



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des  
soumissions\Travaux publics et Services  
gouvernementaux Canada**  
**Building S-111, Rm C-114**  
**101 Menin Rd. Garrison Petawawa**  
**Petawawa**  
**Ontario**  
**K8H 2X3**  
**Bid Fax: (613) 687-6656**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> NON-HAZARDOUS SOLID WASTE MANAGEMEN	
<b>Solicitation No. - N° de l'invitation</b> W0107-15C624/A	<b>Date</b> 2017-03-24
<b>Client Reference No. - N° de référence du client</b> W0107-15C624	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PET-903-1413	
<b>File No. - N° de dossier</b> PET-6-45024 (903)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-05-08</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Harrington, Mary-Lou	<b>Buyer Id - Id de l'acheteur</b> pet903
<b>Telephone No. - N° de téléphone</b> (613) 401-3643 ( )	<b>FAX No. - N° de FAX</b> (613) 687-6656
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Department of National Defence Real Property Operations Detachment Petawawa, Bldg. S-111 Garrison Petawawa, Ontario K8H 2X3	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada Supply  
and Services Operation  
Petawawa Procurement  
Building S-111, Rm C-114  
101 Menin Rd. Garrison Petawawa  
Petawawa  
Ontario  
K8H 2X3

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

### **1.2 Summary**

- 1.2.1 To provide Solid Nonhazardous Waste Management Services to the Department of National Defence (DND), Garrison Petawawa located in Petawawa, Ontario in accordance with the Statement of Work. There is a requirement to incorporate collection, transportation and disposal of various waste streams. Areas to be serviced include the main Base, the Range and Training Area, Pembroke Armouries, the Bulk Waste Disposal Site and other leased facilities in the Pembroke or Petawawa area.

The term of the Contract will be for a five year period commencing from 1 August 2017 to 31 July 2022, with Canada having an irrevocable option to extend the term by two one year periods.

- 1.2.2 "There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website".
- 1.2.3 "The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

1.2.4 "There is a mandatory site visit associated with this requirement. Consult Part 2 – Bidder Instructions."

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

### 1.3 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days  
Insert: 180 days

### 2.2 Submission of Bids

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

### 2.3 Former Public Servant

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

## Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;

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

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

## 2.4 Enquiries - Bid Solicitation

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

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

## 2.5 Applicable Laws

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

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.

## 2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Garrison Petawawa, Bldg S-111, on **Wednesday, 3 May 2017**. The site visit will begin at **0930, in Room A-106**.

Bidders must communicate with the Contracting Authority no later than 1 May 2017 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

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

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

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

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

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

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

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

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### 3.1.2 Electronic Payment of Invoices – Bid

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

If Annex "D" 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.

### 3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

## Section III: Certifications

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1. Mandatory Technical Criteria

Proposals must comply with each and every mandatory requirement of this section. Failure to do so will render the proposal non-compliant. If a proposal is determined to be non-compliant, it will be given no further consideration. Deviations from or issues concerning mandatory requirements are not to be raised in the Bidder's proposal as they will not be considered or accepted after the closing date and time of this RFP.

- (1) The Bidder must provide with their bid, documentation to prove that the legal entity which is submitting the bid has a minimum of one year of waste management services contract experience that is valued at a minimum of \$250,000.00 per year within the past five years (from the bid closing date) under a maximum of two separate contracts. For this mandatory requirement the Bidder must provide as a minimum, the following information as per the attached Annex E:
  - a) The Customer's name and address for each similar contract.
  - b) The name, title, telephone number and e-mail address (unless the individual does not have an e-mail address) for a customer reference that can confirm the information provided by the Bidder. If the named individual is unavailable when required during the evaluation period the Bidder may provide the name and contact information of an alternative contact from the same customer. This additional contact information must be provided to Canada with your Bid. Canada will attempt to contact each reference provided by the Bidder a maximum of three (3)

- times. If there is no reply after three (3) attempts, Canada will not evaluate the contract information which was provided by the Bidder.
- c) The start and end dates of each similar contract.
  - d) The description of the service that was provided by the Bidder for each similar contract. The description(s) must prove that the service was similar to the service required in this RFP.
  - e) The value of the Contract.

The contract must have been performed by the Bidder itself (and does not include the experience of any proposed subcontractor or any affiliate of the Bidder). However, several entities may combine their experience by submitting a bid as a joint venture; in that case, the bid can describe the previous experience of one or more joint venture members, to meet the experience requirement – that is, one similar contract could be described for one joint venture member and another contract could be described for another joint venture member. If two members of the joint venture worked on the same work site at the same time, it will only be counted as one contract.

- (2) The Bidder must provide with their bid a duly completed certification from the Ontario Ministry of Environment and Energy, Certificate of Approval for a Waste Management Service.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Evaluation of Price – Bid**

*SACC Manual Clause A0220T (2014-06-26)* is incorporated by reference

##### **4.1.2.2 Financial Evaluation**

Bids will be assessed to arrive at their evaluated price. The evaluated price is the sum of the Total Extended Prices (TEP) from each of the Pricing Basis A through H.

For Pricing Basis “A” – The TEP is the Lot price per month multiplied by the quantity (12).

For Pricing Basis “B” – The TEP is the Item No.'s Unit Price multiplied by the Est. Quantity for that item. All extended prices will be added together to arrive at the TEP for Pricing Basis “B”.

For Pricing Basis “C.1.A” – The TEP is the unit price multiplied by the Quantity (12).

For Pricing Basis “C.1.B” – The TEP is the unit price multiplied by the Est. Quantity (12).

For Pricing Basis “D” – The TEP is the item number's unit price multiplied by the Est. Quantity for that item. All extended prices will be added together to arrive at the TEP for Pricing Basis “D”.

For Pricing Basis “E” – The TEP is the unit price multiplied by the estimated quantity (4).

For Pricing Basis “F” – The TEP is the unit price multiplied by the estimated quantity (2).

For Pricing Basis “G” – The TEP is the item number's unit price multiplied by the estimated quantity for that item. All extended prices will be added together to arrive at the TEP for Pricing Basis “G”.

For Pricing Basis “H” – The TEP is the unit price multiplied by the Est. Quantity (20).

To arrive at the evaluated price for year 1 is the sum of all total extended prices A through H.

To arrive at the evaluated price for years 2 through 5 inclusive is the year 1 evaluated price + the year 1 evaluated price times the escalation percentage increase.

For example:

Year 1 evaluated price is \$100,000.00

Year 2 escalation is 2%

Year 2 evaluated price = \$100,000.00 + (\$100,000.00 + 2%) = \$102,000.00

## 4.2 Basis of Selection

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

If two (2) compliant bidders achieve the same lowest evaluated price, the bidder offering the lowest evaluated price for seven years will be recommended for issuance 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 specified will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

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

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

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

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

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

## 5.2.3 Health and Safety Certification

Copy of your Bidder's most recent, signed health and safety plan as it relates to Waste Management Work.

## 5.2.4 Transfer Station Certifications

- a) Agreement with third party, if the waste collected is to be transferred to a final destination through a third party transfer station and Ontario Ministry of Environment and Energy Certificate of Approval, for the transfer station; or
- b) Certificate of Approval for a transfer station, from Ontario Ministry of Environment and Energy, when waste collected will be transferred to the final destination through a Bidder owned transfer station.

## PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

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

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;

- 
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## **6.2 Financial Capability**

*SACC Manual clause A9033T (2012-07-16) Financial Capability*

## **6.3 Insurance Requirements - Proof of Availability Prior to Contract Award**

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

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

## **PART 7 - RESULTING CONTRACT CLAUSES**

*Text in italics will be deleted from this section in the Contract document.*

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

### **7.1 Statement of Work**

To provide Solid Nonhazardous Waste Management Services to the Department of National Defence (DND), Garrison Petawawa located in Petawawa, Ontario in accordance with the Statement of Work. There is a requirement to incorporate collection, transportation and disposal of various waste streams. Areas to be serviced include the main Base, the Range and Training Area, Pembroke Armouries, the Bulk Waste Disposal Site and other leased facilities in the Pembroke or Petawawa area.

The term of the Contract will be for a five year period commencing from 1 August 2017 to 31 July 2022, with Canada having an irrevocable option to extend the term by two one year periods.

