



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

**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**

Address all inquiries to Tammy.Weaver@pwgsc.gc.ca

There is a security requirement associated with the document.

<b>Title - Sujet</b> Garbage Collection Services	
<b>Solicitation No. - N° de l'invitation</b> W6888-180878/A	<b>Date</b> 2018-05-29
<b>Client Reference No. - N° de référence du client</b> W6888-18-0878	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-508-7512	
<b>File No. - N° de dossier</b> KIN-8-50009 (508)	<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 2018-07-10</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Weaver, Tammy	<b>Buyer Id - Id de l'acheteur</b> kin508
<b>Telephone No. - N° de téléphone</b> (613) 484-1809 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 8 WING/CFB TRENTON 8 WING 8 WING/CFB TRENTON BLDG. 155 14 ALERT BLVD. ASTRA Ontario K0K3W0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services / Travaux publics et  
services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

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

### **1.2 Summary**

Canada requires a Contractor to provide Waste Management Services for the Department of National Defence (DND) at 8 Wing Trenton located in Trenton, Ontario, as specified in the document. The Contractor shall provide all materials, labour and equipment required to collect, transport and dispose of waste streams that include, but are not limited to "Recyclable Waste Materials, Organic Waste and Refuse Waste, Wood and Construction Waste". The Contractor shall accept the Recyclable Waste Materials that have been sorted into the 7 streams as listed in the section entitled "Waste to be Collected by the Contractor" of Annex "A" entitled "Statement of Requirements." The Contractor will not collect or dispose of: liquid waste, hazardous waste, biomedical waste, nuclear waste, international waste.

The Contractor will provide outdoor waste collection containers at all collection sites listed in Annex "A" entitled "Statement of Work." On a scheduled basis the Contractor shall collect and dispose of the waste from those outdoor waste collection containers.

When authorized in writing by the Technical Authority using the DND 626 Task Authorization form contained in Annex "H", the Contractor shall provide additional waste management services. The resulting Contract does not commit Canada to request any additional waste management services detailed in the pricing found in Annex "B" attached hereto.

1.2.1 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website”.

1.2.2 "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)."

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

### 1.3 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

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

### 2.3 Former Public Servant

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

#### Definitions

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

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

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

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

#### Former Public Servant in Receipt of a Pension

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

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

- a. name of former public servant;

- 
- b. date of termination of employment or retirement from the Public Service.

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

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

### 2.4 Enquiries - Bid Solicitation

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

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

### 2.5 Applicable Laws

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

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

## 2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **14 Alert Blvd, CFB Trenton, ON. On 21<sup>st</sup> June 2018. The site visit will begin at 10:00 am, in** Room 208, Second floor large conference room.

Bidders must communicate with the Contracting Authority no later than 3 business days prior to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

## 2.7 Optional Site Visit

After attending the Mandatory Site Visit, Bidders may make arrangements with the Contracting Authority to view the site again. During this site viewing the Bidders may not ask any questions to Canada's Representative. Questions must be directed only to the Contracting Authority in accordance with the clause entitled "Enquiries - Bid Solicitation". **ONLY THOSE BIDDERS WHO ATTENDED THE MANDATORY SITE VISIT MAY REQUEST AN ADDITIONAL SITE VISIT.**

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

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

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

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

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

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

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

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

**3.1.1** Bidders must submit their financial bid in accordance Basis of Payment in Annex "B.

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

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

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

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

#### **3.1.3 Exchange Rate Fluctuation**

[C3011T \(2013-11.06\)](#), Exchange Rate Fluctuation

### **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical, and financial evaluation criteria.

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

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

Mandatory Requirements are indicated **in this section 4.1.1.1 only**, by the use of the words "must or will." This list of Mandatory Requirements contains all of the required elements that must be complied with and or submitted with the Bidders Proposal:

- (a) The Bidder or a defined representative must have \*certification from the Contracting Authority of their attendance of the Mandatory Site Visit.

\*Certification: The attendance of Bidders' Representatives will be checked at the beginning and end of the Mandatory Site Visit and after all breaks. To receive Canada's certification of attendance of the Mandatory Site Visit, the Bidder's Representative must be in attendance each time attendance is checked by Canada, otherwise certification will not be granted. Canada will publish a list of the Bidders' company names that received its certification of attendance, in an amendment to the RFP which will be published after the Mandatory Site Visit. Bidders, whose company names are included in this published attendance list, will have complied with the Mandatory Requirement (a) of section 1.1.1 Mandatory Technical Criteria.

- (b) The Bidder must provide with their bid, an agreement to bond from their bonding company in accordance with Part 7, entitled "Contract Financial Security."

(c) The Bidder must submit a copy of the completed Pricing in Canadian currency for all items in the Pricing Basis "A", "B" and "C" contained in the Annex "B" entitled "Basis of Payment". The Bidder's pricing must be firm, Incoterms 2000 "DDP Delivered Duty Paid" Canadian Forces Base Trenton, Trenton Ontario, and must not be indexed to any currency exchange rates or commercial index. The format of the Pricing must not be altered except for the addition of numbers in all of the blank spaces.

(d) The Bidder must provide with their bid, documentation to prove that the legal entity which is submitting the bid has a minimum of one (1) year of Waste Management Services Contract experience that is valued at a minimum of \$50,000.00 per year within the past five (5) years (from the bid closing date) under a maximum of two separate contracts. If the bid includes descriptions of more than this number of Contracts, Canada will decide in its discretion which ones to evaluate. For the requirement:

(i) The description of each similar Contract must include the name, title, telephone number and e-mail address (unless the individual does not have an e-mail address) for a customer reference that can confirm the information provided by the Bidder. If there is a conflict between the information provided by the customer reference and the bid, the information provided by the customer reference will be evaluated instead of the information in the bid. If the named individual is unavailable when required

during the evaluation period the bidder may provide the name and contact information of an alternative contact from the same customer. Canada will attempt to contact each reference provided by the bidder a maximum of three (3) times. If there is no reply after three (3) attempts, Canada will not evaluate the contract that was provided by the bidder.

(ii) The Contract must have been performed by the Bidder itself (and does not include the experience of any proposed subcontractor or any affiliate of the Bidder). However, several entities may combine their experience by submitting a bid as a joint venture; in that case, the bid can describe the previous experience of one (1) or more joint ventures; in that case, the bid can describe the previous experience of one (1) or more joint venture members, to meet the experience requirement - that is, one (1) similar Contract could be described for one joint venture member and another Contract could be described for another joint venture member. If two members of the joint venture worked on the same work site at the same time, it will only be counted as one (1) Contract.

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Mandatory Financial Criteria

1. Bidders must provide pricing for all of the blank unit pricing in Annex B, Basis of Payment or they will be considered non-responsive by Canada and will not be further evaluated.
2. The Bidders unit pricing will be evaluated by the Contracting Authority. To calculate the Bidder's Aggregate Price, the Bidder's unit pricing for each pricing period will be multiplied by the actual usage's for Pricing Basis "A", and the estimated usage's for Pricing Basis "B" and "C". The Bidder's Aggregate Prices for all five (5) pricing periods will be added together to calculate the Bidder's Evaluated Price.
3. *SACC Manual* Clause [A0220T](#) ([2014-06-26](#)), Evaluation of Price

#### 4.2 Basis of Selection

##### 4.2.1 Mandatory Technical Criteria

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.

Only one (1) Contract will be issued for this requirement.

If two (2) responsive bidders achieve the same lowest Evaluated Price to the Crown, the bidder offering the lowest Evaluated Price for the first year will be recommended for issuance of a Contract. If there is still a tie, a coin toss will be used to select the winning bidder.

Should there be no responsive bids after evaluation, the requirement may be re-tendered with a reduced bidding period using a source list.

#### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

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KIN508  
CCC No./N° CCC - FMS No./N° VME

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

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

## **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the 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 [Ineligibility 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.

Solicitation No. - N° de l'invitation  
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Client Ref. No. - N° de réf. du client  
W6888-18-0878

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50009

Buyer ID - Id de l'acheteur  
KIN508  
CCC No./N° CCC - FMS No./N° VME

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

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

### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 Legal Entity and Corporate Name

Bidders are requested to provide proof of its legal entity in order to establish the legal capacity of the Bidder to enter into a Contract. Bidders who carry on business in other than their own personal names are requested to provide proof of the legal entity under which it carries on business.

Such proof may be in the form of copies or articles of incorporation, registration of a name as a sole proprietor or partnership, etc. The Bidder is requested to complete the certification stating whether the Bidder is an individual, partnership or corporation. The Bidder is also requested, provided the country where the controlling interest/ownership (name if applicable) of the Bidder's organization is located. The registered or corporate name should correspond with that stated on page one (1) of the RFP.

Canada reserves the right to demand proof of the Bidder capacity to enter into the Contract prior to entering into a Contract to fulfill the requirements specified in this RFP.

Any resulting Contract may be executed under the following corporate full legal name and at the following place of business:

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#### 5.2.3.2 Agreements, Permits or Approvals

Prior to Contract award the Technical Authority must be briefed and provided with copies of all necessary Certificates, Agreement, Permits, etc., that are required by Federal, Provincial and Municipal Environmental Legislation, Regulations or By-Laws. Some examples of these documents are listed below:

1. Ontario Ministry of Environment and Energy, Certificate of Approval for a Waste Management Service.
2. Agreement with third party, if the waste collected is to be transferred to a final destination through a third party transfer station and Ontario Ministry of Environment and Energy Certificate of Approval, for the transfer station.

3. Certificate of Approval for a transfer station, from Ontario Ministry of Environment and Energy, when waste collected will be transferred to the final destination through a Contractor owned transfer station.
4. Agreement with the final waste destination site owner verifying the Contractor has permission from the final waste destination owner to dispose of waste.
5. Permits or Approvals from all Federal, Provincial and Local Government authorities having jurisdiction over, and/or an interest in, the operation of the final destination site for wastes.
6. Written certification from the owner of the final destination site for wastes, that under no circumstances will the Crown be held responsible for the consequences of legally placing waste from 8 Wing Trenton at the final destination.

