



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

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Title - Sujet</b> Garbage and Recycling Collection	
<b>Solicitation No. - N° de l'invitation</b> W0127-17ES06/A	<b>Date</b> 2017-05-03
<b>Client Reference No. - N° de référence du client</b> W0127-17ES06	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-024-11074	
<b>File No. - N° de dossier</b> EDM-6-39361 (024)	<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 2017-06-13</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Tiet, Anthony	<b>Buyer Id - Id de l'acheteur</b> edm024
<b>Telephone No. - N° de téléphone</b> (587) 926-1376 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE EDMONTON GARRISON STN FORCES P.O.BOX 10500 EDMONTON Alberta T5J4J5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus 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 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 Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

### **1.2 Summary**

The Department of National Defence has a requirement for a Task Authorization (TA) Contract for the supply of all labour, materials and equipment required to perform the removal and disposal of dry and wet garbage, and recyclable materials for buildings / locations listed in Appendix "A", Statement of Work (Edmonton Garrison, Cardiff Transmitter site and Riverbend Receiver site).

The Contract will be valid for a period of three (3) years with two (2) one (1) year option periods.

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.

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

### **1.3 Debriefings**

Solicitation No. - N° de l'invitation

W0127-17ES06/A

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

W0127-17ES06

Amd. No. - N° de la modif.

File No. - N° du dossier  
EDM-6-39361

Buyer ID - Id de l'acheteur

edm024

CCC No./N° CCC - FMS No./N° VME

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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.

### 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 FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

For the purposes of this clause,

"fee abatement formula" means the formula applied in the determination of the maximum fee payable during the one-year fee abatement period when the successful bidder is a former public servant in receipt of a pension paid under the *Public Service Superannuation Act*.

"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 FPS in receipt of a pension, as applicable:

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

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

A contract awarded to a FPS who has been retired for less than one year and who is in receipt of a pension as defined above is subject to the fee abatement formula, as required by Treasury Board Policy.

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

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## 2.4 Enquiries - Bid Solicitation

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

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

## 2.5 Applicable Laws

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

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

## 2.6 Optional Site Visit

It is recommended 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 CFB Edmonton at the corner of Ubique Ave and Rhine Road on **17 May 2017**. The site visit will begin at **09:00 MDT**, in Real Property Operations building 177, starting in the Contracts cell.

Bidders must communicate with the Contracting Authority no later than **15 May 2017 at 15:00 MDT** to confirm attendance and provide the name(s) of the person(s) holding a valid security clearance at the required level, who will attend.

Bidders who do not confirm attendance and who do not provide the name(s) of the person(s) who will attend as required will not be allowed access to the site. Bidders will be requested to sign an attendance sheet. No alternative appointment will be given to bidders who do not attend or do not send a representative. Bidders who do not participate in the visit will not be precluded from submitting a bid. 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 (1 hard copies)

Section II: Financial Bid (1 hard copies)

Section III: Certifications (1 hard copies)

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

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

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

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

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

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

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

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

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

### **3.1.2 Exchange Rate Fluctuation**

SACC Manual Clause 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**

These conditions requirements must be met prior to award. Failure to meet any of the following mandatory conditions will render your submission non-compliant and given no further consideration. For your submission to be considered compliant, you must meet these conditions within five (5) days of a request by the Contracting Authority.

- a) Documentary proof in the form of a permit or letter, approved by the Municipal Authorities, authorizing the disposal area as an approved site for disposal of garbage.

#### **4.1.2 Financial Evaluation**

*SACC Manual* Clause M0220T (2016-01-28), Evaluation of Price

The total overall bid price will be calculated as follows:

- a) The extended price will be calculated by multiplying the estimated usage values provided by the Bidder's corresponding unit price.
- b) The total assessed bid price is the aggregate of all the extended prices for all five (5) years.

### **4.2 Basis of Selection**

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

## **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](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.

## **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 Insurance Requirements**

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

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

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

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

### **7.1 Statement of Work**

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

#### **7.1.1 Task Authorization**

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

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

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

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex "E".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within two (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.

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

The Project Authority may authorize individual task authorizations up to a limit of \$10,000.00, Applicable Taxes included, inclusive of any revisions.

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

##### **7.1.1.3 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.

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

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

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

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

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

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

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

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

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

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

##### **For all authorized tasks:**

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

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

The administration of the Task Authorization process will be carried out by DND626 This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

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## 7.2 Standard Clauses and Conditions

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex "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 May 1, 2018 to April 30, 2021 inclusive.