#### **7.1.1 Optional Goods and/or Services**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "A" of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

## **7.1.2 Task Authorization**

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

### **7.1.2.1 Task Authorization Process**

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex 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 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

### **7.1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$50,000.00, 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.

### **7.1.2.3 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.

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

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

The Contractor must provide this data in accordance with the reporting requirements detailed below. 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 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.

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

### Reporting Requirement- Details

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

#### For each authorized task:

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

#### For all authorized tasks:

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

### 7.1.2.5 Task Authorization - Department of National Defence

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

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 7.3 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid *Designated Organization Screening* (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public 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 the CISD/PWGSC.
3. Subcontracts, which contain security requirements, are **NOT** to be awarded without the prior written permission of the CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a) *Security Requirements Check List* and Security Guide (if applicable), attached at Annex C;
  - b) *Industrial Security Manual* (Latest Edition).

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from 01 August 2017 to 31 July 2022 inclusive.

### 7.4.2 Option to Extend the Contract

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

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

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Mary Lou Harrington  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region  
Address: 101 Menin Road, Garrison Petawawa, Ontario

Telephone: 613-687-0789  
Facsimile: 613-687-6656  
E-mail address: marylou.harrington@pwgsc.gc.ca

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

### 7.5.2 Project Authority

*(Will be filled out at Contract award)*

The Project Authority for the Contract is:

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

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

### 7.5.3 Contractor's Representative

Name and telephone number of the person responsible for:

General Enquiries

Name: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Facsimile No: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Delivery follow-up

Name: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Facsimile No: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Payment

### 7.7.1 Basis of Payment – Limitation of Expenditure – Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.7.3 Monthly Payment

SACC Manual clause H1008C (2008-05-12) is incorporated by reference

### 7.7.4 T-1204 – Direct Request by Customer Department

SACC Manual clause A9117C (2007-11-30) is incorporated by reference

### **7.7.5 Electronic Payment of Invoices – Contract**

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

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

### **7.7.6 Time Verification**

SACC Manual clause C0711C (2008-05-12) is incorporated by reference

### **7.8 Invoicing Instructions – Maintenance Services**

1. The Contractor must submit invoices within 14 business days of the last day of the month work was completed in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly maintenance report described in the Statement of Work of the Contract.  
Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.
2. The Contractor must distribute the invoices and reports as follows:  
The original and two (2) copies of the invoices and monthly maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.
3. One (1) copy of the invoice and monthly maintenance report must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### **7.9 Certifications and Additional Information**

#### **7.9.1 Compliance**

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

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

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

### **7.10 Applicable Laws**

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

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04), General Conditions – Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex F, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*"), as clarified on \_\_\_\_\_ " **or** ", as amended on \_\_\_\_\_ " and insert date(s) of clarification(s) or amendment(s)).

### 7.12 Defence Contract

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

### 7.13 Canadian Forces Site Regulations

SACC Manual clause [A9062C](#) (2011-05-16) Canadian Forces Site Regulations

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

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

**OR**

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

### 7.15 Insurance Requirements – Specific Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 7.16 Contract Financial Security

1. The Contractor must provide one of the following contract financial securities within 15 calendar days after the date of contract award:
  - a. a performance bond form PWGSC-TPSGC 505 in the amount of 10 percent of the Contract Price; or
  - b. a security deposit as defined in clause E0008C in the amount of 10 percent of the Contract Price.

Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

**7.16.1** SACC Manual clause E0008C (2014-09-25) Financial Security Definition

## 7.17 Electrical Equipment

SACC Manual clause B1501C (2006-06-16) Electrical Equipment

## **ANNEX A**

### **STATEMENT OF WORK**

#### **1. IDENTIFICATION**

##### **1.1. INTENT**

1.1.1. The intent of this requirement is for the Contractor to implement and provide a solid non-hazardous Waste Management Service for Garrison Petawawa. The Contractor will incorporate collection, transportation and disposal of various waste streams. Areas to be serviced include the main Base, the Range and Training Area, Pembroke Armouries, the Bulk Waste Disposal Site and other leased facilities in the Pembroke or Petawawa area.

#### **2. STANDARDS**

##### **2.1. Codes and Standards**

- 2.1.1. National Fire Code (NFC)
- 2.1.2. National Fire Prevention Association (NFPA)
- 2.1.3. Certificate of Approval for a Waste Disposal Site (for solid non-hazardous Waste)
- 2.1.4. Certificate of Approval for a Waste Management system (for solid non-hazardous Waste)
- 2.1.5. Ministry of Transportation Ontario (MTO)
- 2.1.6. Ontario Highway Traffic

##### **2.2. AGREEMENTS, PERMITS OR APPROVALS**

Prior to contract award the Project Authority must be briefed and provided with copies of all necessary certificates, agreements, permits, etc., that are required by Federal, Provincial and Municipal Environmental Legislation, Regulations or By-laws.

- 2.2.1. Ontario Ministry of Environment and Energy, Certificate of Approval for a Waste management Service.
- 2.2.2. Agreement with third party, if the waste collected is to be transferred to a final destination through a third party transfer station and Ontario Ministry of Environment and Energy Certificate of Approval for the transfer station.
- 2.2.3. Certificate of Approval for a transfer station, from the Ontario Ministry of Environment and Energy, when waste collected will be transferred to the final destination through a Contractor owned transfer station.

- 2.2.4. Agreement with the final waste destination site owner verifying the Contractor has permission from the final waste destination owner to dispose of waste.
- 2.2.5. Permits or Approvals from all Federal, Provincial and Local Government authorities having jurisdiction over, and/or interest in, the operation of the final destination site for wastes.
- 2.2.6. All vehicles and operators must meet Ministry of Transportation standards for safety licensing of the Province of Ontario and other applicable jurisdictions if vehicles will be leaving the Province. All vehicles and operators must be fully compliant with all legislation as it applies throughout the Contract. The Contractor must produce evidence to show compliance to the Project Authority.

These list must be reviewed and amended when necessary and new copies will be forwarded to the Project Authority as necessary, but no less than once each year on the anniversary of the Contract commencement date. It is the Contractor's responsibility to provide these updated documents as required to ensure 100% coverage.

### **3. FORESEEABLE SITE HAZARDS**

- 3.1. Department of National Defence takes Health and Safety for all person granted access to the workplace very seriously. In accordance with the Canada Labour Code part II, all reasonable care to ensure that all persons granted access to the workplace, other than the employer' employees, are informed of every known or foreseeable health and safety hazard to which they are likely to be exposed in the work place.
- 3.2. Real Property Operations (RPO) Petawawa has developed a list of foreseeable hazards. This is not an all-inclusive list because of the generic nature of this process. At the time of DND Task Authorization (TA) against this requirement and as part of the Contractor Site Safety Briefing all hazards shall be identified by the site inspector and contractor representative for documentation and information for all workers.
- 3.3. There are inherent risks involved in travelling in a military environment. Providing directions are adhered to, there should be minimal risk to the Contractor. The Contractor will be required to attend briefings by the Range Control Officer. The briefings will outline Standard Operating Procedures to be followed and identify proper procedures for travel in the Range and Training Area.

### **4. GENERAL**

- 4.1. Garrison Petawawa is broken into the following four distinct geographical areas;
- 4.2. Main base (Institutional, Commercial and Industrial);
- 4.3. Range and training area (operational);

4.4. Other local leased facilities within the Pembroke area; and

4.5. Military housing, married quarters, off base community centre.

## **5. OPERATIONAL AND LODGER UNITS.**

- 5.1. The first group is 2 Canadian mechanized Brigade Group (2 CMBG) and its assigned integral lodger units. They are the soldiers, “the fighting force” posted to units located at Garrison Petawawa.
- 5.2. The second group are Lodger Units located in Garrison Petawawa that support 2 CMBG. They report to DND/CF elements not located in or part of Garrison Petawawa or 2 CMBG.
- 5.3. The third group are the soldiers and civilians that run the day to day operations of managing the infrastructure throughout the Garrison. They are also responsible for the feeding, housing and administration of all soldiers posted to the Garrison.
- 5.4. The fourth group is Canadian Special Operations Regiment (CSOR) a fully operational unit which may operate under its own rules. This group may restrict access for unknown reasons.
- 5.5. The fifth group consist of two operational Airforce Helicopter Squadrons and facilities with a shared restricted airfield.
- 5.6. There are also several major contracted support companies providing significant services such as: Simulation Centre operation; Direct Fire Target Systems; relocation services; janitorial services; and a multitude of regional construction companies.
- 5.7. The division of units or groups above is to demonstrate the complexity of the reporting relationship of people employed at Garrison Petawawa. The total number of personnel fluctuates but is in the range of 10,000 to 15,000 not including the families living in the residential area.
- 5.8. Garrison Petawawa has limited punitive powers for corrective action where recycling by users is concerned. Recycling at Garrison Petawawa is a voluntary program.

