



**RETURN BIDS TO:**

**Employment and Social Development Canada  
(ESDC)**

[nc-solicitations-gd@hrsdc-rhdcc.gc.ca](mailto:nc-solicitations-gd@hrsdc-rhdcc.gc.ca)

**REQUEST FOR PROPOSAL**

**Proposal To: Employment and Social  
Development 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 thereof.

**Instructions : See Herein**

**Vendor/Firm Name and address**

<b>Title: On-Site Mobile Shredding – New Brunswick</b>	
<b>Solicitation No.</b> 100009071	<b>Date</b> 2017-07-27
<b>File No. – N° de dossier</b>	
<b><u>Solicitation Closes</u></b> At 02 :00 PM / 14 h 2017-08-11	<b>Time Zone</b> Eastern Standard Time (EST)
<b>Address Inquiries to :</b> <a href="mailto:nc-solicitations-gd@hrsdc-rhdcc.gc.ca">nc-solicitations-gd@hrsdc-rhdcc.gc.ca</a> Size limit – 13MB	
<b>Destination</b> See Herein	

<b>Vendor/firm Name and address :</b>	
<b>Facsimile No.</b>	
<b>Telephone No.</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm (type or print)</b>	
<b>Signature</b>	<b>Date</b>



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## TITLE : ON-SITE MOBILE SHREDDING – NEW BRUNSWICK

### PART 1 - INFORMATION AND INSTRUCTIONS

#### 1. Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 1 - Information and Instructions, clause 7.4, Security Requirement, and Part 2 - Resulting Contract Clauses.

#### 2. Statement of Work

See Annex "A".

#### 3. 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, with the exception of the following:

1. Replace references to 'Public Works and Government Services Canada' with 'Employment and Social Development Canada';
2. Delete Section 02, Procurement Business Number, in its entirety;
3. Revise Subsection 2d. of Section 05, Submission of Bids, to read:  
*"send its bid only to the e-mail address specified on Page 1".*
4. Subsection 5.4 of Section 05 is amended as follows:  
Delete: sixty (60) days  
Insert: ninety calendar (90) days
5. Delete Subsections 1a. and 1b. of Section 12, Rejection of Bid, in their entirety.
6. Delete Subsection 2. of Section 20, Further Information, in its entirety.

#### 4. Submission of Bids

Bids must be received at the email address [nc-solicitations-gd@hrsdc-rhdcc.gc.ca](mailto:nc-solicitations-gd@hrsdc-rhdcc.gc.ca), by the time and date indicated on the cover page of this RFP document.



It is the Bidders responsibility to ensure their proposal and all associated documents are received in full and on time. It is advised that Bidders send the proposal in advance of the closing time to ensure confirmation of receipt. Bidders should ensure e-mails do not exceed 13MB to avoid problems with transmission.

Canada requests that bidders provide their full company name and address, e-mail address, as well as contact name, and telephone number.

Canada requests that bidders provide their bid in separately bound sections, in two separate envelopes, when submitted in hard copy, and in two separate files, when in soft copy, as follows:

Section I: Technical Bid 1 soft copy via e-mail,

Section II: Financial Bid 1 soft copy via e-mail,

Section III: Certifications 1 soft copy,

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

## 5. Mandatory Certifications Required Precedent to Contract Award

The certification(s) listed below should be completed and submitted with the bid but may be submitted afterwards. If any of the(se) required certification(s) is not completed and submitted as requested, 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.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

### 5.1 Declaration of Convicted Offences

If requested by the Contracting Authority, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide a completed Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

#### Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.



## 5.2 Former Public Servant Certification

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to 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, "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.
- e. "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.
- f. "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 ( )

\* Bidder (For greater clarity, the "Bidder" means the vendor legal entity (e.g. not a resource of the vendor legal entity).

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.

### 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.

## 6. Enquiries - Bid Solicitation

All enquiries must be submitted to the Contracting Authority no later than 3 calendar days before the bid closing date. Enquiries received after that time may not be answered.

## 7. Evaluation Procedures

Bids received will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria specified below:

### 7.2 Financial Evaluation

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

The financial bid MUST submit prices as requested in the Pricing Schedule at **ATTACHMENT 1 TO PART 1**. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, must be shown separately, if applicable.

