



<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. 005</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 – 2019-09-03</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>	

The amendment to the bid solicitation is to address the enquiries received:

5000042738 - Questions and Answers #1

Q1. Is there someone currently, or has there been someone in the past providing similar or relevant services? If yes, who has been providing these services, what is (or was) the contract value and what is (or was) the duration of the contract (including any extensions), and are the allowed to bid on this opportunity?

A1. There have not been any contractors engaged previously related to the current project, no suppliers have be precluded from bidding on the Request for Proposal (RFP).

Q2. Part 6 – Resulting contract (Section 1.1.1.2) : Is it possible to identify the facilities where a reliability status is necessary? Do all employees/subcontractors need a reliability status before submitting a bid? Before or after award of the contract?

A2. Reliability Status is required for access to all facilities. This means that clearance can be obtained prior to contract award and is not required at the time of submitting a bid.

Q3. Part 6 – Resulting contract (Section 1.1.1.3) : Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISC/PWGSC. Do we need to get written permission before submitting a bid?

A3. No.

Q4. General : In order to leave us time to secure services with potential subcontractors, is it possible to extend the bidding period for 1 week?

A4. See amendments

Q5. À la page 8 de la demande de soumissions, la section 1.1 parle de la ventilation des prix. Est-ce que cette ventilation doit être incluse dans la soumission financière - Annexe B? Ou est-ce que seulement les prix tout compris pour chaque site doivent être indiqués dans le tableau de l'Annexe B?

A5. All inclusive prices should be shown in the Table in Appendix B

Q6. Will all material streams require auditing? For example, if a site has waste, organics, and mixed recycling, will all three streams be identified by the site and require auditing, or just waste?

A6. Yes. all waste streams

Q7. Who is responsible for collecting the sample prior to the auditing, successful contractor or in-house by cleaning staff?

A7. ECCC will coordinate the collection of waste stream samples prior to auditing.

Q8. Is the waste to be audited as a whole, or by floor/area at each location?

A8. As a whole, per location.

Q9. Tasks on page 28; Table 1: ECCC Facilities Included in Waste Audits - Are all facilities fully occupied? If no, please identify.

A9. Facilities are occupied and operational.

Q10. Part 1 - General Information - Security Requirement 1.2. Valid Organization Security Clearance

- a) Is there a cost to obtaining this clearance?
- b) If there is a cost what is the cost?
- c) How long does it take to obtain the clearance?

A10. Please refer to the following website for additional information regarding security clearance.

<https://www.tpsgc-pwgsc.gc.ca/esc-src/index-eng.html>

ECCC will sponsor the successful bidder to obtain their clearance.

Q11. Part 5 – Certifications – 2. - Additional Certifications Required: Is there a cost to obtaining the additional certifications?

A11. No

Q12. Annex A – Statement of Work – 3.5.1: Typically Waste Audit and Waste Reduction Work Plans are part of the same report and fee, however in the document and in the pricing requirement they are separated is there a reason why?

A12. Yes. ECCC may or may not elect not to obtain a Waste Reduction Plan in every instance.

Q/A13. Part 3 – Bid Preparation Instructions – 1.1(a). In order to calculate the field work portion of the waste audit please see the following questions:

- a) What is the number of staff that you would like to complete the audit?
Response: The number of staff is at the bidders discretion
- b) How much waste is generated per day by each facility?
Response: No clear number or value is available. That is why we are commissioning this contract.
- c) Is recycling to be audited as well, if so, how much recycling is generated per day by each facility?
Response: Yes. Unknown.
- d) During what hours are we allowed to use the facilities?
Response: Normal Operating hours between 8:00 am and 5:00pm. Alternative scheduling arrangements may be required subject to operational requirements.
- e) If we are not able to audit the waste fully in one day are we allowed to carry the work over to another day? Response: Yes, however this may depend upon other considerations such as operational requirements, waste collection schedule and occupational health and safety related considerations.
- f) Is the municipality responsible for the collection and delivery of the material?
Response: No.
- g) What time is the material ready to be audited?
Response: To be coordinated upon contract award and work scheduling.
- h) Do you want the audit priced based on 1, 2 or 3 days of work?
Response: Price the work based upon your estimate of the work requirements.
- i) Is the material to be audited on-site or off-site?
Response: On site
- j) What is the expected volume of waste to be sorted per day?
Response: Unknown and variable across the locations.
- k) What is the expected volume of recycling to be sorted per day (if it is to be audited as well)?
Response: Unknown and variable across the locations.

