



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada</p> <p>Electronic Copy: ec.soumissions-bids.ec@canada.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre Environment and Climate Change Canada Waste Audit Baseline Establishment Initiative</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000042738</p>	
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2019-06-04</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ) at – à 15 :00h on – 2019-07-15</p>	<p>Time Zone – Fuseau horaire EDT</p>
	<p>F.O.B – F.A.B</p>	
	<p>Address Enquiries to - Adresser toutes questions à Shawn Davis</p>	
	<p>Telephone No. – N° de téléphone 819-938-3814</p>	<p>Fax No. – N° de Fax</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) 2021-03-31</p>	
	<p>Destination - of Services / Destination des services Various locations within Canada</p>	
	<p>Security / Sécurité There is a security requirement associated with this requirement.</p>	
	<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>	
	<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>
	<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p> <p>Signature Date</p>	

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Environment and Climate Change Canada Waste Audit Baseline Establishment Initiative

PART 1 – GENERAL INFORMATION

1. Security Requirement

- 1.1 There is a security requirement associated with this requirement.
- 1.2. Before award of a contract, the following conditions must be met:
- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract;
 - (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. Statement of Work

The Work to be performed is detailed under Annex A, Statement of Work of the resulting contract.

3. Debriefings

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

4. Comprehensive Land Claims Agreement(s)

This procurement is subject to the following Comprehensive Land Claims Agreement(s) (CLCAs):

Nunavut Land Claims Agreement

PART 2 – BIDDER INSTRUCTIONS

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 PWGSC *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 (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: "Procurement Business Number"

Insert: "Deleted"

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: "Deleted"

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: "send its bid only to Environment Canada (EC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;"

At Section 06 Late Bids:

Delete: "PWGSC"

Insert: "Environment Canada"

At Section 07 Delayed Bids:

Delete: "PWGSC"

Insert: "Environment Canada"

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

Insert: "Bids may be submitted by facsimile if specified in the bid solicitation."

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: "Deleted"

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: "the Procurement Business Number of each member of the joint venture,"

Insert: "Deleted"

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety

Insert: "Deleted"

At Section 05 Submission of Bids, Subsection 05 (4)

Delete: "sixty (60) days"

Insert: "one hundred and twenty (120) days"

2. Submission of Bids

- 2.1** Bids must be submitted to Environment Canada (EC) at the address and by the date, time and place indicated on page 1 of the bid solicitation.

3. Former Public Servant – Competitive Bid

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;

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

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

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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.

5. Applicable Laws

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

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.

6. Basis for Canada's Ownership of Intellectual Property

Environment Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

the main purpose of the contract, or of the deliverables contracted for, is to augment an existing body of Canada's background information as a prerequisite to the transfer of the augmented background to the private sector, through licensing or assignment of ownership (not necessarily to the original contractor), for the purposes of commercial exploitation.

PART 3 – BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (1 electronic copy)

Section II: Financial Bid (1 electronic copy)

Section III: Certifications (1 electronic copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. Canada requests that bidders follow the format instructions described below in the preparation of their bid:

Note for electronic submission of bids:

In order to be considered, bids must be received no later than 1500h (3 p.m.) (EDT) on the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted ONLY to the following email address:

Email Address: ec.soumissions-bids.ec@canada.ca

Attention: *Shawn Davis*

Solicitation Number:5000042738

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than 15 megabytes (MB). It is each Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

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 carry out the Work

Section II: Financial Bid

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

1.1 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for each milestone of the Work, as applicable:

- (a) Professional fees: For each individual and (or) labour category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.

The professional fees must include the total estimated cost of all travel and living expenses that may need to be incurred for:

- (i) Work described in Part 6, Resulting Contract of the bid solicitation required to be performed at Various locations within Canada
 - (ii) travel between the successful bidder's place of business and the various locations within Canada
- to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.
- (b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- (c) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- (d) Travel and Living Expenses (if applicable): The bidders should indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs without exceeding the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (e) Subcontracts (if applicable): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- (f) Other Direct Charges (if applicable): The bidders should identify all of the categories of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in the resultant contract in part 6 of the bid solicitation.
- (g) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

1.2 Bidders should include the following information in their financial bid:

- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

Section III - Certifications

1. Certifications Required Precedent to Contract Award

Bidders must provide the required certifications Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

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

1.1 Introduction

To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract to clients exterior to the Bidder's own organization. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

1.2 Evaluation Process

All bids will be evaluated in accordance with the process outlined in this Article.