#### 5.2.3.3 Vehicle Licensing and Safety Certificates:

All vehicles and operators must meet Ministry of Transportation standards for safety and licensing for the Province of Ontario and other applicable jurisdictions if vehicles will be leaving the Province. The intent is to have vehicles and operators fully compliant with all legislation as it applies throughout the Contract. The Contractor must produce evidence to show compliance to the Contracting and Technical authority.

#### 5.2.3.4 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

#### 5.2.3.5 WASTE COLLECTION SCHEDULE

The Contractor must provide a waste collection schedule and route. Any deviation or modifications to the waste collection schedule will require approval by the Technical Authority prior to release to 8 Wing Trenton's population. All costs for communicating and promoting these changes will be the sole responsibility of the Contractor.

### **5.2.3.6 TRANSITION PLAN**

The Contractor must provide a transition plan that fully explains how it will make the transition from the existing waste management services to its new waste management service. The Contractor will implement only its proposed interim measures for transition which have been approved by the Technical Authority.

### **5.2.3.7 BIDDER'S PROPOSED TRANSITION PLAN**

The Bidder must provide the details of when and how it will make the transition from the current Waste Management and Recycling Service to its Proposed Waste Management Service. The Bidder will provide details regarding:

- a. The schedule and description of major elements of transition, including delivery of equipment to 8 Wing Trenton and orientation of personnel;
- b. The amount and type of assistance required from DND;
- c. Its contingency plan to prevent disruptions in service during the transition;
- d. The roles and responsibilities of the new and departing Contractors and DND during the transition;
- e. Bidder must provide a list of equipment used for collection, storage or disposal of recyclable materials, including contaminated materials and lists of all personnel employed, including their duties, in order to assure the Technical Authority that the Bidder has the necessary equipment and the personnel to complete all Work. These lists must be reviewed and amended when necessary and new copies forwarded to the Technical Authority as necessary, but no less than once each year on the anniversary of the Contract commencement date; and
- f. The Bidder must provide drawings in paper or electronic format, showing the proposed locations of its waste system components. The Bidder must provide a waste collection schedule structured so that 8 Wing Trenton Waste Management and Recycling Service users will clearly understand the specific time, date, locations, and composition of the waste stream collections. The Bidder must specify alternate dates for the waste collection that can not be done on the holidays observed by 8 Wing Trenton.

At no time during the period of the Contract, including the transition period, must there be a disruption in the collection of Waste from 8 Wing Trenton.

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **6.2 Bid Financial Security**

1. Bidders must provide bid financial security consisting of:
  - a. a security deposit as defined in clause [E0008T](#), or
  - b. a bid bond form [PWGSC-TPSGC 504](#), which must be accepted as security by one of the bonding companies listed in [Treasury Board Contracting Policy, Appendix L](#), Acceptable Bonding Companies.
2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, at the time the security deposit is provided, are attached to the bonds. Bidders must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If the financial security is in the form of a bill of exchange or a government guaranteed bond and:
  - a. the bid price is \$250,000 or less, the amount of the security deposit must represent ten (10) percent of the bid price; or
  - b. the bid price exceeds \$250,000, the amount of the security deposit must be \$25,000.00 plus five (5) percent of the amount by which the bid price exceeds \$250,000, to a maximum of \$25,000.00 .

4. If the financial security is a bid bond, the amount of the bond must represent ten (10) percent of the bid price.
5. Bidders who provide a security deposit as bid financial security must submit their bid under seal (does not apply in Quebec).

#### **6.2.1 SACC Manual Clauses**

SACC Manual clause [E0003T](#) (2014-09-25) Security Deposit – Bid and Contract Financial Security Required

SACC Manual clause [E0008T](#) (2014-09-25) Security Deposit Definition – Bid

#### **6.3 Insurance Requirements**

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

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

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

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

#### **7.1 Statement of Work**

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

##### **7.1.2 Task Authorization**

###### **Task Authorization:**

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

###### **Task Authorization Process:**

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization Form DND 626, Task Authorization Form.

2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **7.1.2.2 Task Authorization Limit**

The Technical Authority may authorize individual task authorizations up to a limit of \$50,000.00, Applicable Taxes included, inclusive of any revisions.

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

#### **7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations**

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

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

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

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

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

The yearly periods are defined as follows:

Yearly Report: August 1 to July 31;

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

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

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

**For each authorized task:**

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

**For all authorized tasks:**

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

**7.1.2.5 Task Authorization - Department of National Defence**

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

**7.2 Standard Clauses and Conditions**

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

**7.2.1 General Conditions**

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

**7.3 Security Requirements**

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

**7.3.1.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex D;
  - b. Industrial Security Manual (Latest Edition).

## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The Work is to be performed during the period of 01 September 2018 to 31 August 2021.

### **7.4.2 Option to Extend the Contract**

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

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

### **7.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Tammy Weaver  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
86 Clarence St., 2<sup>nd</sup> Floor  
Kingston, Ontario  
K7L 1X3

Telephone: 613-484-1809  
Facsimile: 613-545-8067  
E-mail address: Tammy.Weaver@pwgsc.gc.ca

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Client Ref. No. - N° de réf. du client  
W6888-18-0878

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50009

Buyer ID - Id de l'acheteur  
KIN508  
CCC No./N° CCC - FMS No./N° VME

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

### 7.5.2 Project Authority

The Project Authority for the Contract is: (To be provided upon contract award)

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

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

### 7.5.3 Contractor's Representative

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

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Payment

#### 7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex "B" Pricing Basis "A" and Pricing Basis "B" for a cost of \$ \_\_\_\_\_ (insert the amount at contract award). Customs duties are included, and Applicable Taxes are extra.

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

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### 7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

### 7.7.3 Monthly Payments

H1008C (2008-05-12) Monthly Payment

### 7.7.4 T1204 - Direct Request by Customer Department

A9117C (2007-11-30) T1204- Direct Request by Customer Department

### 7.7.5 Electronic Payment of Invoices – Contract

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

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

### 7.8 Invoicing Instructions

Invoices will be complete and forwarded to the Technical Authority within 5 business days of the last day of the month work was completed.

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Invoices for Work specified in Pricing Basis A & B must contain the following:

- A. Name and address of company
- B. Contract number
- C. File number
- D. Invoice Serial number and date;
- E. Destination and date of delivery of services ie; Base, BWD Site or other;
- F. Individual pricing in accordance with the applicable line item in the Pricing basis;
- G. Separate Material Costs;
- H. Labour Cost broken down as per pricing schedule;
- I. All weights of waste supported by disposal facility scale receipts; (part of the monthly report)
- J. Date on Invoice plus Date work was completed;
- K. No invoices will be paid for services without receipt of a complete Monthly Report in accordance with the specification.
- L. Subtotal before HST
- M. Amount of HST
- N. Total of invoice
- O. HST registration number

#### 7.8.1 Invoicing of All Other Work

For Work not invoiced using 7.8 (above) the Contractor must invoice on a monthly basis and must include:

- a. Completed DND 626 Task Authorization Form;
- b. A description and breakdown of the work performed;
- c. Unit of pricing in accordance with Pricing Basis used;
- d. The area where the work was performed;
- d. The date the work was completed.

## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

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

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

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the

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name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### 7.10 Applicable Laws

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

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035 \(2016-04-04\)](#), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex D, Security Requirements Check List
- (f) Annex G, Insurance Requirements (*if applicable*);
- (g) the signed Task Authorizations (including all of its annexes, if any) (*if applicable*);
- (h) the Contractor's bid dated \_\_\_\_\_.

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

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

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

### 7.13 Insurance Requirements

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

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

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

### 7.14 Contract Financial Security

The Contractor must provide one of the following contract financial securities within 30 calendar days after the date of contract award:

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Client Ref. No. - N° de réf. du client  
W6888-18-0878

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50009

Buyer ID - Id de l'acheteur  
KIN508  
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- a. a performance bond form [PWGSC-TPSGC 505](#) in the amount of 75,000.00.

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

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

**7.14.1** SACC Manual clause [E0008C](#) (2014-09-25) Security Deposit Definition – Contract

**7.15 SACC Manual clause**

SACC Manual Clause A9062C (2011-05-16), Canadian Forces Site Regulations

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KIN-8-50009

Buyer ID - Id de l'acheteur  
KIN508  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "A"**

**STATEMENT OF WORK**

**DEPARTMENT OF NATIONAL DEFENCE**

**SPECIFICATION**

**CANADIAN ARMED FORCES BASE TRENTON  
8 WING TRENTON  
TRENTON, ONTARIO**

**WASTE MANAGEMENT AND RECYCLING**

**FOR**

**C.F.B. TRENTON, MOUNTAIN VIEW DETACHMENT,  
AND VARIOUS SITES**

**8 WING**

**TRENTON, ONTARIO**

DEPARTMENT OF NATIONAL DEFENCE

SPECIFICATION

WASTE MANAGEMENT AND RECYCLING

FOR

C.F.B. TRENTON, MOUNTAIN VIEW DETACHMENT, AND VARIOUS SITES

8 WING, TRENTON, ONTARIO

## INDEX TO SPECIFICATION

Section A	General Scope of Work
Section B	Statement of Requirement
Section C	Waste Collection Locations

DEPARTMENT OF NATIONAL DEFENCE

SPECIFICATION

WASTE MANAGEMENT AND RECYCLING

FOR

C.F.B. TRENTON, MOUNTAIN VIEW DETACHMENT, AND VARIOUS SITES

8 WING, TRENTON, ONTARIO

### SECTION A

#### GENERAL SCOPE OF WORK

##### 1. GENERAL DESCRIPTION

The Waste Management and Recycling Services that will be provided by the Contractor will include all materials, equipment, and labour required to collect and dispose of all waste streams specified in Section B, Paragraph 6 of this specification, entitled "Waste to be Collected by the Contractor" from the Contractor provided outdoor waste collection containers at the locations listed in Section B, Paragraph 4, and those authorized as specified in Section B, Paragraph 5. A detailed list of buildings and sites that require scheduled waste collection services can be found in Section C of this specification.

