currently available therefore we ask bidders to assume bins are at full capacity for each pick-up. Going forward estimated tonnage will be tracked and communicated in the next round of tendered services.

Q5: Will Public Works provide the total pay-out in disposal cost to the current vendor?

A5: Yes

Q6: What is the actual total pay-out in disposal costs to the current vendor?

A6: We are averaging a cost of \$100,000.00 per year.

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Q7: Does the disposal pay-out include all disposal associated with Bin #25, Bin #26, and Bin #27 – ROLL-OFF BINS?

A7: Refer to the revised Annex B Basis of Payment

Q8: What is the total pay-out of disposal for the disposal associated with Bin #25, Bin # 26 and Bin # 27 – ROLL-OFF BINS?

A8: Refer to response to Question 5. The amount represents total disposal cost for waste removal in its entirety at all sights.

Q9: Since the roll-off containers are weighted individually at the landfill, does the unit price have to include ONLY the lift rate as per industry norm and NOT life + disposal amount?

A9: Lift rate only. Disposal costs will be reimbursable.

Q10: With respect to bins #25, #26 and #27 we assume disposal is not included in the price per call-up. Can you please clarify how these are to be priced?

A10: A Task Authorization will be put in place to address the disposal of Bins 25, 26 and 27. The contractor will be asked to provide a tendered (fixed) unit price to lift the bin, and deliver it to the landfill, and obtain an official receipt for the disposal cost levied from the Halifax Regional Municipality Disposal Site. Upon validation of that official voucher, PWGSC will reimburse the contractor for the cost per ton of the waste, along with the unit rate per lift. See Section 6 of the RFP.

Due to changes in the Solicitation document delete the original RFP in its entirety and replace with the following

All other terms and conditions remain the same.

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - 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 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Statement of Work

Collection of refuse and disposal of refuse at designated Municipal sites and in accordance with local or municipal by-laws. Sites are situated at the Bedford Institute of Oceanography and Shearwater Hangar as per Annex B.

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.

1.4 Trade Agreements

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Delete: 60 days
Insert: **90** days

2.2 Submission of Bids

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

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

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid **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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

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

Bidders, in their Financial Proposal, must include a single, firm, all inclusive unit price in Canadian dollars for each unit price detailed in Annex "B", Unit Price Table.

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3.1.1 Electronic Payment of Invoices – Bid

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

If Annex “C” 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 SACC Manual Clauses

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 and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

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

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 provided 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).

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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.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

**SECURITY REQUIREMENT FOR CANADIAN
SUPPLIER: PWGSC FILE E-SRCL R-053663-014**

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

6.2 Statement of Work

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

6.3 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.

6.3.1 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 "Task Authorization Form" specified in Annex G.
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 14 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.

6.3.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$6,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

6.3.3 Canada's Obligation - Portion of the Work - Task Authorizations

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

6.3.4 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 in Annex H. 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 14 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
- 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.

6.4 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.

6.4.1 General Conditions

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

6.5 Term of Contract

6.5.1 Period of the Contract

The Work is to be performed during the period of December 1, 2016 to March 31, 2018.

6.5.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **2 additional 1 year period(s)** under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.6 Authorities

6.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Valerie Matheson
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: Acquisitions Directorate

Telephone: 902-496-5100
Facsimile: 902-496-5016
E-mail address: Valerie.Matheson@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.

6.6.2 Project Authority

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.

6.6.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

6.7 Proactive Disclosure of Contracts with Former Public Servants

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

6.8 Payment

6.8.1 Basis of Payment

6.8.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ **(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.

6.8.2.1 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$50,000.00**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.8.3 Monthly Payments

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

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

6.8.4 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)

6.9 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. Monthly Invoices –
The Contractor shall submit invoices to the attention of the Departmental Representative monthly for the services performed that month. All invoices shall have the following information:
 - a. Building name and location
 - b. Contract number
 - c. Period of service performed
 - d. Number of pickup frequency and the unit cost per pick up
 - e. Estimated tonnage of waste removed for the month
 - f. Total cost for the month
 - g. Disposal receipt from the Halifax Regional Municipality identifying the tonnage and fee for each lift.
3. Task Authorization Invoices –
 - a. Each TA invoice must be supported by:
 - a. The reference Contract and Task numbers
 - b. List of all expenses, in accordance with the TA
 - c. Copy of time sheets to support time claimed
 - d. Copy of invoices and receipts
4. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address below for certification and payment.

PWGSC/TPSGC
Regional Director Corp. Services
PO Box 2247, STN Central
Halifax, NS B3J 3C9

6.10 Certifications and Additional Information

6.10.1 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.

6.11 Applicable Laws

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

6.12 Priority of Documents

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

- a) the Articles of Agreement;
- b) the General Conditions 2010C (2016-04-04) General Conditions – Services (Medium Complexity)
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Electronic Payment Instructions
- f) Annex D, Insurance Requirements
- g) Annex E, Integrity Provisions
- h) Annex F, Security Requirements Check List
- i) Annex G, Task Authorization Form
- j) Annex H, Periodic Usage Report
- k) the Contractor's bid dated _____

6.13 Government Site Regulations

D5328C Inspection and Acceptance (2014-06-26)

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

A0072C Termination on Thirty Days' Notice (2008-12-12)

6.14 G1001C (2013-11-06) Insurance – Specific 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.

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ANNEX "A"
STATEMENT OF WORK

See Attached

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ANNEX "B"

BASIS OF PAYMENT

See Attached

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ANNEX “C” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts 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)

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,
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 "F"

SECURITY REQUIREMENTS CHECK LIST

See Attached

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ANNEX "G"
TASK AUTHORIZATION FORM

See Attached

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ANNEX "H"

PERIODIC USAGE REPORT

Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:
valerie.matheson @pwgsc.gc.ca
Or
Facsimile: (902)496-5016

PUBLIC SERVICES AND PROCUREMENT CANADA

ASSET AND FACILITIES MANAGEMENT SERVICES

REFUSE REMOVAL

SERVICE CONTRACT

BEDFORD INSTITUTE OF OCEANOGRAPHY

-and-

MARINE COMMUNICATION TRAFFIC SERVICES

Dartmouth, Nova Scotia

-and-

SHEARWATER HELICOPTER HANGAR

Shearwater, Nova Scotia

Description: Refuse Removal

Location: Bedford Institute of Oceanography
1 Challenger Drive
Dartmouth, Nova Scotia
&
Marine Communication Traffic Services (Shannon Hill)
10 Hudson Way (adjacent BIO)
Dartmouth, Nova Scotia
&
Shearwater Helicopter Hangar
101 Magnificent Ave
Shearwater, Nova Scotia

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1.1 DEFINITIONS AND INTERPRETATIONS

In the Contract, unless the context otherwise requires:

Add	to make an addition to;
Adjust	to bring components to a more effective relative position;
Annual Maintenance Plan	as described in Statement of Work item;
Assemble	to take apart and put together again;
Base Building Equipment	architectural, mechanical and electrical items that are required to provide the intended building interior and exterior environments or to satisfy legislation or other government objectives such as tenant health and safety, accessibility, or energy conservation;
Building Operational Equipment	items such as tools, appliances, instruments, or other apparatus used in operating or maintaining "Base Building Equipment";
Check/Inspect	to view closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts' ability to fulfill their function to a high degree of efficiency until next maintenance service date. Examine to determine that the device or system will apparently perform in accordance with its intended function;
Clean	to scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter;
Commissioning	a quality-focused process for enhancing the delivery of a project. The process focuses on verifying and documenting that the facility and all of its systems and assemblies are planned, designed, installed, tested, operated and maintained to meet the owner's project requirements.
Departmental Representative(s) Authorized Personnel	On award, the Contractor will be notified of the name and phone number of the PSPC Departmental Representative(s).
Document Safeguarding Capability	the level of safeguarding required by the Industrial Security Division of the Department of Public Works and Government Services to safeguard designated information;
Energy Source	any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to workers;
Excusable Delay	a delay in the performance of the Contractor of any obligation under the Contract which is caused by the events;

Facility	a physical plant, building or installation used in the performance of a function including the material resources needed to facilitate any action or operation;
Government Issue	all materials, parts, components, equipment, specifications, articles and things which may be supplied to a contractor by the Government for purposes of the Work;
herein, hereby, hereof, hereunder	and similar expressions refer to the Contract as a whole and not to any particular subdivision or part thereof;
Hot Work	any welding, cutting or material by use of torch or other open flame devices and grinding which produces sparks;
Instruct	to inform Departmental Representative of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures;
Isolate	to physically prevent the transmission or release of an energy source to machinery or equipment;
Lubricate	to apply oil or grease to joints between moving parts and joints between fixed and moving parts;
MSDS	Material Safety Data Sheets
Measure	to determine capacity or amount in standard units using an appropriate instrument. Measure condenser and evaporator pressure drop with differential pressure meter or "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer;
Operational Baseline	the annual value of the Work in terms of disbursements, direct labour and fees;
Operation and Maintenance Baseline	operations, maintenance, utilities and repair work up to \$10,000 in terms of units and value of Work to be performed by the Contractor over twelve (12) consecutive months;
Paint	to clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use;
Plant	includes all tools, implements, machinery, vehicles, buildings, structures, equipment, articles and things required for the execution of the Work;
Project Authority or Work Authority	the person designated in the Contract, or by notice to the Contractor, as the Property Manager, who shall act as the representative of the Minister in matters concerning the technical aspects of the Work;
Prove	to operate and determine if operation produces intended response;

Quality Assurance Authority	the person designated as such in the Contract;
Remove	to take off or away from;
Repack	to fill with packing again;
Repair	to restore to a sound state;
Replace	to restore by removing old components and replacing with new components;
Report	to report to Departmental Representative on-site and include in work report, results of inspection and proving, note problems encountered, services required, services performed and readings taken;
Request For Isolation	Authorization form to be complete (PSPC-TPSCGC 13). Equipment is to be isolated and re-energized using Procedures for Isolation Form (PSPC-#12) following the written process for the correct sequence.
Representations	any or all covenants, promises, assurances, agreements, representations, conditions, warranties, statements and under-standings expressed or implied, collateral or otherwise;
Shut Down	to take out of service;
Start Up	to return to service;
Testing	to conduct periodic physical checks on the sprinkler system such as water flow tests, alarm tests, or dry-pipe valve trip tests; (See N.F.P.A. 1673A)
Tighten	to securely fix in place;
Treat	to act upon with chemical agent.
WHMIS	Workplace Hazardous Materials Information System

In the Contract, words importing the singular number include the plural and vice versa, and words importing the masculine gender shall include the feminine gender and vise-versa.

GENERAL REQUIREMENTS

1. **General** .1 Scope of work under this Contract includes but shall not be limited to the provisions of all labour, materials, supervision and equipment necessary to complete the following work in accordance with attached site plans, specifications and general conditions.
2. **Work Included** .1 Carry out refuse removal beginning November 1, 2016 to March 31, 2018 with 2 – 1 year option periods. Refuse consists of the collection of refuse at the site(s) listed below and the disposal of same at designated Municipal sites in accordance with local and/or municipal by-laws. Any recyclable material is expected to be disposed of separately from garbage in accordance with Municipal guidelines.
 - .1 Bedford Institute of Oceanography
1 Challenger Drive
Dartmouth, Nova Scotia
 - .2 Marine Communication Traffic Services (Shannon Hill)
10 Hudson Way (adjacent BIO)
Dartmouth, Nova Scotia
 - .3 Shearwater Helicopter Hangar
101 Magnificent Ave
Shearwater, Nova Scotia
3. **Examination of Premises** .1 All parties tendering should examine the site of the proposed work prior to submitting their tenders, and become thoroughly acquainted with same and obtain any and all information that may be necessary to execute contract.
4. **Work Schedule** .1 Regular Refuse
 - .1 The schedule for pickups for designated containers shall be two times per week on Tuesdays and Fridays by 4:30 p.m.
 - .2 Organic carts shall be picked up on a weekly basis.
 - .3 The schedule for pick up for the Shearwater Helicopter Hangar shall be on a weekly basis
 - .4 When roll off bins # 25, #26 and #27 need to be emptied, they will be addressed by means of a separate Task Authorization provided by the Departmental Representative.
 - .2 Cardboard Containers
 - .1 The schedule for pickups for cardboard containers shall be two times per week: Tuesdays and Fridays.
 - .3 Upon receiving acceptance of offer and prior to start of work, contact the Departmental Representative to schedule a site meeting.