Q14. Annex A – Statement of Work – 3.4.15/16 - For the Poster Requirement in order to finalize pricing: please advise, size, number of colours, how you would like it formatted

- a) Where would you like this price included?
- b) Would you like us to print the posters or provide the artwork for printing?

A14. Pricing is not required for this element as it is at the discretion and request of the technical authority.

Q15. Annex A – Statement of Work – 3.3 - Will the samples be labelled and separated by functional area (hallways, offices, cafeteria, etc.) or will all garbage be audited as one sample and all recycling be audited as another sample?

A15. Garbage and recycling waste will not be intentionally separated by functional area.

Q16. Part 3 – Bid Preparation Instructions – 1.1 - Will these prices be added to the deliverable A and B prices to make the total price or are these to be the broken down prices for what makes up deliverables A and B?

A16. Bidders must complete the all-inclusive firm price table in Annex B, additional breakdowns can be provided to break down how the prices was determined however no additional fees will be added to the pricing in Annex B.

Q17 Annex A – Statement of Work – 1.2 - When 2 years is mentioned, is this referring to the 2 year period allotted to create the 11 audits or are the audits to be completed one year, and then a follow up audit another year?

A17. 2-year timeline to complete the program of waste audits and associated reporting.

Q18. Section II: Financial Bid, 1.1(a) Professional Fees - In addition to completing the pricing table, do you want the professional fees, number of hours, hourly rates, and associated travel and disbursements itemized separately for each facility?

A18. No

Q19. Part 4: 2.1 Mandatory Technical Evaluation Criteria - Item M2: Does a Bachelor of Environmental Studies from the University of Waterloo qualify as a relevant undergraduate degree?

A19. No

Q20. Part 4: 2.2 Point-Rated Technical Evaluation Criteria - Item R5: Does a Bachelor of Science in Geography from Brock University and a Bachelor of Science in Ecology and Evolution from the University of Western qualify as a relevant undergraduate degree?

A20. Yes

Q21. Can you confirm that each of the eleven (11) facilities will be audited once between July 2019 and March 2021?

A21. No. in accordance with the RFP, at the discretion of ECCC, facilities may be removed from the list of sites to be audited. It is the intent of ECCC to have the identified sites audited and reporting complete by March of 2021.

Q22. Annex A – Statement of Work, Table 1 - Can you provide full time equivalent number of occupants for each building?

A22. No.

Q23 Annex A – Statement of Work, 3.4.15 & 3.4.16 - How many poster format summaries will need to be provided per facility?

A23. If required, this will be determined by ECCC, in consultation with the contractor in the event ECCC elects to exercise this option. Pricing is note required for this item.

Q24. Part 6, Section 1.1, Point 3. - Confirming that bids where the contractor decides to subcontract part or whole of the work out and Subcontractors that have provided the necessary security requirements will not be awarded the contract without the prior written permission of CISD/PWGSC. Therefore, if the contractor provides all of the necessary security requirements, they will be eligible to be awarded the contract. Can you please confirm this?

A24. Yes - Confirmed

Q25. Annex A, Section 3.0, Point 3.3 - Confirming that 9) metals is all metals except 10) steel food and beverage containers and 11) aluminum food and beverage containers

A25. Yes

Q26. Annex A, Section 3.0, Point 3.3, 12 (a) - Are HDPE and LDPE to be placed together?

A26. Yes

Q27. Annex A, Section 3.0, Point 3.3, 12 (b) - Would all non-recyclable plastics be placed under 'other plastics and polystyrene' sub-category? Can pens, laminate plastics, plastic cutlery be placed here as well?

A27. Yes

Q28. Annex A, Section 3.4, Point 3.4.13 - requires copy of field notes from the audit team annexed to the report and completed checklists for each waste/recycling station in the building to identify 9 points. Will the authority provide the successful contractor with building plans of each building for the audit team to map waste/recycling stations on different floors?

A28. Yes

Q29. Does the authority require the successful contractor to carry out a 100% audit of the sample collected or a sub-sample followed by extrapolation? A 100% audit will require more audit staff and is more expensive but the results are more accurate and representative.

A29. This will depend upon conditions at the particular facility and the size of the respective samples.

Q30. Will a suitable space be provided to the audit team to carry out the waste audit on-site at each of the facilities?

A30. Yes

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