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Anthony Tiet  
Title: Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: 5th Floor, ATB Place Tower, 10025 Jasper Avenue, Edmonton, AB T5J 1S6  
  
Telephone: 587-926-1376  
Facsimile: 780-497-3510  
E-mail address: anthony.tiet@tpsgc-pwgsc.gc.ca

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



## 7.5.2 Project Authority

The Project Authority for the Contract is:

(will be inserted at contract award)

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

(to be filled out by bidder)

Name: \_\_\_\_\_

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

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail address: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Payment

### 7.7.1 Basis of Payment - Firm Price

For the Work described in Firm Requirement in Annex "A" – Statement of Work:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ (as per Annex "B", Basis of Payment, section A. Firm Requirement). Customs duties are included, and Applicable Taxes are extra.

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

### 7.7.2 Basis of Payment - Task Authorizations

For the Work described in "As and When Requested" Requirement in Annex "A" – Statement of Work:

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the basis of payment, in Annex "B", as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

### 7.7.3 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.

### 7.7.4 SACC Manual Clause

H1000C (2008-05-12), Single Payment  
H1001C (2008-05-12), Multiple Payments  
H1008C (2008-05-12), Monthly Payment  
A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
C0710C (2007-11-30), Time and Contract Price Verification  
C2000C (2007-11-30), Taxes - Foreign-based Contractor

### 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), Time Verification

## 7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 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.

### 7.10 Applicable Laws

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

### 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 "D", Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*).

### 7.12 SACC Manual Clause

A9062C (2011-05-16), Canadian Forces Site Regulations  
A9041C (2008-05-12), Salvage

### **7.13 Insurance Requirements**

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

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

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

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **A) GENERAL**

##### **1. Description**

- 1.1 This Contract covers supply of all labor, materials and equipment required to perform the removal and disposal of dry and wet garbage, and recyclable materials for buildings / locations listed in Appendix "A".

##### **2. Documents**

- 2.1 Maintain, within each service vehicle, one copy each of the following Mandatory Documents:

- 2.1.1 Copy of Approved Work Schedule;
- 2.1.2 Garrison Fire and Safety Regulations; and
- 2.1.3 Garrison Site Plan.

##### **3. Contractor's Use of Site**

- 3.1 Will be subject to any Garrison standing orders the Project Authority may impose, such as restricting the access to specific buildings during certain hours. Fire and safety orders will be provided by the Project Authority and form part of this Contract.

##### **4. Sub-standard performance**

- 4.1 The Contractor will, at the request of the Project Authority, remove personnel from the site who are incompetent or are conducting themselves improperly.

##### **5. Security Requirements for Contractor's Personnel**

- 5.1 Contractor and Contractor's personnel will abide by all security regulations of Garrison Edmonton, as established by Garrison Commander.

##### **6. Products**

- 6.1 The garbage containers will be of the lockable type.
- 6.2 Locks will be provided by the Contractor upon request. Locks will be keyed alike.

##### **7. Related Tasks**

- 7.1 When containers (front load or roll on/off) must be moved to facilitate work under this Contract, such movement of containers will be the Contractor's responsibility.

#### **B) SCOPE OF WORK: DRY AND WET GARBAGE / RECYCLABLE MATERIAL**

##### **1. SITE OF WORK**

- 1.1 The work will be carried out at Edmonton Garrison, Cardiff Transmitter site and Riverbend Receiver site.

## **2. WORK INCLUDED**

### **2.1 The Contractor must remove and dispose of all wet and dry garbage.**

Dry garbage consists of glass, tins, rags, clothing, paper, food containers, grass cuttings, shrubbery tree pruning's, Christmas trees, weeds, garden refuse, wooden crates, discarded furniture, mattress and any domestic type garbage and trade refuse consisting of building materials, such as old doors, windows, lumber, roofing, etc., all trade waste except large pieces of concrete.

Wet garbage consists of swill, kitchen waste, bones, fats, and any other such material from kitchens.

\*Note\* - Bldg 210, 27 cubic yard Wet Garbage Compactor is owned by CFB Edmonton. This unit is to be picked up; emptied, washed out, sanitized and returned on a bi weekly basis. This unit will be picked up at 9:30 AM and returned no later than 2:30 PM every second Friday from awarding of Contract. If a holiday is scheduled on a Friday, this unit will be serviced on the Thursday preceding the holiday.

### **2.2 The Contractor must remove and dispose of recyclable materials.**

The recyclable material consists of newspapers, computer paper, magazines, boxboard, brochures, flyers, corrugated cardboard and office paper.