Waste must be collected at least once per week, during the normal operating hours of 8 Wing Trenton from 7:00 a.m. to 3:30 p.m. Monday to Friday except on holidays observed by 8 Wing Trenton or unless authorized by the Technical Authority.

8 Wing Trenton personnel or the Janitorial Contractor will deposit loose and bagged waste into the Waste Management Contractor's outdoor waste collection containers. Clear garbage bags will be used to hold the recyclable waste materials and must be accepted by the Contractor. Opaque and clear bags will be used to hold all other streams of waste and must be accepted by the Contractor. Users of the Waste

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Management and Recycling Services at 8 Wing Trenton will not be required to lift more than 27 kilograms or exceed a height of 48" to deposit waste into the bottom of the opening of any of the Contractor's outdoor waste collection equipment. The Contractor's outdoor waste collection system must be accessible for all users to deposit waste 24 hours per day, 365 days a year.

Occasionally there will be large increases in the waste volumes generated by 8 Wing Trenton that may overload the waste management system. The waste management system provided by the Contractor must be able to accommodate the volume of waste during at least 90% of the Contract period. During the 10% of the Contract period that the Contractor's Waste Management and Recycling Services can not accommodate the waste volume, any overload of waste material that the Contractor could not pick up when scheduled or requested must be removed within 24 hours. Pre-positioning of back up waste system components will require the approval of the Technical Authority.

## 2. SITE ACCESS

a. The movement of men, material, and equipment within the Wing and buildings shall be subject to the approval of the Wing Construction Engineering Officer (WCEO), or his representative, hereafter referred to as the Technical Authority (TA).

b. Access to 8 Wing Trenton will be restricted to military personnel, authorized government employees and civilians who have received prior authorization to enter the Base area. To obtain authorization, all contractors must provide to the Site Authority, the name(s), address(es) and phone number(s) of all employees who require access to Base facilities for the performance of their contractual obligations. It will be the Contractor's responsibility to maintain accurate and up-to-date employee lists. Canada will not be held responsible for failure to meet delivery dates and contractual obligations should their employees be denied access because prior authorization for them has not been obtained.

## 3. DND STANDARDS

Copies of DND and 8 Wing Trenton operating and safety orders will be available for viewing at the Mandatory Site Visit and by submitting a request to the Contract Authority throughout the duration of the Request for Proposal (RFP) and Contract period. The Contractor's Waste Management Service must meet all of the standards listed below:

- a. Base Service Index (BSI) is a DND performance measurement document, which contains the standard for non-hazardous solid waste management;
- b. DND General Safety Standards; and
- c. 8 Wing Construction Engineering Squadron Orders to Provincial Contractors Working on DND Property.

## 4. ACCEPTABILITY OF MATERIAL

- a. The acceptance of materials other than those specified shall be determined by the Wing Construction Engineering Officer (WCEO) or representative in advance of the use by the Contractor.
- b. Request for acceptance of non-specified materials shall be submitted in writing to:

8 Wing Construction Engineering  
14 Alert Blvd  
PO Box 1000 Station Forces  
Astra ON  
K0K 3W0  
Attention – Contracts Officer

The request must be supported with sufficient product information to enable the Technical Authority to make an assessment.

5. SCHEDULE OF WORK

- a. The Contractor shall arrange his work in such a manner as to cause the least inconvenience to the building occupants.
- b. Work on job sites shall be carried out between the hours of 0700 and 1530, Monday to Friday except on holidays observed by 8 Wing Trenton, or unless authorized by the Technical Authority.
- c. The following are observed as statutory holidays: New Years Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday (First Monday in August), Labour Day, Thanksgiving, Remembrance Day, Christmas Day, and Boxing Day. *Family day is not an observed Holiday at CFB Trenton so the Contractor must provide a full service on that day.*

6. USE OF PREMISES

At all times, the Contractor shall confine its equipment, storage of materials and operations of its employees to limits indicated by law, ordinances or the direction of the Technical Authority, and shall not unreasonably encumber the site.

7. SITE VISIT

Upon award of the contract and prior to commencing any work, the Contractor must report to the Technical Authority in this specification. This initial post-award visit will serve to permit the Contractor to acquaint himself with all conditions that may affect his work prior to visiting the work site.

8. RESPONSIBILITY

- a. The responsibility for the requirement and work included in these contract documents rests solely with the Contractor.
- b. The responsibility for measurements and quantities rests solely with the Contractor.

9. DAMAGE TO EXISTING FACILITIES

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The Contractor shall take all necessary precautions to protect and prevent damage to any structure and all surrounding property and installations. Damage caused shall be made good without undue delay and at no expense to the owner.

10. CLEAN UP

The Contractor shall affect a daily clean up of the debris resulting from his work, and all hazardous impediments shall be removed from the site at the end of each days work, subject to the satisfaction of the Technical Authority.

Refuse left on the ground by careless emptying of waste and cardboard bins, or careless operation of the Contractor's drivers/technicians, must be cleaned up immediately by means of the Contractor's own resources.

11. SAFETY AND SECURITY

- a. All work completed will be in compliance with:
  - i. Province of Ontario Occupational Health and Safety Act and Regulations for Construction Projects;
  - ii. Workplace Safety and Insurance Act and associated Regulations;
  - iii. CFB Trenton Construction Engineering Orders to Provincial Contractors Working on DND Property; and
  - iv. Municipal authority provided that in any case of conflict or discrepancy, the more stringent shall apply.

12. FORESEEABLE SAFETY HAZARDS

- a. Ontario Occupational Health and Safety Act R.S.O. 2010 Part III articles 29 and 30 identifies legislated compliance requirements for Canada (the Owner or Project Owner) dealing directly and indirectly with person(s), other than employees, in the workplace. The Contractor must comply with all of its responsibilities under the Ontario Occupational Health and Safety Act R.S.O. 2010.
- b. Though it is not Canada's responsibility to enforce the Ontario Occupational Health and Safety Act R.S.O. 2010, Canada intends to proactively exercise its obligation to due diligence for Health and Safety of its employees and Contractors. Prior to commencement of work, Canada will require the Contractor to provide a task and site specific safety plan regardless of the service provider's obligation under the Ontario Health and Safety Act. Small service providers who are not required Provincially to complete an annual Health and Safety Program will be required to provide one as part of this requirement.
- c. Canada will identify the common medium to high risk tasks, and will provide the Contractor with a copy of their designated substances survey when applicable. Each requirement should be considered on an individual basis to establish appropriate safety requirements and due diligence. The Contractor's review and subsequent safety plan must be communicated

to Canada, and their employees should not be relegated to a simple “one size fits all” format. Each situation must be tailored specifically in writing to the project at hand.

- d. Canada’s due diligence will be exercised by the Technical Authority by verifying that the service provider:
  - i. Has an established and current safety program in force for all employees under contract for this requirement;
  - ii. Has complied with all applicable WSIB legislation;
  - iii. Has completed task/requirement specific safety plans and that all employees that will be on site have been briefed; and
  - iv. Is providing their own supervision for safety aspects of the project.

DEPARTMENT OF NATIONAL DEFENCE

SPECIFICATION

WASTE MANAGEMENT AND RECYCLING

FOR

C.F.B. TRENTON, MOUNTAIN VIEW DETACHMENT, AND VARIOUS SITES

8 WING, TRENTON, ONTARIO

SECTION B

STATEMENT OF REQUIREMENT

## 1. GENERAL

Section A of this specification and all additional documents listed in the Standing Offer Agreement (SOA) shall apply to and govern all phases of the work hereinafter specified and/or indicated.

## 2. SCOPE OF WORK

### a. General

The Waste Management and Recycling Services that will be provided by the Contractor will include all materials, equipment, and labour required to collect and dispose of all waste streams specified in Paragraph 6 of this specification, entitled "Waste to be Collected by the Contractor" from the Contractor provided outdoor waste collection containers at the locations listed in Paragraph 4, and those authorized as specified in Paragraph 5. A detailed list of buildings and sites that require scheduled waste collection services can be found in Section C of this specification.

Waste must be collected at least once per week, during the normal operating hours of 8 Wing Trenton from 7:00 a.m. to 3:30 p.m. Monday to Friday except on holidays observed by 8 Wing Trenton or unless authorized by the Technical Authority.

8 Wing Trenton personnel or the Janitorial Contractor will deposit loose and bagged waste into the Waste Management Contractor's outdoor waste collection containers. Clear garbage bags will be used to hold the recyclable waste materials and must be accepted by the Contractor. Opaque and clear bags will be used to hold all other streams of waste and must be accepted by the Contractor. Users of the Waste Management and Recycling Services at 8 Wing Trenton will not be required to lift more than 27 kilograms or exceed a height of 48" to deposit waste into the bottom of the opening of any of the Contractor's outdoor waste collection equipment. The Contractor's outdoor waste collection system must be accessible for all users to deposit waste 24 hours per day, 365 days a year.

Occasionally there will be large increases in the waste volumes generated by 8 Wing Trenton that may overload the waste management system. The waste management system provided by the Contractor must be able to accommodate the volume of waste during at least 90% of the Contract period. During the 10% of the Contract period that the Contractor's Waste Management and Recycling Services can not accommodate the waste volume, any overload of waste material that the Contractor could not pick up when scheduled or requested must be removed within 24 hours. Pre-positioning of back up waste system components will require the approval of the Technical Authority.

### b. Site of Work

The majority of identified locations are within CFB Trenton proper, but several nearby sites require waste disposal and recycling services including, but not necessarily limited to, the following areas:

- i. Belleville Armouries;
- ii. Carrying Place Receiver Site;
- iii. Detachment Mountain View;

- iv. Picton Flying School; and
- v. 36 Frankford Crescent, Unit #4, Trenton.

### 3. DEFINITIONS

The following definitions are provided to assist with the comprehension of this document:

8 Wing Trenton: is defined as Canadian Forces Base (CFB) Trenton, Astra, Ontario, and includes Mountain View Detachment, Belleville Armoury, Carrying Place Receiver Site, local civilian buildings leased for DND activity, and seasonally (summer period) Flying Clubs at Belleville and Picton.