The Evaluation Process and Contractor Selection are subdivided into four stages:

- i. Evaluation of compliance with the Mandatory Technical Evaluation Criteria
- ii. Evaluation of the Point-Rated Technical Evaluation Criteria
- iii. Evaluation of the Financial Bid
- iv. Basis of Selection of the winning bidder

Bidders will not be given any information regarding the status of their bid, any preliminary scores or results relating thereto, or any similar details until such time as the evaluation of all bids has been completed and a Contract has been awarded.

Notwithstanding that the evaluation and selection methodology will be conducted in Stages, the fact that Canada has proceeded to any next stage shall not be deemed to mean that Canada has conclusively determined that the proposal has successfully passed all the previous Stages.

2. Technical Evaluation Criteria

Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work

For bid evaluation criteria where the experience of proposed resources is provided, Bidders are advised that the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

For example: Project 1 time frame is July 2001 to December 2001; Project 2 times frame is October 2001 to January 2002; the total months of experience for these two projects references is seven (7) months.

It is the Bidder's responsibility to ensure that a sufficient level of information is included in the proposal to allow the evaluation team to make an accurate assessment of the bid.

2.1 Mandatory Technical Evaluation Criteria:

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be considered non-compliant.

Table 1: Mandatory Bid Evaluation Criteria

Item #	Mandatory Criteria	Compliant (Yes / No)
M1	The bidder must demonstrate experience in the field of municipal and/or industrial solid waste, waste management, reduction and waste auditing. Three (3) project examples are required to demonstrate the bidder's experience.	
M2	The bidder's proposed project manager must have a relevant engineering or science undergraduate degree. A relevant degree is defined to mean one in the following disciplines: chemical engineering, environmental engineering, civil engineering or environmental science from a recognized university.	
M3	The bidder's proposed project manager must demonstrate a minimum of three (3) years of experience in waste audit oversight in the industrial and/or municipal sectors.	

2.2 Point-Rated Technical Evaluation Criteria:

The Point Rated evaluation criteria will be used by Environment and Climate Change Canada to evaluate only those bids that meet all of the Mandatory Technical Criteria. Bidders are advised to address these

requirements in the following order and in sufficient depth in their bids to enable a thorough assessment. Environment and Climate Change Canada’s assessment will be based solely on the information contained within the bids.

If a bid does not meet the required minimum points of the Point Rated Criteria the bid will not be considered further.

For the bid to be valid, the bidder must obtain a minimum score of 60% or better in each of the sections (A, B, C and D) of the Point Based Evaluation Criteria listed below, with an overall score of not less than 70% in order to be deemed to have provided a responsive bid.

Only bids which meet with all of the Mandatory Criteria and achieve (or exceed) the stated minimum score requirement of the Point Rated Criteria will be considered further.

Bids will be ranked solely upon the information provided in the proposal, using the factors and criteria in the table below.

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.

Table 2: Point Based Rating Criteria

Category	Item #	Criteria Description	Point Allocation
A Demonstrated understanding of the project scope, tasks, deliverables and risks [25 points]	R1	List of major tasks and deliverables involved. Demonstrated understanding of the project scope, tasks, deliverables and risks (15 points).	<ul style="list-style-type: none"> • 15 Points: The proposal demonstrates a strong understanding of the expected tasks and deliverables involved. The information provided includes a high level of conceptual and operational details about the pertinent activities and results. A high level of detail means that: tasks are broken down into activities, that together, will provide a complete picture of the operations involved; or a complete conceptual framework is described where analysis is involved. Pertinent information means that which corresponds to the requirements of the Terms of Reference and Statement of Work. • 10 Points: The proposal demonstrates a good understanding of the expected tasks and deliverables involved. The information provided includes a medium level of conceptual and operational details about the pertinent activities and results. Pertinent information means that which corresponds to the requirements of the Terms of Reference. • 5 points: The proposal demonstrates a basic level understanding of the expected tasks and deliverables involved. The information provided includes a basic level of conceptual and

