



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St./ 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**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**

This document contains a security requirement.  
Ce document contient une condition de sécurité.

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Maintenance & Professional Consulting Services Division  
(FK)

11 Laurier St./ 11, rue Laurier

3C2, Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> Multi-Recycling & Paper Material		
<b>Solicitation No. - N° de l'invitation</b> EP913-180581/A	<b>Date</b> 2018-02-01	
<b>Client Reference No. - N° de référence du client</b> 20180581		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-305-74281		
<b>File No. - N° de dossier</b> fk305.EP913-180581	<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 2018-03-14</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Rosso, Francois		<b>Buyer Id - Id de l'acheteur</b> fk305
<b>Telephone No. - N° de téléphone</b> (819) 420-6227 ( )		<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 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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**IMPORTANT NOTICE TO BIDDERS**

**Security**

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to François Rosso by facsimile 819-956-3600 or by e-mail to [francois.rosso@tpsgc-pwgsc.gc.ca](mailto:francois.rosso@tpsgc-pwgsc.gc.ca) .

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following website:  
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646(Toll free).

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**PART 1 - GENERAL INFORMATION**

**1.1 Introduction**

The bid solicitation is divided into seven parts plus 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, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements; includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, a Collection Locations, Containers and Schedule Requirements, a Cost of Services Schedule – Basis of Payment, a Sample Hauling Records Report, a Contractor Driver and Vehicle List Template, the Security Requirements Checklist and PWGSC No Site Access Report Sample.

**1.2 Summary**

- (i) To provide collection and recycling services including the transportation of multi recyclable materials and accepted paper materials from various Government of Canada sites (as stated in Annex A Section 2- Service Outline). The work is to be performed in accordance with the Statement of Work attached at Annex "A".
  - a) Provide timely and reliable recycling collection services to Federal Departments, Agencies and Crown operations, as directed by ES (Environmental Services);
  - b) Provide for clear and definite adherence to all applicable environmental and occupational health and safety legislations and all contractual requirements including the terms of reference outlined in this Statement of Work (SOW);
  - c) Guarantee that all materials collected are recycled at their end destination.
- (ii) This requirement is for Environmental Services (ES) with Real Property Branch of Public Works and Government Services Canada (PWGSC) covering buildings located in the National Capital Area within Ontario and Quebec, Canada.
- (iii) The period of any resulting contract will be for a period of one (1) year with Canada retaining an irrevocable option to extend the contract for a period of two (2) additional twelve (12) month periods.

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- (iv) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial and Security Program of Public Works and Government Services Canada(<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website”.
- (v) 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), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

**1.3 Debriefings**

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

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**PART 2 - BIDDER INSTRUCTIONS**

**2.1 Standard Instructions, Clauses and Conditions**

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

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

The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

- The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:  
Delete: sixty (60) days  
Insert: *one hundred eighty (180)* days

**2.2 Submission of Bids**

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

**2.3 Former Public Servant**

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

"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

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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](#).

**Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

**2.4 Enquiries - Bid Solicitation**

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as



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such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies 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 the province or territory where the work is performed.

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

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

### **3.1 Bid Preparation Instructions**

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

Section I     Technical Bid (1 hard copy);  
Section II    Financial Bid (1 hard copy); and  
Section III   Certifications (1 hard copy)

Prices must appear in the financial bid only. Prices must not 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** - see Part 4, subsection 4.1.1

**Section II:      Financial Bid**

Bidders must submit their financial bid in accordance with **Annex C - Cost of Services Schedule – Basis of Payment**. The total amount of Applicable Taxes is to be shown separately.

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**Section III: Certifications**

Bidders must submit the certifications required under **Part 5**.

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

**4.1 Evaluation Procedures**

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

**4.1.1 Technical Evaluation**

**Submission of Evidence**

Submission of Evidence as described at **4.1.1.1 to 4.1.1.4** should be included with the bid at time of solicitation closing. However, if the following is not submitted with the bid by the solicitation closing date, 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 evidence provided by the bidder may be verified by the Canada. Failure by the bidder to provide the required evidence or in the event that the evidence cannot be verified shall result in the bidder being disqualified and no further consideration will be given to the bidder. If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed.

PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory shall result in the proposal being considered non-responsive and no further consideration will be given to the Bidder.

**4.1.1.1 Waste Management Certificates of Approval, Registrations (or equivalents)**

Bidder **MUST** submit valid copies for the required certifications by the corresponding provincial regulatory authority:

- CoA (or Provisional CoA) for collecting, handling and transporting non-hazardous waste (from MDDEP for Quebec or MOE for Ontario)
- CoA (or Provisional CoA) for waste disposal facilities (for transfer and processing of applicable paper materials detailed in Annex A) (from MDDEP for Quebec or MOE for Ontario)

The bidder must list each waste management system and disposal site (material recycling facility) to be used during the performance of this contract.

**4.1.1.2 Mandatory Contractor's Experience and Past Performance**

The bidder must provide evidence of its experience and past performance involving collection for each recycling service by providing three (3) projects/contracts satisfactorily completed or ongoing for at least

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twelve (12) consecutive months within the past five (5) years. To be considered reasonable, the project/contract must consist of the material in the table's titles (referring to Annex A) and respond to the time frame stated above (12 consecutive months).

<b>PROJECT/CONTRACT REFERENCE NO. 1 - PAPER MATERIALS (ANNEX A - 2.2.1)</b>	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and email address of client contact	Phone No.: _____ Email address: _____
Performance period of the project or contract <b>(indicate day, month and year)</b>	<b>From:</b> Day _____ Month _____ Year _____ <b>To:</b> Day _____ Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____ _____ _____	

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<b>PROJECT/CONTRACT REFERENCE NO. 2 - MULTI-MATERIALS RECYCLING COLLECTED (ANNEX A - 2.3)</b>	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and email address of client contact	Phone No.: _____ Email address: _____
Performance period of the project or contract <b>(indicate day, month and year)</b>	<b>From:</b> Day _____ Month _____ Year _____ <b>To:</b> Day _____ Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____ _____	

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<b>PROJECT/CONTRACT REFERENCE NO. 3 OTHER MULTI-RECYCLING MATERIALS (ANNEX A - 2.3.1)</b>	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and email address of client contact	Phone No.: _____ Email address: _____
Performance period of the project or contract ( <b>indicate day, month and year</b> )	<b>From:</b> Day _____ Month _____ Year _____ <b>To:</b> Day _____ Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____ _____	

**4.1.1.3 Accidents and Infractions**

Bidders must disclose below the number of occupational accident(s) and/or environmental infraction(s) involving the storage, handling, treatment, processing, transfer, recycling, recovery or transportation of recyclables/or paper materials that occurred within the last three (3) years from the closing date of the bid solicitation and that resulted in a regulatory violation against the Bidder.

The Bidder must only count the number of accidents/infractions that occurred if the accident/infraction resulted in a regulatory violation. If the Bidder does not have any accidents/infractions that resulted in a regulatory violation, the Bidder shall indicate "0" in the space provided below.

Disclosure of past occupational accidents and environmental infractions taking place within the last three (3) years from the closing date of the bid solicitation that resulted in a regulatory violation: \_\_\_\_\_ # of accidents/infractions.

Bidders having four (4) or more accidents or infractions within the last three (3) years from the closing date of the bid solicitation that resulted in a regulatory violation will be considered non-responsive and no further consideration will be given.

In order for the Bids to be considered responsive, they must also contain the following certification:

*"The Bidder hereby certifies that it has no more than three (3) accidents and/or environmental infractions resulting in a regulatory violation, charged against the bidder, from the jurisdiction having authority, in the previous (3) years prior to the bid closing date."*

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Canada reserves the right to verify the above certification and to declare the bid non-responsive for any of the following reasons:

- a) Untrue statement;
- b) Failure to include this representation and warranty with the bid executing the signature block immediately following this paragraph;
- c) Bidder has four (4) or more accidents and/or infractions within the last three (3) years from the closing date of the bid solicitation that resulted in a regulatory violation.

---

Signature

---

Date

**4.1.1.4 As per section 2.2 & 2.3 of the SOW: Description of Materials End Markets:**

The Bidder must provide, a list detailing the anticipated final disposition of the following material categories (i.e. brokers, mills, scrap dealers where the paper materials may be shipped for recycling).

- (a) Mixed Paper
- (b) Paper Towels
- (c) Corrugated Containers and Cardboard
- (d) Steel, aluminum and tin food and beverage cans, other mixed metals
- (e) Clear and coloured glass containers
- (f) Recyclable mixed Plastics (#1-7), Tetra Paks and Gable Top cartons (ie. Milk and juice cartons)
- (g) Other Multi-Recycling Materials, see Annex A.

**4.2 Basis of selection**

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

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**PART 5 - CERTIFICATIONS**

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. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may 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 Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), 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 section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Inteligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.

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**5.2.3 Additional Certifications Precedent to Contract Award**

**5.2.3.1 Licensing and Certification Documentation**

The Contractor must obtain and maintain the following:

- all permits;
- licenses;
- training;
- certificates of approval required for the Work to be performed under any applicable federal, provincial or municipal legislation and as described in Annex A "Statement of Work"; and
- The Contractor shall be responsible for any fees imposed by such legislation or regulations.

**PART 6 - SECURITY REQUIREMENT**

**6.1 Security Requirement**

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 site(s) must meet the security requirement 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 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.

**6.2 Employee Information for Security**

The Bidder should specify the following information regarding employees proposed who will be servicing secure sites against any resulting contract.

Only employees who hold valid security clearances and who will be servicing the secure sites must be listed below:

LEGAL NAME (First and Last)	DATE OF BIRTH (day/month/year)	CURRENT CLEARANCE HELD



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**PART 7 - RESULTING CONTRACT CLAUSES**

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

**7.1 Statement of Work**

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

**7.1.1 Replacement of Specific Individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - (a) the name, qualifications and experience of the proposed replacement; and
  - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

**Names of qualified employees**

The Contractor must provide the names of employees who will have access to sensitive work site. The names provided below must be the same personnel listed part 6 of the proposal.