## **6. HISTORICAL AND CURRENT WASTE INFORMATION**

- 6.1. At the main garrison, there is a higher expectation of compliance to waste programs as it is basically an Industrial, Commercial and Institutional (ICI) environment.
- 6.2. Field operations focus on military training and due to their mobile nature make it difficult to set up a fixed waste management system and even more challenging to separate waste. Range orders direct the user's to collect, transport, and dispose of waste outside of the training area. Units attached to, or located at Garrison Petawawa are

required to bring waste back to their unit lines. Visiting Units to Garrison Petawawa utilize the waste collection system located at and controlled by Range Control. The result is contaminated unsorted waste from the training area into the waste streams.

6.3. The volume of waste and recyclables generated at Garrison Petawawa is directly attributable to the operational tempo and season.

6.4. Diversion rates for waste streams for the periods 2013 to 2015;

Year	Total Waste MT	Diverted MT	Diversion Rate
2013	1,791 MT	648.35 MT	36.2 %
2014	1,587.5 MT	618.3 MT	39 %
2015	1,588 MT	588 MT	37 %

## 7. WASTE STREAMS

### 7.1. Incoming Streams

7.1.1. The Contractor must not transport any waste from outside locations that was not generated by the garrison, onto the garrison.

### 7.2. Acceptable waste

7.2.1. Solid non-hazardous waste is currently managed under four distinct waste streams. The streams are regular waste, fibre (cardboard/paper), container recycling and limited organic pick-up. The occupants, usually soldiers and cleaners dispose of waste. Solid non-hazardous waste is currently collected in clear and coloured bags. There is a reasonable expectation of source separation capability within the main garrison.

7.2.2. The Waste Management Program will visually identify the different streams by colour. Regular waste is Red, Fibre is Blue, Container recycling is Black and Organics is Green.

7.2.3. Organics collection and disposal is only required under specific areas and conditions. The buildings are generally a kitchen food service facility. The main building included under this type of waste stream is G-104, Normandy Court. Organic waste may be collected in plastic containers and stored in refrigerated areas. All organics collected will be and used for composting only. Organics used as for animal consumption (swill) or other purposes must be in accordance with approved provincial standards and must be pre-approved by the Project Authority (PA).

7.2.4. The following is a general list of anticipated solid non-hazardous waste products. This list is not comprehensive but is intended to demonstrate the different types of products and their composition. Solid waste products which the Contractor will be responsible for removing will include corrugated cardboard (soiled and unsoiled), waxed cardboard, box board, paper (all types), aluminum and tin cans, plastic (all types), glass, kitchen waste (liquid, foods, prepared and raw waste,) empty paint cans, military ration packs (IMP - individual meal portion), Styrofoam packaging, floor sweepings, fast food packaging, coffee cups, paper towel, cloth, tin foil and wrappers. Yard waste (leaves and limbs), construction waste, tires, steel and wood will be managed under the Bulk Waste Disposal Site.

### **7.3. Non-acceptable waste**

7.3.1. Non-acceptable waste that will not be collected or disposed of under this contract include but are not limited to hazardous materials, electronic waste, batteries, POL, spent ammunition and packaging, nuclear, medical, biological and human waste. In the event any waste stream is contaminated with non-acceptable waste the contractor shall tag out the collection bin and notify the Project Authority.

### **7.4. Do Not Dump**

7.4.1. Garrison Petawawa will employ a "DO NOT DUMP" tag out system for all contaminated waste streams. Upon notification of a contaminated waste stream, the contractor will place a tag on the outside of the waste container. The tag will be placed so that the users are aware of the contamination. Regular collection service for the particular container will temporarily cease until the contamination is rectified. The contractor is not permitted to commence service for the identified waste container until notified by the Project Authority.

### **7.5. Unsorted waste**

7.5.1. There will be instances where waste is not sorted due to operational and training requirements. All waste collected at RR120 (Range Control), and any additional temporary waste collection locations as directed by the Project Authority will be unsorted.

## **8. SITE SPECIFIC CONDITIONS**

8.1.1. A garrison map and topographical map will be available at the Mandatory Site Visit.

### **8.2. Hours of Operation**

8.2.1. The main operating hours of the garrison are from 0600-1700 hrs daily, Monday to Friday except statutory holidays. The garrison is however manned 24/7 for

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security purposes. Work by the contractor must not commence before 0530 hrs and must be completed prior to 2200 hrs.

8.2.2. Most brigade unit maintenance facilities are within fenced compounds and have controlled access. The contractor will be granted access but will not be given keys to locks for gates and may be required to sign in through a control point. The contractor is responsible to co-ordinate provision of Waste Management Services to coincide within operating hours.

### **8.3. Roads**

8.3.1. Most roads in the operational portion of Garrison Petawawa are paved and about 60% of the roads have a curb and gutter design. Corners have large radius curb and gutter design. The majority of roads in the range and training area are gravel. Speed limits are 50 Km/h unless posted otherwise.

8.3.2. Troop movements along roadways must take priority at all times.

8.3.3. Access points to the garrison are congested between 06:00-07:30, 12:00 to 13:00 and 15:30 to 16:30 hours.

### **8.4. Snow Clearing Operations**

8.4.1. Snow and Ice Clearing (SNIC) throughout the garrison is an RPO responsibility. The SNIC plan is revised annually, before the winter months, and sets out the priority of snow removal operations for the garrison.

8.4.2. Historically there have been problems with snow clearing in close proximity of waste and recycling bins. The contractor should be well versed in the priority of snow removal for all areas under this contract and plan service accordingly.

### **8.5. Buildings and Infrastructure**

8.5.1. The majority of buildings on the garrison are steam heated from a Central Heating Plant (CHP) at Building P49. The steam lines radiate significant amounts of heat loss and often cause surface snow to melt. There is a distribution of manholes at various intervals to access the underground systems. Traffic across the underground systems must be restricted to existing road systems due to soft spots in winter.

## **9. TECHNICAL REQUIREMENT:**

9.1.1. The Waste Management Service provided by the contractor must include all materials, equipment, vehicles and labour required to collect and dispose of the solid non-hazardous waste from the outdoor collection points at Garrison Petawawa and

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operation and control of a centralized Bulk Waste Disposal Site. The contractor must provide waste collection components for all waste streams under this contract, at all waste collection points unless otherwise authorized by the Project Authority.

- 9.1.2. Special spring and fall collection of large waste items in addition to the scheduled waste collection will not be required in this contract.
- 9.1.3. The waste management system provided by the contractor must maintain a capability to accommodate the expected volume of waste over 90% of the contract period. Occasionally there will be large increases in the waste volumes generated at Garrison Petawawa that may overload the waste management system. During the 10% of the contract period that may see overages in volume the contractor's Waste Management Service must remove the excess waste within 24 hours at no extra cost to the crown.
- 9.1.4. The Waste Management contractor must collect and dispose of waste that is contained in any type of plastic bags or that is not bagged at all.
- 9.1.5. The contractor will inform the Project Authority before leaving the garrison of any waste that it cannot collect, that is cross contaminated, or problems encountered during that day's activities.

## **9.2. CONTRACTOR RESPONSIBILITIES**

- 9.2.1. The contractor must maintain the ability to communicate with the Project Authority at all times while on the garrison with the use of a cellular phone.
- 9.2.2. The contractor must have a means to digitally photograph "out of the ordinary" problems as necessary. Incidents will be recorded and forwarded electronically via email to the Project Authority.

## **9.3. FRONT LOAD WASTE COLLECTION VEHICLE**

- 9.3.1. The contractor must be responsible for providing and maintaining a fully operational front load waste collection vehicle (WCV) capable of lifting and emptying eight cubic yard waste collection bins.
- 9.3.2. The contractor must maintain the WCV in a clean and road worthy condition at all times.
- 9.3.3. The provision of the WCV is an all-inclusive requirement. Operating costs, overhead, insurance, repairs, licensing, fuel, are the contractors responsibility.
- 9.3.4. WCV must be mechanically sound. Under no circumstances will a WCV with leaking hydraulics or oils be permitted access to the garrison.