Category	Item #	Criteria Description	Point Allocation
			<p>operational details about the pertinent activities and results. Pertinent information means that which corresponds to the requirements of the Terms of Reference.</p> <ul style="list-style-type: none"> •0 points: The proposal demonstrates a weak understanding of the expected tasks and deliverables involved, or no information is provided.
	R2	Analysis of project needs and outline of project scope (5 points).	<ul style="list-style-type: none"> •5 Points: The proposal demonstrates a strong, detailed and complete understanding of the needs and background of the project, and the tasks involved to achieve the needs. •4 Points: The proposal demonstrates a good understanding of the expected needs and background of the project, and the tasks involved to achieve the needs. •3 points: The proposal demonstrates a basic level understanding of the expected needs and background of the project, and the tasks involved to achieve the needs. •0 points: The proposal demonstrates a weak understanding of the expected needs and background of the project, and the tasks involved to achieve the needs, or no information provided.
	R3	Identification of project risks and recommendations (5 points)	<ul style="list-style-type: none"> •5 Points: The proposal provides a thorough and complete understanding of the possible project risks, and the mitigation actions to reduce the risks. •4 Points: The proposal demonstrates a good understanding of the possible project risks, and the mitigation actions to reduce the risks. •3 points: The proposal demonstrates a basic level understanding of the possible project risks, and the mitigation actions to reduce the risks. •0 points: The proposal demonstrates a weak understanding of the possible project risks, and the mitigation actions to reduce the risks or, no information is provided.
B Capacity to carry out the work [35 points]	R4	Project manager's relevant experience related to waste composition studies (15 points)	<ul style="list-style-type: none"> •15 points: The project manager has e successfully managed three (3) or more waste characterization studies and/or waste audits as supported by project descriptions.

Category	Item #	Criteria Description	Point Allocation
			<ul style="list-style-type: none"> •10 points: The project manager has as has successfully managed two (2) waste characterization studies and/or waste audits as supported by project descriptions. •5 points: The project manager has successfully carried out one (1) waste characterization study and/or waste audit as supported by project descriptions. •0 points: The project manager has not successfully managed any waste characterization studies and/or waste audits or insufficient information is provided in the proposal.
	R5	Project team qualifications (excluding the project manager) (20 points)	<ul style="list-style-type: none"> •20 points: an undergraduate degree in one of the following: chemical engineering, environmental engineering, civil engineering or environmental science from a recognized university, held by at least two project team members. The degree-holding team members also have at least five (5) years of experience in working on waste management projects each. Experience must be clearly demonstrated in each resource's resume. •15 points: an undergraduate degree in one of the following: chemical engineering, environmental engineering, civil engineering or environmental science from a recognized university, held by at least one project team member. The degree-holding team member also has at least five (5) years of experience in working on waste management projects. Experience must be clearly demonstrated in the resource's resume. •10 points: Other engineering degrees than those listed above held by at least one project team member. The degree-holding member also has at least three (3) years of experience in working on waste management projects. Experience must be clearly demonstrated in the resource's resume. •0 points: The above requirements are not met by the project team, or no information is provided.
			<ul style="list-style-type: none"> •Efficiency of site audit operations,

Category	Item #	Criteria Description	Point Allocation
<p align="center">C Approach and methodology to meet project objectives [25 points]</p>	<p align="center">R6</p>	<p>The proposed approach and methodology meet the following criteria (25 points maximum):</p>	<p>(logistics, site communications, organization of work, cleanliness of operations) (5 points):</p> <ul style="list-style-type: none"> • Efficient: 5 points • Acceptable: 3 points • Not very efficient: 1 point • Not efficient or insufficient information: 0 points. <p>•Quality of proposed methodology – analysis (5 points):</p> <ul style="list-style-type: none"> • Effective analytically: 5 points • Acceptable: 3 points • Not very effective analytically: 1 • Analytically unsatisfactory or insufficient information provided: 0 points <p>•Quality of proposed methodology – site level (5 points):</p> <ul style="list-style-type: none"> • Effective at site level: 5 points • Acceptable at site level: 3 points • Not very effective at site level: 1 • Unsatisfactory at site level or insufficient information provided: 0 point <p>•Logic of proposed tasks (5 points):</p> <ul style="list-style-type: none"> • Effective logic to proposed tasks: 5 points • Acceptable logic to proposed tasks: 3 points • Not very effective logic to proposed tasks: 1 point • Illogical tasks or insufficient information provided: 0 points <p>•Proposed quality control procedures (5 points):</p> <ul style="list-style-type: none"> • Effective quality control procedures: 5 points • Acceptable quality control procedures: 3 • Not very effective quality control procedures: 1 point • Ineffective quality control procedures or insufficient information provided: 0 points.
<p align="center">D Overall</p>	<p align="center">R7</p>	<p>Proposal clarity, organization and Completeness (15 points)</p>	<p>•Clarity (5 points):</p> <ul style="list-style-type: none"> • The proposal clearly identifies the workplan; proposed resource allocation, roles and level of effort; milestones; schedule; key steps in the project; prioritization of activities and identification of deliverables for all requirements