Biomedical Waste: is biological waste removed from the hospital or dental clinic at 8 Wing Trenton.

Collection Point: is defined as each area designated for the placement of all waste collection and recycling containers required to meet the demands of each building. As some buildings located at CFB Trenton are extremely large, two (2) separate collection points may be required, and will be recognized separately provided they are situated at least 100 meters from each other.

International Waste: is waste removed from Canada's aircraft that have been outside of Canada and the United States of America.

Organic Waste: is waste material such as, but not limited to, vegetation, wet compostable waste, or food waste.

Refuse Waste: is non-recyclable solid or semi-solid materials that are normally referred to as garbage.

Recyclable Waste Material: is waste material that can be diverted from landfills and reused.

Service Representative: is a person supplied by the Contractor who is in a position of authority sufficient to act as the liaison between the Contractor and the Technical Authority to resolve Contractor service support problems.

Team Member: is any person employed by the Contractor in direct support of the Waste Management and Recycling Services collection and disposal contract at 8 Wing Trenton.

Waste Stream: is a group of waste materials that is combined during collection for disposal or recycling purposes.

### 4. WASTE COLLECTION LOCATIONS

A detailed list of buildings and sites that require scheduled waste collection services can be found in Section C of this specification. For the Bidders' reference only, the list also includes the current size of dumpsters (in cubic yards) and current weekly refuse collection frequencies, which may change according to the Bidder's Proposal.

The Contractor must also provide at least one roll-off container for each of the waste streams listed at the following locations:

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<u>Bldg # :</u>	<u>Location:</u>	<u>Container Size:</u>	<u>Waste Stream:</u>
52	10 Hangar	Roll-off Trash Compactor	Refuse Waste
52	10 Hangar	20 Yard Roll-Off	Wood
455	17 North Star Dr.	40 Yard Roll-Off	Wood
65	76 North Star Dr.	40 Yard Roll-Off	Cardboard
162	46 Portage Dr.	40 Yard Roll-Off	Wood
348	15 Westwin Ave.	40 Yard Roll-Off	Wood
605	7 Winnipeg Ave.	40 Yard Roll-Off	Wood
DMV	Mountain View	40 Yard Roll-Off	Wood
DMV	Mountain View	40 Yard Roll-Off	Refuse Waste
483	Garbage Compound	40 Yard Roll-Off	Refuse Waste
483	Garbage Compound	40 Yard Roll-Off	Wood
483	Garbage Compound	40 Yard Roll-Off	Cardboard
Mountain View	140 Tiger Moth	40 Yard Roll-Off	Refuse Waste

## 5. ADDITIONAL WASTE MANAGEMENT SERVICES

Within two working days of receipt of a written request from the Technical Authority, the Contractor must provide additional waste management services for additional locations not included in Section B, Paragraph 4, or Section C of this specification. The intent is to satisfy seasonal or special waste management requirements due to training or special events at 8 Wing Trenton, on and off of DND property in the local area of up to a radius of approximately 100 kilometres. These services will be invoiced at the rates specified in Pricing "C".

## 6. WASTE TO BE COLLECTED BY THE CONTRACTOR

The Contractor must collect all Recyclable, Organic and Refuse waste products (that have not been contaminated with unacceptable waste) deposited into the Contractor's outdoor waste collection containers at 8 Wing Trenton. Food waste from the kitchens at the Messes and the Yukon Galley is normally collected and composted by DND but may be collected by the Contractor from its outdoor waste collection container, at the composting site should the DND owned compositor be inoperative.

The Recyclable Waste Materials are currently separated into seven (7) streams by the building occupants at 8 Wing Trenton. The indoor recycling centres owned by the Department of National Defence (DND) have six (6) compartments which contain all of the Recyclable Waste Materials except the cardboard which is placed directly into the outdoor cardboard collection containers that will be provided by the Contractor. The sorting requirements for these waste streams will not change unless authorized in writing by the Technical Authority. The sorted Recyclable Waste Materials will be placed by the Janitorial or 8 Wing Trenton personnel, into the Contractor's outdoor collection containers designated for the applicable Recyclable Waste Materials.

The streams of Recyclable Waste Materials are composed of the following materials:

1. glass;
2. rigid plastics;

3. aluminium cans;
4. newsprint;
5. fine paper;
6. box board; and
6. cardboard.

7. ACCEPTABLE CONTAMINATION OF RECYCLABLE WASTE MATERIAL

For the purposes of this requirement and invoicing, the Contractor must not classify a truck load of recyclable waste material as contaminated, until it contains more than 10% (by volume) of waste or Recyclable Waste Material that is not included in the stream of Recyclable Waste Materials being collected. The Contractor must notify the Technical Authority within four (4) hours of the discovery of recyclable waste material that the Contractor classifies as contaminated, so that the Technical Authority may inspect it before the Contractor disposes of it.

Should the Contractor encounter in its outdoor recyclable waste collection containers, recyclable waste material that has been contaminated with waste or recyclable materials that are not hazardous, nuclear, or biomedical waste, the Contractor must accept the recyclable waste and provide uninterrupted services to Canada regardless of the level of contamination. Should this occur on a regular basis, the Contractor's Service Representative should advise the Technical Authority and suggest means of avoiding this contamination.

8. WASTE STREAMS NOT TO BE COLLECTED BY THE CONTRACTOR

The Contractor must not collect the following waste as it is collected under another contract: Biomedical waste, international waste, hazardous waste, nuclear waste, large quantities of steel or uncoated wood waste. Should the Contractor encounter waste that has been contaminated with hazardous, nuclear, or biomedical waste, the Contractor must immediately isolate the waste and contact the Technical Authority.

9. WASTE FROM OTHER LOCATIONS

The Contractor must not transport any waste that was not generated at 8 Wing Trenton onto 8 Wing Trenton property. All loads are dedicated Base loads and there is to be no mixed waste. The Contractor is to only combine waste from 8 Wing Trenton with waste picked up from other authorized CFB Trenton satellite locations.

10. CARE AND CONTROL OF WASTE

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The Contractor must maintain a clean environment in and around all of its Waste Management System components. The Contractor must handle and transport all waste in such a manner as to ensure that none are spilled, dropped or allowed to blow around, especially in areas where this material could be ingested by an aircraft engine causing Foreign Object Damage (FOD). The Contractor must promptly clean up all waste and hazardous material spillage from its vehicles, containers and equipment. The Contractor must immediately report it by telephoning 911, and asking for the 8 Wing Trenton Fire Department. The Contractor must advise the Technical Authority immediately and assist with the completion of the Spill Report. All costs associated with the cleanup of material spilled from the Contractors Vehicles or equipment must be paid by the Contractor.

Before entering the Ramp area of the airport runways at 8 Wing Trenton, operators of all vehicles must turn off the vehicle and conduct a FOD CHECK. This consists of inspecting and removing any Foreign Objects embedded in the tire treads or loosely attached to the vehicle. Once the vehicle has been cleared of all FOD generating material, the driver may then operate this vehicle on the flight line.

#### 11. DISPOSAL AND RECYCLING OF WASTE

The Contractor must not deposit into land fill sites more than 55% of the total Waste it collects at 8 Wing Trenton. This will be monitored on site and will be 8 Wing Trenton's responsibility.

#### 12. MANAGEMENT OF SERVICES PROVIDED BY THE CONTRACTOR

It is the Contractor's responsibility to ensure it directs and controls all activities of this Contract, including supervision of its personnel. Canada will not provide any supervision of the Contractor's personnel.

#### 13. TRANSITION PLANS

**AS A CONDITION PRECEDENT TO THE AWARD OF THE CONTRACT**, the Contractor must provide a transition plan that fully explains how it will make the transition from the existing waste management services to its new waste management service. The Contractor will implement only its proposed interim measures for transition which have been approved by the Technical Authority. At no time during the period of the Contract, including the transition period, must there be a disruption in the collection of Waste from 8 Wing Trenton.

#### 14. BIDDER'S PROPOSED TRANSITION PLAN

The Bidder will provide the details of when and how it will make the transition from the current Waste Management and Recycling Service to its Proposed Waste Management Service. The Bidder will provide details regarding:

- a. The schedule and description of major elements of transition, including delivery of equipment to 8 Wing Trenton and orientation of personnel;
- b. The amount and type of assistance required from DND;

- 
- c. Its contingency plan to prevent disruptions in service during the transition;
  - d. The roles and responsibilities of the new and departing Contractors and DND during the transition;
  - e. Bidder must provide a list of equipment used for collection, storage or disposal of recyclable materials, including contaminated materials and lists of all personnel employed, including their duties, in order to assure the Technical Authority that the Bidder has the necessary equipment and the personnel to complete all Work. These lists must be reviewed and amended when necessary and new copies forwarded to the Technical Authority as necessary, but no less than once each year on the anniversary of the Contract commencement date; and
  - f. The Bidder must provide drawings in paper or electronic format, showing the proposed locations of its waste system components. The Bidder must provide a waste collection schedule structured so that 8 Wing Trenton Waste Management and Recycling Service users will clearly understand the specific time, date, locations, and composition of the waste stream collections. The Bidder must specify alternate dates for the waste collection that can not be done on the holidays observed by 8 Wing Trenton.

#### 15. WASTE COLLECTION SCHEDULE

**The Contractor must provide as a condition precedent to contract award**, a waste collection schedule and route. Any deviation or modifications to the waste collection schedule will require approval by the Technical Authority prior to release to 8 Wing Trenton's population. All costs for communicating and promoting these changes will be the sole responsibility of the Contractor.

#### 16. COMMUNICATIONS AND REPORTING TO TECHNICAL AUTHORITY

The Contractor must provide for the duration of the Contract a Service Representative for liaison between the Contractor and the Technical Authority. All of the Contractor's Team Members must carry an operational cellular telephone while they are at 8 Wing Trenton. The Contractor must advise the Technical Authority of the telephone numbers, FAX numbers, etc., at which the Service Representative and other applicable Contractor's personnel may be contacted for the duration of the Contract.