9.3.5. The contractor must be able to provide a back up WCV, either repaired or replaced, within 24 hrs of notification of a vehicle failure. Replacement WCV must conform to all existing requirements of this contract.

9.3.6. Damage caused by the contractors equipment or operations must be immediately reported to the Project Authority.

9.3.7. In the event of a spill the contractor must take all necessary actions to safely stop the hazard, contain the spill, and commence clean-up. All spills must be immediately reported to the garrison firehall and the Project Authority.

#### **9.4. WASTE COLLECTION POINT**

9.4.1. A waste collection point (WCP) is defined as an area with up to three different waste stream containers in close proximity to each other, spaced an appropriate distance apart, on level and stable ground, accessible to users, while maintaining all clearances from roads, buildings, fences, overhead or other obstructions.

9.4.2. Any installed Waste Management System outdoor collection components such as waste collection bins (WCB) must be sited at least three (3) meters from any fire hydrant, structure, access hatch, manhole covers and not in close proximity to overhead wires.

9.4.3. Waste collection point locations are detailed at Annex A.1

#### **9.5. TEMPORARY WASTE COLLECTION POINT**

9.5.1. The Contractor must temporarily collect waste from additional locations not included in Annex A,1 only when authorized in writing by the Project Authority.

9.5.2. The intent is to satisfy seasonal or special waste management requirements due to training, special events, and temporary occupancy.

9.5.3. Temporary waste collection point duration may range from days to months. The contractor must place and remove the requested number of waste collection bins (WCB) as directed by the Project Authority.

9.5.4. All temporary waste collection points must fall under and receive the regular waste collection services.

9.5.5. Costs to place and remove WCB for temporary service must be invoiced separately in accordance with the pricing basis.

9.5.6. WCB required for temporary service must be drawn from the inventory in stock at the Bulk Waste Disposal Site (BWDS).

## **9.6. ADDITIONAL WASTE COLLECTION POINT**

- 9.6.1. There will be a requirement for additional permanent waste collection points (WCP) from time to time. Additional WCP will consist of up to three WCB. The contractor must draw the additional WCB from the in stock inventory held at the BWDS.
- 9.6.2. Permanent waste collection points will be located at Garrison Petawawa, Pembroke Armouries and may on occasion be placed within 25 kms of the garrison as directed by the Project Authority.
- 9.6.3. All additional waste collection points must fall under and receive the regular waste collection services.

## **9.7. RANGE AND TRAINING AREA WASTE COLLECTION POINT**

- 9.7.1. There is a requirement for a central waste collection point located in close proximity to the Range Control Access gate on Centurion Road.
- 9.7.2. This waste collection point must be utilized for unsorted waste generated by military training units operating in the Range and Training Area.
- 9.7.3. The area is a gravel covered site with good road access, approximately 70 meters by 40 meters. The configuration and siting must be approved by the Project Authority and will include up to 12 additional 8 cubic yard WCB.

## **9.8. FRONT LOAD WASTE COLLECTION BINS**

- 9.8.1. There is a requirement for the provision of 425 waste collection bins (WCB) under the Garrison Petawawa Waste Management Program.
- 9.8.2. WCB standard size for all waste streams must be 8 cubic yards. The standard paint colour schemes must be coordinated in conjunction with existing waste streams at Garrison Petawawa which include Red, Blue and Black.
- 9.8.3. All WCB on this requirement must be of the slanted top design, unused and fabricated within the previous 12 months of contract award, not refurbished and constructed of steel.
- 9.8.4. WCB must be one hundred percent (100%) primed and painted, inside and out, with industrial enamel paint.

- 
- 9.8.5. WCB must be fitted with two reinforced heavy-duty plastic lids, of equal size and shape, tamper proof top hinged with one half inch (1/2") hinge rods.
- 9.8.6. WCB must be of the front load type, designed and capable of being lifted when full to capacity by a waste collection vehicle with front mounted forks.
- 9.8.7. WCB must have one (1) metal side access door, size ranging from 20 to 24 inches wide by 24 to 28 inches high, easily opened and closed, side to side sliding, and bottom of the opening not to exceed 36 inches from grade.
- 9.8.8. WCB must be equipped with welded-on chains and hardware, of a length that permits locking of the access doors, and locking of the top mounted loading lids.
- 9.8.9. WCB utilized for fibre collection must have a near full, front charging slot, located horizontally across the width of the WCB, 6 inches high, fabricated with edge reinforcement and no sharp edges.
- 9.8.10. Upkeep, maintenance, repairs, and replacement of all components and accessories of the WCB are the responsibility of the contractor for the duration of the contract.
- 9.8.11. WCB will have a pre-determined paint colour scheme and standard lettering scheme to identify the waste stream, acceptable and non-acceptable items.

## **9.9. WASTE COLLECTION BIN LABELING**

- 9.9.1. Red painted WCB must be designated for regular, non-recyclable waste, and must have the following information labelled on the front of each WCB;
- 9.9.1.1. NON-RECYCLABLE WASTE
  - 9.9.1.2. NO PARKING
  - 9.9.1.3. NO WOOD/TIRES/STEEL
  - 9.9.1.4. REGULAR GARBAGE ONLY
- 9.9.2. Blue painted WCB must be designated for fibre/paper/cardboard recycling and must have the following information labelled on the front of each WCB;
- 9.9.2.1. PAPER/CARDBOARD ONLY
  - 9.9.2.2. NO PARKING
  - 9.9.2.3. NO WAXBOARD/TRI-WALLS
- 9.9.3. Black painted WCB must be designated for container recycling and must have the following information labelled on the front of each WCB;
- 9.9.3.1. TIN, GLASS, PLASTIC ONLY

9.9.3.2. NO PARKING

9.9.3.3. NO STEEL

9.9.3.4. The universal recycling symbol composed of 3 chasing arrows that form a Mobius strip or unending loop must be painted on and centred below 9.9.3.3  
NO PARKING

9.9.4. All WCB in each stream must be clearly numbered in the top right corner, under the front access. Number scheme must be painted white, 4 inches in height, evenly spaced. No two bins will have the same number.

9.9.5. All WCB lettering must be painted white, six (6) inches in height, centred.

9.9.6. WCB will not contain any advertising, company logos or unauthorized signage.

## **9.10.EQUIPMENT**

9.10.1. The total inventory of eight (8) cubic yard WCB required under this contract at start-up is 425.

9.10.2. Each designated waste stream must have the appropriate number of WCB's in accordance with Annex A.1.

9.10.3. The total inventory of twenty (20) cubic yard Roll-off containers required at the BWDS at contract start-up is three (3).

9.10.4. The total inventory of forty (40) cubic yard roll-off containers required at the BWDS at contract start-up is ten (10).

9.10.5. All roll-off containers must be 100% primed and painted inside and out, with industrial enamel paint. Paint scheme will be the same for each roll-off, dark blue.

9.10.6. The contractor must provide, maintain and operate a walk behind snow blower at the BWDS for close proximity snow clearing around equipment.

9.10.7. The total inventory of ten (10) cubic feet heavy duty plastic organic waste carts required at G-104 is ten (10).

## **9.11.ORGANIC WASTE COLLECTION**

9.11.1. Organic waste collection is required at Garrison Petawawa. The main generator of organic waste is the Normandy Court Building G-104. Organic waste is stored in rolling carts, inside of a refrigerated walk-in cooler.

9.11.2. The contractor is responsible to provide weekday service to collect, transport and dispose of organic waste.

9.11.3. The contractor must supply and maintain approved organic waste collection bins required on this contract. Organic Waste Collection Bins must be of the push/dump cart type, heavy duty plastic, wheeled (4) and coloured green in accordance with the organic waste stream. The cart must be a minimum of 10 ft<sup>3</sup> / 0.3 m<sup>3</sup> in size, liquid tight, and capable of handling products totaling up to 200 pounds.

9.11.4. The contractor is responsible to provide ten (10), new, unused, heavy-duty carts at contract start-up. The contractor must maintain the capability to move, empty into an approved collection vehicle, clean, and return the dump carts as part of this daily service.

9.11.5. All organic waste must be scaled for disposal and registered weights, in kilograms, provided to the Project Authority on the monthly report.

