



<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 AMENDMENT MODIFICATION DE LA DEMANDE DE SOUMISSIONS</p> <p>The referenced Bid Solicitation is revised in this document; unless otherwise indicated, all other terms and conditions of the Bid Solicitation remain the same.</p> <p>La demande de soumissions citée en référence est modifiée dans ce document; sauf indication contraire, les modalités de la demande de soumissions demeurent les mêmes.</p>	<p>Title – Titre Environment and Climate Change Canada Waste Audit Baseline Establishment Initiative</p>	
	<p>EC Bid Solicitation No./SAP PR No. - N° de la demande de soumissions EC / N° SAP PR 5000042738</p>	<p>Amendment No. - N° de modif. 003</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 – 2019-08-13</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. – No de téléphone 819-938-3814</p>	<p>Fax No. – No 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>	

Page 1

Delete :

Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)

at – à 15 :00h
on – 2019-08-13

Insert :

Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)

at – à 15 :00h
on – 2019-08-20

PART 3 – BID PREPARATION INSTRUCTIONS

Section II: Financial Bid

1.1 Price Breakdown

Delete:

- (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".

ANNEX A

STATEMENT OF WORK

Annex A is deleted in its entirety and replaced with the following:

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 10 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 10 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 ten (10) 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 ten (10) 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
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 LOL 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 ten (10) ECCC facilities identified in table 1.
- **Deliverable B** – Waste Reduction Plans for each of the ten (10) 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.

3.7 Official Language:

All project deliverables will be delivered in English.

3.8 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

Annex B is deleted in its entirety and replaced with the following:

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				

	Facility Name	Identify the Dates to Perform Deliverables A & B* (e.g. Sept 1-17, 2019)	Deliverable A Price	Deliverable B Price	Line Total
	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	National Hydrology Research Centre (NHRC) Saskatchewan, SK				
5	Prairie & Northern Wildlife Research Centre (PNWRC) Saskatoon, SK				
6	Stoney Plain UA Stoney Plain, AB				
7	Pacific Environmental Science Centre (PESC) North Vancouver, BC				
8	Whitehorse Office Whitehorse, YT				
9	Place Vincent Massey (PVM) Gatineau, QC				
10	Fontaine Building Gatineau, QC				

	Facility Name	Identify the Dates to Perform Deliverables A & B* (e.g. Sept 1-17, 2019)	Deliverable A Price	Deliverable B Price	Line Total
	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)

All other terms and conditions of the Bid Solicitation remain the same.