## **3. REGULATIONS AND PERMITS**

### **3.1 Special Requirements - The Contractor must have a permit or letter, approved by the Municipal Authorities, authorizing the disposal area as an approved site for disposal of garbage.**

### **3.2 The disposal of refuse must be done in a manner satisfactory to the Municipal, City, and/or Provincial Health Authorities. It will be the responsibility of the Contractor to liaise with the appropriate authorities and conform to all by-laws and regulations concerning the disposal of refuse.**

### **3.3 The by-products of kitchen waste removed must not be fed to swine unless a governing licence has been obtained from the Veterinary Director General, Federal Department of Agriculture, and that such a licence is held by the stock owners.**

### **3.4 The Department of National Defence (DND) will not be responsible for any claims arising from the Contractor's failure to comply with any regulations or by-laws concerned.**

### **3.5 Where a pickup falls on a Statutory Holiday, pickup will be the next workday and regular pick-ups will be reinstated as per schedule.**

## **4. EQUIPMENT**

### **4.1 Vehicles used in the pickup and disposal of refuse must be of adequate size and capacity to carry out the work within the time and on the days specified in the pickup schedules.**

### **4.2 All vehicles to be used by the Contractor must be in satisfactory mechanical condition. The vehicles must be equipped to handle the specified metal garbage containers. These containers will be provided by the Contractor.**

- 
- 4.3 Containers must be supplied and maintained by the Contractor in a serviceable condition; if a container becomes unserviceable, a replacement container will be supplied by the Contractor within 48 hours of notification by DND.
- 4.4 All containers and replacement containers must be numbered. Numerals will be a minimum of 150 mm in height and clearly visible. The Contractor will be responsible to number all such containers and to ensure that they are legible during the life of the Contract.
- 4.5 The Contractor must provide DND inspection staff with a list of all containers on site by their number and location. This list must be submitted within one week of commencement date of Contract. The Contractor must notify the Project Authority of any change to this list, such as change of location or replacement.

## **5. METHOD OF WORK**

- 5.1 The collection system will be planned in a manner which will ensure that there is efficiency, economy and safeguarding of health and welfare.
- 5.2 Contractors are to guard against the breeding of pests, creating of fire hazards, and production of sight, odor, or sight nuisances.
- 5.3 Any spillage of refuse during loading or in transit must be picked up and the affected area cleaned immediately by the Contractor.
- 5.4 Pick-ups will not commence prior to 7:00 AM and will continue without interruption until the work is completed.
- 5.5 Contractor may be requested to perform extra pick-ups on existing containers
- 5.6 The Contractor will add, remove or relocate containers as required, from time to time. DND will notify the Contractor of the requirements with building location.

## **6. CLEANING OF EQUIPMENT**

- 6.1 The Contractor will be responsible to examine and keep containers in a sanitary condition by removal off site for cleaning and repainting to the complete satisfaction of the Project Authority.

## **7. SCHEDULE OF PICK-UPS**

- 7.1 Dry Garbage - will be picked up as per schedule provided by the Contractor, Monday thru Friday, from the buildings identified in Appendix "A". Statutory holidays are excluded.
- 7.2 Wet Garbage - will be picked up daily, Monday through Sunday including Statutory Holidays.
- 7.3 Recyclables - will be picked up bi-weekly during working hours. Contractor will provide a proposed schedule upon contract award. The Project Authority will provide schedule verification prior to commencement of schedule implementation.
- 7.4 Lancaster Park Married Quarters (total 505)

Maple, Birch, Oak, Poplar, Cedar and Pine Crescents, 10th Street, Chapels (Building 182 and 183), PMQ numbers 1 to 356 West of Range Road 244 and PMQ #1 - 8th Avenue.

Weekly pick-ups after 7:00 AM. Contractor will provide a proposed schedule upon contract award. The Project Authority will provide schedule verification prior to commencement of schedule implementation.

#### 7.5 Cardiff and Riverbend

Collection will be on a once a week schedule and during working hours. Contractor will provide a proposed schedule upon contract award. The Project Authority will provide schedule verification prior to commencement of schedule implementation.

7.6 Where a pickup falls on a Statutory Holiday, pickup will be the next workday and regular pick-ups will be reinstated as per schedule.

#### 7.7 Working Hours

Edmonton Garrison: 07:30 am to 16:00 pm  
Cardiff Transmitter site: 07:30 am to 16:00 pm  
Riverbend Receiver site: 07:30 am to 16:00 pm

### 8. DUMPAGE INVOICES

8.1 Contractor will supply tonnage figures certified by the City on a monthly invoice, indicating total waste removed for the month.