## **9.12.PROJECT MANAGEMENT**

### **9.12.1. Scheduled Collection**

9.12.1.1. The contractor is required to provide a waste collection schedule, structured to the existing Garrison Petawawa Waste Management Program as outlined below. Any deviation or modifications to the approved Waste Management schedule will require approval by the TA prior to release to the garrison population. All costs for communicating and promoting the annual schedule and interim changes will be the sole responsibility of the contractor.

Monday	Blue	Fibre
Tuesday	Red	Regular Waste
Wednesday	Black (Bi-weekly)	Container Recycling
Thursday	Blue	Fibre
Friday	Red	Regular Waste
Daily	Green	Organics

9.12.1.2. The following are observed as statutory holidays: New Years Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday (First Monday in August), Labour Day, Thanksgiving, Remembrance Day, Christmas Day and Boxing Day.

9.12.1.3. When a regularly scheduled pick up falls on a recognized holiday the pick up must be completed as per the Contractor's approved schedule. Family Day is a regular work day; regular waste collection is required.

### **9.12.2. TRANSITION PLAN**

- 9.12.2.1. A transition plan for contract start-up must be communicated by the successful bidder, to the Project Authority, no less than 30 days prior to the contract start date.
- 9.12.2.2. The transition plan must incorporate the successful contractor's detailed method to put in place all components required under the contract prior to the start date.
- 9.12.2.3. At no time during the period of the contract, including the transition period, will there be a disruption in waste collection services.
- 9.12.2.4. The contractor must remove all of its waste collection equipment at the end of the contract and cooperate fully in order to facilitate a smooth transition to the next Solid Waste Disposal service provider.
- 9.12.2.5. The Contractor must have a quality control plan. It is the Contractor's responsibility to ensure it directs and controls all activities of this Contract including supervision of its personnel.
- 9.12.2.6. The Contractor must develop and communicate a hazmat plan for any reasonable and foreseeable contingency that could occur within their waste management services. This plan must include spills from equipment under the control of the operator while providing service under this contract.

### **9.12.3. TRAINING, EDUCATION AND PROMOTIONS**

- 9.12.3.1. The contractor is required to maintain a web site with an updated web page dedicated to Garrison Petawawa solid waste management program. A link to this web page must be placed on the base web site.
- 9.12.3.2. Located on this web page must be an electronic printable color pamphlet/poster which must outline or contain the following information:
- 9.12.3.3. 8 1/2 in x 11 in, colour, two sided print, with the capability of providing 10 to 15 solid waste messages.
- 9.12.3.4. There must be a general list of what is acceptable in each waste stream.
- 9.12.3.5. The Bulk Waste Disposal Site, hours of operation, location, waste streams and information required for access;

9.12.3.6. A message displaying DND and Base Environment contact information including general information regarding restricted waste not covered under the program;

9.12.3.7. Garrison Petawawa Environment Officer contact at 613-687-5511 local 6572;

9.12.3.8. Seasonal messages regarding snow removal in and around WCB, unauthorized parking and unauthorized dumping; and

9.12.3.9. All messages and layout must be approved by the Project Authority before posting to the web page.

## **9.13.BULK WASTE DISPOSAL SITE**

### **9.13.1. General**

9.13.1.1. There is a requirement to operate a Bulk Waste Disposal (BWD) site within the garrison lines.

9.13.1.2. All buildings and facilities on the garrison must have adequate waste collection however additional waste may be generated due to fluctuating operational needs. The BWD site must be utilized in order to minimize cross contamination and effectively handle varying types and volumes of waste.

9.13.1.3. The BWD site is located at Garrison Petawawa, on Flanders Row. The site consists of a fenced compound, access road, a site office and storage building; spare WCB's and roll off containers.

9.13.1.4. The BWD site office will be provided to the contractor for on-site operations. The contractor is required to provide computers, printers, faxes and personnel cell phones.

9.13.1.5. The BWD site will utilize 20 yard and 40 yard roll-off bins, and hold all excess 8 yard WCB's required under the contract inventory.

### **9.13.2. Operations**

9.13.2.1. The BWD site operating hours are Monday to Friday, from 0800 to 1200 hours, less statutory holidays or other closures as directed by the Project Authority.

9.13.2.2. It is permissible and may be requested to open for additional pre-arranged times to accommodate operational requirements.

- 9.13.2.3. The BWDS must remain locked at all times outside of regulated open hours of operation. Locking of the compound is the contractor's responsibility. The contractor must provide the Project Authority with 6 keys.
- 9.13.2.4. All maintenance of the utilities, buildings, grounds, fence and gates will be the responsibility of DND. The contractor is to report any work requests to the Project Authority.
- 9.13.2.5. Snow clearing of the site will be completed by DND. Arrangements for access will be coordinated with the snow removal staff and the Project Authority. DND may provide the snow removal staff with a key to access the site outside operational hours.
- 9.13.2.6. Close proximity snow clearing in and around waste components of the BWD Site, required to ensure safe access for disposal purposes, will be the responsibility of the site operators.
- 9.13.2.7. The contractor must be required to provide a walk behind snow blower to conduct close proximity snow clearing in and around equipment, buildings, and concrete retaining walls.
- 9.13.2.8. The contractor must provide several operational functions within the BWD site including client access control, monitoring and direct on-site waste disposal activities to ensure compliance, and carry out off-site disposal of capacity filled containers to an approved waste disposal facility.
- 9.13.2.9. The contractor must employ two operators on-site at all times and both shall have the necessary training, knowledge, and skills to carry out all functions of the operation of the site. Work tasks for operators must be interchangeable to ensure safety during unforeseen weather events and increased short notice usage from clients.
- 9.13.2.10. Access control shall ensure the waste received is from an approved DND /CF generator. Collect the appropriate information identifying the customer, name, Government of Canada issued identification card, rank if applicable, CFR/ license plate number, type of waste, and the Unit the waste is generated from, prior to granting access.
- 9.13.2.11. Waste disposal activities must incorporate escorted oversight and direction. The operator must accompany the waste generator to the bins and direct all waste disposal activity. The intent is to provide clear guidance to clients, ensure no contamination of any waste stream and as necessary apply enforcement. If clients do not comply with laid down site policy they are to be escorted off site. The offence must be reported to the Project Authority stating the name of person, the identification number and the non-compliance issue.

- 9.13.2.12. Unauthorized items or waste must not be left at the BWD site.
- 9.13.2.13. The Contractor must ensure the lids on bins are kept closed where applicable and site cleanliness.
- 9.13.2.14. The Contractor must ensure the bins are emptied as required in order to maintain capacity. Control of vehicles and equipment required to empty, remove, relocate roll-off containers and WCB's will be the contractor's responsibility. All waste streams within the BWD site must not exceed capacity to which any waste service will be negatively affected. The contractor must provide proof of daily disposal weights at an approved facility, by individual load and waste stream, on the monthly report.
- 9.13.2.15. The Contractor must keep the BWD site and the area on or along the exterior of the perimeter fencing clean. The building must be cleaned by a DND supplied contractor but this does not preclude the contractor from maintaining the building in a clean, organized and well maintained state.
- 9.13.2.16. From time to time the contractor may be required to clean, pressure wash and deodorize WCB's. The cleaning operations must be conducted at the BWDS only. The contractor is responsible to relocate any WCB, deemed by the Project Authority, in need of cleaning to the BWDS and replace it with a spare.

### **9.13.3. Roll-Off containers, WCB, Contractor Supplied Equipment**

- 9.13.3.1. Contractor supplied waste collection components located in the client service area at the BWD site must include;

Wood (clean)	40 yard roll-off	1 each
Wood (dirty)	40 yard roll-off	1 each
Tires	40 yard roll-off	1 each
Steel	40 yard roll-off	1 each
Mixed waste (landfill)	40 yard roll-off	1 each
Leaf and Yard Waste	40 yard roll-off	1 each
Spare	40 yard roll-off	4 each
Shingles	20 yard roll-off	1 each
Drywall	20 yard roll-off	1 each
Spare	20 yard roll-off	1 each
Regular garbage	8 yard WCB	1 each
Fibre/Paper	8 yard WCB	1 each
Container Recycling	8 yard WCB	1 each

9.13.3.2. Contractor supplied waste collection components located in the storage area at the BWD site to include;

Spare Red	8 yard WCB	20 each
Spare Blue	8 yard WCB	10 each
Spare Black	8 yard WCB	10 each

#### **9.13.4. Signs, Traffic Control**

9.13.4.1. The Contractor must be responsible for the development, fabrication, installation and maintenance of all signage required ensuring proper direction and compliance at the BWD Site is maintained.