#### 17. REPORTS

Upon request, reports are to be submitted to the Technical Authority advising of any waste they can not collect or will treat as contaminated, or problems encountered during the specified period as determined by the Technical Authority. The following weights must be recorded and submitted to the Technical Authority before the waste collection vehicle leaves 8 Wing Trenton:

- a. Weight of the contents in the Collection Vehicle or the vehicle weight before it is loaded with any waste from 8 Wing Trenton;
- b. Weight of the contents in the Collection Vehicle or the vehicle weight before it leaves 8 Wing Trenton;
- c. Weight of waste or recyclable waste material that was collected from each location that is not included on the list within Schedule C, Table 1 - Waste Collection Locations; and

- 
- d. Trucks MUST be equipped with a scale on board, 8 Wing Trenton does not have a scale.

## 18. MONTHLY REPORTS

The Contractor must submit the applicable Monthly Waste Management Report with or before submitting its monthly invoice, since it is the final deliverable item of the monthly waste collection service that is invoiced using Pricing "A".

The Monthly Waste Management Report must contain:

- a. A summary of the weight of Recyclable Waste Materials and Refuse Waste collected from 8 Wing Trenton, by the Contractor during that month;
- b. Copies of the receipts from the recycling facility showing the weight of each stream of Recyclable Waste Materials that it accepted that came from 8 Wing Trenton that month;
- c. Copies of the receipts from the landfill facility showing the weight of the Refuse Waste that it accepted that came from 8 Wing Trenton that month;
- d. An itemized list showing the weight of the waste collected from each location detailed in Section C, Table 1 – Waste Collection Locations, in addition to those listed as scheduled "Waste Collection Locations" in Section B, Paragraph 4, and those authorized as specified in Section B, Paragraph 5; and
- e. The Contractor should include a summary of significant problems encountered during that month and should describe problem locations where noticeable volumes of recyclable materials are being discarded as Refuse, etc. The Contractor should suggest ways to improve existing waste management practices.

## 19. OUTDOOR WASTE COLLECTION CONTAINERS

The Contractor must provide outdoor waste collection containers to accept all Refuse Waste and Recyclable Waste Material streams applicable to this Contract, at all waste collection locations listed in Section B, Paragraph 4, and Section C, Table 1 – Waste Collection Locations, unless otherwise authorized by the Technical Authority. The Contractor may provide any size, quantity or type of outdoor waste collection containers that comply with the Statement of Requirements and the Contract. The interior of all containers must not be porous, to reduce the adhesion of waste material and permit more effective cleaning of containers.

The outdoor waste collection containers may be prefabricated (i.e. plastic totes or metal dumpsters) or may be fabricated on site (i.e. small buildings or storage sheds). The Contractor must comply with the following when providing Outdoor Waste Collection Containers:

- a. The Outdoor Waste Collection Containers must be constructed to keep out animals and unauthorized waste materials. The Contractor must provide a master keyed lock and two (2) keys for each outdoor waste collection container at 8 Wing Trenton. The Contractor must lock all of its outdoor waste collection containers after collection of waste.

b. The Outdoor Waste Collection Containers will be constructed to withstand the snow loads and temperatures at 8 Wing Trenton.

c. Exterior appearance:

- i. A high standard of container appearance must be maintained at all times. The Contractor must receive authorization from the Technical Authority before placing or installing outdoor waste collection containers on-site. Should any container become unsightly due to paint scratches, corrosion or any other cause, the Contractor must repair or replace such container with a new or reconditioned unit within 15 days of notification in writing by the Technical Authority;
- ii. The Outdoor Waste Collection Containers will be clearly labelled. Labels must include at a minimum: a description of the waste stream product(s), and the component number (serial number), the Contractor's name, logo and telephone number, but no advertising. Pre-approved waste management promotion material will be allowed, the intent being to support the education of occupants on proper waste disposal techniques;
- iii. The use of "earth tones" for the bin colour or any lettering is required. Contrasting colours, such as bright yellow, orange, etc., must not be allowed; and
- iv. All containers must be clearly marked with the statement "NO PARKING WITHIN 1.5 M OF EITHER END OF THIS CONTAINER". Lettering must be legible from a distance of 30 feet (i.e. approximately one vehicle length). The Technical Authority must be permitted to place self-adhesive backed labels of a size no greater than 20" X 20" that do not obscure any of the Contractor's labelling.

d. The Outdoor Waste Collection Containers **must** be less than one (1) year old at the start date of the Contract. The Contractor will provide the Project Authority documentation to confirm the age.

## 20. PLACEMENT OF OUTDOOR WASTE COLLECTION CONTAINERS

Outdoor waste collection containers should be placed on existing concrete or gravel surfaces and must be at least three (3) meters from any fire hydrant, structure, access hatch or manhole. The outdoor waste collection container must be no further than 10 meters from an exit of the building(s) that it serves.

Equipment larger in nature, permanent, semi-permanent or more prone to fire must be located as per applicable Codes. The Contractor must obtain written siting approval from the Technical Authority before the Contractor begins any construction or installation of outdoor components of its Waste Management System.

## 21. ADDITIONAL EQUIPMENT TO BE PROVIDED BY THE CONTRACTOR

The Contractor must provide a refuse waste compactor with a 40 cubic yard capacity and similar features to the existing refuse waste compactor at Hangar 10, CFB Trenton. The Contractor must be responsible for installation and maintenance of the waste compactor. 8 Wing Trenton personnel will load and operate the Contractor's refuse waste compactor.

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The Contractor must equip each waste collection vehicle that is used in the Contract with weighing equipment that will measure the weight of the waste and provide a printout of the weight and time it was weighed. The weighing equipment mounted on the waste collection vehicle may weigh the dumpster before and after the waste is emptied into the vehicle, or it may weigh all or part of the vehicle before and after waste is deposited into it. The Contractor must provide the Technical Authority a certificate detailing the calibration and verification of the vehicle mounted weighing equipment that was performed by a third party within 30 days prior to December 30th each year of the Contract. All of the Contractor's vehicles must be equipped with a hazardous materials spill containment and response kit.

## 22. MAINTENANCE OF EQUIPMENT PROVIDED BY THE CONTRACTOR

The Contractor must at its own expense maintain all of its equipment used for waste management at 8 Wing Trenton. The Contractor will repair or replace any unserviceable equipment within two working days.

The outdoor waste collection containers will be deodorized and thoroughly pressure washed no less than twice per year (in May and September). The Technical Authority may request more frequent pressure washing of the outdoor waste collection containers as an additional service, which will be invoiced at the rates specified in Pricing "C".

The Contractor must be responsible for maintaining its vehicles in a clean and road worthy condition at all times. Repairs and all other operating costs of the equipment, including gasoline, licensing, insurance, washing, storage, etc., are the Contractor's responsibility. Vehicles leaking hydraulic, or any other fluids, may be denied access to 8 Wing Trenton.

## 23. EQUIPMENT PROVIDED BY 8 WING TRENTON

8 Wing Trenton owns and operates an in-vessel composter. DND owns the plastic totes used for food waste collection at the restaurant at 65 Yukon St. The organic waste is collected, composted and distributed by 8 Wing Trenton personnel. Should the in-vessel composter be inoperable, the organic waste will be deposited by DND personnel into the Contractor's Outdoor Refuse Waste Collection Container at the composting facility at CFB Trenton. Invoicing for the collection and disposal must be accordance with Pricing "A" and "B" respectively.

8 Wing Trenton owns all of the indoor recycling collection centres used for indoor collection of recycling at 8 Wing Trenton.

The Contractor must operate and maintain the 40 Yard capacity cardboard compactor owned by 8 Wing Trenton at the Yukon Galley, located at 75 Yukon St. All repairs to equipment owned by 8 Wing Trenton due to equipment breakdown will be the responsibility of CFB Trenton.

## 24. TRAINING PROVIDED BY 8 WING TRENTON TO CONTRACTOR'S PERSONNEL

The Waste Management Contractor's personnel that operate vehicles at 8 Wing Trenton must attend a four (4) hour course on vehicular operation near the airfield (Ramp) area, and briefings by the Technical Authority. The briefings will outline Standard Operating Procedures to be followed and identify proper procedures for travel. Attendance at this training will not be invoiced as an extra cost.

Solicitation No. - N° de l'invitation  
W6888-180878/A  
Client Ref. No. - N° de réf. du client  
W6888-18-0878

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50009

Buyer ID - Id de l'acheteur  
KIN508  
CCC No./N° CCC - FMS No./N° VME

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DEPARTMENT OF NATIONAL DEFENCE

SPECIFICATION

WASTE MANAGEMENT AND RECYCLING

FOR

C.F.B. TRENTON, MOUNTAIN VIEW DETACHMENT, AND VARIOUS SITES

8 WING, TRENTON, ONTARIO

SECTION C

TABLE 1 – WASTE COLLECTION LOCATIONS

Solicitation No. - N° de l'invitation  
W6888-180878/A  
Client Ref. No. - N° de réf. du client  
W6888-18-0878