Category	Item #	Criteria Description	Point Allocation
Quality of Proposal [10 points]			in the Statement of work: 5 points <ul style="list-style-type: none"> • The proposal only partially identifies the workplan; proposed resource allocation, roles and level of effort; milestones; schedule; key steps in the project;; prioritization of activities and identification of deliverables for all requirements in the Statement of work: 3 points • The proposal lacks a clear identification of the workplan; proposed resources allocation, roles and level of effort; milestones; schedule; key steps in the project; key steps in the project; prioritization of activities and identification of deliverables for all requirements in the Statement of work: 0 points •

Maximum Score: 95 points

3. Financial Evaluation:

3.1 Mandatory Financial Criteria

MF1	A maximum of \$350,000.00 (excluding GST/HST) will be paid for the completion of the project. Proposals exceeding this amount will be considered noncompliant and given no further consideration.
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3.2 Evaluation of the Financial Bid:

Once the technical evaluation scores are established for all bids, the Financial Bid will be opened and evaluated by the Contracting Authority. The technical scores will not be changed once the financial bids are opened.

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

The Total Bid Price for Evaluation will be established as per Annex B – Basis of Payment. Bidders must complete all cells within Annex B in order for their bid to be deemed responsive. *Note: A cell cannot remain blank.* If an amount of \$0.00 or NIL is provided in the Bid for a portion of the Work, the Bidder must understand that all related work must be performed for the dollar value indicated in the Bid (i.e. \$0).

The financial bid will be the total combined costs of all columns listed in **Annex B – Basis of Payment - Table 1.**

Failure to complete Annex B – Basis of Payment, as per the instructions above, will render the bid non-responsive.

4. Basis of Selection

Lowest price per point responsive bid (60%) and Price (40%)

- (a) To be declared responsive, a bid must:
 - (i) comply with all the requirements of the bid solicitation
 - (ii) meet all mandatory technical evaluation criteria
 - (iii) obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points;
- (a) Bids not meeting (i) or (ii) or (iii) will be declared non-responsive.
- (c) Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The bid obtaining the highest technical evaluation shall be awarded 60 points; all other bids deemed acceptable shall be prorated.

The lowest technically eligible financial bid will be awarded 40 points; all other technically eligible bids will be prorated.

The sum of the technical and financial scores is used to determine the final score. The contract will be awarded to the firm obtaining the highest overall score. Where several bids are equal, the one with the highest technical rating will be selected.

$$\text{Technical Score} = \frac{\text{Bidder's Points}}{100} \times 60\% = \text{XXX}$$

$$\text{Financial Score} = \frac{\text{Lowest Bid}}{\text{Bidder's Cost}} \times 40\% = \text{XXX}$$

$$\text{Total Score} = \text{Technical Score} + \text{Financial Score}$$

Example of Calculation:

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		95/100	69/100	72/100
Bid Evaluation Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	95/100 x 60 = 57	69/100 x 60 = 41.4	72/100 x 60 = 43.2

	Pricing Score	45/55 x 40 = 32.73	45/50 x 40 = 36	45/45 x 40 = 40
Combined Rating		89.73	77.4	83.2
Overall Rating		1 st	3 rd	2 nd

PART 5 - CERTIFICATIONS

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

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

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

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 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 (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

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.

2. Additional Certifications Required Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

2.1 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.

2.2 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

PART 6 - RESULTING CONTRACT

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

Title: Environment and Climate Change Canada Waste Audit Baseline Establishment Initiative

1. Security Requirement

1.1

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

2. Statement of Work

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

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the PWGSC *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.

3.1 General Conditions

2010B (2018-06-21) General Conditions - Professional Services (Medium Complexity), as modified below, apply to and form part of the Contract.

General conditions 2010B is modified as follows:

At Section 12 Transportation Costs

Delete: In its entirety

Insert: "Deleted"

At Section 13 Transportation Carriers' Liability

Delete: In its entirety.

Insert: "Deleted"

At Section 18, Confidentiality:

Delete: In its entirety

Insert: "Deleted"

Insert Subsection: "35 Liability"

"The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract."