5. **Meetings** .1 Attend meetings at the sites when notified by Public Services and Procurement Canada.
6. **Codes and Legislated Requirements** 1. The following codes and standards in effect at the time of award are subject to change / revision. The latest editions of each shall be enforced during the term of the contract.
 - .1 Part II of the Canada Labour Code.
 - .2 Canada Occupational Safety and Health Section of Part II of the Canada Labour Code.
 - .3 Fire Commission of Canada #301 Standard for Building Construction Operations.
 - .4 Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities.
 - .5 Canadian Environmental Protection Act.
 - .6 The Contractor is responsible to be familiar with the cited Codes and Standards and to ensure that all work undertaken on behalf of Public Services and Procurement Canada is completed in a safe manner and, at a minimum, in compliance with the cited Codes and Standards. In the event there is a conflict between these Procedures and the cited Codes and Standards, the cited Codes and Standards are to prevail.
 - .7 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations.
 - .8 The Contractor can obtain addresses for codes and standards from the Departmental Representative upon request.
 - .9 In the event of a conflict between any of the above codes or standards the most stringent shall apply.
 - .10 These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements related to the work and materials specified.
7. **Licenses and Permits** .1 Provide the authorities having jurisdiction with all information requested.
 - .2 Pay all fees and obtain certificates and permits required.
 - .3 Furnish these certificates and permits when requested.
8. **Taxes** .1 Pay applicable Federal, Provincial and Municipal taxes.
9. **Product Approvals** .1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labelled according

- to the Workplace Hazardous Materials Information System (WHMIS).
- .2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
 - .3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
 - .4 Material Safety Data Sheets (MSDS) to remain on-site at all times.
- 10. Security Clearance**
- .1 The required security clearance level for this Contract is **Reliability** Status.
 - .2 It is the Contractor's responsibility to initiate the security screening required for the personnel and the Contractor shall not have access to the work site until the resources (i.e.: "personnel") have the necessary clearance.
 - .3 The Canadian and International Industrial Security Directorate (CIISD) of Public Services and Procurement Canada (PSPC) is responsible for administering the Industrial Security Program in Canada.
 - .4 The Contractor shall follow the instructions at the website: <http://www.ciisd.gc.ca/text/ps/pss-e.asp>, which includes all necessary forms.
- 11. Scheduling and Hours Of Work**
- .1 Carry out work during normal building operational hours (Monday to Friday, 8:00 am – 4:30 pm) unless directed otherwise.
 - .2 The present occupants will remain in the space during the course of the work. Schedule the work so that on site staff can perform their duties.
- 12. Coordination and Protection**
- .1 Execute work with minimum disturbance to building occupants, the general public and the normal use of buildings. Make arrangements with the Departmental Representative to facilitate execution of work. Maintain access and exits as work area could be occupied during execution of work.
 - .2 All possible safety precautions are to be taken to ensure the protection of employees or occupants during the course of the work.

SAFETY REQUIREMENTS

1. **Compliance Requirements**
 - .1 Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
 - .2 Comply with the Provincial Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
 - .3 Observe and enforce construction safety measures required by the following statutes and authorities:
 - .1 The National Building Code of Canada, Part 8.
 - .2 The National Fire Code of Canada.
 - .3 Provincial Workers Compensation Board.
 - .4 Municipal Statutes and Ordinances.
 - .4 The Contractor and his/her personnel must adhere to the Federal Government '**NO SMOKING**' Policy while in/on Federal facilities and/or Scent Free Policy if applicable.
 - .5 All sub-contractors shall adhere to the above qualifications.
2. **Training**
 - .1 Before Work Begins: The successful contractor will provide the following documentation:
 - .1 Certification of training for safety for all personnel that will be involved with the Standing Offer Agreement/Service Contract. An updated list, complete with licenses, shall be kept on site including personnel changes.
 - .2 Training for workers shall include (but not limited to):
 - .1 Safe operation of tools and equipment.
 - .2 Proper use and maintenance of personal protective equipment (PPE).
 - .3 Safe work practices and procedures for their given work tasks or function.
 - .4 Site conditions and minimum site safety rules.
3. **Disciplinary Procedures for Safety Violations**
 - .1 Contractors shall have their own written disciplinary procedures for violation or non-compliance of work site safety rules and regulations.
 - .2 Contractor shall immediately address and correct any health and safety violations and non-compliance issues.
 - .3 Disciplinary Procedures applied by PSPC Departmental Representative for non-compliance and safety violations shall be as follows:
 - .1 **First Violation:** Verbal warning issued to the Contractor for the first violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and PSPC).

- BIO Refuse Removal – 04/2016

These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.

- .5 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.
- .6 The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any non-compliance person shall be subject to disciplinary procedures.
- .7 The Contractor shall ensure that all applicable personal protective equipment (PPE) is used.
- .8 The Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Standing Offer Agreement/Service Contract.

6. Lockouts

- .1 Prepare Lockout Procedures in writing. Describe safe work practices, work functions and sequence of activities to be followed on site to safely isolate all potential energy sources and lockout / tag out facilities and equipment.

7. Yard Use Policy

- .1 The Document "Yard Safety Guidelines of BIO (dated February, 2016)" is to be read, understood and shared with all employees of the Contractor. (Attached hereto as Appendix A.) Of specific importance is Article 3, Page 4 pertaining to the Wharf and Jetty areas.

If work is to be conducted on or around the wharf and vessels, all individuals must wear a Personal Floatation Device (PFD) within six (6) feet of the water's edge.

ENVIRONMENTAL PROTECTION

- | | | | |
|-----------|---------------------------|----|--|
| 1. | Environmental | .1 | All work is to be performed in accordance with the Federal Environmental Protection Act and the Provincial Environmental Acts and Regulations. |
| 2. | Disposal of Wastes | .1 | Do not bury rubbish and waste materials on site unless approved by the Departmental Representative. |
| | | .2 | Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers. |
| 3. | Open Fire | .1 | Fires on site are not permitted. |

DISPOSAL OPERATIONS

1. Disposal Operations

- .1 Conduct disposal operations to comply with Federal, Provincial, Municipal and Local ordinances, including, but not limited to: Halifax Regional Municipality "Solid Waste Resource Collection and Disposal By-Law No. S-600 <http://www.halifax.ca/legislation/bylaws/hrm/documents/HRMSolidBy-LawS-600.pdf>
- .2 Obey and comply with anti-pollution laws.
- .3 Refuse is to be removed from the bulk containers to the collection vehicle by means of a mechanical lift method in such a way that no spill or litter remains.
- .4 The Contractor will ensure that spillage is cleaned up as it occurs. In no case will spillage be left for future clean up.
- .5 Once the bulk garbage has been removed, the Contractor will sweep the loading area free of any remaining paper and debris.
- .6 The loading area, parking area, etc., will be left in a clean and tidy condition, to the satisfaction of the Departmental Representative.
- .7 Initially frequency of container pick-ups shall be as outlined Schedule B; however, these frequencies may change due to changing requirements and/or provincial Waste Watch regulations and initiatives.
- .8 Additional pick-ups requested by Public Services and Procurement Canada shall be at the unit cost as quoted in the Unit Price Table of the tender and acceptance.
- .9 Disposal slip copies shall be submitted upon request by PSPC.

2. Containers

- .1 The Contractor shall provide and place, at his own expense, containers that are top loading and/or side loading. The containers are to be vermin proof, fire resistant and are to be properly labelled in large lettering identifying what they are supposed to contain.
- .2 The containers are to be located on site in areas designated by Public Services and Procurement Canada as shown on Site Plan 1 and Site Plan 2.
- .3 The containers shall each have a capacity as stated in the Unit Price Table.