9.13.4.2. Traffic control lights, design, type, installation and maintenance will be the responsibility of DND.

9.13.4.3. All signage must be pre approved by the Project Authority prior to fabrication and installation

9.13.4.4. Waste stream signs must identify each type of waste stream, acceptable/non acceptable waste. The use of recognized international recycling symbols is acceptable.

9.13.4.5. Off site signage will be the responsibility of DND.

9.13.4.6. All signs must be English only.

9.13.4.7. The Contractor must provide site operation information brochures to be maintained on site and communicated to clients upon request.

#### **9.14.INSPECTION**

9.14.1. All components of the Contractor's Waste Management System, under this contract, will be subject to inspection by Garrison Petawawa Fire Inspection Branch under the direction of the Garrison Fire Chief.

#### **9.15.MONTHLY WASTE MANAGEMENT REPORT**

9.15.1. The Contractor must submit a Monthly Waste Management Report containing information describing the previous month waste collection and disposal. The information is required in three distinct categories;

9.15.1.1. Bulk Waste Disposal Site;

9.15.1.2. Garrison Waste collection; and  
9.15.1.3. Organics

9.15.2. Each category must be further defined as follows;

9.15.2.1. Total weight per stream (all weights per 1,000 kgs);

9.15.2.2. Total weight overall;

9.15.3. Monthly Report to include total of waste diverted from landfill, by percent and by weight and a summary of contaminated waste by stream.

9.15.4. Verification of waste loads disposed at an approved landfill or material recycling facility, by date, to include disposal weights, location, and scale receipt for each waste stream will be required by the Project Authority. The Contractor must provide with the report an itemized breakdown of services in accordance with the pricing basis showing the weight of each waste stream collected, including task authorization numbers as applicable.

9.15.5. Reports are to be received within 14 working days of the end of each month and prior to invoice payment.

9.15.6. Example of Monthly Report

9.15.6.1. All entries to be shown in weights per 1,000 kgs / metric tonnes (t)

WASTE STREAM	WCB	BWD SITE	OTHER	TOTAL DIVERSION
Garbage WCB (red)	kg (t)			
Fibre WCB (blue)	kg (t)			kg (t)
Recyclable Container (black)	kg (t)			kg (t)
Wood (clean)		kg (t)		kg (t)
Wood (dirty)		kg (t)		kg (t)
Tires		kg (t)		kg (t)
Steel		kg (t)		kg (t)
Garbage (mixed)		kg (t)		
Leaf & Yard waste		kg (t)		kg (t)
Shingles		kg (t)		kg (t)
Drywall		kg (t)		kg (t)
Organics			kg (t)	kg (t)

Solicitation No. - N° de l'invitation

W0107-15C624/A

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

W0107-15CB624

Amd. No. - N° de la modif.

File No. - N° du dossier  
PET-6-45024

Buyer ID - Id de l'acheteur

pet903

CCC No./N° CCC - FMS No./N° VME

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TOTAL kg (t)	kg (t)	kg (t)	kg (t)	kg (t)
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**ANNEX "B"**

**BASIS OF PAYMENT**

**Estimated Usage**

The estimated usage set out in Pricing Basis "B", C.1 and "D" through to "H" are only estimates. No estimate contained in these Annex's represent a commitment on behalf of Canada.

**PRICING PERIODS**

Firm Years

- Year 1 (1 Aug 2017 to 31 Jul 2018)
- Year 2 (1 Aug 2018 to 31 Jul 2019)
- Year 3 (1 Aug 2019 to 31 Jul 2020)
- Year 4 (1 Aug 2020 to 31 Jul 2021)
- Year 5 (1 Aug 2021 to 31 Jul 2022)

Option Years

- Option Year 1 (1 Aug 2022 to 31 Jul 2023)
- Option Year 2 (1 Aug 2023 to 31 Jul 2024)

**PRICING BASIS "A" SCHEDULED WASTE COLLECTION**

The pricing offered in Pricing Basis "A" must be an all-inclusive monthly lot price for the scheduled collection of waste, in accordance with the Statement of Work, and the Contract, and must include all costs associated with the waste collection service to be performed at all locations specified in Annex "A.1" shown as an attachment. This pricing does not include disposal of the waste since it is included in pricing Basis "B".

Year	Description	Unit of Issue	Quantity	Lot price per month
Year 1	Scheduled collection of waste in accordance with the SOW.	Monthly	12	\$ _____

**PRICING BASIS "B" DISPOSAL OF WASTE**

The Pricing offered in Pricing Basis "B" must be an all-inclusive pricing for the disposal of waste collected in accordance with the Statement of Work, and the Contract, and must include all costs associated with the disposal of the waste. This price does not include the collection of the waste since it is included in pricing basis "A" and "C".

Year	Item No.	Description	Unit of Issue	Est Quantity	Unit Price
Year 1	1	Non-recyclable waste (sorted)	Tonne	1,000 T	\$ _____

Year 1	2	Fibre/Paper	Tonne	350 T	\$
Year 1	3	Recyclable Containers	Tonne	40 T	\$
Year 1	4	Organics	Tonne	40 T	\$
Year 1	5	Unsorted or contaminated waste	Tonne	10 T	\$

**PRICING BASIS “C.1.A” BULK WASTE DISPOSAL SITE OPERATIONS**

The Pricing offered in Pricing basis “C.1a” must be an all-inclusive pricing for the operation of the Bulk Waste Disposal (BWD) site, during normal scheduled hours, in accordance with the Statement of Work, and the Contract and must include all costs associated with managing the site in accordance with the Statement of Work and para 9.13 Bulk Waste Disposal Site. This price does not include the disposal of the waste since it is included in Pricing Basis “G”. This price does not include the supply, delivery, storage, relocation, maintenance or repairs of any equipment listed in the Statement of Work and para 9.13.3 since it is included in Pricing basis “C.1.b”.

Year	Description	Unit of Issue	Quantity	Unit Price
Year 1	BWD site operations	Monthly	12	\$

**PRICING BASIS “C.1.B” BULK WASTE DISPOSAL SITE EQUIPMENT**

The Pricing offered in Pricing basis “C.1b” must be an all-inclusive pricing for the supply, delivery, storage, relocation, maintenance or repairs of all equipment listed in the Statement of Work and para 9.13.3, and the Contract and must include all costs associated with the continuous safe operation of all equipment for the duration of the requirement. This price does not include the disposal of the waste since it is included in Pricing Basis “G”. This price does not include the pricing for the operation of the Bulk Waste Disposal (BWD) site since it is included Pricing Basis “C.1.a”.

Year	Description	Unit of Issue	Est. Quantity	Unit Price
Year 1	BWD site equipment	Monthly	12	\$

**PRICING BASIS “D” TEMPORARY WASTE COLLECTION POINT**

Provision for temporary waste collection services for locations in addition to those listed in Annex "A.1" and in accordance with the Statement of Work, and the Contract. A temporary waste collection point will include the delivery, placement, pickup and return of up to three WCB from the BWD site spare inventory. Price is to include relocation, per collection point, to be charged one time only, per request. The pricing does not include the disposal of waste since it is included in Pricing Basis "B". Collection points will be within a 25 km radius of building S-111.

Year	Item No.	Description	Unit of Issue	Est. Quantity	Unit Price
Year 1	1	Temporary collection point on Garrison & training area	Monthly	10	\$
Year 1	2	Temporary collection point off Garrison	Monthly	2	\$

**PRICING BASIS "E" ADDITION OF A WASTE COLLECTION POINT (Task Authorization Requirement or Contract Amendment)**

The pricing offered in Pricing Basis "E" is an all-inclusive monthly lot price for the supply, installation and scheduled collection of an additional waste collection point, in accordance with the Statement of Work, and the Contract. Spare WCB from the BWD site will be utilized for additional WCP. This pricing does not include the disposal of the waste since it is included in Pricing Basis "B".