### C) FIRE ORDERS AND REGULATIONS FOR CONTRACTORS

All personnel are to be thoroughly familiar with the contents of this order and in addition are to be conversant with relevant regulations pertaining to:

#### D) REPORTING A FIRE

- 1.1 All Fire incidents are to be reported immediately to the nearest Fire Department by one of the following means available.
- 1.2 Non-emergency, fire related inquiries - call Fire Department at 780 - 973 - 4434 Lancaster Park.
- 1.3 Reporting a Fire - Lancaster Park (Edmonton Garrison):
  - 1.3.1 Activate nearest fire alarm;
  - 1.3.2 Call 911;
  - 1.3.3 On base dial 4434, give location and nature of incident; and,
  - 1.3.4 Married quarters or non-Government phone, dial 911, give location and nature of incident.
- 1.4 Reporting a Fire - Riverbend Receiver Site
  - 1.4.1 Call City of Edmonton 911; and
  - 1.4.2 Notify CFB Edmonton Fire Department, dial 780 - 973-4434, and give location and nature of incident.
- 1.5 Reporting a Fire - Cardiff Transmitter Site



1.5.1 Call Morinville Fire Department 780 - 939 - 4011; and

1.5.2 Notify CFB Edmonton Fire Department, dial 780 - 973 - 4434, and give location and nature of incident.

1.6 When transmitting an alarm by telephone, give the location of the fire and the name or number of the building, and be prepared to verify the location.

1.7 Before starting the job, know the location of the nearest fire alarm or telephone covering the area of work.

## **E) FIRE PRECAUTIONS**

1.1 Fire safety will be maintained in accordance with Base Standard Operating Instructions, Section 4-5-3. (Engineering Administration and Defence Construction Canada maintain copies of Base SOI).

1.2 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect the work and the Contractor's assets on site.

## **F) FIRE HYDRANTS, FIRE PROTECTION AND ALARM SYSTEMS**

1.1 Fire Protection and alarm system will not be:

1.1.1 Obstructed;

1.1.2 Tampered with or shut-off.

1.2 Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Garrison Fire Chief.

## **G) BLOCKING OF ROADWAYS OR ACCESS/EGRESS**

1.1 Blocking of Roadways: at no time will any Garrison road be blocked or movement inhibited without the prior written consent of the Project Authority and the Garrison Fire Chief.

1.2 Blocking of Access/Egress: at no time will any access or egress to any Garrison building / facility be blocked by Contractors equipment or vehicles. Placement of dumpsters and bins will allow total, uninhibited movement through any means of access / egress.

## **H) FLAMMABLE LIQUIDS**

1.1 Flammable liquids such as gasoline, kerosene, naphtha, etc, may be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriters Laboratory or Factory Mutual Seal of Approval.

1.2 Transfer of flammables is prohibited within buildings. In all cases where the transfer of such liquids is necessary, care is to be taken to provide adequate bonding between containers and ground.

1.3 The transfer of flammable liquids will not be carried out in the vicinity of open flame or any type of heat producing devices.

1.4 Storage of quantities of flammable liquids exceeding 45 litres for work purposes requires the permission of the Garrison Fire Chief. Flammable liquids having a flash point below 38oC (100oF) such as gasoline or naphtha, etc, will not be used in solvents or cleaning agents.

1.5 Disposal of flammable liquids will be in a safe approved manner.

#### **I) SMOKING PRECAUTIONS**

1.1 Although smoking is not permitted in hazardous areas, care must still be exercised in the use of smoking material in non-restricted areas. Smoking is not permitted in Department of National Defence Buildings.

#### **J) STORAGE AND REMOVAL OF RUBBISH AND WASTE MATERIALS**

1.1 Accumulations of rubbish and waste materials are to be kept to a minimum and removed from buildings at the end of the work day or shift.

1.2 Flammable waste material will not be stored in the work area without the consent of the Project Authority and the Garrison Fire Chief.

1.3 The burning of rubbish is prohibited.

**APPENDIX A TO ANNEX "A"****Estimated Bin by location and Pick-up frequency**

**Please Note: Pick up schedule can change if proposed bin size changes as long as mutually agreed upon with the Project Authority and the Contractor.**