**3. Maintenance of
Containers**

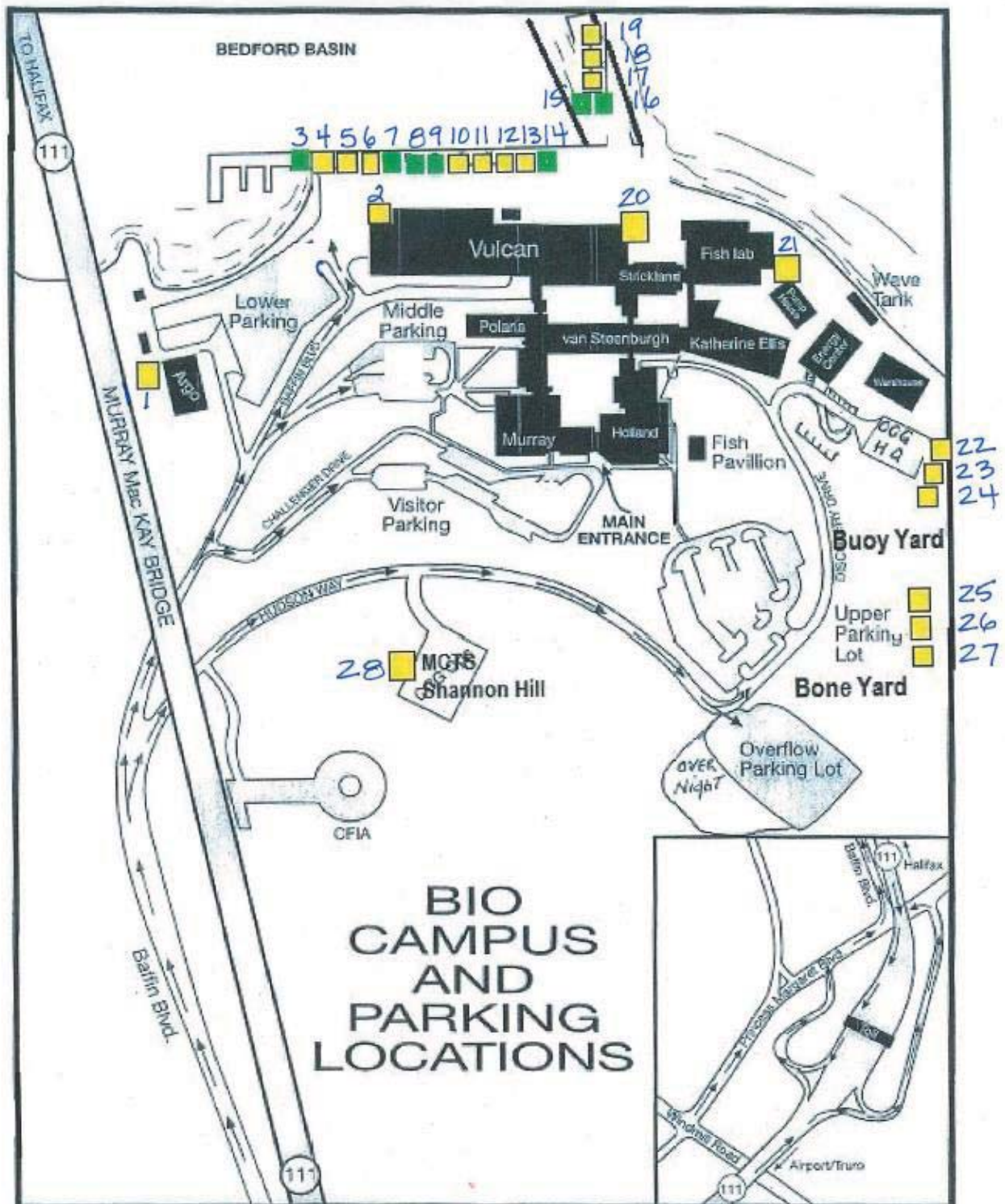
- .1 All containers are to be kept in good repair.
- .2 When containers require repair or paint, they shall be removed from site and another container immediately installed in its place.
- .3 Containers are to be replaced with steam washed and disinfected containers every six months.
- .4 Public Services and Procurement Canada shall reserve the right to decide when containers are to be removed for repairs, paint, disinfected and steamed or washed out.
- .5 Replacement of defective bins is the responsibility of the supplier.
- .6 Replacement of vandalized or stolen bins is the responsibility of the Crown.

4. Invoices

- .1 The Contractor shall submit invoices to the attention of the Departmental Representative monthly for the services performed that month. All invoices shall have the following information:
 - 1. Building name and location
 - 2. Contract number
 - 3. Period of service performed
 - 4. Number of pickups x the unit cost per pick up
 - 5. Estimated tonnage of waste removed for the month.
 - 6. Total cost for the month
- .2 Submit the invoices to the following:

Public Services and Procurement Canada
1 Challenger Drive
Dartmouth, Nova Scotia
B2Y 4A2
- .3 All invoices for the current fiscal year are to be submitted for payment by the 31 March of each year.

BIO AND MCTS



SHEARWATER Helicopter Hangar





Fisheries and Oceans
Canada

Pêches et Océans
Canada



Yard Safety Guidelines Bedford Institute of Oceanography

Effective Date: February 2016

APR 11 2016

Signature, Date
Regional Director General

MAY 24 2016

Signature, Date
Assistant Commissioner, Atlantic Region

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Title: ***Yard Safety Guidelines
Bedford Institute of
Oceanography*** Date of
issue: ***February 2016***

Approved by:	<i>BIO Steering Committee</i>	Review /Revise Date:	<i>February 2019</i>
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Introduction

Excerpt from the DFO Occupational Health and Safety General Policy Statement (signed by the Deputy Minister)

Fisheries and Oceans Canada and the Canadian Coast Guard are committed to ensuring that the health and safety of employees and anyone granted access to our workplaces is protected.

To fulfil this commitment, we will provide and maintain a safe, healthy and violence-free workplace that complies with and at time exceeds regulatory health and safety requirements. We will strive to protect employees from any known or foreseeable hazards by dedicating sufficient resources to prevent and protect against hazards and behaviours which could result in personal injury or illness, or loss or damage to property. This Department is committed to promoting occupational health and safety by providing programs and communicating information on both occupational health and safety and employee assistance.

Application

To demonstrate the department's commitment to ensuring a healthy and safe work environment, these safety guidelines are provided to ensure the health and safety of all user groups of the BIO yard area is protected. These yard safety guidelines have been developed by the Yard Operations Committee and approved by the BIO Steering Committee in consultation with the BIO Vulcan, Jetty and Field Work Workplace Occupational Health and Safety Committee and the BIO Yard Working Group.

These guidelines apply to all those who access the BIO operational areas. These operational areas include:

- The Fleet and Contractor Parking
- Mobilization areas in front of the Vulcan Building
- The Marginal Wharf and Jetty
- The Small Boat Marina and Small Boat Launch
- All other exterior storage areas (e.g. the "bone yard", the buoy lay-down area, the marshalling area adjacent to the Small Boat Launch, and storage for small vessels and containers along the access road and Basin shoreline).