### 7.3 Basis of Selection -

#### Lowest evaluated price

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



#### 7.4 Security Requirement

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 2 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 2 - 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. In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.
3. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

#### 8. 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.

#### 9. Debriefings

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



### ATTACHMENT 1 TO PART 1 Pricing Schedule

The bidder must complete this pricing schedule and include it in its Financial Bid.

Any estimated level of services specified in this pricing schedule is provided for bid evaluation price determination purposes only. Levels of efforts are provided as estimates only, and must not be construed as a commitment by ESDC to respect those estimates in any resulting contract.

G.S.T. is excluded of the prices quoted herein (if applicable).

Item	Description	Quantity	Price
<b>1</b>	<b>CALL OUT RATES</b>		
	All inclusive cost to travel to the following locations (to include all travel cost to sites)		
	a. Moncton, NB 1081 Main St.	12 trips/year	\$ /trip
	b. Moncton, NB 95 Foundry St.	52 trips/year	\$ /trip
	c. Moncton, NB 310 Baig Blvd. Warehouse	2-3 trips/year	\$ /trip
	d. Fredericton, NB	26 trips/year	\$ /trip
	e. Campbellton, NB	6 trips/year	\$ /trip
	f. St. Stephen, NB	6 trips/year	\$ /trip
	g. Sussex, NB	6 trips/year	\$ /trip
	h. Saint-Quentin, NB	6 trips/year	\$ /trip
	i. Douglastown, NB	52 trips/year	\$ /trip
	j. Richibucto, NB	12 trips/year	\$ /trip
	k. Shediac, NB	26 trips/year	\$ /trip
	l. Saint John, NB	26 trips/year	\$ /trip
	m. Caraquet, NB	2-3 trips/year	\$ /trip
	n. Shippagan, NB	12 trips/year	\$ /trip
	o. Tracadie-Sheila, NB	12 trips/year	\$ /trip
	p. Grand Falls, NB	6 trips/year	\$ /trip
	q. Edmundston, NB	12 trips/year	\$ /trip
	r. Dalhousie, NB	6 trips/year	\$ /trip
	s. Woodstock, NB	6 trips/year	\$ /trip
	t. Sackville, NB	12 trips/year	\$ /trip





Item	Description	Quantity	Price
	u. Fredericton, NB 900 Hanwell Rd.	26 trips/year	\$ /trip
	v. Antigonish, NS	12 trips/year	\$ /trip
	w. Amherst, NS	12 trips/year	\$ /trip
	x. Truro, NS	12 trips/year	\$ /trip
	y. New Glasgow, NS	12 trips/year	\$ /trip
	z. Summerside, PEI	12 trips/year	\$ /trip
	aa. Montague, PEI	12 trips/year	\$ /trip
	bb. Souris, PEI	12 trips/year	\$ /trip
	cc. Charlottetown, PEI	12 trips/year	\$ /trip
2	<b>ALL INCLUSIVE RATE FOR SHREDDING, REMOVAL AND DISPOSAL</b>		
	Price per pound (lbs)	Unknown	\$ /lbs
3	<b>SECURITY BINS (consoles)</b>		
	a. Current **vendor supplies us with 39 gallon consoles		\$ /month

**Notes:**

1. Contractor must be able to deliver additional bins upon receipt of a request from the Project Authority. All rates applicable to the rental of additional bins will be at the same cost as quoted herein.
2. The estimated trips identified under item 1.b. are for evaluation purposes only.



## PART 2 - RESULTING CONTRACT CLAUSES

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

1. Applicable Laws
2. Priority of Documents
3. Statement of Work
4. Standard Clauses and Conditions
5. Security Requirement
6. Term of Contract
7. Authorities
8. Payment
9. Method of Payment
10. Invoice Submission
11. Foreign Nationals (Canadian Contractor)
12. Proactive Disclosure of Contracts with Former Public Servants

### List of Annexes:

- Annex "A"      Statement of Work  
Annex "B"      Security Requirements Check List

#### 1. Applicable Laws

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

#### 2. 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 2029 - Goods or Services (Low Dollar Value (2015-07-03));
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Security Requirements Check List;
- (e) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid, if the Contractor has submitted a proposal*)

#### 3. Statement of Work

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

#### 4. Standard Clauses and Conditions

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

Whenever 'Public Works and Government Services Canada' appears in any of the standard clauses or the General or Supplemental Conditions replace with "Employment and Social Development Canada".