Refuse				
Building/Location	Total and Type of Bin	Pick Up Schedule	Occupancy	Size of Bin Required
Cardiff	1 X Garbage, front load	1 X month	5	6 cu yd
Riverbend	1 X Garbage, front load	1 X month	5	6 cu yd
2 Hanger	3 X Garbage, front load	1 X week	125	6 cu yd
Bldg 132	1 X Garbage, front load	1 X week	5	6 cu yd
Bldg 157	1 X Garbage, front load	1 X week	20	6 cu yd
Bldg 161	1 X Garbage, front load	3 X week	50	6 cu yd
Bldg 162	1 X Garbage, front load	5 X week	25	6 cu yd
Bldg 163	2 X Garbage, front load	5 X week	700	6 cu yd
Bldg 164	2 X Garbage, front load	5 X week	700	6 cu yd
Bldg 168	1 X Garbage, front load	1 X week	15	6 cu yd
Bldg 175	1 X Garbage, front load	3 X week	40	6 cu yd
Bldg 176	2 X Garbage, front load	3 X week	60	6 cu yd
Bldg 177	1 X Garbage, front load	3 X week	125	6 cu yd
Bldg 179	3 X Garbage, front load	3 X week	125	6 cu yd
	1 x Garbage, front load on castors	1 X week		6 cu yd
Bldg 180	1 X Garbage, front load	1 X week	100	6 cu yd
Bldg 181	1 X Garbage, front load	2 X week	20	6 cu yd
Bldg 182	1 X Garbage, front load	2 X week	40	6 cu yd
Bldg 185	1 X Garbage, front load	3 X week	40	6 cu yd
Bldg 186	1 X Garbage, front load	2 X week	20	6 cu yd
Bldg 187	1 X Garbage, front load	2 X week	30	6 cu yd
Bldg 191	1 X Garbage, front load	2 X week	25	6 cu yd
Bldg 192	1 X Garbage, front load	2 X week	25	6 cu yd
Bldg 200	2 X Garbage, front load	2 X week	20	6 cu yd
Bldg 201	1 X Garbage, front load	1 X week	50	6 cu yd
Bldg 210	2 X Garbage, front load	3 X week	60	6 cu yd
Bldg 212	1 X Garbage, front load	2 X week	50	6 cu yd
Bldg 221 / 222	2 X Garbage, front load	4 X week	75	6 cu yd
Bldg 224	1 X Garbage, front load	4 X week	100	6 cu yd
Bldg 236	2 X Garbage, front load	1 X week	40	6 cu yd
	1 X Garbage Compactor	Monthly Rental		
Bldg 240	1 X Garbage, front load	1 X week	20	6 cu yd
Bldg 247	1 X Garbage, front load	1 X week	5	6 cu yd
Bldg 297	1 X Garbage, front load	2 X week	30	6 cu yd
Bldg 298	1 X Garbage, front load	3 X week	40	6 cu yd
Bldg 299	2 X Garbage, front load	3 X week	30	6 cu yd
Bldg 300	1 X Garbage, front load	1 X week	20	6 cu yd
Bldg 301	3 X Garbage, front load	2 X week	30	6 cu yd
Bldg 302	2 X Garbage, front load	1 X week	5	6 cu yd
Bldg 304	1 X Garbage, front load	2 X week	20	6 cu yd
Bldg 318	1 X Garbage, front load	1 X week	5	6 cu yd
Bldg 321	1 X Garbage, front load	2 X week	10	6 cu yd