User Groups

The BIO yard area is used by multiple groups including DFO, other Government Departments, private contractors, and other stakeholders. These groups include, but are not limited to the following:

- DFO and CCG employees
- Other Government Department employees
- Contractors
- Couriers, Taxis, Buses, Delivery Vehicles and other Suppliers
- Visitors, such as invited guests, family members, members of the media, salespersons
- Emergency Vehicles

Hazards

As per section 125. (1) (s) of the Canada Labour Code Part II: *Without restricting the generality of section 124, every employer shall, in respect of every work place controlled by the employer and, in respect of every work activity carried out by an employee in a work place that is not controlled by the employer, to the extent that the employer controls the activity, (s) ensure that each employee is made aware of every known or foreseeable health or safety hazard in the area where the employee works;*

These guidelines will assist in identifying known and foreseeable hazards when working in the BIO yard area. These hazards may include, but are not limited to the following:

- Exposure to noise
- Exposure to extreme weather
- Risk of drowning
- Exposure to moving equipment
- Exposure to overhead work
- Risk of slips, trips and falls
- Exposure to flying debris
- Exposure to hazardous products

Mitigation/Controls [Safety Guidelines]

All individuals granted access to the BIO Yard areas shall adhere to the following safety rules for their own protection and for the protection of others within these areas:

1. The BIO yard area is restricted to authorized persons conducting operational activities only. This area is not permitted for personal use such as leisurely walks.
2. Anyone working in an operational area must wear the necessary personal protective equipment (hard hat, safety footwear, eye protection, hearing protection, high visibility vest or be protected by a barrier). Individuals who have a need to pass through an operational area must obey the "signaller" involved in these operations, as the signaller will direct them when it is safe to do so. COHS Regulations Section 14.1 define the "signaller" as a person instructed by an employer to direct,

by means of visual or auditory signals, the safe movement and operation of motorized materials handling equipment.

3. Personal floatation devices (PFD) are to be worn by all individuals within six (6) feet from the water's edge. This is to protect against drowning, in the event an individual falls into the water. This rule does not apply to persons, whom are in the process of boarding or disembarking from a vessel who's gangway is fitted with at a safety net as outlined in MOSH Regulations Section 12 and 17.
4. When working in areas of moderate to heavy vehicular traffic (ex. automobiles, trucks, forklifts, mobile cranes, etc...) all individuals are to wear high visibility vests or similar type clothing or be protected by high visibility barricades, while working in these areas.
5. Hearing protection is to be worn by individuals working in close proximity to activities such as operating vacuum trucks, chain saws or other noise producing equipment that exceeds the noise levels as defined in COSH Regulation Part XII *Levels of Sound*.
6. Ensure you have reviewed any safe work procedures that may apply to you.
7. Designated walkways must be respected (i.e. 4' wide pathways, painted in yellow with diagonal lines). Under normal circumstances these pathways are meant to direct foot traffic through the yard. Anyone transiting the yard shall follow these walkways unless directed otherwise. All areas outside of the designated walkways and parking areas are considered operational areas where appropriate Personal Protective Equipment (PPE) must be worn. (see Table 1: Safety Requirements Matrix)
8. BIO is a restricted area and therefore proper security clearance or escort are required in order to gain access. Federal government employees are required to clearly display a valid Federal Government issued ID card at all times while on BIO premises. All others must check in at the Front Desk, or Jetty gate with the on duty Commissionaire to obtain a visitor ID which must be displayed at all times.
9. Visitors must be escorted by an employee at all times.
10. Comply with posted speed limits at all times (i.e. 15 km/h posted speed limit in yard)
11. Notify the yard foreman when heavy equipment is scheduled for contract work in the yard. The commissionaire will notify the yard foreman (902-426-3784) when heavy equipment arrives.
12. All fire lanes and pedestrian walkways are to be kept clear of stored items. If a pedestrian walkway must be blocked temporarily, signage must be posted to indicate the hazard and an alternate walkway must be provided to pedestrians.

Emergency Vehicles

The Commissionaires must be notified whenever 911 is called as the yard will be closed to traffic to allow for the emergency response. Once emergency service vehicle(s) are on scene, the yard may or may not be reopened. If directed, the yard may be reopened to traffic and closed again once the emergency vehicle is ready to depart. All users must give the right of way to emergency service vehicle(s).

Special note: the party calling 911 must delegate a resource to wait at the respective Commissionaire's location until the emergency vehicle arrives and then direct the vehicle to the appropriate location

Hazardous Occurrence Investigation & Reporting

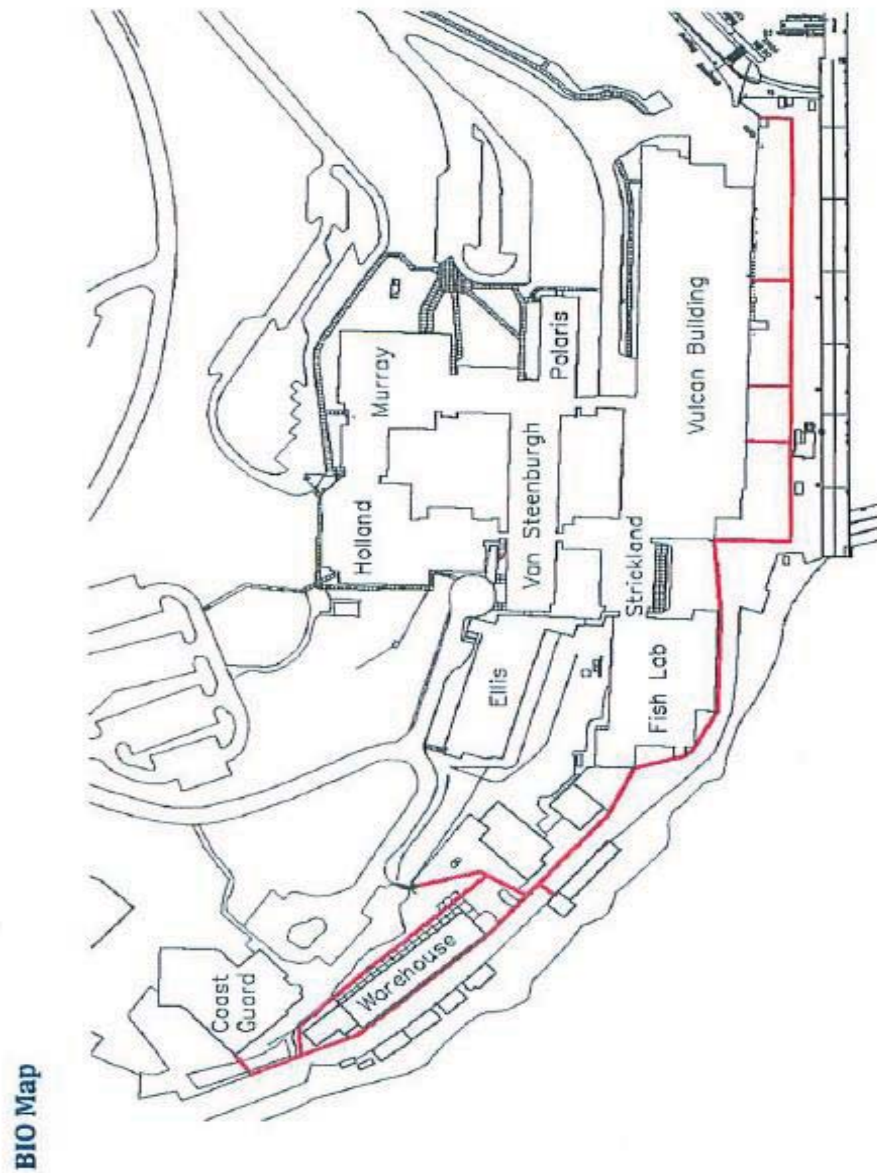
All hazardous occurrences must be reported using the Hazardous Occurrence Investigation Report. Instructions are found on pages 3 & 4. (This document can be found on the DFO Maritimes Region Intranet Site or by contacting the Regional Office of Safety, Security and Emergency Services.) CCG Staff are required to use the Incident Investigation Report (IIR) to report near misses and Hazard Occurrences.