#### 4.1 General Conditions

2029 (2015-07-03) General Conditions - Goods or Services (Low Dollar Value), apply to and form part of the Contract, with the following exceptions:

- 4.1.1 Delete reference to 'Client Reference Number (CRN)' and 'Procurement Business Number (PBN)' from Section 06, sub-section 2.a
- 4.1.2 Delete sub-sections 08
- 4.1.3 Delete sub-sections 09
- 4.1.4 Delete sub-sections 10

#### 5. Security Requirement

##### 5.1

Consult specifications under Annex A and Security Requirements Check List attached as Annex B.

#### 6. Period of the Contract

The period of the Contract is from award date to XXX inclusive.

##### 6.1 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor 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. Authorities

##### 7.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Marie-Claude Darragh Title: Acquisition and Procurement Agent  
Employment and Social Development Canada  
Procurement and Contracting  
Address: 140 Promenade du portage, Gatineau, QC K1A-0J9  
Telephone: (819) 654-1268  
Facsimile: (819) 953-6859  
E-mail address: marieclaude.darragh@hrsdc-rhdcc.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.



**7.2 Project Authority**

The Project Authority for the Contract is:

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

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

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

**7.3 Contractor's Representative**

The Contractor's Representative for the Contract is:

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

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

**8. Payment**

**8.1 Basis of Payment – Firm Unit Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit price(s) listed in the table below. Customs duties are included, and Applicable Taxes are extra.

Item	Description	Quantity	Price
1	<b>CALL OUT RATES</b>		
	All inclusive cost to travel to the following locations (to include all travel cost to sites)		
	a. Moncton, NB 1081 Main St.	12 trips/year	\$ /trip
	b. Moncton, NB 95 Foundry St.	52 trips/year	\$ /trip
	c. Moncton, NB 310 Baig Blvd. Warehouse	2-3 trips/year	\$ /trip



Item	Description	Quantity	Price
	d. Fredericton, NB	26 trips/year	\$ /trip
	e. Campbellton, NB	6 trips/year	\$ /trip
	f. St. Stephen, NB	6 trips/year	\$ /trip
	g. Sussex, NB	6 trips/year	\$ /trip
	h. Saint-Quentin, NB	6 trips/year	\$ /trip
	i. Douglastown, NB	52 trips/year	\$ /trip
	j. Richibucto, NB	12 trips/year	\$ /trip
	k. Shediac, NB	26 trips/year	\$ /trip
	l. Saint John, NB	26 trips/year	\$ /trip
	m. Caraquet, NB	2-3 trips/year	\$ /trip
	n. Shippagan, NB	12 trips/year	\$ /trip
	o. Tracadie-Sheila, NB	12 trips/year	\$ /trip
	p. Grand Falls, NB	6 trips/year	\$ /trip
	q. Edmundston, NB	12 trips/year	\$ /trip
	r. Dalhousie, NB	6 trips/year	\$ /trip
	s. Woodstock, NB	6 trips/year	\$ /trip
	t. Sackville, NB	12 trips/year	\$ /trip
	u. Fredericton, NB 900 Hanwell Rd.	26 trips/year	\$ /trip
	v. Antigonish, NS	12 trips/year	\$ /trip
	w. Amherst, NS	12 trips/year	\$ /trip
	x. Truro, NS	12 trips/year	\$ /trip
	y. New Glasgow, NS	12 trips/year	\$ /trip
	z. Summerside, PEI	12 trips/year	\$ /trip
	aa. Montague, PEI	12 trips/year	\$ /trip
	bb. Souris, PEI	12 trips/year	\$ /trip
	cc. Charlottetown, PEI	12 trips/year	\$ /trip
2	<b>ALL INCLUSIVE RATE FOR SHREDDING, REMOVAL AND</b>		



Item	Description	Quantity	Price
	<b>DISPOSAL</b>		
	Price per pound (lbs)	Unknown	\$ /lbs
<b>3</b>	<b>SECURITY BINS (consoles)</b>		
	dd. Current **vendor supplies us with 39 gallon consoles		\$ /month

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

## 8.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$  (insert amount) . 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.