Year	Description	Unit of Issue	Est Quantity	Unit Price
Year 1	Additional WCP using three (3) WCB	Monthly	4	\$

**PRICING BASIS "F" DELETION OF A WASTE COLLECTION POINT (Task Authorization Requirement or Contract Amendment)**

The pricing offered in Pricing Basis "F" is a monthly credit to delete all inclusive waste collection services, per collection point, for approved waste collection locations, as requested by the TA. Collection points may be temporarily discontinued from service and rescheduled at a later date depending on operational requirements. *This item will be considered a deletion (subtraction) of price. You can indicate a change to this by adding +\$ or -\$ to indicate that you wish for an alteration.*

Year	Description	Unit of Issue	Est Quantity	Unit Price
Year 1	Deletion of a WCP using (3) WCB	Monthly	2	\$

**PRICING BASIS “G” DISPOSAL OF WASTE FOR THE BULK WASTE DISPOSAL SITE**

The Pricing G is an all-inclusive for the disposal of each type of waste stream and container configuration, per 1,000 kgs (= 1 tonne), in accordance with the Statement of Work and the Contract and includes all costs associated with the disposal of the waste. This does not include the collection of the waste since it is included in the operating costs of the BWD site Pricing C.1a and C.2b. Pricing of disposal will be per 1000kgs by stream.

Year	Item No.	Description	Unit of Issue	Est Quantity	Unit Price
Year 1	1	Wood (clean)	Tonne	90	\$
Year 1	2	Wood (dirty/painted)	Tonne	60	\$
Year 1	3	Tires	Tonne	5	\$
Year 1	4	Steel	Tonne	50	\$
Year 1	5	Mixed waste, garbage (landfill)	Tonne	80	\$
Year 1	6	Leaf & yard waste	Tonne	10	\$
Year 1	7	Shingles	Tonne	10	\$
Year 1	8	Drywall	Tonne	10	\$
Year 1	9	Other	Tonne	5	\$at cost

**PRICING BASIS “H” EXCESS HAULING LOADS FROM THE BWD SITE (Task Authorization Requirement)**

The Pricing H is an all-inclusive for the overhead to carry out occasional excess disposal trips above 130 per contract year. The number of excess trips, regardless of the waste stream or container size (20yd or 40 yd) will be invoiced monthly, in accordance with the Statement of Work and the Contract. This does not include the collection of the waste since it is included in the operating costs of the BWD site Pricing C.1a and C.1b. This does not include the disposal cost of the waste since it is included in Pricing Basis “G”.

Year	Description	Unit of Issue	Est Quantity	Unit Price
Year 1	Hauling of loads from the BWD site in excess of 130 individual trips per contract year	Ea	20	\$

**PRICING BASIS “T” ESCALATION PERCENTAGES**

The escalations will be used in year 2 to increase the pricing of all items in Pricing A through H of Annex B. To calculate the percentage increase for the year, the first year price is multiplied by only the percentage corresponding to the year of the Contract for which the pricing is being calculated. The calculation for a specific year is not compounded by multiplying or adding the previous year's escalation percentage. For example the calculation of the firm unit price for year 4 would be Year 1 firm unit price multiplied by annual % escalation for year 4.

Description	Escalation Percentage Increase
Year 2 – 01 Aug 2018 to 31 July 2019	%
Year 3 – 01 Aug 2019 to 31 July 2020	%
Year 4 – 01 Aug 2020 to 31 July 2021	%
Year 5 – 01 Aug 2021 to 31 July 2022	%
Option Year 1 – 01 Aug 2022 to 31 July 2023	%
Option Year 2 – 01 Aug 2023 to 31 July 2024	%

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File No. - N° du dossier  
PET-6-45024

Buyer ID - Id de l'acheteur

pet903

CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "C"**

### **SECURITY REQUIREMENTS CHECK LIST**

*(attached)*

## **ANNEX “D” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

*As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

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

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

## ANNEX "E" to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

**OR**

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

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

## ANNEX "F"

### 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.

- I. 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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Buyer ID - Id de l'acheteur

pet903

CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "G"**

### **DND 626 TASK AUTHORIZATION FORM**

*(attached)*

**ANNEX "H"**

**WASTE MANAGEMENT SERVICES CONTRACT EXPERIENCE**

(As per Part 4, 4.1.1.1 Mandatory Technical Criteria)

1) Customer's Name and Address

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2) Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

3) Start and End Date of Contract

---

4) Description of Service Provided

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5) Value of Contract

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## Annex A.1

### Scheduled Waste Collection Locations

Container size at each location		8 cu.yd	8 cu.yd	8 cu.yd
Waste stream by colour		Black	Blue	Red
Building ID	Usage	Qty	Qty	Qty
AA1	Maintenance	1	1	1
AA 25	Maintenance	1	1	1
B-101	Maintenance	1	1	1
B-104	QM AND TECH STORES	1	1	1
BB-101	GARAGE AND STORAGE	1	1	1
BB-102	ADM. / WORKSHOP	1	1	1
BB-104	Med depot (east)	1	2	2
BB-104	1 CN FLD (west)	1	1	1
BB129 (south)	2 CER COMPLEX	1	1	1
BB129 (west)	2 CER COMPLEX		1	1
BB-130 (south)	2 FD AMB		1	1
BB-130 (north)	2 FD AMB	1	1	1
B-658	JANITORIAL TRAILER	1	1	1
C-40	WORKSHOP/GARAGE	1	1	2
C-053	MAINTENANCE FACILITY	1	1	1
C-102	JUNIOR RANKS CLUB	1	1	1
C-104	INDOOR MINATURE RANGE	1	1	1
CC057	COMMUNITY BEACH BLDG/	1	1	2
CC-58	JUBILEE LODGE /YACHT CLUB	1	1	1
CC-102/CC-104	HELICOPTER HANGER	1	2	3
CC-109	SHOOT HOUSE	1	1	1
CC-116	METEOROLOGICAL BUILDING	1	1	1
CC-124	Crash Hall	1	1	1
CC-125	CSOTC	1	1	1
CC-127	427 SOAS	1	1	1
CC-128	450 MHLH	3	3	3
CC-129	Avpol	1	1	1
CC-	CSOR	2	2	2
CC-	CSOR	2	2	2
D-57	50 VEHICLE GARAGE	1	1	1
D-104	2 bay garage	1	1	1
D-105	POL BULK FUEL COMPOUND	1	1	1
F-16	250 MAN BARRACK	1	1	1
F104	ADMIN. BUILDING	1	1	1
G-101 SHARE W/G104 OR	224 MAN BARRACK	1	1	1
G-103	96 MAN BARRACK		1	1
G-102	64 MAN BARRACK		1	1
G-104 SHARE W/G101 OR	MESS HALL	1	2	3
G-106	Accommodations	1	1	1
H-16 (SHARED)	CADET TRG CENTRE	1	1	1
H-35	STORAGE / ADMIN.	1	1	1
H-101	TELEPHONE BUILDING	1	1	1
H-107	MUST STORAGE/ WORKSHOP	1	1	1
H-110	SUPPLY HEADQUARTERS	1	2	1

Building #	Building Name	8 cu.yd Black	8 cu.yd Blue	8 cu.yd Red
H-112 (EAST)	BASE MAINTENANCE	1	1	1
H112 (WEST)	BASE MAINTENANCE			3
H-114/H-118	MAINTENANCE GARAGE	1	1	1
H-119	HQ & SIGS EAST	1	1	1
H-119	HQ & SIGS WEST	1	1	1
I-101/I-102	OFFICERS QUARTERS	1	1	1
I-103	OFFICERS MESS	1	1	1
I-104/I-105	OFFICERS QUARTERS	1	1	1
J-101	250 MAN BARRACK	1	1	1
J-106	SNR NCO MESS	1	1	1
J-107	OFFICERS/SNR NCO QUARTERS	1	1	1
J-108	ACCOMMODATIONS	1	1	1
K-101	QM AND TECH STORES	1	1	1
L-1	WORKSHOP	1	1	1
L-57	WORKSHOP/ADMIN.	1	1	1
L-101	134 MAN BARRACK	1	1	1
L103	250 MAN BARRACK	1	1	1
L-104	250 MAN BARRACK	1	1	2
L-105	JUNIOR RANKS CLUB	1	1	1
L-106/L108	LECTURE TRAINING BUILDING	1	1	1
M-105	WORKSHOP	1	1	1
M-012	DENTAL CLINIC	1	1	1
M-102	MEDICAL INSPECTION ROOM	1	1	1
N-101	OFFICERS QUARTERS	1	1	1
N-111	Warrior Sp Cntr	1	1	1
N-107/N-106	LECTURE TRAINING	1	1	1
N-109	MEDICAL CLINIC	1	1	1
N-113	MEDICAL ANNEX	1	1	1
O-104	GARAGE TRAINING	1	1	1
O-106	5 BAY GARAGE	1	1	1
P-49	CENTRAL HEATING PLANT	1	1	1
P-50	180 MAN BARRACK	1	1	1
P-57	GARAGE	1	1	1
P-101	180 MAN BARRACK	1	1	1
P-102	250 MAN BARRACK	1	1	1