Enforcement & Consequences

All users of this BIO yard must comply with these guidelines. Enforcement of the safety rules defined above is the responsibility of the employer or the contract authority. Non-compliance to these rules shall be reported using the Internal Compliance Resolution Process as defined in the Canada Labour Code Part II using the Internal Complaint Report. (This document can be found on the DFO Maritimes Region Intranet Site or by contacting the Regional Office of Safety, Security and Emergency Services.

Safety Requirements Matrix

	User Groups			
	Frequent Users <ul style="list-style-type: none"> • DFO / CCG Employees both shore and ship-based • OGD Employees • Contractors 	Infrequent Users <ul style="list-style-type: none"> • DFO / CCG Employees both shore and ship-based • OGD Employees • Contractors 	Deliveries <ul style="list-style-type: none"> • Couriers • Suppliers • Taxis • Busses 	Visitors <ul style="list-style-type: none"> • Invited Guests • Family • Sales Persons • Media
Follow signalers directions	✓	✓	✓	✓
Follow speed limit 15km/h	✓	✓	✓	✓
Constant awareness of surroundings & hazards	✓	✓	✓	✓
Respect designated pedestrians walkways	✓	✓	✓	✓
Escort required				✓
ID Required	✓	✓		
Safe Work Procedures	✓	✓		
PPE The following must be worn whenever outside designated walkway				
Hard Hat	✓	✓	✓	✓
Safety footwear	✓	✓	✓	✓
High Visibility Clothing	✓	✓	✓	✓
Hearing Protection (when required)	✓	✓	✓	✓
Safety Glasses (when required)	✓	✓	✓	✓
PFD (when within 6' of water's edge)	✓	✓	✓	✓



Basis of Payment

1. The contract amount will not be increased or decreased by reason of any increase or decrease in the cost of the service brought about by any increase or decrease in the cost of labour, plant, tools and equipment.
2. Notwithstanding the terms and conditions as expressed herein, if an increase or decrease in "Disposal Fees" is announced by the authority having jurisdiction after the date and time, set for tender closing, the contract amount shall be increased or decreased by an amount equal to the increase or decrease in cost incurred by the Contractor, established by an examination of its relevant records.
3. Increase will be allowed provided the contractor supplies a letter from the Metropolitan Authority verifying the increase/decrease to the Contracting Authority (PWGSC).

Contractor's Signature

Date

Unit Price Table - Year 1

December 1, 2016 to March 31, 2018

TABLE A

Bin #	Location	Description / Capacity	Frequency	Estimated Quantity (Frequency * 70)	Unit of measure	Unit Price	Extended Price (Estimated Quantity * Unit Price)
1	Argo Bldg	Garbage 4 CU YD	Twice weekly	140	Per Pick-up	\$	\$
2	Stores (South Vulcan)	Garbage 8 CU YD	Twice weekly	140	Per Pick-up	\$	\$
3	North Jetty	Organics 240 L (64 Gallons)	Weekly or as required	70	Per Pick-up	\$	\$
4	North Jetty	Garbage 8 cu yd	Twice weekly	140	Per Pick-up	\$	\$
5	North Jetty	Garbage 4 CU YD	Twice weekly	140	Per Pick-up	\$	\$
6	North Jetty	Cardboard 4 CU YD	Twice weekly	140	Per Pick-up	\$	\$
7	North Jetty	Organics 240 L (64 Gallons)	Weekly	70	Per Pick-up	\$	\$
8	North Jetty	Organics 1 dom green bin 240 L (64 Gallons)	Weekly	70	Per Pick-up	\$	\$
9	North Jetty	Organics 240 L (64 Gallons)	Weekly	70	Per Pick-up	\$	\$
10	North Jetty	Garbage 4 CU YD	Twice weekly	140	Per Pick-up	\$	\$
11	North Jetty	Cardboard 4 CU YD	Twice weekly	140	Per Pick-up	\$	\$
12	North Jetty	Cardboard 6 CU YD	Twice weekly	140	Per Pick-up	\$	\$
13	North Jetty	Cardboard 4 CU YD	Twice weekly	140	Per Pick-up	\$	\$
13A	North Jetty	Recycables 6 CU YD	Weekly	70	Per Pick-up	\$	\$
13B	North Jetty	Garbage 8 CU YD	Weekly	70	Per Pick-up	\$	\$
14	North Jetty	Organics 240 L (64 Gallons)	Weekly	70	Per Pick-up	\$	\$
15	Wharf	Organics 240 L (64 Gallons)	Weekly	70	Per Pick-up	\$	\$
16	Wharf	Organics 240 L (64 Gallons)	Weekly	70	Per Pick-up	\$ _____	\$ _____