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50009

Buyer ID - Id de l'acheteur  
KIN508  
CCC No./N° CCC - FMS No./N° VME

Hanger Line										
Bldg #	Address #	Street Name	Unit Name	Recycling Y / N	Pick-up Freq.	Pick-up Locations	Garbage Sizes	Cardboard Sizes	# of Roll-Off	Comments
522	2	Boxcar Rd.	7 Hangar - CC177	N	1	1	2	-----		
211	3	Boxcar Rd.	POL Building	Y	1	1	6	4		
212	7	Gander St.	ATESS Drawing	Y	1	1	8	6		
478	80	N. Perimeter Rd.	New Tower	Y	1	1	6	4		
346	6	North Star Dr.	Embarkation Bldg	Y	1	1	6	6		
525	10	North Star Dr.	CC177 Parts WH	Y	1	1	4	4		
455	17	North Star Dr.	CMRE Shack	N	Phone in	0	-----	-----	1	40 Yard RO for Wood
66	30	North Star Dr.	2 AMS / CMTT	Y	2	1	6, 6	6, 6		40 yard RO for wood (in custc
51	40	North Star Dr.	3 Hangar	Y	1	1	4	6		
52	52	North Star Dr.	10 Hangar	Y	Phone in	1	Trash Compactor	8, 8, 8	1	20 Yard RO for Wood *Trash Compactor - GFL*
50	54	North Star Dr.	4 Hangar	Y	1	1	6	4		
65	76	North Star Dr.	CPC / CFLAWC	Y	1	1	6	40 Yard RO	1	40 Yard RO for Cardboard
606	64	North Star Dr.	Hanger 6	Y	1	1	6	6		40 yard RO for cardboard
112	84	North Star Dr.	9 Hangar, 424 Sqn	Y	1	1	6	6		
158	16	Portage Dr.	Machine Shop / NDT	Y	1	1	4	2		
136	22	Portage Dr.	Roads & Grounds	Y	1	1	6	6		
160	30	Portage Dr.	Config Bldg	Y	1	1	6	6		
161	34	Portage Dr.	SPAR	Y	0	0	-----	-----		Shared Bins
162	46	Portage Dr.	Wing Supply	Y	1	1	6, 6	6, 6	1	40 Yard RO for Wood
479	48	Portage Dr.	CJIRU	Y	1	2	6, 6	6, 6		
393	50	Portage Dr.	CC150 Configs	Y	1	1	6	6		
416	54	Portage Dr.	Medical Depot	Y	1	1	6	6		
358	56	Portage Dr.	DART	Y	0	0	-----	-----		Shared with Bldg 416
19	66	Portage Dr.	Fire Hall (old)	Y	1	1	6	6		
611	70	S.Perimeter Rd.	Fire Hall (New)	Y	1	1	6	6		
521	35	Westwin Ave.	ATESS HQ	Y	1	1	4	4		
503	41	Westwin Ave.	Herc. Trng. Fac.	Y	0	0	-----	-----		Shared with Bldg 212
575	76	Westwin Ave.	1 Hangar - CC177	Y	1	2	4, 6	6, 6		

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North Side										
Bldg #	Address #	Street Name	Unit Name	Recycling Y / N	Pick-up Freq.	Pick-up Locations	Garbage Sizes	Cardboard Sizes	# of Roll-Off	Comments
156	8	Alert Blvd.	16 Hangar	Y	1	1	6	4		
168	9	Alert Blvd.	Glass House	Y	1	1	6	2		
155	14	Alert Blvd.	Wing CE	Y	1	1	6	6		
562	17	Alert Blvd.	ATESS Refinishing	Y	1	1	8	8		
154	20	Alert Blvd.	Metal Shop	Y	1	1	2	----		
153	26	Alert Blvd.	Plastic Shop	Y	1	1	6	2		
152	32	Alert Blvd.	Heavy Equipment	Y	1	1	6	6		
151	38	Alert Blvd.	ATESS Supply	Y	1	1	4	4		
164	39	Alert (north)	Wing TISS	Y	2	1	6	6		
164	39	Alert (south)	RM Shop	Y	1	1	4	2		
163	2	Chimo Rd.	Auto Club	N	1	1	6	----		
225	4	Golf Club Rd.	Golf Club	Y	1	1	4	2		
368	11	Goose Bay Rd.	81 CEF	Y	1	1	4	----		
682	1	Goose Bay Rd.	Hazmat Building	Y	1	1	6,6	2		
170	3	Lazo Rd.	Base Bands	Y	1	1	2	2		
169	7	Lazo Rd.	8 ACCS / N. Gym	Y	0	0	----	----		Shared Bins
362	21	Namao Dr. E.	RecPlex	Y	1	1	4	4		
365	91	Namao Dr. E.	Chapel	Y	0	0	----	----		Shared with Bldg 362
630	95	RCAF Rd.	Family Medical Clinic	Y	1	1	4	4		Gated Enclosure
132	220	RCAF Rd.	Museum	Y	1	1	4	4		
493	231	RCAF Rd.	Tim Hortons	Y	2	1	8	6		Gated Enclosure
405	240	RCAF Rd.	Arena	Y	1	1	4	4		
573	241	RCAF Rd.	CANEX	Y	1	1	6	6, 6		
339	50	Rivers Dr. E.	MFRC, Siskin Centre	Y	1	1	6	6		
174	24	Shearwater Rd.	8 ACCS	Y	1	1	6	6		
291	8	St. Jean Ave.	86 ASU	Y	1	1	6	6		
281	6	Summerside Ave.	Sand Dome	N	1	1	4	----		
638	9A	Summerside Ave.	Fire Fighter Trng.	N	Phone in	1	4	----		Dump must be phoned in
182	7	Westwin Ave.	CF Tool Control	Y	0	0	----	----		Shared Bins
348	15	Westwin Ave.	CFLAWC Support	Y	2	1	6	6	1	40 Yard RO for Wood
605	7	Winnipeg Ave.	TEME Bldg	Y	1	2	8, 8	8, 8	1	40 Yard RO for Wood
246	30	Winnipeg Ave.	ATESS Trng. Centre	Y	1	1	6	6		

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South Side										
Bldg #	Address #	Street Name	Unit Name	Recycling Y / N	Pick-up Freq.	Pick-up Locations	Garbage Sizes	Cardboard Sizes	# of Roll-Off	Comments
121	60	Albatross Rd.	Yacht Club	Y	1	2	2, 4	----		
518	51	Anson Ave.	CFAWC	Y	1	1	8	8		
34	60	Anson Ave.	426 Sqn	Y	1	1	6	6		
118	66	Anson Ave.	Photo Flight	Y	0	0	----	----		Shared Bins
58	75	Anson Ave.	SS Rec Centre	Y	2	1	6	4		
28	11	Buffalo Ave.	Wing Transport	Y	1	1	6	6		To be demolished soon
32	32	Buffalo Ave.	TACSTC HQ / NBCD	Y	1	2	4, 6	6		
111	49	Buffalo Ave.	Hastings Hall	Y	1	1	4	4		
614	24	Canso Ave.	New Barracks	Y	2	1	4	4		Under Construction
649	50	Canso Ave.	IPSC	Y	1	1	4	4		
27	127	Canso Ave.	CHP	Y	1	1	2, 4	6		
629	20	Dakota	CAAC	Y	1	1	6	6		
237	163	Hercules St.	OR Quarters	Y	2	2	4, 4	4		
119	177	Hercules St.	PSP Offices	Y	2	1	4	4		
414	185	Hercules St.	Hercules Lodge	Y	2	1	4	4		Remove bins out front
210	47	Island Park Dr.	Community Centre	Y	1	1	6	6		
21	58	Polaris Ave.	WGSO	Y	0	0	----	----		Shared Bins
22	74	Polaris Ave.	MPs	Y	2	1	2	2		
89	1	Voyageur Rd.	WFE WWTP area	Y	1	2	2, 2	2		
4	8	Voyageur Rd.	Greenhouse	Y	1	1	4	----		Bin found behind brush pile
248	11	Yukon St.	TACSTC (Cadet) HQ	Y	2	1	6, 6	6		
260	21	Yukon St.	Cadet Camp	Y	1	1	6	----		
502	38	Yukon St.	Small Arms Trainer	N	1	1	6	6		Bins have been Requested
587	46	Yukon St.	AMTC	Y	1	1	6	6		
451	50	Yukon St.	Medical / Dental	Y	2	1	6	6		
406	65	Yukon St.	Yukon Lodge	Y	2	1	4	6		
120	75	Yukon St.	Yukon Galley	Y	2	2	6, 8 8	8, 8 Mix Recyc		*Trash Compactor - WCE must maintain this one*
20	92	Yukon St.	429 & 437 Sqns	Y	0	0	----	----		Shared Bins
56	105	Yukon St.	RTF / CHRO	Y	2	1	6	6		
24	106	Yukon St.	WO and Sgt Mess	Y	2	2	4,4	4,4		
23	123	Yukon St.	DRT Set / Triple C	Y	0	0	----	----		Shared Bins
29	142	Yukon St.	Wing HQ	Y	1	1	6	6		
38	182	Yukon St.	Officers' Mess	Y	1	1	6	6		
279	182B	Yukon St.	Roads & Grnds Stor	Y	1	1	6	4		

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Off Base Sites										
Bldg #	Address #	Street Name	Unit Name	Recycling Y / N	Pick-up Freq.	Pick-up Locations	Garbage Sizes	Cardboard Sizes	# of Roll-Off	Comments
		Belleville Armouries - 187 Pinnacle St.		Y	1	1	6	6		Cardboard on Monday
		Picton Airport Site - Off Base		Y	1	1	6	6		Cardboard on Monday
		Carrying Place Site - Off Base		Y	1	1	4	4		Cardboard on Monday
		Mountain View Site - 140 Tiger Moth		Y	1	1	6, 6	4	2	1 x 40 Yard RO for Wood
		Mountain View Site - Main Gate Commissionaire Shack		Y	1	1	6	----		Cardboard on Monday

CE Garbage Compound										
Bldg #	Address #	Street Name	Unit Name	Recycling Y / N	Pick-up Freq.	Pick-up Locations	Garbage Sizes	Cardboard Sizes	# of Roll-Off	Comments
483	22	Alert Blvd.	Large Garbage Bins	N	Phone in		40 Yard RO		1	40 Yard RO for Wood
483	22	Alert Blvd.	Large Garbage Bins	N	Phone in			40 Yard RO	1	40 Yard RO for Cardboard
483	22	Alert Blvd.	Large Garbage Bins	N	Phone in		40 Yard RO		1	40 Yard RO for Garbage

## ANNEX "B"

### BASIS OF PAYMENT

Refer to Mandatory Requirement "C" in the section entitled Mandatory Technical Criteria for details regarding submission of pricing.

#### Estimated Usage's

The estimated usage's set out in Pricing Basis "B and "C" are included to allow Canada to evaluate the proposals and are only estimates. No estimate contained in this RFP represents a commitment on behalf of Canada.