Building #	Building Name	8 cu.yd Black	8 cu.yd Blue	8 cu.yd Red
P-106P-105	OFFICES	1	1	1
P-112	QM AND TECH STORES	1	1	1
P-114	ADMIN BUILDING	1	1	1
P-115	LECTURE TRAINING BUILDING	1	1	1
P-118/P-117	PHYSICAL TRAINING BUILDING	1	1	2
P-119	MOVIE THEATRE	1	1	1
P-142	WARRIOR SUPPORT	1	1	1
P-143/P-41	JPSU/FIREHALL	1	1	1
PEMARM	PEMBROKE ARMOURY	1	1	1
Q-101/Q-104	CHURCHES	1	1	1
Q-103	ARMY FITNESS CENTRE	1	1	1
R-102	SHOPPING PLAZA (NPF)	1	1	1
R-102	TIM HORTON	1	1	1
R-102	GROCERY STORE		2	3
RR-119	RTAD	1	1	1
RR-120	RANGE CONTROL	1	2	8
S-105	FIREHALL	1	1	1
S-111 N	BASE HQ / CE	1	1	1
S-111 S	BASE HQ / CE	1	1	1
S-113	DUTY CENTRE/GATE HOUSE	1	1	1
S-117	REC PLEX	1	1	1
S-118 NORTH	HEADQUARTERS	1	1	2
S-118 SOUTH	HEADQUARTERS	1	1	3
S-122	R&G	1	1	1
S-600	TRAILER COMPLEX	1	1	1
W-112	STH SIDE COMMUNITY CENTRE	1	1	1
Y-101	BGDE HQ	1	2	4
Y-102	MAINTENANCE AND TRANSPORT	1	1	1
Y-108	LAV BARN	1	1	1
Z-101	ADMIN. BUILDING	1	1	1
Z-105	40 VEHICLE GARAGE RCHA	1	1	1
Z-106 compound	40 VEHICLE GARAGE CSOR	1	2	3
Z-108 North & South	40 VEHICLE GARAGE CSOR	1	2	2
Z-120	GARAGE RCHA	1	1	1
Bulk waste site	SPARE WCB'S	10	10	20
Bulk waste site	FLANDERS ROW	1	1	1
Inventory as of 21 Jan 2016		122	136	167
Total # of Bins		425		
Number of Waste Collection Points range from		110		

## ANNEX A.3

### WASTE STREAM ITEMS

#### BLACK DUMPSTERS

##### ITEMS ALLOWED

EMPTY, DRY PAINT CANS (LIDS REMOVED)

EMPTY AEROSOL CANS

GLASS BOTTLES AND JARS (LIDS REMOVED)

MILK, JUICE AND CREAM CARTONS AND DRINK BOXES

ALUMINUM PLATES, FOIL AND CANS

STEEL CANS

PLASTIC FOOD AND BEVERAGE CONTAINERS WITH SYMBOLS:

1, 2, 3, 4, 5, 6 AND 7

##### ITEMS NOT ALLOWED

OIL CONTAINERS

ALL ITEMS FROM RED AND BLUE DUMPSTERS

#### RED DUMPSTERS

##### ITEMS ALLOWED

FOOD WASTE

TAKE-OUT COFFEE/COLD CUPS

SOILED PAPER

NON RECYCLABLE PLASTIC

FOOD WRAPPERS /PLASTIC BAGS

STYROFOAM PACKING POPCORN

STRAWS

EMPTY ENGINE OIL CONTAINERS

WAX CARDBOARD

BROKEN WINDOW GLASS/DRINKING GLASS

PLASTIC WRAP

BUBBLE WRAP

CHIP BAGS

OLD CLOTHING

TARPS

##### ITEMS NOT ALLOWED

ALL ITEMS FROM BLACK AND BLUE DUMPSTERS

### BLUE DUMPSTERS

#### ITEMS ALLOWED

PAPER (NEWSPRINT, NEWSPAPER, FLYERS, MAGAZINES, CATALOGUES)

WRITING PAPER

COMPUTER PAPER

ENVELOPES BOXBOARD (FILE FOLDERS, OFFICE SUPPLY BOXES)

COFFEE TRAYS

PHONE BOOKS

CORRUGATED CARDBOARD (PLEASE FLATTEN ALL CARDBOARD BOXES) BROWN PAPER

#### ITEMS NOT ALLOWED

WAX COATED CARDBOARD

ALL ITEMS FROM RED AND BLACK DUMPSTERS

### RESTRICTED ITEMS

AMMO

APPLIANCES

FURNITURE

E-WASTE

LIGHT BULBS

BIO-MEDICAL

HAZARDOUS WASTE

CONSTRUCTION MATERIALS

SAWDUST

BATTERIES

YARD WASTE

CARCASSES

# ANNEX C



Government of Canada / Gouvernement du Canada

DEC 2 1 2015

Contract Number / Numéro du contrat

W0107/15/CB624

Security Classification / Classification de sécurité  
Unclassified

## SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
DND		Engineer Services 4 CDSB Petawawa	
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			
The job covers a seven year contract to provide water management throughout Garrison Petawawa. Some of the work may have to be carried out in operations zones thus the need for the SRCL.			
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? La 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"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Unclassified



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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX 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 / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF 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 / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			SECRET	TOP SECRET / TRÈS SECRET	
							NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL	A		B	C				
Information / Infos																
Personnel / Sans Production																
IT Media / Support IT																
IT Link / Sans 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).



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat W0107/15/C8624
Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) JR Knockleby, Major		Title - Titre OC Engineer Services 4 CDSB Petawawa	Signature 
Telephone No. - N° de téléphone 613 687-5511 Ext 5580	Facsimile No. - N° de télécopieur 613 687-6291	E-mail address - Adresse courriel Jesse.Knockleby@forces.gc.ca	Date 16 Dec 15
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Dawn Murray - DDSO - Industrial Security SRCI Team Lead Tel: 613-996-0276		Title - Titre Industrial Security	Signature 
Telephone No. - N° de téléphone E-mail: dawn.murray@forces.gc.ca	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 21 December 2015
<b>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?</b>			
			<input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) M.L. Harrington		Title - Titre Supply Specialist	Signature 
Telephone No. - N° de téléphone 613-687-0789	Facsimile No. - N° de télécopieur 613-687-6656	E-mail address - Adresse courriel marylou.harrington@pwgsc.gc.ca	Date 7 Feb 2017
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées) Anna Kulycka Contract Security Officer, Contract Security Division		Title - Titre Contract Security Officer	Signature 
Telephone No. - N° de téléphone Tel/Tél - 613-957-1258 / Fax/Télec - 613-954-4171	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date Jan 6, 2016

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

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

**Instructions for completing  
DND 626 - Task Authorization**

**Contract no.**

Enter the PWGSC contract number in full.

**Task no.**

Enter the sequential Task number.

**Amendment no.**

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

**Increase/Decrease**

Enter the increase or decrease total dollar amount including taxes.

**Previous value**

Enter the previous total dollar amount including taxes.

**To**

Name of the contractor.

**Delivery location**

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

**Delivery/Completion date**

Completion date for the task.

**for the Department of National Defence**

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

**Services**

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

**Cost**

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

**GST/HST**

The GST/HST cost as appropriate.

**Total**

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

**Applicable only to PWGSC contracts**

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

**Note:**

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

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

**N° du contrat**

Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**

Inscrivez le numéro de tâche séquentiel.

**N° de la modification**

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

**Augmentation/Réduction**

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

**Valeur précédente**

Inscrivez le montant total précédent, y compris les taxes.

**À**

Nom de l'entrepreneur.

**Expédiez à**

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

**Date de livraison/d'achèvement**

Date d'achèvement de la tâche.

**pour le ministère de la Défense nationale**

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

**Services**

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

**Prix**

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

**TPS/TVH**

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

**Total**

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

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

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

**Nota :**

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