Unit Price Table - Year 1

December 1, 2016 to March 31, 2018

TABLE A

Bin	Location	Description / Capacity	Frequency	Estimated Quantity (Frequency * 70)	Unit of measure	Unit Price	Extended Price (Estimated Quantity * Unit Price)
17	Center Wharf	Garbage 4 CU YD	Twice weekly	140	Per Pick-up	\$	\$
18	Center Wharf	Recycables 8 CU YD	Twice weekly	140	Per Pick-up	\$	\$
19	Center Wharf	Cardboard 4 CU YD	Twice weekly	140	Per Pick-up	\$	\$
21	Fish Lab	Garbage 8 CU YD	Twice weekly	140	Per Pick-up	\$	\$
22	Coast Guard Headquarters Bldg	Cardboard 8 CU YD	Twice weekly	140	Per Pick-up	\$	\$
22A	Coast Guard Headquarters Bldg	Organics 64 Gallons	Twice weekly	140	Per Pick-up	\$	\$
23	Coast Guard Headquarters Bldg	Garbage 8 CU YD	Twice weekly	140	Per Pick-up	\$	\$
24	Coast Guard Headquarters Bldg	Recycables 6 CU YD	Twice weekly	140	Per Pick-up	\$	\$
28	10 Hudson Way	Garbage 4 CU YD	Twice weekly	140	Per Pick-up	\$	\$
30	Shearwater HH	Cardboard 4 CU YD	Weekly	70	Per Pick-up	\$	\$
31	Shearwater HH	Garbage 4 CU YD	Weekly	70	Per Pick-up	\$	\$
TOTAL AMOUNT FOR YEAR 1 (2016-2018) (HST extra)							\$ _____

"*The Unit Price amount must include all costs associated with this service (e.g., fees, rentals, labour, pick-up costs, disposal costs, etc.).

TABLE B

TASK AUTHORIZATION (as and when requested basis) Year One (1) Pricing: December 1, 2017 to March 31, 2018

Bin	Location	Description/ Capacity	Frequency	Estimated Quantity	Unit of Measure	Unit Price	Estimated Price (Estimated Quantity * Unit Price)
25	Buoy Yard	Construction/ Garbage	As required	9	Per pick-up	\$_____	\$_____
26	Buoy Yard	Construction/ Garbage	As required	9	Per pick-up	\$_____	\$_____
27	Boneyard	Construction/ Garbage	As required	9	Per pick-up	\$_____	\$_____
	Total Amount of Table B						\$_____

Unit rate in Table B will be per lift. Disposal fee associated with each lift for Table B is cost reimbursable upon receipt of invoice from Halifax Regional Municipality Disposal Site.

Year 1 Total = Total Amount of Table A + Total Amount of Table B = \$_____

Unit Price Table - Option Year 1

April 1, 2018 to March 31, 2019

TABLE A

Bin #	Location	Description / Capacity	Frequency	Estimated Quantity (Frequency * 52)	Unit of measure	Unit Price	Extended Price (Estimated Quantity * Unit Price)
1	Argo Bldg	Garbage 4 CU YD	Twice weekly	104	Per Pick-up	\$	\$
2	Stores (South Vulcan)	Garbage 8 CU YD	Twice weekly	104	Per Pick-up	\$	\$
3	North Jetty	Organics 240 L (64 Gallons)	Weekly or as required	52	Per Pick-up	\$	\$
4	North Jetty	Garbage 8 cu yd	Twice weekly	104	Per Pick-up	\$	\$
5	North Jetty	Garbage 4 CU YD	Twice weekly	104	Per Pick-up	\$	\$
6	North Jetty	Cardboard 4 CU YD	Twice weekly	104	Per Pick-up	\$	\$
7	North Jetty	Organics 240 L (64 Gallons)	Weekly	52	Per Pick-up	\$	\$
8	North Jetty	Organics 1 dom green bin 240 L (64 Gallons)	Weekly	52	Per Pick-up	\$	\$
9	North Jetty	Organics 240 L (64 Gallons)	Weekly	52	Per Pick-up	\$	\$
10	North Jetty	Garbage 4 CU YD	Twice weekly	104	Per Pick-up	\$	\$
11	North Jetty	Cardboard 4 CU YD	Twice weekly	104	Per Pick-up	\$	\$
12	North Jetty	Cardboard 6 CU YD	Twice weekly	104	Per Pick-up	\$	\$
13	North Jetty	Cardboard 4 CU YD	Twice weekly	104	Per Pick-up	\$	\$
13A	North Jetty	Recycables 6 CU YD	Weekly	52	Per Pick-up	\$	\$
13B	North Jetty	Garbage 8 CU YD	Weekly	52	Per Pick-up	\$	\$
14	North Jetty	Organics 240 L (64 Gallons)	Weekly	52	Per Pick-up	\$	\$
15	Wharf	Organics 240 L (64 Gallons)	Weekly	52	Per Pick-up	\$	\$
16	Wharf	Organics 240 L (64 Gallons)	Weekly	52	Per Pick-up	\$ _____	\$ _____

Unit Price Table - Option Year 1

April 1, 2018 to March 31, 2019

TABLE A

Bin #	Location	Description / Capacity	Frequency	Estimated Quantity (Frequency * 52)	Unit of measure	Unit Price	Extended Price (Estimated Quantity * Unit Price)
17	Center Wharf	Garbage 4 CU YD	Twice weekly	104	Per Pick-up	\$	\$
18	Center Wharf	Recycables 8 CU YD	Twice weekly	104	Per Pick-up	\$	\$
19	Center Wharf	Cardboard 4 CU YD	Twice weekly	104	Per Pick-up	\$	\$
21	Fish Lab	Garbage 8 CU YD	Twice weekly	104	Per Pick-up	\$	\$
22	Coast Guard Headquarters Bldg	Cardboard 8 CU YD	Twice weekly	104	Per Pick-up	\$	\$
22A	Coast Guard Headquarters Bldg	Organics 64 Gallons	Twice weekly	104	Per Pick-up	\$	\$
23	Coast Guard Headquarters Bldg	Garbage 8 CU YD	Twice weekly	104	Per Pick-up	\$	\$
24	Coast Guard Headquarters Bldg	Recycables 6 CU YD	Twice weekly	104	Per Pick-up	\$	\$
28	10 Hudson Way	Garbage 4 CU YD	Twice weekly	104	Per Pick-up	\$	\$
30	Shearwater HH	Cardboard 4 CU YD	Weekly	52	Per Pick-up	\$	\$
31	Shearwater HH	Garbage 4 CU YD	Weekly	52	Per Pick-up	\$	\$
TOTAL AMOUNT FOR OPTION YEAR 1 (2018-2019) (HST extra)							\$

****The Unit Price amount must include all costs associated with this service (e.g., fees, rentals, labour, pick-up costs, disposal costs, etc.).**

TABLE B
TASK AUTHORIZATION (as and when requested basis)
Option Year One (1) Pricing: April 1, 2018 to March 31, 2019

Bin	Location	Description/ Capacity	Frequency	Estimated Quantity	Unit of Measure	Unit Price	Extended Price (Estimated Quantity * Unit Price)
25	Buoy Yard	Construction/ Garbage	As required	9	Per pick-up	\$_____	\$_____
26	Buoy Yard	Construction/ Garbage	As required	9	Per pick-up	\$_____	\$_____
27	Boneyard	Construction/ Garbage	As required	9	Per pick-up	\$_____	\$_____
	Total Amount of Table B						\$_____

Unit rate in Table B will be per lift. Disposal fee associated with each lift for Table B is cost reimbursable upon receipt of invoice from Halifax Regional Municipality Disposal Site.