Employee Name	Security Clearance

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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) (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 - Services, apply to and form part of the Contract.

**7.3 Security Requirement**

**7.3.1** The following security requirement (SRCL and related clauses) applies and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, 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 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 must comply with the provisions of the:
  - a) *Security Requirements Check List* and Security Guide (if applicable), attached at Annex F;
  - b) *Industrial Security Manual* (Latest Edition).

**7.4 Term of Contract**

**7.4.1 Period of Contract**

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

**7.4.2 Option to Extend Contract**

The Contractor grants to Canada the irrevocable option to extend the contract for a period of two (2) additional consecutive twelve (12) month periods 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 60 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.

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**7.5 Authorities**

**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

François Rosso  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Real Property Contracting Directorate  
3C2, 11 Laurier Street  
Gatineau, Quebec K1A 0S5

Telephone: 819-420-6227  
Facsimile: 819-956-3600  
E-mail address: [francois.rosso@tpsgc-pwgsc.gc.ca](mailto:francois.rosso@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 Technical Authority**

*"TO BE PROVIDED AT CONTRACT AWARD"*

The Technical Authority for the Contract is:

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

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

The Technical Authority named above 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 Technical Authority; however the Technical 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**

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Cellular: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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**7.6 Proactive Disclosure of Contracts with Former Public Servants *(delete at contract award if not applicable)***

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 Limitation of Expenditure**

The Contractor will supply the goods and services under the Contract to an estimated total expenditure that must not exceed \$ **(to be determined)** (Applicable Taxes excluded) of which \$ **(to be determined)** (Applicable Taxes excluded) is for goods and/or services enumerated or described in Pricing Schedule 1, and \$ **(to be determined)** (Applicable Taxes excluded) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedule 2.

**7.7.2 Basis of Payment - Firm Prices and "As and When"**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2014-09-25) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

a) Firm rates will be paid for the services rendered monthly, in accordance with **Pricing Schedule 1** attached as **Annex C – Cost of Services Schedule – Basis of Payment**.

b) "As and When Requested" or "On-Call" Work:

Any costs incurred for "as and when requested" or "on-call" will be paid, in accordance with **Pricing Schedule 2** attached as **Annex C – Cost of Services Schedule – Basis of Payment**, and the **Statement of Work, Annex A**, on an "as and when requested" basis or "on-call", after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" or "on-call" portion of the Contract must not exceed \$**(to be determined)**. Applicable Taxes are extra, if applicable.

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) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

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.

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.

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**7.7.3 SACC Manual Clauses**

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

**7.8 Invoicing Instructions - Maintenance Services**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly hauling records report described in **3.0 Billing Instructions and Reporting of the Statement of Work (Annex A)**.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

2. The monthly invoices for each grouping of sites specified below shall be sent to one of the following contacts (via email or hard copy if an email copy cannot be sent due to technical difficulties):

*INFORMATION TO BE ADDED AT CONTRACT AWARD*

**7.9 Certifications**

**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 the province or territory where the work is being performed.

**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)
- (c) Annex A, Statement of Work;
- (d) Annex F, Security Requirements Check List;
- (e) the Contractor's proposal dated \_\_\_\_\_ (*insert date of bid*)
- (f) Annex C, Cost of Services Schedule – Basis of Payment
- (g) Annex E, Contractor Driver and Vehicle List Template
- (h) Annex B, Collection Locations, Containers and Schedule Requirements
- (i) Annex D, Sample Hauling Records Report
- (j) Annex G, PWGSC No Site Access Report Sample

**7.12 Foreign Nationals (Canadian Contractor)**

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor) (if applicable), apply to and form part of the Contract.

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**7.13 Insurance – Specific Requirements**

The Contractor must comply with the insurance requirements specified in the **following article 7.13.1 Commercial General Liability Insurance**. 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. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

**7.13.1 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)

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- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. Litigation Rights: Pursuant to subsection 5(d) of the [\*Department of Justice Act\*](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

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

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

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



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**7.13.2 Automobile Liability Insurance**

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

**7.13.3 Environmental Impairment Liability Insurance**

1. The Contractor must obtain "Contractors Pollution 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 \$1,000,000 per accident or occurrence and in the annual aggregate.
2. 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.
3. The "Contractors Pollution 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - c. Separation of Insureds: 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.
  - d. 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.
  - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

**7.14 Cellular Phones and/or Pagers**

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

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**7.15 Sites Regulations**

**7.15.1 Government Site Regulations**

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

**7.15.2 Canadian Forces Site Regulations**

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

**7.16 Pre-Commencement Meeting**

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical Authority.

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.



# **Annex A: Statement of Work for Paper Materials and Multi-Material Collection and Recycling Services Contract**

**October 2017**

**Public Works and Government Services Canada  
Environmental Services  
National Capital Area Operations Sector  
Real Property Branch**

**Prepared by: Non-Hazardous Solid Waste Management Group  
Regional Sustainable Building Management & Contaminates Sites  
Environmental Services  
Real Property Branch**

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Annex A outlines the Statement of Work that must be adhered to in order to meet the expectations of the contract.

## **1. OBJECTIVES**

On behalf of the Environmental Service (ES) with Real Property Branch of Public Works and Government Services Canada (PWGSC), the Contractor must provide for the removal of accepted paper and recyclable materials from various Government of Canada sites as follows:

- (a) Provide timely and reliable recycling collection services to Federal Departments, Agencies and Crown operations, as directed by ES;
- (b) Provide for clear and definite adherence to all applicable environmental and occupational health and safety legislations and all contractual requirements including the terms of reference outlined in this Statement of Work (SOW);
- (c) Guarantee that all materials collected are recycled at their end destination.

## **2. SERVICE OUTLINE**

### **2.1 General Requirements**

The work to be performed by the Contractor consists of the collection and haulage of:

- a) Non-sensitive paper materials from various sites listed in Annex B – Paper Collection Locations, Containers and Schedule Requirements, to a provincially approved and licensed paper recycling facility for processing and recycling; and
- b) Recyclable materials from various sites listed in Annex B – Multi-material Collection Locations, Containers and Schedule Requirement.

All of the materials will be transported to a provincially approved and licensed material recycling facility for processing and recycling.

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It is unacceptable to carry out alternative disposal arrangements (such as diverting said materials to landfill) without the prior consent of the Technical Authority.

ES reserves the right, by appointment, to tour the material recycling facilities used during the performance of this contract, and to ensure that all collected materials are indeed being recycled.

The Contractor must service the various sites throughout the National Capital Area (NCA) in accordance with the locations, quantities, and frequencies listed in Annex B. The Contractor must provide all the necessary labour, equipment and vehicles to ensure these requirements are met.

## **2.2 PAPER MATERIALS COLLECTED**

The paper materials described in 2.2.1 will be collected using various containers for collections provided by the Contractor.

The Contractor must provide the Technical Authority with an updated list of the material recovery facility (ies) and the paper recycling plant(s) (ie. the paper mills) used during the performance of this contract.

### **2.2.1 PAPER MATERIALS**

The paper materials to be collected from the sites detailed in Annex B – Paper Collection Locations, Containers and Schedule Requirements include the following materials:

Mixed Paper (including but not limited to):

- (a) White grades – Sorted Office Paper (PPI#1,2, 37,40), Printer Mix/ Coated Books, Cup Stock, Solid Bleach Sulphate Board, Hard White Envelops;
- (b) Newspapers
- (c) Rolls – all types and grades;
- (d) Pamphlets, Leaflets, Magazines;

- 
- (e) Shredded paper. Acceptance to be determined on a case by case evaluation;
  - (f) Books. Acceptance to be determined on a case by case evaluation.
  - (g) Ground-wood grades – (PPI#8) News, (PPI#6) News, Over-issue news (PPI#9), Boxboard;

Paper Towels:

- (h) White and Brown paper towels from washrooms;

Corrugated Containers and Cardboard (including but not limited to):

- (i) Brown grades – OCC (PPI#11), Double Lined Kraft, and Kraft bags.

## **2.2.2 OTHER PAPER MATERIALS**

During the course of the contract, if any additional paper materials become acceptable for recycling by the Contractor, the Contractor must advise the Technical Authority and the Contracting Authority of such services as soon as possible. If all parties agree to the inclusion of any additional paper materials covered for recycling under this contract, the Contracting Authority will issue a formal amendment to the contract.

## **2.2.3 PAPER LOGISTICS**

The non-sensitive paper materials described in section 2.2.1 will be placed by the client into containers that the Contractor must provide and must collect at each location listed in Annex B – Paper Collection Locations, Containers and Schedule Requirements. As indicated, the Contractor will be required to enter some buildings in order to retrieve containers from locations where loading dock space is limited, at no additional expense to the Government of Canada.

The materials collected by the Contractor must be transported to a paper material recovery facility for sorting and baling, which will eventually be transferred to a paper recycling plant (ie. paper mill) for processing. All listed facilities will have the appropriate and necessary licenses as defined by the provincial authority. The paper materials must be transported by a provincially approved hauler and the routes taken must be designated by the municipal authority.

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Acceptable paper materials collected under this contract, as outlined in section 2.2.1 and as additionally agreed to by future contractual amendments, are intended for paper recycling only, regardless of the composition of the waste within each of the containers. Should elevated contamination levels in the paper streams arise and pose problems/risks during the recycling process, the Contractor must notify the Technical Authority as soon as possible so that the required corrective measures can be applied to address the problem. The Contractor must detail a description of the contaminants, the estimated contamination level (ie. % of load), the site from which the contamination is stemming, whether this has been a reoccurring issue or a one-time observance, and any other observations that will help resolve the issue.

The Contractor must not otherwise dispose of any uncontaminated paper materials to a landfill, nor enter into any other arrangements to reuse or recycle the paper materials, unless so authorized by the Technical Authority.