Bldg 399	1 X Garbage, front load	2 X week	20	6 cu yd
Bldg 400	3 X Garbage, front load	2 X week	200	6 cu yd
Bldg 401	1 X Garbage, front load	1 X week	5	6 cu yd
Bldg 402	1 X Garbage, front load	1 X week	5	6 cu yd
Bldg 403	6 X Garbage, front load	2 X week	400	6 cu yd
Bldg 404	6 X Garbage, front load	2 X week	400	6 cu yd
	1 x Garbage, front load on castors	1 X week		6 cu yd
Bldg 405	6 X Garbage, front load	2 X week	400	6 cu yd
Bldg 407	3 X Garbage, front load	2 X week	75	6 cu yd
Bldg 408	6 X Garbage, front load	2 X week	400	6 cu yd
Bldg 409	1 X Garbage, front load	2 X week	100	
Bldg 507	1 X Garbage, front load	7 X week	800	6 cu yd
Bldg 700	1 X Garbage, front load	1 X week	100	6 cu yd
Residential	Hand Load Side	1 X week	505	
<b>Recycling</b>				
Building/Location	Total and Type of Bin	Pick Up Schedule	Occupancy	Size of Bin Required
2 Hanger	3 X Recycle, front load	1 X week	125	6 cu yd
Bldg 132	1 X Recycle, front load	1 X week	5	6 cu yd
Bldg 157	1 X Recycle, front load	1 X week	20	6 cu yd
Bldg 161	1 X Recycle, front load	1 X week	50	6 cu yd
Bldg 162	1 X Recycle, front load	1 X week	25	6 cu yd
Bldg 175	1 X Recycle, front load	1 X week	40	6 cu yd
Bldg 176	1 X Recycle, front load	1 X week	60	6 cu yd
Bldg 177	1 X Recycle, front load	1 X week	125	6 cu yd
Bldg 179	3 X Recycle, front load	1 X week	125	6 cu yd
Bldg 180	1 X Recycle, front load	1 X week	100	6 cu yd
Bldg 181	1 X Recycle, front load	1 X week	20	6 cu yd
Bldg 182	1 X Recycle, front load	1 X week	40	6 cu yd
Bldg 185	1 X Recycle, front load	1 X week	40	6 cu yd
Bldg 186	1 X Recycle, front load	1 X week	20	6 cu yd
Bldg 187	1 X Recycle, front load	1 X week	30	6 cu yd
Bldg 191	1 X Recycle, front load	1 X week	25	6 cu yd
Bldg 192	1 X Recycle, front load	1 X week	25	6 cu yd
Bldg 200	1 X Recycle, front load	1 X week	20	6 cu yd
Bldg 201	1 X Recycle, front load	1 X week	50	6 cu yd
Bldg 210	2 X Recycle, front load	1 X week	60	6 cu yd
Bldg 212	1 X Recycle, front load	1 X week	50	6 cu yd
Bldg 221 / 222	1 X Recycle, front load	1 X week	75	6 cu yd
Bldg 236	1 X Recycle, front load	1 X week	40	6 cu yd
	1 X Recycle Compactor	Monthly Rental		
Bldg 240	1 X Recycle, front load	1 X week	20	6 cu yd
Bldg 247	1 X Recycle, front load	1 X week	5	6 cu yd
Bldg 297	1 X Recycle, front load	1 X week	30	6 cu yd
Bldg 298	2 X Recycle, front load	1 X week	40	6 cu yd
Bldg 299	1 X Recycle, front load	1 X week	30	6 cu yd
Bldg 300	1 X Recycle, front load	1 X week	20	6 cu yd
Bldg 301	3 X Recycle, front load	1 X week	30	6 cu yd
Bldg 304	1 X Recycle, front load	1 X week	20	6 cu yd
Bldg 318	1 X Recycle, front load	1 X week	5	6 cu yd

Bldg 400	3 X Recycle, front load	1 X week	400	6 cu yd
Bldg 403	6 X Recycle, front load	1 X week	400	6 cu yd
Bldg 404	6 X Recycle, front load	1 X week	400	6 cu yd
Bldg 405	6 X Recycle, front load	1 X week	400	6 cu yd
Bldg 407	3 X Recycle, front load	1 X week	75	6 cu yd
Bldg 408	6 X Recycle, front load	1 X week	400	6 cu yd
Bldg 507	1 X Recycle, front load	1 X week		6 cu yd
Bldg 700 LEED Building	1 X Recycle, front load	1 X week	125	6 cu yd
Residential	Hand Load Side	1 X week	505	

Roll On/Off				
Building/Location	Total and Type of Bin	Pick Up Schedule	Occupancy	Size of Bin Required
2 Hanger	1 X Wood, Roll On/Off	"as and when requested"		40 cu yd
Bldg's 170/172	1 X General Waste, Roll On/Off	"as and when requested"		40 cu yd
	1 X Furniture, Roll On/Off	"as and when requested"		40 cu yd
	1 X Wood, Roll On/Off	"as and when requested"		40 cu yd
Bldg 179 1 Svc Bn	1 X Wood, Roll On/Off	"as and when requested"		40 cu yd
Bldg 210 Kitchen	1 X Kitchen Waste, Roll On/Off	26 pickups per year		27 cu yd DND Owned
Bldg 236 7 CFSD	1 X Wood, Roll On/Off	"as and when requested"		40 cu yd
	1 X General Waste Compacted, Roll On/Off	"as and when requested"		40 cu yd
	1 X Recycled Compacted, Roll On/Off	"as and when requested"		40 cu yd
Bldg 236 R&D	1 X General Waste, Roll On/Off	"as and when requested"		40 cu yd
	1 X Wood, Roll On/Off	"as and when requested"		40 cu yd
Bldg 321 Ranges	1 X Wood, Roll On/Off	"as and when requested"		30 cu yd
Bldg 390	1 X Wood, Roll On/Off	"as and when requested"		20 cu yd

FFTA		requested"		
Bldg 400 1 CMBG	1 X Wood, Roll On/Off	"as and when requested"		40 cu yd
Bldg 403 1 PPCLI	1 X Wood, Roll On/Off	"as and when requested"		40 cu yd
Bldg 404 1 CER	1 X Wood, Roll On/Off	"as and when requested"		40 cu yd
Bldg 405 LdSH	1 X Wood, Roll On/Off	"as and when requested"		40 cu yd
Bldg 408 3 PPCLI	1 X Wood, Roll On/Off	"as and when requested"		40 cu yd