#### Definition of Pricing Periods

Year 1: is from 01 September 2018 to 31 August 2019

Year 2: is from 01 September 2019 to 31 August 2020

Year 3: is from 01 September 2020 to 31 August 2021

Optional Year 1: is from 01 September 2021 to 31 August 2022

Optional Year 2: is from 01 September 2022 to 31 August 2023

#### **Pricing Basis "A", Scheduled Waste Collection:**

A1. This is an all-inclusive monthly lot price for scheduled collection of waste at all locations specified in Section C, of the Annex "A" entitled "Waste Collection Locations" and Section B, Paragraph 3 of the Annex "A" entitled Statement of Requirement. This pricing includes but is not limited to: the provision of the outdoor waste collection containers, the labour and equipment required to collect the Refuse Waste and Recyclable Waste Materials from these containers and transport the waste to the disposal site(s), overhead, profit, insurance, contract financial security and all other costs associated with the provision of this service. This pricing does not include waste disposal. Usage: 12 Months per pricing period.

Year 1 \$ \_\_\_\_\_ per month.

Year 2 \$ \_\_\_\_\_ per month.

Year 3 \$ \_\_\_\_\_ per month.

Option Year 1 \$ \_\_\_\_\_ per month.

Option Year 2 \$ \_\_\_\_\_ per month.

**Pricing Basis "B", Disposal Fees:**

This is an all-inclusive pricing for the waste disposal only.

B1. Fee for disposal of Glass containers stream containing up to 10% level of acceptable contamination. Estimated usage: 5000 Kilograms per pricing period.

Year 1 \$ \_\_\_\_\_ per kilogram.  
Year 2 \$ \_\_\_\_\_ per kilogram.  
Year 3 \$ \_\_\_\_\_ per kilogram.  
Option Year 1 \$ \_\_\_\_\_ per kilogram.  
Option Year 2 \$ \_\_\_\_\_ per kilogram

B2. Fee for disposal of Rigid Plastic stream containing up to 10% level of acceptable contamination. Estimated usage: 10,000 Kilograms per pricing period.

Year 1 \$ \_\_\_\_\_ per kilogram.  
Year 2 \$ \_\_\_\_\_ per kilogram.  
Year 3 \$ \_\_\_\_\_ per kilogram.  
Option Year 1 \$ \_\_\_\_\_ per kilogram.  
Option Year 2 \$ \_\_\_\_\_ per kilogram

B3. Fee for disposal of Aluminum Can stream containing up to 10% level of acceptable contamination. Estimated usage: 10,000 Kilograms per pricing period.

Year 1 \$ \_\_\_\_\_ per kilogram.  
Year 2 \$ \_\_\_\_\_ per kilogram.  
Year 3 \$ \_\_\_\_\_ per kilogram.  
Option Year 1 \$ \_\_\_\_\_ per kilogram.  
Option Year 2 \$ \_\_\_\_\_ per kilogram

B4. Fee for disposal of Newsprint stream containing up to 10% level of acceptable contamination. Estimated usage: 35,000 Kilograms per pricing period.

Year 1 \$ \_\_\_\_\_ per kilogram.  
Year 2 \$ \_\_\_\_\_ per kilogram.  
Year 3 \$ \_\_\_\_\_ per kilogram.  
Option Year 1 \$ \_\_\_\_\_ per kilogram.  
Option Year 2 \$ \_\_\_\_\_ per kilogram

B5. Fee for disposal of Fine Paper stream containing up to 10% level of acceptable contamination.  
Estimated usage: 30,000 Kilograms per pricing period.

Year 1 \$ \_\_\_\_\_ per kilogram.  
Year 2 \$ \_\_\_\_\_ per kilogram.  
Year 3 \$ \_\_\_\_\_ per kilogram.  
Option Year 1 \$ \_\_\_\_\_ per kilogram.  
Option Year 2 \$ \_\_\_\_\_ per kilogram

B6. Fee for disposal of Box board stream containing up to 10% level of acceptable contamination.  
Estimated usage: 35,000 Kilograms per pricing period.

Year 1 \$ \_\_\_\_\_ per kilogram.  
Year 2 \$ \_\_\_\_\_ per kilogram.  
Year 3 \$ \_\_\_\_\_ per kilogram.  
Option Year 1 \$ \_\_\_\_\_ per kilogram.  
Option Year 2 \$ \_\_\_\_\_ per kilogram

B7. Fee for disposal of Cardboard stream containing up to 10% level of acceptable contamination.  
Estimated usage: 35,000 Kilograms per pricing period.

Year 1 \$ \_\_\_\_\_ per kilogram.  
Year 2 \$ \_\_\_\_\_ per kilogram.  
Year 3 \$ \_\_\_\_\_ per kilogram.  
Option Year 1 \$ \_\_\_\_\_ per kilogram.  
Option Year 2 \$ \_\_\_\_\_ per kilogram

B8. Fee for Disposal of Contaminated Recycling:  
Estimated usage: 5,000 Kilograms per pricing period.

Year 1 \$ \_\_\_\_\_ per kilogram.  
Year 2 \$ \_\_\_\_\_ per kilogram.  
Year 3 \$ \_\_\_\_\_ per kilogram.  
Option Year 1 \$ \_\_\_\_\_ per kilogram.  
Option Year 2 \$ \_\_\_\_\_ per kilogram

B9. Fee for Disposal of Refuse Waste: Estimated usage: 800,000 Kilograms per pricing period.

Year 1 \$ \_\_\_\_\_ per kilogram.  
Year 2 \$ \_\_\_\_\_ per kilogram.  
Year 3 \$ \_\_\_\_\_ per kilogram.  
Option Year 1 \$ \_\_\_\_\_ per kilogram.  
Option Year 2 \$ \_\_\_\_\_ per kilogram

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**Pricing Basis "C", Additional Waste Management Services when Requested:**

The pricing must be all inclusive for the temporarily addition or deletion of services from those included on a scheduled basis as described in this RFP, the Statement of Requirements, and the resulting Contract. This additional service must be authorized using the form contained in the Annex "B" entitled DND 626 Task Authorization Form. Waste Disposal costs are additional to this pricing and must be in accordance with Pricing Basis "B".

**C 1. ADDITION OF WASTE COLLECTION POINTS TO CONTRACT:**

Monthly Price to provide all-inclusive waste collection services at 8 Wing Trenton for the duration of the Contract for waste collection locations in addition to those included in the list in Section C entitled "Waste Collection Locations" included in the Statement of Requirements in Annex A. Estimated usage per pricing period: one collection point for 12 months. Year 1 \$\_\_ for each collection point/month.

Year 2 \$\_\_\_\_\_ for each collection point/month.

Year 3 \$\_\_\_\_\_ for each collection point/month.

Option Year 1 \$\_\_\_\_\_ for each collection point/month.

Option Year 2 \$\_\_\_\_\_ for each collection point/month.

**C 2. DELETION OF WASTE COLLECTION POINTS FROM CONTRACT:**

Monthly credit to delete all inclusive waste collection services for waste collection locations in the list in Section C entitled "Waste Collection Locations" included in the Statement of Requirements in Annex "A" Estimated usage per pricing period: one collection point for 12 months. Year 1 \$\_\_ for each collection point/month.

Year 2 \$\_\_\_\_\_ for each collection point/month.

Year 3 \$\_\_\_\_\_ for each collection point/month.

Option Year 1 \$\_\_\_\_\_ for each collection point/month.

Option Year 2 \$\_\_\_\_\_ for each collection point/month

**C 3. TEMPORARY WASTE COLLECTION:**

Price to provide temporary waste collection services for waste collection locations in addition to those included in the list in Section C entitled "Waste Collection Locations" included in the Statement of Requirements in Annex "A" The collection points will be within the 8 Wing Trenton except as noted in C3g and C3h.

C3a. Delivery and removal of the first outdoor collection container to the waste collection location.

Estimated usage per pricing period: 15 outdoor collection containers

Year 1 \$\_\_\_\_\_per outdoor waste collection

container. Year 2 \$\_\_\_\_\_per outdoor waste collection

container. Year 3 \$\_\_\_\_\_per outdoor waste collection

container. Option Year 1 \$\_\_per outdoor waste collection

container. Option Year 2 \$\_\_\_\_\_per outdoor waste collection

container.

C3b. Delivery and removal of the additional outdoor waste collection containers (with the first outdoor waste collection container) to the waste collection location. Estimated usage per pricing period: 45 outdoor waste collection containers

Year 1 \$\_\_\_\_\_per outdoor waste collection container.  
Year 2 \$\_\_\_\_\_per outdoor waste collection container.  
Year 3 \$\_\_\_\_\_per outdoor waste collection container.  
Option Year 1 \$\_\_\_\_\_per outdoor waste collection container.  
Option Year 2 \$\_\_\_\_\_per outdoor waste collection container.

C3c. Collection Cost for collection from one outdoor waste collection container at the waste collection location. Estimated usage per pricing period: 45 collections

Year 1 \$\_\_\_\_\_per collection.  
Year 2 \$\_\_\_\_\_per collection.  
Year 3 \$\_\_\_\_\_per collection.  
Option Year 1 \$\_\_\_\_\_per collection.  
Option Year 2 \$\_\_\_\_\_per collection.

C3d. Collection Cost for lift of additional dumpsters at the same waste collection location. Estimated usage per pricing period: 135 collections

Year 1 \$\_\_\_\_\_per collection.  
Year 2 \$\_\_\_\_\_per collection.  
Year 3 \$\_\_\_\_\_per collection.  
Option Year 1 \$\_\_\_\_\_per collection.  
Option Year 2 \$\_\_\_\_\_per collection.

C3e. Delivery Cost for one 40 yard roll off container at the waste collection location. Estimated usage per pricing period: 20 roll off containers

Year 1 \$\_\_\_\_\_per roll off container.  
Year 2 \$\_\_\_\_\_per roll off container.  
Year 3 \$\_\_\_\_\_per roll off container.  
Option Year 1 \$\_\_\_\_\_per roll off container.  
Option Year 2 \$\_\_\_\_\_per roll off container.