### **2.3 MULTI-MATERIALS RECYCLING COLLECTED**

The recyclable materials to be collected from the sites detailed in Annex B – Multi-Material Collection Locations, Containers and Schedule Requirements include the following:

- (a) Steel, aluminum and tin food and beverage cans, other mixed metals;
- (b) Clear and coloured glass containers;
- (c) Recyclable mixed Plastics (#1-7)<sup>1</sup>, Tetra Paks and Gable Top cartons (ie. Milk and juice cartons).

The recyclable materials described above will be co-mingled on-site in containers for collection provided by the Contractor. The Contractor shall provide services accommodating co-mingled collections, as detailed in Annex B - Collection Locations, Containers and Schedule Requirements.

**These materials will not be sorted at source.**

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<sup>1</sup> It is understood that the collection and recycling of different types of mixed plastic materials will vary depending on available markets. The Contractor is expected to track these end-use markets and advise PWGSC if there are any changes to the market and therefore changes to any of the materials accepted for recycling under this contract. Plastics, and any material listed in section 2.3, that cannot be recycled (no end-use market) and will end up in landfill once sorted shall not be collected for recycling under this contract.

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The Contractor shall be responsible for sorting and separating the collected co-mingled recyclable materials for processing and recycling. The Contractor shall describe how this will be achieved in their proposal as well as list the anticipated end markets for all material types to be collected.

The Contractor shall provide the Technical Authority with an updated list of the material recycling facility (ies) used during the performance of this contract.

### **2.3.1 OTHER MULTI-RECYCLING MATERIALS**

Waste Wood/Pallets - Although the recycling of waste wood and pallets is not a request received regularly, we are requesting pricing for front end containers. (See Annex C – Cost of Services Schedule – Basis of Payment)

During the course of the contract, if any additional non-hazardous office materials become acceptable for recycling by the Contractor, the Contractor shall advise the Technical Authority and the Contracting Authority of such services. If all parties agree to the inclusion of any additional materials covered for recycling under this contract, the Contracting Authority shall issue a formal amendment to the contract.

### **2.3.2 MULTI-RECYCLING LOGISTICS**

The recyclable materials shall be co-mingled by the client and placed in containers provided by the Contractor for collection at each location listed in Annex B – Multi-Material Collection Locations, Containers and Schedule Requirements. Every so often, the Contractor, at no additional expense to the Government of Canada, may be required to enter the buildings in order to retrieve containers from locations where loading dock space is limited.

The materials shall be collected by the Contractor and transported for recycling to a material recycling plant. All listed facilities will have the appropriate and necessary licenses as defined by the provincial authority. The recyclable materials must be transported by a provincially approved hauler and the routes taken must be designated by the municipal authority.

Acceptable recyclable materials collected under this contract, as outlined in section 2.3 and as additionally agreed to by contractual amendment, are to be transported to the intended recycling



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facility regardless of the composition of the waste within each of the containers. The Contractor shall not otherwise dispose of any such materials to landfill, nor enter into any other arrangements to reuse or recycle the materials unless so authorized by the Technical Authority.

#### **2.4 REGULATIONS**

Any and all work in relation to the contract such as the transportation, sorting and baling, storage and processing of the materials, is to be undertaken in accordance with the legislation and regulations of authorities having jurisdiction, including but not limited to:

- a) *Occupational Health and Safety Act*, Revised Statutes of Ontario, 1990;
- b) *An Act Respecting Occupational Health and Safety R.S.Q.*; as amended 1 April 1998;
- c) *Waste Management Regulation*, O.Reg. 347/94 as amended; *Environmental Protection Act*, Revised Statutes of Ontario 1990. **This includes conditions for Certificates of Approval and Licensing for paper recycling or waste management transportation, processing and/or disposal;**
- d) The *Environmental Quality Act* (Quebec) [Q-2,r.15.2] **This includes conditions for Certificates of Approval and Licensing for paper recycling or waste management transportation, processing and/or disposal.**
- e) All other related regulations of federal, provincial and municipal application.

#### **2.5 HEALTH AND SAFETY**

All safety measures respecting personnel and fire hazards recommended by Municipal, Provincial or Federal codes and/or prescribed by the authorities having jurisdiction, must be observed at all times.

The Contractor is responsible for ensuring that all personnel going on-site have completed Workplace Health Materials Information System (WHMIS) and basic level Health and Safety training. Accordingly, a health and safety plan must be developed and implemented as required. **The Contractor must provide the Health and Safety Plan to the Technical Authority three (3) days after contract award.**

All unsafe working conditions identified while conducting work outlined in this Statement of Work must be reported to the Technical Authority immediately.

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Hitching, lifting or securing devices mounted on containers must be inspected regularly and maintained to limit the risk of hazard to the personnel and public. The Technical Authority reserves the right to have the operations, methods and equipment inspected at any time. If any of the above are judged to be unsafe, not-suitable, or defective, they will be replaced by acceptable alternates at no additional cost to the Government of Canada.

The Government of Canada will not be held responsible for bodily injury and/or property damage caused by the Contractor's employees or equipment.

## **2.6 REQUIREMENTS FOR SECURE SITES**

The Contractor must provide the Technical Authority with a complete list detailing information pertaining to all the vehicles and drivers that may be used to service designated secure sites. This listing must include all information as per the template table in Annex E – Contractor Driver and Vehicle List Template. This list must be provided prior to the contract start date, with updated lists to be provided as needed and prior to having new vehicles and/or new employees access secure sites. A period of seven (7) working business days is required from the time of submission of the updated listing to access on site by the new vehicle and/or new employee.

Drivers with a reliability level security clearance must be available at all times for the designated locations. Drivers must be made aware, at all times, of sensitivities such as collection schedules, on site procedures, locked doors, containers, etc. The designated secure sites have been identified as those requiring a Reliability level security clearance in Annex B-Collection Locations, Containers and Schedule Requirements.

## **2.7 Frequency of Collections/ Bin Lifts and Number of Containers**

The sites must be serviced as per the frequency and number of required containers detailed in the 'Collection Locations, Containers and Schedule Requirements' in Annex B or as otherwise directed by the Technical Authority.

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Throughout the duration of the contract, the collection frequency and/or number of containers may be revised in Annex B – Paper and Multi-Material Collection Locations, Containers and Schedule Requirements to reflect changing service demands. Any changes to the schedule must be communicated via email by the Technical Authority to the Contractor and a formal amendment to the contract must follow through the Contracting Authority. Any such changes must be mutually agreed upon in writing between the Contractor and the Technical Authority, and will come into effect as directed by the Technical Authority. Amendment revisions may include but is not limited to:

- a) Addition of new sites;
- b) Removal of existing sites;
- c) Addition of new collection containers;
- d) Removal of existing containers;
- e) An increase and/or decrease in the frequency of collections at existing sites.
- f) Addition of containers of different sizes not listed in Annexes B or C.

To help ensure a collection schedule that best meets the needs of the individual sites, the Contractor must be responsible to inform the Technical Authority of any substantial and lasting changes in the amount of paper or multi-material recyclable materials generated from any site (i.e. whether containers are continuously overflowing or regularly empty upon collection).

Requests agreed upon between the Technical Authority and the Contractor for additional containers must be delivered within three (3) business days (maximum) or by a prior agreed upon date, at no additional cost to the Government of Canada.

## **2.8 Scheduling**

Paper and multi-material recyclable materials must be collected as per the collection times and days outlined in Annex B. Collections must occur from Monday to Friday between 7 a.m. and 5 p.m. unless otherwise stated in Annex B. It is imperative for all locations that the collection schedule (and times) outlined in Annex B be strictly adhered to, in order to accommodate client operations and prevent any service interruptions.

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The Contractor must submit the proposed day and approximate time (morning/afternoon) for each collection, if for the purposes of routing, the days or times desired differ from those indicated within Annex B. These proposed scheduling changes must be submitted prior to collections commencing on-site and must be dependent upon the approval of the Technical Authority.

Any future scheduling change requests must be submitted via email between the Technical Authority to the Contractor. Any proposed changes must be mutually agreed upon between the Contractor, the Technical Authority and the Contracting Authority before subsequently being put into effect. A formal amendment to the contract, including any changes made during the month, will be issued at the end of each month (or as soon as is possible) by the Contracting Authority and sent to the Contractor for signature and approval.

## **2.9 On-Call Service Requirements**

Additional service requests made by the Technical Authority for 'As and When' or 'On-Call' collections are to be provided by the Contractor within twenty-four (24) hours of the submitted request. On-Call service requests will be communicated by the Technical Authority via telephone and confirmed via email during normal operating hours (7 a.m. to 5 p.m., Monday to Friday).

## **2.10 Missed Collections**

The Contractor is required to inform the Technical Authority at least twenty-four (24) hours in advance if a collection schedule may not or cannot be met at any given time. If this is not possible due to unforeseen circumstances, the Contractor must inform the Technical Authority as soon as it is known and no later than the next business day, including a written explanation by email of the circumstances surrounding the missed collection.

If the Contractor fails to inform the Technical Authority of the change to the schedule, the required collection must still take place and no payment will be issued for these missed or late services. Should access to a site be blocked, the Contractor's driver must make every effort to contact the Technical Authority prior to leaving the site in the event that the obstruction can be removed and the collection completed as scheduled.

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### 2.10.1 No site-access reporting and charges

For collections that cannot be completed because access to the site and/or equipment is prevented when the Contractor arrives on-site, the Contractor must adhere to the reporting and verification procedure described below in Section 2.10.1a, using the sample “No Site Access Report” provided in Annex G.

Collection and unit charges, as per Annex C, can only be charged and invoiced when services to the sites are completed where a minimum of 1 container is emptied/removed. However, collections missed because access is denied on-site due to “external issues” will instead warrant a “no site access fee”, as described below in Section 2.10.1b. This fee must be specified by the Contractor in Annex C in order to be charged (when applicable).