**Summary of Estimated Bin Size and Number of Pickups per week:**

<u>Bin Size</u>	<u>Type</u>	<u>Number of Bins</u>	<u>Pickups per week</u>
6 cu yd	Garbage	93 Bins	203
6 cu yd	Recycle	72 Bins	72
27 cu yd	Kitchen Waste	1 Bin	26 pickups per year
20 cu yd	Wood	1 Bin	"As and When Requested"
30 cu yd	Wood	1 Bin	"As and When Requested"
40 cu yd	Wood	10 Bins	"As and When Requested"
40 cu yd	General Waste	2 Bins	"As and When Requested"
40 cu yd	Furniture	1 Bin	"As and When Requested"
40 cu yd	Compacted General Waste	1 Bin	"As and When Requested"
40 cu yd	Compacted Cardboard	1 Bin	"As and When Requested"

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File No. - N° du dossier  
EDM-6-39361

Buyer ID - Id de l'acheteur  
edm024  
CCC No./N° CCC - FMS No./N° VME

**Summary of Firm Number of Pickups per week:**

Frequency of General Waste	Number of pick ups	Total number per week
1 X week	19	19
2 X week	48	96
3 X week	14	42
4 X week	3	12
5 X week	5	25
6 X week	0	0
7 X week	1	7
1 X month	2	0.5
<b>Total</b>		<u>201.5</u>
Frequency of Recycle		
1 X week	72	72
<b>Total</b>		<u>72</u>

## ANNEX "B"

### BASIS OF PAYMENT

- Firm Unit Prices include all costs associated with providing the service, including any applicable landfill charges, unless otherwise identified and are firm for the Contract period and option periods.
- Prices are required for each line item and as per format shown below.
- Firm unit prices do not include GST; GST will be added to the invoice as a separate line item.
- Firm unit pricing in Canadian Dollars.
- Estimated usage and weeks provided is for the sole purpose of establishing an evaluation tool, based only on a best estimate and in no way reflects the actual usage expected or any commitment on the part of Canada.

#### A) Firm Requirement

Item	Description	Estimated Annual Usage	Firm Unit Price for Year One (May 1, 2018 – April 30, 2019)	Firm Unit Price for Year Two (May 1, 2019 – April 30, 2020)	Firm Unit Price for Year Three (May 1, 2020 – April 30, 2021)	OPTION Year One: Firm Unit Price for (May 1, 2021 – April 30, 2022)	OPTION Year Two: Firm Unit Price for (May 1, 2022 – April 30, 2023)	Extended Price
1	<b>Removal and disposal off DND residential property, of all refuse &amp; recycling on a weekly schedule as per the Statement of Work.</b>							
a	Hand Pick-Up	52 Weeks	\$ _____ /week	\$ _____ /week	\$ _____ /week	\$ _____ /week	\$ _____ /week	\$ _____
2	<b>Dry/Wet Garbage (including all applicable landfill charges) Front load garbage picked up as per schedule in the Statement of Work, Monday through Saturday.</b>							
a	6 cu. yd	203 pickups / week x 52 weeks	\$ _____ / pickup / wk	\$ _____ / pickup / wk	\$ _____ / pickup / wk	\$ _____ / pickup / wk	\$ _____ / pickup / wk	\$ _____
3	<b>General waste bins includes initial delivery and removal of bins one time only</b>							
a	6 cu. yd	93 bins x 12 months	\$ _____ / bin / mo	\$ _____ / bin / mo	\$ _____ / bin / mo	\$ _____ / bin / mo	\$ _____ / bin / mo	\$ _____
b	20 cu. yd	1 bin x 12 months	\$ _____ / bin / mo	\$ _____ / bin / mo	\$ _____ / bin / mo	\$ _____ / bin / mo	\$ _____ / bin / mo	\$ _____
c	30 cu. yd	1 bin x 12 months	\$ _____ / bin / mo	\$ _____ / bin / mo	\$ _____ / bin / mo	\$ _____ / bin / mo	\$ _____ / bin / mo	\$ _____
d	40 cu. yd	16 bins	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____