A. For professional services requirements where the deliverables are copyrightable works:

Canada to own Intellectual Property rights in Copyright

At Section 19 Copyright

Delete: In its entirety

Insert:

1. In this section:
 "Material" means anything that is created or developed by the Contractor as part of the Work under the Contract, and in which copyright subsists.
 "Background Information" means all Intellectual Property that is not Foreground Information that is incorporated into the Work or necessary for the performance of the Work and that is proprietary to or the confidential information of the Contractor, its subcontractors or any other third party;
 "Foreground Information" means all Intellectual Property first conceived, developed, produced or reduced to practice as part of the Work under the Contract;
2. Material that is created or developed by the Contractor as part of the Work under the Contract belongs to Canada. The Contractor must incorporate the copyright symbol and either of the following notices, as appropriate: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).
3. At the request of the Contracting Authority, the Contractor must provide to Canada, at the completion of the Work or at such other time as the Contracting Authority may require, a written permanent waiver of moral rights as defined in the [Copyright Act](#), R.S., 1985, c. C-42, in a form acceptable to the Contracting Authority, from every author that contributed to the Work. If the Contractor is an author, the Contractor permanently waives the Contractor's moral rights.
4. All Intellectual Property Rights in the Material belongs to Canada as soon as they come into existence. The Contractor has no right in or to any such Intellectual Property except any right that may be granted in writing by Canada.
5. The Contractor also grants to Canada a non-exclusive, perpetual, irrevocable, worldwide, fully-paid and royalty-free license to use the Background Information to the extent that this information is required by Canada to exercise its rights to use the Material. This license cannot be restricted in any way by the Contractor providing any form of notice to the contrary, including the wording on any shrink-wrapped license attached to any deliverable.

At Section 06 Subcontracts

Delete: paragraphs 1, 2, and 3 in their entirety.

Insert: "The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor. In any subcontract, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the Contract, unless the Contracting Authority agrees otherwise, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor."

At Section 19 Copyright

Delete: In its entirety

Insert: "Deleted"

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2021 inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Shawn Davis
Title: Procurement and Contracting
Environment and Climate Change Canada
Address: 200, boul. Sacré-Coeur, 3rd Floor
Gatineau, Quebec K1A 0H3
Telephone: 819-938-3814
E-mail address: shawn.davis@canada.ca

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

5.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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

5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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. Payment

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 price 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.

7.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are (*insert "included", "excluded" or "subject to exemption"*) and Applicable Taxes are extra.
- (b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (i) when it is 75 percent committed, or
 - (ii) four (4) months before the contract expiry date, or
 - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

- (c) 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.

8 Invoicing Instructions

8.1 Milestone Payments

- (a) Canada will make milestone payments in accordance with the Schedule of Milestones detailed below and the payment provisions of the Contract if:
- (i) an accurate and complete claim for payment and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) all such documents have been verified by Canada;
 - (iii) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

8.2 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

	Facility Name	Deliverable A Price	Deliverable B Price
1	River Road Environmental Science & Technology Centre Ottawa, ON <u>Note:</u> This facility must be performed first on the list.		
2	Canada Centre for Inland Waters (CCIW) Burlington, ON		
3	Centre for Atmosphere Research Experiment (CARE) Essa, ON		
4	Eureka Weather Station (ERS) Eureka, NU		
5	National Hydrology Research Centre (NHRC) Saskatchewan, SK		
6	Prairie & Northern Wildlife Research Centre (PNWRC) Saskatoon, SK		

	Facility Name	Deliverable A Price	Deliverable B Price
7	Stoney Plain UA Stoney Plain, AB		
8	Pacific Environmental Science Centre (PESC) North Vancouver, BC		
9	Whitehorse Office Whitehorse, YT		
10	Place Vincent Massey (PVM) Gatineau, QC		
11	Fontaine Building Gatineau, QC		

9. Certifications

9.1 Compliance

Compliance with the certifications provided by the Contractor in its bid is a **condition** of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

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

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) Modified 2010B General Conditions - Professional Services (Medium Complexity) (2018-06-21)
- (c) Annex A, Statement of Work; and
- (d) Annex B, Basis of Payment.

12. Insurance

G1005C – (2016-01-28)

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

ANNEX A
STATEMENT OF WORK

Environment and Climate Change Canada Waste Audit Baseline Establishment Initiative

1.0 Purpose

The purpose of the Environment and Climate Change Canada (ECCC) Waste Audit Baseline Establishment Initiative is to conduct and complete a program of waste auditing at 11 ECCC facilities in order to collect data essential to the formation and executing of a Departmental Waste Management Plan.