#### 2.10.1a) No site access verification and reporting procedure:

- 1) Contractor must immediately call the appointed ES representative, while still on site, to notify of access issue;
- 2) ES contacts site/client to confirm and potentially resolve issue while Contractor (driver) waits on-site;
- 3) ES follows-up with Contractor to confirm whether issue is deemed “external” or “internal” and required next steps:
  - a) If issue is resolvable, access is granted and collection takes place:
  - b) If access cannot be granted due to **external issue**, collection is rescheduled and “no site access fee” can be charged. An external issue is defined as any access problem resulting from an ES Client or on-site failure beyond the Contractor’s control. Sample categories that itemize the most likely external issues can be found in Annex G and will be confirmed with the Contractor upon contract award;
  - c) If access cannot be granted due to **internal issue**, collection is rescheduled and no fee is charged. Internal issue is defined as any problem resulting from a failure on behalf of the contractor. Sample categories that itemize the most likely internal issues can be found in Annex G and will be confirmed with the Contractor upon contract award.
- 4) Contractor completes and sends the No Site Access Report same day to ES representative for verification (see sample report, Annex G);

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- 5) ES verifies information, completes PWGSC section and returns completed report to Contractor with confirmation of warranted fee (if applicable) or request for further information/follow-up;
  - 6) The “No Site Access Report” must be completed by both parties in order for a “no site access fee” to be invoiced and paid, where applicable.

#### **2.10.1b) No site access fee:**

When a collection cannot be completed because access is denied on-site due to an external issue, as described in 9.1.1a above, a **“no site access fee” can be charged by the Contractor. This fee is meant to reflect the expended labour and mileage resulting from the site visit (where no actual collections have taken place).** This “No site access fee” will require its own identifier on the invoice so this type of charge is distinct from the collection charges. A fixed rate will be charged if applicable as per Annex C - Cost of Services Schedule.

#### **2.11 Holiday Schedules**

The Contractor will not be required to provide collections on the following Government of Canada holidays:

- New Year’s Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday (Ont.) **OR** St. Jean Baptiste (Qué)
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

If a holiday falls on the specified collection day, the Contractor must provide collection of the materials scheduled for the Holiday on the previous or following Government of Canada working day. As well, the regular scheduled pick-ups for the day following the Holiday must still be completed.

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The revised Holiday Schedule must be communicated to the Contractor by the Technical Authority at least five (5) business days prior to the Holiday.

The Contractor must provide collection services on all other days of the year not listed above, including Family Day (Ontario) without additional charges.

The Contractor must provide, at its own expense, such additional personnel and equipment as may be required as a result of Holiday collection changes to ensure continuous and uninterrupted collection service as specified under the contract.

## **2.12 Site, Container and Equipment Maintenance**

### **2.12.1 Spills, Damage to the Premises**

The Contractor must ensure that areas around containers are clean of debris after the removal and replacement of containers. At no time must the Contractor leave any container anywhere on the site except in the designated areas or in an area designated by ES.

All spills (including fluid leaks from vehicles) and damage occurring on Federal Property must be reported to the Technical Authority immediately.

Responsibilities for spills or damage to the premises or containers during servicing of this contract must be the sole responsibility of the Contractor. In the case of structural damage to the property, corrective action must be undertaken within twenty-four (24) hours from the time of the incident.

Damage to the premises would include but not be limited to lands, buildings, walls, structures, utilities, fences, trees, shrubs, roads, containers, etc.

### **2.12.2 Site Inspections**

Where required, the site must be inspected within twenty-four (24) hours by the Contractor and the Technical Authority for any detected or reported problems, as defined in section 2.13.1. The inspection must determine and identify whether any damage was caused by the Contractor.

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The onus will be on the Contractor to provide evidence that any damage claims by ESD were not caused by the Contractor.

### **2.12.3 Equipment and Materials**

Unless otherwise specified in Annex B - Collection Locations, Containers and Schedule Requirements, the Contractor must provide the equipment listed to collect the paper materials outlined in section 2.2.1. 95 gallon Otto-carts or equivalent must be provided with lids, handles, two (2) wheels and bilingual labels for identified materials such as “mixed paper”, “paper towels”, etc. (categories to be specified upon contract award). All other front end, cubic yard bins listed in Annex B must be provided to collect larger quantities of various paper materials generated on-site, such as old corrugated cardboard. At one of our sites, one 30 cubic yard compactor will be serviced. However, this compactor belongs to the client.

Unless otherwise specified in Annex B - Collection Locations, Containers and Schedule Requirements, the Contractor must provide the equipment listed to collect the multi-recycling materials outlined in section 2.3. 95 gallon Otto carts or equivalent with lids, handles, two (2) wheels and bilingual labels for “mixed recyclables” or “metal/glass/plastic”.

The quantity and location of the required bins are outlined in Annex B - Collection Locations, Containers and Schedule Requirements. Additional replacement labels must be provided by the Contractor, should they be necessary, at no additional cost to the Government of Canada. Contractors may empty the contents of Otto-carts while on-site into a compartmentalized side loading vehicle or provide rotating service, replacing full containers with empties.

On occasion, without additional remuneration, the Contractor will be required to collect paper materials that are placed alongside the containers when the containers are full.

The Contractor must advise the Technical Authority of any damage to the equipment or equipment requiring repairs or maintenance within twenty-four (24) hours of observation.



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Although locks are not normally required, they may be requested for some locations. There will be no additional charge for locks on containers.

#### **2.12.4 Maintenance and Cleanliness**

Throughout the duration of the contract, the Contractor must maintain all associated equipment in good working order at their own expense to ensure that maximum efficiency and cleanliness are maintained at all times.

The Contractor must spray the containers with a disinfectant spray as needed or requested to reduce unpleasant odours. If additional odour control is necessary, the Contractor may be required to exchange the container(s) with clean ones at no additional cost to the Government of Canada.

Clear plastic bags will be used to collect paper towels/ shredded paper and will be provided by the Clients. For multi-material recycling, plastics liners in 95 gallon Otto carts may be required in some locations, upon request, at no additional cost to the Government of Canada.

The Contractor must leave the collection points neat and orderly after each collection and immediately remove any spillage from the containers or trucks during the collection operation or on route to the recovery facility.

At no time will the Contractor leave any containers anywhere on-site other than in the designated areas or in an area designated by the client or Technical Authority.

#### **2.12.5 Other Requirements**

The Contractor must not park or store any equipment on the site without the written consent (by e-mail) of the Technical Authority.

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The Contractor must have the equipment listed in Annex B and Annex C and similar equipment that support the removal of all containers listed in Annex B - Collection Locations, Containers and Schedule Requirements, available at all times.

The Contractor must advise and must obtain written authorization from the Technical Authority prior to substituting any manpower, equipment or services from those listed in Annex B and Annex C. Failure to inform and obtain authorization from the Technical Authority of any new service arrangements prior to their implementation will delay processing payment for those services.

The Technical Authority reserves the right to request additional or alternative equipment to meet increased service demands due to expanding site operations. All requests must come through the Technical Authority to the Contractor. **The Contractor must not take or service any requests directly from the clients by telephone, e-mail or while on-site.** The Contractor will direct any inquiries to the Technical Authority.

### **2.13 Reporting of Problems**

The Contractor is required to immediately report any accidents, spills, concerns, anomalies, contamination, impediments to access or other problems to the Technical Authority via telephone, and via email within twenty-four (24) hours of observation.

At no time will the Contractor address on-site issues with on-site personnel without first notifying the Technical Authority.

### **2.14 Collection Vehicles**

Contractor's vehicles must:

- a) Be available in sufficient numbers to satisfy the demands outlined in Annex B and Annex C;
- b) Prevent loss or spillage of the materials throughout the collection and delivery process;
- c) Be appropriately licensed by the provincial authority to transport the paper materials; and
- d) Be equipped with weigh scale technology to provide accurate and reliable weights of the containers collected.

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Additional vehicles must be available to replace vehicles that are being serviced. The Contractor must maintain all vehicles during the performance of the work and must produce, if requested, all current and valid certificates of inspection.

### **2.15 Potential Pilot Projects**

ES is committed to minimizing the amount of waste destined for landfill. To this end, ES will continue to explore new methods and materials for waste reduction and diversion, and may undertake related pilot projects in the future that could include any potential material covered or not covered under this contract.

Should the Contractor have diversion services to offer ES in support of this commitment, they must detail these services, costs and equipment requirements in a proposal. The Contractor should also notify the Technical Authority of any future developments and waste diversion opportunities that become available.

ES, however, is not obliged to amend the current contract to include new diversion services for these materials should they become available and offered by the Contractor. ES reserves the right to contract or partner with any other company, agency, person or firm for the purpose of undertaking a pilot project for any waste reduction project.

### **3.0 BILLING INSTRUCTIONS AND REPORTING**

Payments will only be made on receipt of satisfactory invoices duly supported by any documents called for under the contract, as described below.

One (1) composite invoice must be submitted monthly to the Technical Authority, on the Contractor's own form, and must include the following:

- Contract number, procurement business number, invoice number, date, account number, invoice period;

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- For each collection site, list the site name, site number, container types, date of collections for each services for that invoice period , types of materials collected (eg. paper, paper towels, cardboard, plastic/ glass bottles, mixed materials), number of containers lifted or removed, weight in metric tons, collection price, total price;
  - Site name and number must be posted on each subsequent invoice page if necessary;
  - The 'On-call' collections must be identified distinctly from the regular firm collection (by a code or some other identifier at the Contractor's discretion);
  - The monthly total for the regular and for the "On-call" services as well as the applicable taxes must be detailed on each invoice;
  - Running totals (from contract start date) of the firm and of the "On-call" services invoiced to date must be included on each invoice.

The Technical Authority will notify the Contractor of any errors or discrepancies with the invoice or with the required supporting documentation, and where such notice is given, payment of the amount invoiced will be postponed until the Contractor remedies the errors (providing credits or other where warranted).

In addition, within the final month of each fiscal year (March), the Contractor may be requested to provide two (2) invoices specifying the information described above. The first invoice must outline the services provided to the Government of Canada within approximately the first three (3) weeks of the month. This period may fluctuate each year, hence, it must be determined by the Technical Authority and communicated to the Contractor's Representative in the month of February. The remaining invoice must detail the services provided to the Government of Canada within the final week of the month of March (estimated period) and must be provided within the first few days of April, as specified by the Technical Authority.