		x 12 months	/ bin / mo	/ bin / mo	/ bin / mo	/ bin / mo	/ bin / mo	
<b>e</b>	40 cu. yd Compacted	<u>1</u> bin x 12 months	\$ _____ / bin / mo	\$ _____ / bin / mo	\$ _____ / bin / mo	\$ _____ / bin / mo	\$ _____ / bin / mo	\$ _____
<b>f</b>	Compactor cleaning and Deodorizing	<u>2</u> cleanings per month x 12 months	\$ _____/ clean / mo / bin	\$ _____/ clean / mo / bin	\$ _____/ clean / mo / bin	\$ _____/ clean / mo / bin	\$ _____/ clean / mo / bin	\$ _____
<b>4</b>	<b>Recyclable Material</b>							
<b>a</b>	6 cu. yd	<u>72</u> pickups / week x 52 weeks	\$ _____ / pickup / wk	\$ _____ / pickup / wk	\$ _____ / pickup / wk	\$ _____ / pickup / wk	\$ _____ / pickup / wk	\$ _____
<b>5</b>	<b>Recycle bins includes initial delivery and removal of bins one time only</b>							
<b>a</b>	6 cu. yd	<u>72</u> bins x 12 months	\$ _____ / bin / mo	\$ _____ / bin / mo	\$ _____ / bin / mo	\$ _____ / bin / mo	\$ _____ / bin / mo	\$ _____
<b>Total Firm Requirement (A)</b>								<b>\$ _____</b>

**B) "As and When" Requirement**

Item	Description	Estimated Annual Usage	Firm Unit Price for Year One (May 1, 2018 – April 30, 2019)	Firm Unit Price for Year Two (May 1, 2019 – April 30, 2020)	Firm Unit Price for Year Three (May 1, 2020 – April 30, 2021)	OPTION Year One: Firm Unit Price for (May 1, 2021 – April 30, 2022)	OPTION Year Two: Firm Unit Price for (May 1, 2022 – April 30, 2023)	Extended Price
1	<b>Roll ON/Off Garbage Pickup (as and when requested basis, landfill charges not included)</b>							
a	20 cu. yd	1 pickup per month x 12 months	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____
b	30 cu. yd	1 pickup per month x 12 months	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____
c	40 cu. yd	1 pickup per month x 12 months	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____
d	27 cu. yd Compactor Kitchen Waste	26 pickup per year	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____
e	40 cu. yd Compacted	1 pickup per month x 12 months	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____
f	20 cu. yd	1 pickup per month x 12 months	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____/ pickup / bin	\$_____

2 Landfill Charges (disposal fee) for Roll-off bins								
a	Wood - 20 cu yd container	12 loads per year	\$_____ / load	\$_____ / load	\$_____ / load	\$_____ / load	\$_____ / load	\$_____
b	Wood - 30 cu yd container	12 loads per year	\$_____ / load	\$_____ / load	\$_____ / load	\$_____ / load	\$_____ / load	\$_____
c	Wood - 40 cu yd container	12 loads per year	\$_____ / load	\$_____ / load	\$_____ / load	\$_____ / load	\$_____ / load	\$_____
d	Dry/Wet Garbage	120 tonnes	\$_____ / tonne	\$_____ / tonne	\$_____ / tonne	\$_____ / tonne	\$_____ / tonne	\$_____
Total "As and When" Requirement (B)								\$_____
Total (A + B)								\$_____

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EDM-6-39361

Buyer ID - Id de l'acheteur

edm024

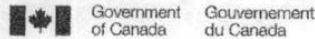
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX “C”**

### **SECURITY REQUIREMENTS CHECK LIST**

NOV. 16 2016



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Security Classification / Classification de sécurité UNCLASSIFIED	

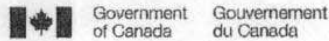
SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND	2. Branch or Directorate / Direction générale ou Direction Edmonton Garrison	
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 Perform service work supply of all labour, materials and equipment required to perform the removal and disposal of dry and wet garbage and recyclable materials for CFB Edmonton, Cardiff and Riverbend.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (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.) Non Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Contract Number / Numéro du contrat	
W0127-17ES06	
UNCLASSIFIED	Security Classification / Classification de sécurité

<b>PART A (continued) / PARTIE A (suite)</b>	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document :	
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
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"/> TOP SECRET-- SIGINT TRÈS SECRET-- SIGINT	<input type="checkbox"/> SECRET SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Contractor will be picking up refuse/recycle bins located outside the buildings. 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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
	Unscreened personnel may only work in public/reception zones <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PRODUCTION</b>	
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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui



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Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
- ☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
- ☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

## ANNEX "D"

### INSURANCE REQUIREMENTS

#### Commercial General Liability Insurance

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



- 
- 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. 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.

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edm024

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## **ANNEX “E”**

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

**(as attached)**

## **ANNEX “F”**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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