C3f. Collection Cost for removal and replacement of one full 40 yard roll off container. Estimated usage per pricing period: 20 roll off containers

Year 1 \$\_\_\_\_\_per roll off container.  
Year 2 \$\_\_\_\_\_per roll off container.  
Year 3 \$\_\_\_\_\_per roll off container.  
Option Year 1 \$\_\_\_\_\_per roll off container.  
Option Year 2 \$\_\_\_\_\_per roll off container.

C3g. Cost per kilometer for delivery and pick up of outdoor waste collection container not on 8 Wing Trenton property. This price is to be added to the applicable collection pricing C3. Estimated usage per pricing period: 400 kilometers.

Year 1 \$ \_\_\_\_\_ per kilometer.  
Year 2 \$ \_\_\_\_\_ per kilometer.  
Year 3 \$ \_\_\_\_\_ per kilometer.  
Option Year 1 \$ \_\_\_\_\_ per kilometer.  
Option Year 2 \$ \_\_\_\_\_ per kilometer.

C3h. Cost per kilometer for delivery and pick up of 40 cubic yard roll off container not on 8 Wing Trenton property. This price is to be added to the applicable price in pricing C3. Estimated usage per pricing period: 800 kilometers.

Year 1 \$ \_\_\_\_\_ per kilometer.  
Year 2 \$ \_\_\_\_\_ per kilometer.  
Year 3 \$ \_\_\_\_\_ per kilometer.  
Option Year 1 \$ \_\_\_\_\_ per kilometer.  
Option Year 2 \$ \_\_\_\_\_ per kilometer.

**C 4. RELOCATION OF WASTE COLLECTION EQUIPMENT:**

Price to relocate outdoor waste collection container or roll off container from one location to another.  
Estimated usage per pricing period: 25 relocations

Year 1 \$ \_\_\_\_\_ per relocation.  
Year 2 \$ \_\_\_\_\_ per relocation.  
Year 3 \$ \_\_\_\_\_ per relocation.  
Option Year 1 \$ \_\_\_\_\_ per relocation.  
Option Year 2 \$ \_\_\_\_\_ per relocation.

C 5. Pressure Washing of Contractor's outdoor waste collection container.  
Estimated usage per pricing period: 50 pressure washes

Year 1 \$ \_\_\_\_\_ per outdoor waste collection container.  
Year 2 \$ \_\_\_\_\_ per outdoor waste collection container.  
Year 3 \$ \_\_\_\_\_ per outdoor waste collection container.  
Option Year 1 \$ \_\_\_\_\_ per outdoor waste collection container.  
Option Year 2 \$ \_\_\_\_\_ per outdoor waste collection container.

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**ANNEX C**

**PREVIOUS VOLUMES OF WASTE**

**Approximate Metric Tonnes of Waste Based on Invoicing History**

<b>Year 1</b>	<b>01 Jun 2014 - 31 May 201</b>				
<b>Date of Invoice</b>	<b>Roll-Off Bin Waste - MTs</b>	<b># of Roll-Off Bin Lifts</b>	<b>Front-End Bin Waste - MTs</b>	<b>Approx # of Waste - MTs</b>	<b>Recyclable Materials - MTs</b>
30-Jun-14	17.77	12	72.78	90.55	17.77
31-Jul-14	14.36	11	66.68	81.04	14.36
31-Aug-14	14.52	9	65.52	80.04	14.52
30-Sep-14	17.22	10	63.56	80.78	17.22
31-Oct-14	12.39	8	55.51	67.90	12.39
30-Nov-14	11.31	9	66.43	77.74	11.31
31-Dec-14	19.21	10	74.50	93.71	
31-Jan-15	12.29	9	50.64	62.93	
28-Feb-15	8.74	6	55.53	64.27	
31-Mar-15	15.41	9	66.40	81.81	
30-Apr-15	26.18	15	65.90	92.08	21.25
31-May-15	15.95	7	69.63	85.58	
<b>Year 1 - Totals</b>	<b>185.35</b>	<b>115.00</b>	<b>773.08</b>	<b>958.43</b>	<b>108.82</b>
<b>Monthly Averages</b>	<b>15.45</b>	<b>10</b>	<b>64.42</b>	<b>79.87</b>	<b>9.07</b>

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Year 2	01 Jun 2015 - 31 May 2016				
Date of Invoice	Roll-Off Bin Waste - MTs	# of Roll-Off Bin Lifts	Front-End Bin Waste - MTs	Approx # of Waste - MTs	Recyclable Materials - MTs
30-Jun-15	14.95	7	79.27	94.22	17.48
31-Jul-15	13.00	6	80.57	93.57	21.63
31-Aug-15	10.90	5	84.96	95.86	26.70
30-Sep-15	19.08	9	67.86	86.94	
31-Oct-15	10.35	4	85.15	95.50	18.38
30-Nov-15	21.15	9	74.81	95.96	
31-Dec-15	8.50	4	65.99	74.49	18.15
31-Jan-16	11.11	6	55.26	66.37	
29-Feb-16	8.87	6	59.97	68.84	
31-Mar-16	19.82	10	67.57	87.39	
30-Apr-16	26.14	12	61.59	87.73	
31-May-16	10.50	6	67.44	77.94	
<b>Year 2 - Totals</b>	<b>174.37</b>	<b>84.00</b>	<b>850.44</b>	<b>1024.81</b>	<b>102.34</b>
<b>Monthly Averages</b>	<b>14.53</b>	<b>7</b>	<b>70.87</b>	<b>85.40</b>	<b>8.53</b>

Year 3	01 Jun 2016 - 31 May 2017				
Date of Invoice	Roll-Off Bin Waste - MTs	# of Roll-Off Bin Lifts	Front-End Bin Waste - MTs	Approx # of Waste - MTs	Recyclable Materials - MTs
30-Jun-16	17.09	10	62.32	79.41	
31-Jul-16	11.54	8	59.35	70.89	
31-Aug-16	18.08	7	70.22	88.30	
30-Sep-16	15.27	8	77.09	92.36	
31-Oct-16	13.41	9	59.11	72.52	
30-Nov-16	16.70	8	72.03	88.73	
31-Dec-16	5.49	4	53.39	58.88	
31-Jan-17	29.14	13	63.93	93.07	
28-Feb-17					

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31-Mar-17	13.91	8	55.62	69.53	
30-Apr-17					
31-May-17					
<b>Year 3 - Totals</b>	<b>140.63</b>	<b>75.00</b>	<b>573.06</b>	<b>713.69</b>	
<b>Monthly Averages</b>	<b>11.72</b>	<b>6</b>	<b>46.76</b>	<b>59.47</b>	

Year 4	01 Jun 2017 - 31 May 2018				
Date of Invoice	Roll-Off Bin Waste - MTs	# of Roll-Off Bin Lifts	Front-End Bin Waste - MTs	Approx # of Waste - MTs	Recyclable Materials - MTs
30-Jun-17	13.67	7	87.34	101.01	
31-Jul-17	18.00	7	84.07	102.07	
31-Aug-17	23.60	7	70.32	93.92	
30-Sep-17	12.33	7	60.17	72.50	
31-Oct-17	10.72	7	66.50	77.22	
30-Nov-17	10.58	7	57.18	67.76	
31-Dec-17	10.03	7	52.32	62.35	
31-Jan-18	5.94	7	54.32	60.26	
28-Feb-18	9.04	7	62.63	71.67	
31-Mar-18	9.04	7	67.66	76.70	
30-Apr-18					
31-May-18					
<b>Year 4 - Totals</b>	<b>122.95</b>	<b>70.00</b>	<b>662.51</b>	<b>785.46</b>	
<b>Monthly Averages</b>	<b>10.25</b>	<b>6</b>	<b>55.21</b>	<b>65.46</b>	

Average Monthly Total During Contract	Roll-Off Bin Waste - MTs	# of Roll-Off Bin Lifts	Front-End Bin Waste - MTs	Approx # of Waste - MTs	Recyclable Materials - MTs
	12.99	7.17	59.56	72.55	4.40

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<b>Average Yearly Total During Contract</b>	<b>Roll-Off Bin Waste - MTs</b>	<b># of Roll-Off Bin Lifts</b>	<b>Front-End Bin Waste - MTs</b>	<b>Approx # of Waste - MTs</b>	<b>Recyclable Materials - MTs</b>
	155.83	86.00	714.77	870.60	52.79

**\*Note - Recycled metals are not accounted for in these totals**

**\*\*Note - Although Wood products are being collected separately, they are currently being disposed of in Landfill because no Wood recycling facility is available in the region.**

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## **ANNEX “D”**

### **SECURITY REQUIREMENTS CHECK LIST**

**See Attached**

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

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

## ANNEX “F” to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.
- OR**
- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

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

## Annex "G"

### Insurance Requirements

#### 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 \$5,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

g. Employees and, if applicable, Volunteers must be included as Additional Insured.

h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

- q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- r. 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

## 2. 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.

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### 3. Automobile Liability Insurance

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

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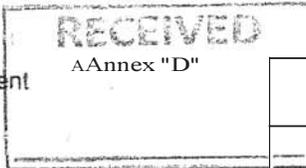
**ANNEX "H"**

**DND 626 TASK AUTHORIZATION FORM**

See attached



Government of Canada  
Gouvernement du Canada



Contract Number / Numéro du contrat W6888-180878
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 <i>Milit</i>	2. Branch or Directorate / Direction générale ou Direction RP OPS DET TRENTON
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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  
WASTE MANAGEMENT AND RECYCLING-8 WING TRENTON

5. a) Will the supplier require access to Controlled Goods?  
Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  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?  No / Non  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)  No / Non  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  No / Non  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?  No / Non  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"/>



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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |
- Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui  
*On DID premises, unscreened pers. may only access public/reception zone*

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

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

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

- INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



Contract Number / Numéro du contrat W6888-180878
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL					A	B	C	CONFIDENTIEL	
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?  No  Yes  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  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?  No  Yes  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

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

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

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

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

### Note:

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

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

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

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

### Augmentation/Réduction

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

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

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

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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

### Services

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

### Prix

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

### TPS/TVH

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

### Total

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

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

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

### Nota :

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