For the sites not identified as DND, unless otherwise instructed, electronic invoices must be sent via email to the following locations. Should, due to technical difficulties, electronic copies be unable to be sent by e-mail, a hardcopy will be acceptable.

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## TO BE INSERTED AT CONTRACT AWARD

### 3.1 Paper Collection Service Charges

Charges for collection services of paper materials must reflect:

- a) A fixed rate per collection for 95 gallon otto-cart bins (where a minimum of 1 container is emptied/removed), and;
- b) A per unit rate (also known as “bin lifts”) for front end bins of 2-6 CY and roll-off containers (ex. 30 CY Compactor) emptied/removed, and;
- c) A fixed rate for “No Site Access” when access is denied on-site due to “external issues”.

The collection charges for the monthly service period and for “As and When Requested” (“On-Call”) services will be based on the firm per-collection and the fixed per-unit rates and will be paid in accordance with Annex C – Cost of Services Schedule – Basis of Payment. As described in Section 9.1.1a above, when a collection cannot be completed because access is denied on-site due to an external issue, **a “no site access fee” can be charged by the Contractor. This fee is meant to reflect the expended labour and mileage resulting from the site visit (where no actual collections have taken place).** This “No site access fee” will require its own identifier on the invoice so this type of charge is distinct from the collection charges.

### 3.2 Multi-Material Collection Services Charges

Charges for collection services of all recyclable materials shall reflect fixed per unit rates based on the number of units/containers lifted at each collection. The Contractor shall not charge for any empty containers/containers that were not lifted. There shall also be no partial charges for  $\frac{1}{4}$ ,  $\frac{1}{2}$  or  $\frac{3}{4}$  full containers.

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The collection charges for the monthly service period and “as and when requested” (“on-call”) shall be based on the firm per-unit rates and shall be paid in accordance with Annex C – Cost of Services Schedule – Basis of Payment.

### 3.3 Paper Monthly Hauling Records

The Contractor must provide the Technical Authority with electronic copies of computer generated monthly hauling records report (Excel Format) that supply the actual weights for the collected containers at each site, and the total monthly weights for each site detailed by the following paper categories:

- Mixed Paper (including shredded paper)
- Paper Towels
- Corrugated Cardboard

The hauling records must be submitted along with the monthly invoices.

The monthly hauling records report must be in accordance with the sample provided in **Annex D – Sample Hauling Records Report** or a similar format supplied by the Contractor and approved by the Technical Authority.

The Contractor’s vehicles must be equipped with weight scale technology which will provide accurate and reliable weights. Weight tickets must be provided to the Technical Authority when requested.

Within the final month of each fiscal year (March), the Contractor must provide an annual hauling record report summarizing the monthly totals of each paper category above per individual site listed in Annex B - Collection Locations, Containers and Schedule Requirements in an Excel document.

Monthly and annual hauling record reports must be grouped as follows and sent to the following Technical Authority:

For sites 1 to 32, 57 to 121 and 129-135:

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**TO BE INSERTED AT CONTRACT AWARD**

For sites 33 to 56 and 122 to 128:

**TO BE INSERTED AT CONTRACT AWARD**

**3.4 Multi-Recycling Monthly Hauling Records**

The Contractor shall provide the Technical Authority with electronic copies of computer generated monthly hauling record reports (Excel Format) that supply the actual weights for the collected containers at each site, and the monthly weight totals for each site.

The hauling records shall be submitted along with the monthly invoices.

Monthly hauling records report shall be in accordance with the sample provided in **Annex D – Sample Hauling Records Report** or a similar format supplied by the Contractor and approved by the Technical Authority.

The Contractor's vehicles shall be equipped with weight scale technology which will provide accurate and reliable weights. Weight tickets shall be provided to the Technical Authority when requested.

Within the final month of each fiscal year (March), the Contractor shall provide an annual hauling record report summarizing the monthly totals for each individual site listed in Annex B - Collection Locations, Containers and Schedule Requirements in an Excel document.

Monthly and annual hauling record reports shall be grouped as follows and sent to the following Technical Authority:

For sites 1 to 56 inclusive, 102 to 104, 107 to 110, 112 and sites 114 to 121:

**TO BE INSERTED AT CONTRACT AWARD**

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For sites 57 to 101 inclusive, and sites 106, 111 and 113:

**TO BE INSERTED AT CONTRACT AWARD**

**3.5 Missed or Inadequate Documentation**

Failure to provide adequate invoices and documentation and/or reporting at any time throughout the course of the contract will delay processing payment.

The Government of Canada reserves the right to withhold payment of monthly invoices, without penalty, until the requested corrected invoices/credits and/or reports, in an acceptable format, are received by the Technical Authority.

**3.6 Annual Report on Final Destination of Paper Materials Collected**

It is the responsibility of the Contractor to ensure that collected material is processed and recycled to the highest beneficial use. To this end, the Contractor is to document and report the final destination of the collected materials on an annual basis. The annual report provided at the beginning of April will include at least the following details:

- a) The company name(s) and written description of the final destination(s) of each of the collected paper material types. Examples, a list of the paper mills where the mixed paper, paper towels and cardboard were baled and sent; a list of the scrap dealers that metal materials were delivered to, brokers that plastics were baled and sent to etc.
- b) The specific type of materials shipped to each destination; examples mixed paper; paper towels and cardboard, Aluminum, number 1 or 2 plastics or mixed scrap, etc;
- c) Contact names, telephone numbers and addresses of brokers, processors, etc. should ES decide to confirm the material destination; and



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- d) Where possible, weigh tickets and the final quantities for loads received by the final processing destination. These weigh tickets must include a unique identification number, date, gross and net weight. Copies of weigh tickets or a summary list of loads is acceptable.

#### **4.0 NEW CONTRACT TRANSITION PERIOD**

Once the contract is awarded, the successful bidder must coordinate with the Technical Authority to prepare for the collections start-date. This will include one or more meetings in advance of the collections start date in order to plan and schedule the delivery of the new recycling containers, ensure Contractor access to all sites and ensure a smooth transition from one contract to the next. This may also require a drive through of the sites with the Contractor.

There will be no additional charges by the Contractor to ES for any start-up work completed prior to the collection services start date (i.e. No additional charges will be invoiced for the initial delivery of the required recycling containers on-site).

**Annex B**  
**File No: EP913-180581**  
**Multi-Recycling Site**  
**Collection Locations, Containers and Schedule Requirements**

**Notes:** Due to the nature of this requirement, these lists may change anytime during the solicitation period. However, Canada will not issue a solicitation amendment just for this purpose. An updated list will therefore be issued at contract and the lists may continue to change from time to time during the period of

Site #	Location Bldg. Address	Collection Time	Unit Size	Note	Collection Frequency & Day	Qty	Total Collections per Year	Total Bin Lifts per Year	Total Collections for Year 1	Total Bin Lifts for Year 1	Security Clearance - Reliability Yes or No	Driver to Enter Site	Start Date
2	CFIA - Bldg. Site #201, 3851 Fallowfield, Ottawa, Ontario	Between 07:00 and 17:00	95 gallon Otto carts		Every 3 week (Tues)	2	17	34	14	29	No	No	May 27 2018
4	Transport Canada – McDonald Center Data Centre, 1600 Tom Roberts Rd., Ottawa, Ontario	N/A	95 gallon Otto carts		On Call	3	12	36	10	30	Yes	No	May 27 2018
5	Health Canada, Radiation Protection Lab, 775 Brookfield Rd., Ottawa, Ontario	N/A	95 gallon Otto carts		Every 2 week (Wed)	5	26	130	22	110	Yes	Yes	May 27 2018
6	Parliamentary Precinct - Block 85, Wellington Street, Ottawa, Ontario	N/A	95 gallon Otto carts		1 per week (Fri)	3	52	156	44	132	Yes	Yes	May 27 2018
6A	Parliamentary Precinct - Block 85, Wellington Street, Ottawa, Ontario	N/A	95 gallon Otto carts						0	0	Yes	Yes	May 27 2018
6B	PSB	N/A	95 gallon Otto carts						0	0	Yes	Yes	May 27 2018
6C	Langvin	N/A	95 gallon Otto carts						0	0	Yes	Yes	May 27 2018
6D	Hope	N/A	95 gallon Otto carts						0	0	Yes	Yes	May 27 2018
7	Parliamentary Precinct, Birks Building, 107 Sparks Street, Ottawa, Ontario	N/A	95 gallon Otto carts		1 per week (Fri)	4	52	208	44	176	Yes	Yes	May 27 2018
7A	Birks	N/A	95 gallon Otto carts						0	0	Yes	Yes	May 27 2018
7B	Bates	N/A	95 gallon Otto carts						0	0	Yes	Yes	May 27 2018
7C	Fisher	N/A	95 gallon Otto carts						0	0	Yes	Yes	May 27 2018
7D	Marshall / 4 Corners	N/A	95 gallon Otto carts						0	0	Yes	Yes	May 27 2018
8	Parliamentary Precinct, National Building, 150 Wellington Street, Ottawa, Ontario	N/A	95 gallon Otto carts		Every 2 weeks (Fri)	4	26	104	22	88	Yes	Yes	May 27 2018
8A	Booth	N/A	95 gallon Otto carts						0	0	Yes	Yes	May 27 2018
8B	National Press	N/A	95 gallon Otto carts						0	0	Yes	Yes	May 27 2018
8C	Brouse/Slater/Dover	N/A	95 gallon Otto carts						0	0	Yes	Yes	May 27 2018
12	Health Canada, LCDC, Bldg. #6, 100 Eglantine Dr., Ottawa, Ontario	N/A	95 gallon Otto carts		Every 2 week (Thurs)	2	26	52	22	44	Yes	Yes	May 27 2018
13	Health Canada, Occupational Health, Bldg. #17, Pharmaceutical Lab., Goldenrod & Scott, Ottawa, Ontario	N/A	95 gallon Otto carts		Once a month (Thurs)	3	12	36	10	30	Yes	Yes	May 27 2018
14	Health Canada, Sir Frederick Banting, Bldg. #22, Ross Ave., Ottawa, Ontario	N/A	95 gallon Otto carts		1 per week (Thurs)	4	52	208	44	176	Yes	Yes	May 27 2018
15	Communication Security Establishments - Sir Leonard Tilley Building, 719 Heron Road, Ottawa, Ontario	N/A	95 gallon Otto carts		On Call	6	12	72	10	61	Yes	Yes	May 27 2018
19	Transport Canada 80 West Street, Gatineau, Quebec	N/A	95 gallon Otto carts		On Call	2	12	24	10	20	No	No	May 27 2018
22	Environment Canada – Environmental Science and Technology Centre, Bogue Building, 335 River Road, Ottawa, Ontario	N/A	95 gallon Otto carts	Note: No one at shipping/receiving between 12:00 -13:00 pm. Please call commissionaire at 613-996-9560 and someone will reach Allan or Robert	Every 2 weeks (Tues)	4	26	104	22	88	Yes	No	May 27 2018
23	Supreme Court of Canada, 301 Wellington Street, Ottawa, Ontario	N/A	95 gallon Otto carts	Chacelles contact: Contact Major on his pager 613-274-5050, or Eric Boucher 613-3895-2976.	1 per month (Wed)	2	12	24	10	20	Yes	Yes	May 27 2018
24	Canadian Security Intelligence Service – National Headquarters 1941 Ogilvie Road, Ottawa, Ontario	N/A	95 gallon Otto carts		1 per week (Wed)	10	52	520	44	440	Yes	Yes	May 27 2018
27	L'Esplanade Laurier, 300 Laurier Street, Ottawa, Ontario	N/A	95 gallon Otto carts		Every 4 weeks (Tues)	18	52	936	44	792	No	Yes	May 27 2018
30	National Defence 130 Bentley Avenue, Ottawa, Ontario	N/A	95 gallon Otto carts			3	13	39	11	33	No	Yes	May 27 2018
33	Parliamentary Precinct - Senate of Canada, Parliament Hill, Centre Block, 111 Wellington Street, Ottawa, Ontario	N/A	95 gallon Otto carts	Call Nicole Menkley first and if Nicole is not available then contact is Stephanie Juras Mice at 613-992-3333 cell: 613-913-4335	1 every 4 weeks (Fri)	7	13	91	11	77	Yes	Yes	May 27 2018