Option Year 1 Total = Total Amount of Table A + Total Amount of Table B = \$_____

Unit Price Table - Option Year 2

April 1, 2019 to March 31, 2020

TABLE A

Bin #	Location	Description / Capacity	Frequency	Estimated Quantity (Frequency * 52)	Unit of measure	Unit Price	Extended Price (Estimated Quantity * Unit Price)
1	Argo Bldg	Garbage 4 CU YD	Twice weekly	104	Per Pick-up	\$	\$
2	Stores (South Vulcan)	Garbage 8 CU YD	Twice weekly	104	Per Pick-up	\$	\$
3	North Jetty	Organics 240 L (64 Gallons)	Weekly or as required	52	Per Pick-up	\$	\$
4	North Jetty	Garbage 8 cu yd	Twice weekly	104	Per Pick-up	\$	\$
5	North Jetty	Garbage 4 CU YD	Twice weekly	104	Per Pick-up	\$	\$
6	North Jetty	Cardboard 4 CU YD	Twice weekly	104	Per Pick-up	\$	\$
7	North Jetty	Organics 240 L (64 Gallons)	Weekly	52	Per Pick-up	\$	\$
8	North Jetty	Organics 1 dom green bin 240 L (64 Gallons)	Weekly	52	Per Pick-up	\$	\$
9	North Jetty	Organics 240 L (64 Gallons)	Weekly	52	Per Pick-up	\$	\$
10	North Jetty	Garbage 4 CU YD	Twice weekly	104	Per Pick-up	\$	\$
11	North Jetty	Cardboard 4 CU YD	Twice weekly	104	Per Pick-up	\$	\$
12	North Jetty	Cardboard 6 CU YD	Twice weekly	104	Per Pick-up	\$	\$
13	North Jetty	Cardboard 4 CU YD	Twice weekly	104	Per Pick-up	\$	\$
13A	North Jetty	Recycables 6 CU YD	Weekly	52	Per Pick-up	\$	\$
13B	North Jetty	Garbage 8 CU YD	Weekly	52	Per Pick-up	\$	\$
14	North Jetty	Organics 240 L (64 Gallons)	Weekly	52	Per Pick-up	\$	\$
15	Wharf	Organics 240 L (64 Gallons)	Weekly	52	Per Pick-up	\$	\$
16	Wharf	Organics 240 L (64 Gallons)	Weekly	52	Per Pick-up	\$ _____	\$ _____

Unit Price Table - Option Year 2

April 1, 2019 to March 31, 2020

TABLE A

Bin #	Location	Description / Capacity	Frequency	Estimated Quantity (Frequency * 52)	Unit of measure	Unit Price	Extended Price (Estimated Quantity * Unit Price)
17	Center Wharf	Garbage 4 CU YD	Twice weekly	104	Per Pick-up	\$	\$
18	Center Wharf	Recycables 8 CU YD	Twice weekly	104	Per Pick-up	\$	\$
19	Center Wharf	Cardboard 4 CU YD	Twice weekly	104	Per Pick-up	\$	\$
21	Fish Lab	Garbage 8 CU YD	Twice weekly	104	Per Pick-up	\$	\$
22	Coast Guard Headquarters Bldg	Cardboard 8 CU YD	Twice weekly	104	Per Pick-up	\$	\$
22A	Coast Guard Headquarters Bldg	Organics 64 Gallons	Twice weekly	104	Per Pick-up	\$	\$
23	Coast Guard Headquarters Bldg	Garbage 8 CU YD	Twice weekly	104	Per Pick-up	\$	\$
24	Coast Guard Headquarters Bldg	Recycables 6 CU YD	Twice weekly	104	Per Pick-up	\$	\$
28	10 Hudson Way	Garbage 4 CU YD	Twice weekly	104	Per Pick-up	\$	\$
30	Shearwater HH	Cardboard 4 CU YD	Weekly	52	Per Pick-up	\$	\$
31	Shearwater HH	Garbage 4 CU YD	Weekly	52	Per Pick-up	\$	\$
TOTAL AMOUNT FOR OPTION YEAR 2 (2019-2020) (HST extra)							\$

****The Unit Price** amount must include all costs associated with this service (e.g., fees, rentals, labour, pick-up costs, disposal costs, etc.).

TABLE B
TASK AUTHORIZATION (as and when requested basis)
Option Year Two (2) Pricing: April 1, 2019 to March 31, 2020

Bin	Location	Description/ Capacity	Frequency	Estimated Quantity	Unit of Measure	Unit Price	Extended Price (Estimated Quantity * Unit Price)
25	Buoy Yard	Construction/ Garbage	As required	9	Per pick-up	\$_____	\$_____
26	Buoy Yard	Construction/ Garbage	As required	9	Per pick-up	\$_____	\$_____
27	Boneyard	Construction/ Garbage	As required	9	Per pick-up	\$_____	\$_____
	Total Amount of Table B						\$_____

Unit rate in Table B will be per lift. Disposal fee associated with each lift for Table B is cost reimbursable upon receipt of invoice from Halifax Regional Municipality Disposal Site.

Option Year 2 Total = Total Amount of Table A + Total Amount of Table B = \$_____

GRAND TOTAL = Year 1 + Option Year 1 + Option Year 2 =\$ _____

GRAND TOTAL Amount will be used for the price evaluation of all bids received.



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SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction AFMS	
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 Refuse contract for waste removal and pick up.				
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)

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

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?

☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

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

☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

☒ No ☐ Yes
Non Oui

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

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

☒ No ☐ Yes
Non Oui

PRODUCTION

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

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

☒ No ☐ Yes
Non Oui

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

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

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

☒ No ☐ Yes
Non Oui

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

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

☒ No ☐ Yes
Non Oui



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

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

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

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

☒ No
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).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Sanford, Craig

Title - Titre

Technical Facility Manager

Signature

Telephone No. - N° de téléphone
902-426-4487

Facsimile No. - N° de télécopieur
902-244-6058

E-mail address - Adresse courriel
Craig.sanford@pwgsc.gc.ca

Date
2015/11/25

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

Name (print) - Nom (en lettres moulées)

Locas, Lucie

Title - Titre

SO

Signature

Telephone No. - N° de téléphone
902-496-5630

Facsimile No. - N° de télécopieur
902-496-5077

E-mail address - Adresse courriel
lucie.locas@pwgsc.gc.ca

Date
2015/11/30

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No
Non

☐ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

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

Name (print) - Nom (en lettres moulées)

SILVIO TAVARES

Title - Titre

O.C. OFFICER

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date
29-MAR-2016



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶	

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date