1.1. Objective:

The objective is to obtain waste audit outcomes reports and waste reduction/management plans for the 11 identified facilities.

1.2. Background:

This project is being initiated to complement a comprehensive series of activities and undertakings of ECCC in relation to the Greening of Government Operations. The staged two (2) year program of waste audits at the eleven (11) facilities identified in Table 1 serves to target the most densely populated and highest emitting ECCC-owned facilities. This critical information regarding waste volume and composition will be employed to help establish baseline metrics for wholesale waste amounts, and amounts of waste broken down in accordance with the specific requirements of this statement of work. The outcomes of this activity will also be used to inform ongoing programs of waste reduction, redirection and rationalization.

1.3. Terminology:

“waste” means municipal waste as defined in Regulation 347 of the Revised Regulations of Ontario, 1990;

“waste audit” means a study relating to waste specific to a facility;

“waste reduction plan” means a plan to reduce, reuse and recycle waste specific to the facility subject to a waste audit.

2.0 Reference Documents:

Ontario Regulation 102/94 – Waste Audits and Waste Reduction Work Plans

<https://www.ontario.ca/laws/regulation/940102>

A Guide to Waste Audits and Waste Reduction Work Plans for the Industrial, Commercial and Institutional Sectors as Required Under O. Reg. 102/94

<https://www.ontario.ca/document/guide-waste-audits-and-waste-reduction-work-plans-industrial-commercial-and-institutional-sectors>

National Joint Council Travel Directive

<http://www.njc-cnm.gc.ca/directive/d10/en>

3.0 Requirements:

- 3.1 The Contractor shall ensure the services are performed and completed by bilingual (Quebec sites), capable staff experienced in such work and, possessing and maintaining at the time of award and for the duration of the agreement, all applicable certificates and licenses required to perform Waste Audit Services by the appropriate controlling agencies in the respective jurisdiction.
- 3.2 Upon award, Contractor shall complete documentation including development of Job Safety Plans for all activities identified in the scope of this service.
- 3.3 The waste material categories and sub-categories to be used for composition analysis are as follows:
 - 1) Paper
 - 2) OCC (old corrugated cardboard)
 - 3) Recyclable Paper
 - 4) Non-recyclable Paper
 - 5) Food Waste (identify weights of non-organic materials - utensils, plates, clam shells etc.)
 - 6) Front of counter organics
 - 7) Behind counter organics
 - 8) Glass
 - 9) Metals
 - 10) Steel food and beverage containers
 - 11) Aluminum food and beverage containers
 - 12) Plastic
 - a) Rigid recyclable High Density Polyethylene and Low Density Polyethylene (HDPE, LDPE)
 - b) Other plastic and polystyrene
 - 13) Electronic Waste (where applicable)
 - 14) Wood
 - a) General wood products
 - b) Pallets
 - 15) Miscellaneous
 - a) Reusable office supplies (OSU, file folders, pencils, markers, scissors)
 - 16) Hazardous wastes (batteries, aerosols, paints, fluorescent tubes)

3.4 Tasks:

- 3.4.1 The scope of work of this agreement is for the supply of Waste Audit Services for eleven (11) facilities as identified by ECCC in Table 1 below.

Table 1: ECCC Facilities Included in Waste Audits

Facility name	Acronym	Address	Total Floor Area of the Facility (m ²)
Canada Centre for Inland Waters	CCIW	867 Lakeshore Rd, Burlington, ON L7S 1A1	56,212
National Hydrology Research Centre	NHRC	Resources Row Saskatoon. SK	10,975
Eureka Weather Station	ERS	Eureka, NU	4,200
River Road – Environmental Science and Technology Centre	-	335 River Rd, Gloucester, ON K1V 1C7	24,700
Prairie & Northern Wildlife Research Centre	PNWRC	116 Veterinary Rd, Saskatoon, SK S7N 0X4	3,719
Pacific Environmental Science Centre	PESC	2645 Dollarton Hwy, North Vancouver, BC V7H 1B1	5,868
Stoney Plain UA	-	3190, Spruce Grove, <i>Stony Plain</i> , Alberta	468
Whitehorse Office	-	10 Burns Road Whitehorse. YT	2,096
Centre for Atmosphere Research Experiment	CARE	Essa, ON L0L 1N0	1,706
Place Vincent Massey	PVM	351 Boul. St Joseph Gatineau QC.J8Y 3Z5	27,871
Fontaine Building	-	200 Boul. Sacre-Cour Gatineau QC J8X 4C6	21,000