Departmental Officer 1  
Departmental Officer 2

34	Parliamentary Precinct - La Promenade (Valour/Victoria Bldg. /Bank of Nova Scotia Bldg., 151 Sparks St./140 Wellington St., Ottawa, Ontario	N/A	95 gallon Otto carts		1 per week (Fri)	7	52	364	44	308	Yes	No	May 27 2018
34A	Victoria		95 gallon Otto carts						0	0	Yes	No	May 27 2018
34B	La Promenade (Valour)/Bank of Nova Scotia		95 gallon Otto carts						0	0	Yes	No	May 27 2018
35	Parliamentary Precinct - Parliament Hill East Block, 111 Wellington Street, Ottawa, Ontario	N/A	95 gallon Otto carts		Every 2 weeks (Fri)	7	26	182	22	154	Yes	Yes	May 27 2018
36	Parliamentary Precinct - House of Commons, Justice Bldg., 249 Wellington Street, Ottawa, Ontario	N/A	95 gallon Otto carts		1 per week (Fri)	3	52	156	44	132	Yes	Yes	May 27 2018
37	Parliamentary Precinct - Confederation Bldg., 229 Wellington Street, Ottawa, Ontario	N/A	95 gallon Otto carts		1 per week (Fri)	5	52	260	44	220	Yes	Yes	May 27 2018
38	Parliamentary Precinct - House of Commons, Parliament Hill, Centre Block, 111 Wellington Street, Ottawa, Ontario	N/A	95 gallon Otto carts		1 per week (Fri)	16	52	832	44	704	Yes	Yes	May 27 2018
52	Health Canada, Environmental Health Centre, Bldg.# 6, 59 Columbine Dr., Ottawa, Ontario	N/A	95 gallon Otto carts		1 per week (Thurs)	2	52	104	44	88	Yes	Yes	May 27 2018
53	Canadian Heritage, Canadian Conservation Institute, Metro Centre Block C, 1030 Innes Road, Ottawa, Ontario	N/A	95 gallon Otto carts		On Call	2	12	24	10	20	Yes	No	May 27 2018
54	Canada Revenue Agency (CRA) 2265 St-Laurent Blvd., Ottawa, Ontario	Between 07:00 and 17:00	95 gallon Otto carts		Every 4 weeks (Wed)	5	13	65	11	55	Yes	Yes	May 27 2018
56	Royal Canadian Mounted Police Leontine Building, 155 McArthur Avenue, Ottawa, Ontario	After 1 p.m.	95 gallon Otto carts	After 1 p.m. Contact Jules Carriere at 613-989-4189 for an escort	Every 2 weeks (Wed)	6	26	156	22	132	Yes	No	May 27 2018
102	National Defence - Canadian Forces Publication Depot, 2140 Thurston Dr., Ottawa, Ontario	N/A	95 gallon Otto carts		On Call	2	12	24	10	20	No	Yes	May 27 2018
103	Parliamentary Precinct, Food Production Facility, 1170 Algonia Rd., Ottawa, Ontario	N/A	95 gallon Otto carts		1 per week Winter (Fri) On Call Summer Only from June 21 - September 9	5	45	225	38	190	Yes	No	May 27 2018
104	Parliamentary Precinct, 2086 Walkley Road, Ottawa, Ontario	N/A	95 gallon Otto carts		On Call	1	12	12	10	10	Yes	No	May 27 2018
107	Parliamentary Precinct, 1 Rideau Canal, Wellington Street, Ottawa, Ontario	N/A	95 gallon Otto carts		On Call	3	12	36	10	30	Yes	No	May 27 2018
108	Parliamentary Precinct, 2465 Don Red Road, Ottawa, Ontario		95 gallon Otto carts		On Call	5	12	60	10	51	Yes	No	May 27 2018
109	Statistics Canada 200 Boulevard de la Technologie, Gatineau, Quebec	AM	95 gallon Otto carts		Once per month Tuesday	6	12	72	10	61	No	Yes	May 27 2018
110	Agriculture and Agri-Food Canada - (C.E.F.) Bldg. #32, 860 Carling Ave., Ottawa, Ontario	N/A	95 gallon Otto carts		1 per week (Thurs)	3	52	156	44	132	Yes	Yes	May 27 2018
112	PBX Building, 780 Heron Road, Ottawa, Ontario	N/A	95 gallon Otto carts		On Call	1	12	12	10	10	No	Yes	May 27 2018
114	National Defence, 455 Boulevard de la Carrière, Gatineau, Quebec	Before 3 p.m.	95 gallon Otto carts		2 per week (Tuesday and Friday)	5	104	520	88	440	No	Yes	May 27 2018
115	Transport Canada - Bldg. 158 (Hanger), 200 Connet Pk., Ottawa, Ontario	N/A	95 gallon Otto carts		Every 2 weeks (Thurs)	5	26	130	22	110	Yes	No	May 27 2018
116	Transport Canada - Aircraft Services Training Centre, Bldg. # O-276, (beside Bldg. # 158), 20 Airbus Pk., Ottawa, Ontario	N/A	95 gallon Otto carts		Once a month (Thurs)	1	12	12	10	10	Yes	No	May 27 2018
117	West Memorial Building, 344 Wellington Street, Ottawa, Ontario	N/A	95 gallon Otto carts		On Call	2	12	24	10	20	No	Yes	May 27 2018
118	Parliamentary Precinct, Warehouse, 3020 Hawthorne Road, Ottawa, Ontario	N/A	95 gallon Otto carts		On Call	2	12	24	10	20	Yes	No	May 27 2018
119	Parliamentary Precinct, Sir John A. MacDonald Building, 144 Wellington Street, Ottawa, Ontario	N/A	95 gallon Otto carts		On Call	10	12	120	10	102	Yes	No	May 27 2018
120	Parliamentary Precinct, Wellington Building, 180 Wellington Street, Ottawa, Ontario	N/A	95 gallon Otto carts (Schaffner)		1x week (Fri)	4	52	208	44	176	Yes	No	May 27 2018
424	2370 Walkley Road (Warehouse - Leased)	N/A	45-gallon Otto carts		1 per week (Wed)	4	4	4	4	4	No	No	May 27 2018
57	Army Officer Mess, 149 Somerset St., Ottawa, Ontario	N/A	95 gal Otto carts		Every 2 weeks (Tues)	2	52	104	44	88	Yes	No	May 27 2018
59	Building M-23 (Rockcliffe) NRC, 1200 Montreal Rd., Campus, Ottawa, Ontario	N/A	95 gal Otto carts		Every 2 weeks (Tues)	2	26	52	22	44	Yes	No	May 27 2018
60	Carlier Square Drill Hall, 2 Queen Elizabeth Dr., Ottawa, Ontario	N/A	95 gal Otto carts		Every 2 weeks (Wed)	9	26	234	22	198	No	No	May 27 2018
61	HMCSS Bytown, 78 Lisgar St., Ottawa, Ontario	N/A	95 gal Otto carts		Every 2 weeks (Wed)	2	26	52	22	44	Yes	No	May 27 2018