## 9. Method of Payment

### 9.1 Monthly Payment

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

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

## 10. Invoice Submission



1. Invoices must be submitted in the Contractor's name, either by mail to the address on the cover page or by e-mail to the Project Authority (see article 7.2). The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
  - a. the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Procurement Business Number (PBN), if applicable, and financial code(s);
  - b. details of expenditures (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - c. deduction for holdback, if applicable;
  - d. the extension of the totals, if applicable; and
  - e. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

#### 10.1. T1204 Information Reporting by Contractor

1. Pursuant to paragraph 221 (1)(d) of the *Income Tax Act*, R.S. 1985, c.1 (5<sup>th</sup> Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

#### 11. Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

#### 12. 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



## ANNEX "A"

### STATEMENT OF WORK

#### Description:

For the provision of onsite mobile shredding services and ad hoc shredding, including removal and disposal of shredded waste, for the Employment and Social Development Canada (ESDC)/Service Canada (SC) offices located in New Brunswick, Prince Edward Island and part of Nova Scotia (see table below for list of offices).

Services will be required on a regularly scheduled and as required basis, depending on the location of the site (see table for further details). Frequency of service and # of consoles are subject to change.

#### Requirement:

1. Contractor must provide key locked, confidential shredding bins for storage of material prior to shredding.
2. A certificate of destruction must be given to the Project Authority during each session of destruction.
3. When destruction has occurred, the Contractor must provide the Project Authority with a Certificate of Destruction containing the numbers of containers (if they have these identification marks), a copy of the Certificate of Pickup, date of the destruction and the signature of the person who conducted the destruction.
4. The Project Authority will make available to the Contractor protected documents in the form of completely unsorted paper records. Those records may contain contaminants such as, staples, paper clips, plastic, elastics, photographs and carbons. The mix of paper records may include a full range of paper grades. The material will come in various states (eg. Loose, boxed, palletized or in Contractor's provided containers).
5. On-site destruction services must be carried out between the hours of 8:30 am and 3:30pm, Monday to Friday, excluding statutory holidays, unless otherwise agreed by the Project Authority and the Contractor.
6. Employment and Social Development Canada (ESDC)/Service Canada (SC) offices are closed on the following statutory holidays:
  - a. New Year's Day
  - b. Good Friday
  - c. Easter Monday
  - d. Victoria Day
  - e. Canada Day (or day in lieu)
  - f. August Civic Holiday (First Monday in August Federal Government locations closed)
  - g. Labour Day
  - h. Thanksgiving Day
  - i. Remembrance Day (or day in lieu)
  - j. Christmas Day (or day in lieu)
  - k. Boxing Day (or day in lieu)
7. Contractor must arrive on-site to allow sufficient time to complete the services by 3:30 pm local time.
8. Contractor must respond to calls or emails within 24 hours and must provide the name of the contract representative to the Project Authority after award.





9. The Contractor agrees that they will have full responsibility for disposing the shredded waste identified herein according to the requirements of this Contract and according to the laws and regulations that are applicable, whether Federal, Provincial or Municipal.

**Security requirement:**

1. Employees of the contractor assigned to Service Canada/ESDC's site must be able to obtain and maintain a valid Government of Canada security screening to the level of "Reliability Status". Employees unable to obtain and maintain this status will not be authorized to deliver service.
2. Protected "A" and "B" documents must be shredded to a size of 6mm x 50mm or smaller. Larger shred sizes are unacceptable.
3. The shred size and the type of equipment must meet RCMP standard for high volume destruction of Protected "B" information (for further details, please visit [http://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/page\\_0068\\_e.htm](http://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/page_0068_e.htm)).
4. The destruction process must be performed at Service Canada/ESDC sites on the same date it is collected. At no time shall the contractor leave material that has been collected and scheduled for destruction unattended or unlocked.
5. In the event of equipment failure, the contractor is not authorized to remove material in "whole" format from the facility. The contractor must report the event to site designate of Service Canada/ESDC for instruction.
6. Both the driver's compartment and cargo container must be locked at all times to ensure the security of the material being handled.
7. All aspects of the contracted service shall be performed under the escort/supervision of a site designate of Service Canada/ESDC. Upon commencement and completion of the destruction service Service Canada/ESDC.
8. Failure to comply with security regulations will result in immediate cancellation of the contract.
9. Should it become necessary during the course of the service for Service Canada/ESDC to invoke further security measures, it will be necessary for the contractor comply with the security classification at that time.