- 3.4.2 To provide waste audit services to buildings under contract addressed in a staged work plan to be completed between July 2019 and March of 2021.
- 3.4.3 The first facility to be the subject to waste audit will be ECCC's River Road facility in Ottawa Ontario.
- 3.4.4 Waste audits are to be carried out in accordance with all applicable regulations including but not limited to Ontario Regulation 102/94. Consideration shall be given to the supplementary document, "A Guide to Waste Audits and Waste Reduction Work Plans for Industrial, Commercial and Institutional Sectors - As required under Ontario regulation 102/94" for facilities in Ontario.
- 3.4.5 Each Waste Audit shall be written based on the requirements and standards of Ontario and any province-specific reporting required. The Contractor shall have an expertise in these requirements and it is solely their responsibility to meet these requirements regardless of whether they are listed in the Statement of Work or not. Each Waste Audit must pass the scrutiny of the provincial regulating body where applicable.

- 3.4.6 The field audit portion is to be conducted over the course of 1 to 3 days (depending on site requirement) to assess the composition of solid non-hazardous waste and waste management practices at the building. If it is determined after assessing the facility (e.g. size, operations, security requirements etc.) that more time is required to perform the services the contract Technical Authority must be notified.
- 3.4.7 This waste audit survey will be a "green audit", therefore all recyclable cans, glass, paper and cardboard encountered during the sorting portion of the audit must be captured and diverted for recycling.
- 3.4.8 Within thirty (30) days of award, the Contractor will confirm the number of days per site that will be required to perform a Waste Audit. The Contractor will provide a schedule and work plan to ECCC who may at its sole discretion accept or request changes based on site requirements.
- 3.4.9 The Contractor will work with ECCC Representatives to obtain the most current hauling records and tonnage removed as part of the ongoing Waste & Recycling Services Contract at each facility subject to a waste audit.
- 3.4.10 The Contractor will work with ECCC Representatives to determine waste locations at each site, and the Contractor is required to leave the site clean upon completion of duties.
- 3.4.11 The Contractor will be responsible for providing all scales (ensure scales are calibrated and calibration records are available), sorting bins, tables, cleaning materials, etc., required to compile the audit data and keep the area clean.
- 3.4.12 All determinations (hauling records, site evaluations, etc.) are to be included in the pricing.
- 3.4.13 Provide a detailed Waste Audit Report at the end of each audit as per the provincial requirement, including but not limited to the following aspects:
- 1) Waste Material Categories (as per above)
 - 2) Background
 - 3) Methodology
 - 4) Facility Description
 - 5) Zone Identification: zones within the building must be identified separately by floor and unique operational areas (e.g. office space, cafeteria, gym etc.) to accurately assess waste/recycling activities.
 - 6) Waste material categories and sub-categories must be identified.
 - 7) Waste Audit Analysis-include tables, charts and graphs.
 - 8) Recycling Audit Analysis -include tables, charts, graphs to ascertain the contamination levels of the recycling stream and state in percentages.
 - 9) Waste/recycling data must be reported as kg/person/tenant/yr and compared to the target generation of 95kg/person/tenant/yr.
 - 10) Percentage of contamination in waste streams
 - 11) Facility Waste Management Practice Review and Conclusions (include ways to reduce, re-use and/or recycle electronic equipment, although they are not part of base building waste stream they are harmful to the environment and should be disposed of properly).
 - 12) Final Recommendations.
 - 13) A copy of the field notes from the audit team annexed to the report and completed checklists for each waste/recycling station in the building to identify:
 - a) Waste Properly Segregated Y /N
 - b) Waste is inside the container(s) Y/N
 - c) Waste is compatible with container(s) Y/N
 - d) Waste container(s) is in good condition Y/N
 - e) Waste container(s) lid is kept closed Y/N
 - f) Waste container(s) is not overfilled Y/N
 - g) Waste container(s) is labeled Y/N
 - h) No improper waste disposal Y/N
 - i) House keeping up to standard Y/N

- 3.4.14 The Contractor shall prepare a Waste Reduction Plan for each facility subject to the program of waste audits. This plan will express the actions necessary, over time, to achieve a 75% reduction in waste.
- 3.4.15 At the determination and request of the Technical Authority, provide a poster format summary that presents findings, recommendations, and actions to implement a plan for building occupants. Must be in plain language, relatable, educational, and offer content (e.g. graphic and text) that motivates and empowers tenants to adopt good waste management practices and that promotes good stewardship within the facility. All design, proofs, printing and mounting of posters to be included in pricing matrix.
- 3.4.16 The posters must be geared toward the use of the space where they are mounted (ie. on office floors it will be office waste stats and suggestions, in food serving areas it should be food specific suggestions.)