62	Hull Armoury, 188 Tache Blvd., Gatineau, Quebec	N/A	95 gal Otto carts		Every week (Tues)	2	52	104	44	88	No	No	May 27 2018
63	RCMP Mess, 158 Gloucester St., Ottawa, Ontario	N/A	95 gal Otto carts		1 per week (Wed)	2	52	104	44	88	Yes	Yes	May 27 2018
64	Valley Armoury, 2100 Walkley Rd., Ottawa, Ontario	N/A	95 gal Otto carts		Every 2 weeks (Tues)	4	26	104	22	88	No	No	May 27 2018
65	Building 163 (Connaught Range), 6 Boulevard Blvd., Ottawa, Ontario	N/A	95 gal Otto carts		On Call	3	12	36	10	30	No	No	May 27 2018
66	DND Pistol Range (Connaught Range), Shirley Blvd., Ottawa, Ontario	N/A	95 gal Otto carts		1 per week (Mon)	2	13	26	11	22	No	No	May 27 2018
67	Building 145 (Connaught Range), 1 Les Enfield Rd., (Range Control), Ottawa, Ontario	N/A	95 gal Otto carts		1 per week (Mon) Services increase by 2 bins in Summer	5	52	260	44	220	No	No	May 27 2018
68	RCMP Building 3 (Connaught Range), 5 Shirley Blvd., Ottawa, Ontario	N/A	95 gal Otto carts		1 per month (Mon) Services increase in Summer to 1 per week (Mon)	4	12	48	10	41	No	No	May 27 2018
69	Building 34 (Connaught Range), 35 Shirley Blvd., Ottawa, Ontario	N/A	95 gal Otto carts		1 per week (Mon)	3	52	156	44	132	No	No	May 27 2018
70	Building 346 (Uplands), 79 Prince of Wales Dr., Ottawa, Ontario	N/A	95 gal Otto carts		1 per week (Thurs)	4	52	208	44	176	No	No	May 27 2018
71	Building 346 (Uplands) 360 Paul Benoit Drive way (previously Candair Pvt.), Ottawa, Ontario	N/A	95 gal Otto carts		1 per month (Thurs)	4	12	48	10	41	Yes	No	May 27 2018
72	Building 347 (Uplands) Croil at Candair, Ottawa, Ontario	N/A	95 gal Otto carts		Every 2 weeks (Thurs)	4	26	104	22	88	Yes	No	May 27 2018
73	Building 471 (Uplands) Between Croil and Breadner at Candair, Ottawa, Ontario	N/A	95 gal Otto carts		Every 4 weeks (Thurs)	4	13	52	11	44	Yes	No	May 27 2018
74	Building 467 (Uplands), 200 De Niverville Pvt., Ottawa, Ontario	N/A	95 gal Otto carts		Every 4 weeks (Thurs)	4	13	52	11	44	Yes	No	May 27 2018
75	Building 469 (Uplands), 10 De Niverville Pvt., Ottawa, Ontario	N/A	95 gal Otto carts		Every 4 weeks (Thurs)	4	13	52	11	44	Yes	No	May 27 2018
76	Building 475 (Uplands), 300 Candair Pvt., Ottawa, Ontario	N/A	95 gal Otto carts		Every 4 weeks (Thurs)	4	13	52	11	44	Yes	No	May 27 2018
77	Building 512 (Uplands), 265 De Niverville Pvt., Ottawa, Ontario	N/A	95 gal Otto carts		Every 4 weeks (Thurs)	2	13	26	11	22	Yes	No	May 27 2018
78	Hangar 11 (Uplands) Convat at Croil, Ottawa, Ontario	N/A	95 gal Otto carts		Every 4 weeks (Thurs)	4	26	104	22	88	Yes	No	May 27 2018
79	Hangar 14 (Uplands) Convat at Croil, Ottawa, Ontario	N/A	95 gal Otto carts		Every 4 weeks (Thurs)	0	0	0	0	0	Yes	No	May 27 2018
80	Building 16 (Uplands) Candair between De Niverville and Croil, Ottawa, Ontario	N/A	95 gal Otto carts		1 per week (Thurs)	5	52	260	44	220	Yes	No	May 27 2018
81	Building 273 (Lehrim), 3545 Lehrim Rd., Ottawa, Ontario	N/A	95 gal Otto carts		Every 4 weeks (Tues)	1	13	13	11	11	Yes	No	May 27 2018
82	NOMC, 1745 Alta Vista Dr., Ottawa, Ontario	N/A	95 gal Otto carts		1 per week (Tues)	8	52	416	44	352	No	Yes	May 27 2018
83	Military Stores Building, 4 Queen Elizabeth Dr., Ottawa, Ontario	N/A	95 gal Otto carts		1 per week (Wed)	6	52	312	44	264	No	No	May 27 2018
84	Building 3 (Gowes Lake), 74 Prince of Wales Dr., Ottawa, Ontario	N/A	<del>95 gal Otto carts</del>		4 per week (Thurs)	0	0	0	0	0	No	No	May 27 2018
85	Building 138 (Lehrim), 3545 Lehrim Rd., Ottawa, Ontario	N/A	95 gal Otto carts		1 per week (Tues)	7	52	364	44	308	Yes	No	May 27 2018
86	Hylands Golf Course (Uplands), 2101 Allen Dr., Ottawa, Ontario	N/A	95 gal Otto carts		1 per week (Wed) Summer Only (Once a week)	25	27	675	23	571	Yes	No	May 27 2018
88	Kitchen (Connaught Range), 4 Shider Rd., Ottawa, Ontario	Summer schedule from May 1 to September 30	95 gal Otto carts		2 per week (Mon & Wednesdays from May 1 to Sept 30) Reduced by 3 bins in Winter.	17	104	1768	88	1496	No	No	May 27 2018
89	23 Shirley (Connaught Range), 23 Shirley Blvd., Ottawa, Ontario	N/A	95 gal Otto carts		1 per week (Mon) Services increase in Summer to 3 per week (Mon, Wed, Fri)	4	52	208	44	176	No	No	May 27 2018

remove carts from site Dec 2017

90	RCMP 1 Shirley (Connaught Range), 1 Shirley Blvd., Ottawa, Ontario	N/A	95 gal Otto cars		1 per week (Mon) Services increase in Summer to 3 per week (Mon, Wed, Fri)	4	52	208	44	176	No	No	May 27 2018
91	Rifle Range (Connaught Range), 11 Shirley Blvd., Ottawa, Ontario	N/A	95 gal Otto cars		1 per week (Mon) Services increase in Summer to 3 per week (Mon, Wed, Fri)	1	62	62	52	52	No	No	May 27 2018
92	5 Brouillette (Connaught Range), 5 Brouillette Blvd., Ottawa, Ontario	N/A	95 gal Otto cars		1 per week (Mon) Summer Only	8	52	416	44	352	No	No	May 27 2018
93	10 Brouillette Blvd. (Connaught Range), Ottawa, Ontario	N/A	95 gal Otto cars		1 per week (Mon)	2	52	104	44	88	No	No	May 27 2018
94	21 Shirley (Connaught Range), 21 Shirley Blvd., Ottawa, Ontario	N/A	95 gal Otto cars		1 per week (Mon)	2	52	104	44	88	No	No	May 27 2018
95	1 Webley (Connaught Range), 1 Webley Rd., Ottawa, Ontario	N/A	95 gal Otto cars		Every 4 weeks (Mon)	2	13	26	11	22	No	No	May 27 2018
96	6 Bren Gun (Connaught Range), 6 Bren Gun Rd., Ottawa, Ontario	N/A	95 gal Otto cars		1 per week (Mon) Services reduce in Winter to 1 every 4 weeks (Fri)	4	52	208	44	176	No	No	May 27 2018
97	11 Brouillette (Connaught Range), 11 Brouillette Blvd., Ottawa, Ontario	N/A	95 gal Otto cars		1 per week (Mon) Summer Only	2	13	26	11	22	No	No	May 27 2018
98	1 Lewis Gun (Connaught Range), 1 Lewis Gun Rd., Ottawa, Ontario	N/A	95 gal Otto cars		1 per week (Mon) Services increase in Summer to 1 every 4 weeks in Winter (Mon)	2	52	104	44	88	No	No	May 27 2018
99	8 Webley (Connaught Range), 8 Webley Rd., Ottawa, Ontario	N/A	95 gal Otto cars		Every 4 weeks (Mon)	4	13	52	11	44	No	No	May 27 2018
100	9 Webley (Connaught Range), 9 Webley Rd., Ottawa, Ontario	N/A	95 gal Otto cars		Every 4 weeks (Mon)	4	13	52	11	44	No	No	May 27 2018
101	Assembly Hall (Connaught Range), Shirley and Lewis Gun Rd., Ottawa, Ontario	N/A	95 gal Otto cars		1 per week (Mon) Summer Only	2	22	44	19	37	No	No	May 27 2018
106	National Defence - CFB Uplands, 720 Bunesse Pk., Land and Engineering Support Centre, Ottawa, Ontario	N/A	95 gal Otto cars		Every 2 weeks (Wed, Fri, Sun, Thurs)	3	28	78	22	66	Yes	No	May 27 2018
111	7 Vickers Gun Rd (Connaught Range), Ottawa, Ontario	N/A	95 gal Otto cars		Every 2 weeks (Thurs)	4	12	48	10	41	Yes	No	May 27 2018
113	National Defence - Uplands, Bldg. 559, 307 DeNerville Dr., Ottawa, Ontario	N/A	95 gal Otto cars		Every 2 weeks (Thurs)	2	26	52	22	44	Yes	No	May 27 2018





[illegible]



## ANNEX C – COST OF SERVICES SCHEDULE – BASIS OF PAYMENT

Page 1 of 2

Prices in this Annex C, in accordance with the Scope of Work attached herein at Annex A and the collections requirements at Annex B, shall apply to increases or decreases in the specified number of sites added or deleted through the term of the contract.

### Paper Materials Site

#### PRICING SCHEDULE 1 – FIRM COLLECTION RATES – REGULAR PORTION SCHEDULE

Firm all inclusive price per site serviced in accordance with the Pricing Schedule detailed below, in Canadian funds, Goods and Services Tax (GST)/Harmonized Sales Tax (HST) (as applicable), extra:

Charges for collection services shall reflect a fixed rate per collection for 95 gallon otto-carts (where a minimum of 1 container is emptied/removed) and a per bin lift rate for front end bins of 2-6 CY. The per collection and per unit prices shall be inclusive, incorporating collection, transportation, storage, sorting, processing, and cleaning.