**LOCATIONS & SCHEDULE**

<b><u>Customer Name</u></b>	<b><u>Street Address</u></b>	<b><u>City, Province</u></b>	<b><u>Postal Code</u></b>	<b><u>Service</u></b>	<b><u># of consoles</u></b>
Service Canada	633 Queen St.	Fredericton, NB	E3B 1C3	Bi-weekly	15
Service Canada	95 Foundry St., Suite 310	Moncton, NB	E1C 5H7	Weekly	8
Service Canada	157 Water St., Suite 111	Campbellton, NB	E3N 3L4	Every 8 wks	5
Service Canada	93 Milltown Blvd.	St. Stephen, NB	E3L 1G5	Every 8 wks	3
Service Canada	10 Gateway St.	Sussex, NB	E4E 1T1	Every 8 wks	3
Service Canada	193 Rue Canada	Saint-Quentin, NB	E8A 1J8	Every 8 wks	1
Service Canada	139 Douglastown Blvd.	Douglastown, NB	E1V 0A4	Weekly	10
Service Canada	25 Cartier Blvd, Ste 139	Richibucto, NB	E4W 3W7	Every 4 weeks	2
Service Canada	342 Main St.	Shediac, NB	E4P 2E7	Bi-weekly	1
Service Canada	1 Agar Place	Saint John, NB	E2L 5G4	Bi-weekly	11
Service Canada	20 St. Pierre Blvd West, E	Caraquet, NB	E1W 1B6	2-3x/year	
Service Canada	196 J. Gauthier Blvd.	Shippagan, NB	E8S 1P2	Every 4 weeks	1
Service Canada	3409 Rue Principale, Unit 17	Tracadie-Sheila	E1X 1C7	Every 4 weeks	2
Service Canada	441 Ch. Madawaska, Local 100	Grand Falls, NB	E3Y 1A3	Every 8 wks	1
Service Canada	22 Emmerson St.	Edmundston, NB	E3V 1R8	Every 4 weeks	3
Service Canada	110 Plaza Blvd, Unit 14	Dalhousie, NB	E8C 2E2	Every 8 wks	1
Service Canada	680 Main St.	Woodstock, NB	E7M 5Z9	Every 8 wks	3
ESDC	1081 Main St.	Moncton, NB	E1C 1H1	Every 4 weeks	6
Service Canada	170 Main St.	Sackville, NB	E4L 4B4	Every 4 weeks	1
* ESDC-Warehouse	310 Baig Blvd, Unit 5	Moncton, NB	E1E 1C8	2-3x per year	
ESDC-Carriage Place	900 Hanwell Rd.	Fredericton, NB	E3B 6A2	Bi-weekly	3
Service Canada	325 Main St.	Antigonish, NS	B2G 2C3	Every 4 weeks	2
Service Canada	28 Prince Arthur St.	Amherst, NS	B4H 1V6	Every 4 weeks	3
Service Canada	181 Willow St.	Truro, NS	B2N 4Z9	Every 4 weeks	2
Service Canada	340 East River Rd.	New Glasgow, NS	B2H 3P7	Every 4 weeks	7
Service Canada	292 Church St.	Summerside, PE	C1N 0C1	Every 4 weeks	4
Service Canada	491 Main St.	Montague, PE	C0A 1R0	Every 4 weeks	2
Service Canada	173 Main St. IGA Mall	Souris, PE	C0B 1V0	Every 4 weeks	2
Service Canada	191 Great George St.	Charlottetown, PE	C1A 4L2	Every 4 weeks	14



\*Scheduled to close in next couple of years.



**ANNEX "B"**

**Security Requirements Check List**



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