3.5 Deliverables:

- 3.5.1 This project consists of twenty-two deliverables. The deliverables are divided into two categories:
- **Deliverable A** – Waste Audit Reports for each of the eleven (11) ECCC facilities identified in table 1.
 - **Deliverable B** – Waste Reduction Plans for each of the eleven (11) ECCC facilities identified in table 1.
- 3.5.2 The Contractor must submit a draft of each final Waste Audit Report (Deliverable A) and Waste Reduction Plan (Deliverable B) in electronic format to the Technical Authority for approval within ten (10) business days following the conclusion of each scheduled waste audit. It must be a comprehensive report on all facets of the Work and must include sufficient drawings, sketches, photographs and a discussion of problems and successes associated with the Work to facilitate a full and accurate evaluation of the Work by the Technical Authority. The report must be prepared in accordance with good engineering/professional practices and include, as a minimum, the following: a title page, a table of contents, an executive summary, an introduction, a technical discussion with conclusions and include, as applicable, supporting graphs, tables and figures.

The Contractor must provide the final report, in electronic format, to the Technical Authority within five (5) days following approval of the draft final report. The Contractor must forward an electronic copy of the covering letter accompanying the final report to the Contracting Authority.

3.6 Departmental Support:

- 3.6.1 The Department will provide for and coordinate access to identified facilities in order for the contractor to complete work requirements.
- 3.6.2 The contractor is accountable for the provision of all materials and tools necessary to support the professional execution of the contract.

3.8 Official Language:

All project deliverables will be delivered in English.

3.6 Work Location:

The work will be performed at the locations identified in Table 1: ECCC Facilities Included in Waste Audits.

ANNEX B

BASIS OF PAYMENT

The bidder shall submit all-inclusive firm prices in accordance with the table below. Pricing must be exclusive of GST/HST/QST, overhead and profit are to be included in the rates.

All prices are to be in Canadian currency.

Table 1:

➤ Contract Period: contract award to March 31, 2021

	Facility Name	Identify the Dates to Perform Deliverables A & B* (e.g. Sept 1-17, 2019)	Deliverable A Price	Deliverable B Price	Line Total
1	River Road Environmental Science & Technology Centre Ottawa, ON <u>Note:</u> This facility must be performed first on the list.				
2	Canada Centre for Inland Waters (CCIW) Burlington, ON				
3	Centre for Atmosphere Research Experiment (CARE) Essa, ON				
4	Eureka Weather Station (ERS) Eureka, NU				
5	National Hydrology Research Centre (NHRC) Saskatchewan, SK				
6	Prairie & Northern Wildlife Research Centre (PNWRC) Saskatoon, SK				
7	Stoney Plain UA Stoney Plain, AB				

	Facility Name	Identify the Dates to Perform Deliverables A & B* (e.g. Sept 1-17, 2019)	Deliverable A Price	Deliverable B Price	Line Total
8	Pacific Environmental Science Centre (PESC) North Vancouver, BC				
9	Whitehorse Office Whitehorse, YT				
10	Place Vincent Massey (PVM) Gatineau, QC				
11	Fontaine Building Gatineau, QC				
	TOTAL PRICE	---	---	---	\$

*** NOTE:**

Waste Audit Reports and Waste Reduction Plans are to be completed from contract award to March 2021.

➤ **TOTAL BID PRICE:**

\$ _____
(Total price on Table 1)



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
 Document Number / Numéro du document :

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

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

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A 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
Security Classification / Classification de sécurité

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 COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		Très SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		Très SECRET	
Information / Assets Renseignements / Biens Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Stella Kim	Title - Titre Director, GEP	Signature <i>Stella Kim</i>
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Telephone No. - N° de téléphone 819-938-4862	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel stella.kime@canada.ca	Date Nov 29, 18
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14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) LORI NELSON	Title - Titre REGIONAL SECURITY ADMIN OFFICER	Signature <i>Lori Nelson</i>
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Telephone No. - N° de téléphone 780-951-8895	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel lori.nelson@canada.ca	Date 2019-02-21
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15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
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Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
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17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
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Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
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