Note that the column “Year 1” in Table 1a reflects the costing for the first fiscal year the contract takes place in, which is not a full fiscal year. The column “OPTION Year 1” in table 1b reflects the costing that would be applied to a full fiscal year of service.

Table 1a Firm Price Year 1					Year 1	
Bin Size	Total # of Bins	Total # of Collections (Year 1)	Total # of Bin Lifts (Year 1)	Cost per Collection	Cost per Bin Lift	Total Cost per Year
95 gal Otto cart	463	3658		\$		\$
2 CY	63	2136	5436		\$	\$
3 CY	1	44	44		\$	\$
4 CY	13	704	792		\$	\$
6 CY	7	335	335		\$	\$
30 CY	0	0	0		\$	\$

# ANNEX C – COST OF SERVICES SCHEDULE – BASIS OF PAYMENT

**Table 1b Firm Price Option Years 1 and 2**

Bin Size	Total # of Bins	Total # of Collections per Full Year	Total # of Bin Lifts Full Year	OPTION Year 1			OPTION Year 2			Total Cost per Year	Cost per Collection or per Bin Lift	Cost per Bin Lift	Total Cost per Year
				Cost per Collection	Cost per Bin Lift	Total Cost per Year	Cost per Collection	Cost per Bin Lift	Total Cost per Year				
95 gal Otto cart	463	4324		\$		\$	\$		\$				
2 CY	63	2525	6425		\$	\$			\$				
3 CY	1	52	52		\$	\$			\$				
4 CY	13	832	936		\$	\$			\$				
6 CY	7	396	396		\$	\$			\$				
30 CY	0	0	0		\$	\$			\$				

**ANNEX C – COST OF SERVICES SCHEDULE – BASIS OF PAYMENT**

**PRICING SCHEDULE 2 – ON-CALL COLLECTIONS – AS AND WHEN REQUESTED SCHEDULE**

Prices per collection and per lift for “On call” recycling collections on an “as and when requested” basis only, as detailed in Annex B. Prices in Canadian dollars, Goods and Services Tax (GST)/Harmonized Sales Tax (HST) (as applicable) extra. The on-call prices per collection and per lift shall be all inclusive, incorporating collection, transportation, storage, sorting, processing, and cleaning.

Note that the column “Year 1” in Table 1c reflects the costing for the first fiscal year the contract takes place in, which is not a full fiscal year. The column “OPTION Year 1” in table 1d reflects the costing that would be applied to a full fiscal year of service.

Table 1c As and When Requested Year 1					Year 1		
Bin Size	Total # of Bins	Total # of Collections (Year 1)	Total # of Bin Lifts (Year 1)	Cost per Collection	Cost per Bin Lift	Total Cost per Year	
95 gal Otto cart	43	200		\$		\$	
2 CY	25	94	318		\$	\$	
3 CY	0	0	0		\$	\$	
4 CY	2	20	20		\$	\$	
6 CY	0	0	0		\$	\$	
30 CY	1	10	10		\$	\$	

# ANNEX C – COST OF SERVICES SCHEDULE – BASIS OF PAYMENT

Table 1d As and When Requested Option Years 1 and 2

Bin Size	Total # of Bins	Total # of Collections per Full Year	Total # of Bin Lifts Full Year	OPTION Year 1			OPTION Year 2					
				Cost per Collection	Cost per Bin Lift	Total Cost per Year	Cost per Collection	Cost per Bin Lift	Total Cost per Year			
95 gal Otto cart	43	244		\$		\$	\$		\$			
2 CY	25	152	380		\$	\$		\$	\$			
3 CY	0	0	0		\$	\$		\$	\$			
4 CY	2	24	24		\$	\$		\$	\$			
6 CY	0	0	0		\$	\$		\$	\$			
30 CY	1	12	12		\$	\$		\$	\$			\$

**ANNEX C – COST OF SERVICES SCHEDULE – BASIS OF PAYMENT**

**Mixed Recycling Site**

**PRICING SCHEDULE 1 – FIRM COLLECTION RATES – REGULAR PORTION SCHEDULE**

Firm all inclusive price per site serviced in accordance with the Pricing Schedule detailed below, in Canadian funds, Goods and Services Tax (GST)/Harmonized Sales Tax (HST) (as applicable), extra:

Charges for collection services shall reflect a per unit rate for 95 gal otto-carts. The per bin lift prices shall be inclusive, incorporating collection, transportation, storage, sorting, processing, and cleaning.

Table 2a Firm Price Year 1			Year 1	
Bin Size	Total # of Bins	Total # of Bin Lifts per Year	Cost per Bin Lift	Total Cost per Year
95 gal Otto cart	334	11456	\$	\$

Table 2b Firm Price Option Years 1 and 2						
		OPTION Year 1		OPTION Year 2		OPTION Year 3
Bin Size	Total # of Bins	Total # of Bin Lifts Per Year	Cost per Bin Lift	Total Cost per Year	Cost per Bin Lift	Total Cost per Year
95 gal Otto cart	334	13539	\$	\$	\$	\$

**ANNEX C – COST OF SERVICES SCHEDULE – BASIS OF PAYMENT**

**PRICING SCHEDULE 2 – ON-CALL COLLECTIONS – AS AND WHEN REQUESTED SCHEDULE**

Prices per collection and per lift for “On call” recycling collections on an “as and when requested” basis only, as detailed in Annex B. Prices in Canadian dollars, Goods and Services Tax (GST)/Harmonized Sales Tax (HST) (as applicable) extra. The on-call prices per collection and per lift shall be all inclusive, incorporating collection, transportation, storage, sorting, processing, and cleaning.

<b>Table 2c As and When Requested Year 1</b>			
		<b>Year 1</b>	
Bin Size	Total # of Bins	Total # of Bin Lifts per Year	Total Cost per Year
95 gal Otto cart	46	467	\$

<b>Table 2b As and When Requested Option Years 1 and 2</b>						
		<b>OPTION Year 1</b>		<b>OPTION Year 2</b>		<b>OPTION Year 3</b>
Bin Size	Total # of Bins	Total # of Bin Lifts per Year	Cost per Bin Lift	Total Cost per Year	Cost per Bin Lift	Total Cost per Year
95 gal Otto cart	46	552	\$	\$	\$	\$

**Public Works**  
May-17

**Multi-Recycling Materials**

**Site: 99 BLDG #51/ AGRI & AGRI-FOOD**

Date	Site # & Name	Size/Type	Material	Nbr of Carts
02/03/2011	99- BLDG #51/AGRI & AGRI-FOOD	95 gal Ottocart	Mixed	0
02/10/2011	99- BLDG #51/AGRI & AGRI-FOOD	95 gal Ottocart	Mixed	0
02/17/2011	99- BLDG #51/AGRI & AGRI-FOOD	95 gal Ottocart	Mixed	0
02/24/2011	99- BLDG #51/AGRI & AGRI-FOOD	95 gal Ottocart	Mixed	0
			<b>Total</b>	<b>0</b>

**Public Works**  
May-17

**Paper Materials**

**Site: 99 BLDG #51/ AGRI & AGRI-FOOD**

Date	Site # & Name	Size/Type	Material	Nbr of Carts
02/03/2011	99- BLDG #51/AGRI & AGRI-FOOD	95 gal Ottocart	Mixed	0
02/10/2011	99- BLDG #51/AGRI & AGRI-FOOD	95 gal Ottocart	Mixed	0
02/17/2011	99- BLDG #51/AGRI & AGRI-FOOD	95 gal Ottocart	Mixed	0
02/24/2011	99- BLDG #51/AGRI & AGRI-FOOD	95 gal Ottocart	Mixed	0
			<b>Total</b>	<b>0</b>

Weight	Unit
0	MT
0	MT
0	MT
0	MT
0	MT

Weight	Unit
0	MT
0	MT
0	MT
0	MT
0	MT





JUN 20 2017

Government  
of CanadaGouvernement  
du Canada

Contract Number / Numéro du contrat

EP913 180581

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		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Real Property Branch	
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 Multi-Recycling & Paper Material Collections within multiple locations throughout the NCA				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis				
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.			<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion				
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>				
Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :		Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information				
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





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UNCLASSIFIED

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

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

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

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

☒ No ☐ Yes  
Non Oui

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

Document Number / Numéro du document :

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

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

☒

RELIABILITY STATUS  
COTE DE FIABILITÉ

☐

CONFIDENTIAL  
CONFIDENTIEL

☐

SECRET  
SECRET

☐

TOP SECRET  
TRÈS SECRET

☐

TOP SECRET- SIGINT  
TRÈS SECRET - SIGINT

☐

NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐

NATO SECRET  
NATO SECRET

☐

COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐

SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

Only security screened personnel must be utilized.

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

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

☒ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

☒ No ☐ Yes  
Non Oui

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

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

☒ No ☐ Yes  
Non Oui

**PRODUCTION**

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

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

☒ No ☐ Yes  
Non Oui

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

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

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

☒ No ☐ Yes  
Non Oui

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

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

☒ No ☐ Yes  
Non Oui



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

☒ No ☐ Yes  
Non 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 ☐ Yes  
Non 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Annex G

File No.

PWGSC No Site Access Report - Contract									
FOR COMPLETION BY CONTRACTOR									
PWGSC Site #	Schedule / On-Call	Container type	Contractor Dispatch (contact)	ES Representative	No-Access Issue (Description)	No- Access Issue (Category)*	Resolved (collection completed) Y/N	No access fee required (Y/N)	PWGSC Verified and Approved (Y/N)
Date									Notes

**\*Accepted No-Access Issue Categories for use:**

Contractor shall select one category for use from the following list. Further detail should be provided in No-Access Issue (Description)

**External:**

- E-Security clearance
- E-No escort
- E-Vehicle Blocking Access
- E-Inaccessible equipment (locked, frozen, etc)
- E-Site closure
- E-Other

**Internal:**

- I-Security Clearance
- I-Mechanical Failure
- I-Late/schedule conflict
- I-Other

**Inconclusive:**

TBD