

**RETURN BIDS TO:**  
**RETOURNER LES**  
**SOUSSIONS À:**  
**Public Prosecution Service of Canada**  
**[PPSC-SPPC.Acquisitions@ppsc-sppc.gc.ca](mailto:PPSC-SPPC.Acquisitions@ppsc-sppc.gc.ca)**  
**Attn: Caroline Richard**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Prosecution Service of Canada**

We hereby offer to sell to Her Majesty the Queen feyn right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

**Proposition aux: Service des poursuites pénales du Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

**Instructions : See Herein**  
**Instructions: Voir aux présentes**

**Issuing Office – Bureau de distribution**  
Public Prosecution Service of Canada  
Service des poursuites pénales du Canada  
Acquisitions Division  
284 Wellington Street  
Place Bell Centre  
Ottawa, ON K1A 0H8

<b>Title – Sujet</b> <b>National On-Site Shredding Services</b>	
<b>Solicitation No. – N° de l'invitation</b> <b>1000027464</b>	<b>Date</b> <b>August 21, 2019</b>
<b>Solicitation Closes – L'invitation prend fin at – à</b> <b>2:00 PM</b> <b>on – September 30, 2019</b>	<b>Time Zone</b> <b>Fuseau horaire</b> <b>EDT - HAE</b>
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/></b>	
<b>Address Inquiries to: - Adresser toutes questions à :</b>  <b><a href="mailto:ppsc-sppc.acquisitions@ppsc-sppc.gc.ca">ppsc-sppc.acquisitions@ppsc-sppc.gc.ca</a></b> <b>Telephone No. – N° de téléphone :</b>  <b>343-998-7525</b>	
<b>Destination – of Goods, Services, and Construction:</b> <b>Destination – des biens, services et construction :</b> See Herein	
<b>Delivery required - Livraison exigée</b> See Herein	
<b>Vendor/firm Name and address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Facsimile No. – N° de télécopieur</b> <b>Telephone No. – N° de téléphone</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>	
<hr/> <b>(type or print)/ (taper ou écrire en caractères d'imprimerie)</b>	
<hr/> <b>Signature</b>	<hr/> <b>Date</b>

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>4</b>
1. SECURITY REQUIREMENTS .....	4
2. STATEMENT OF WORK.....	4
3. DEBRIEFINGS .....	4
4. TRADE AGREEMENTS .....	4
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>5</b>
1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	5
2. SUBMISSION OF BIDS.....	5
3. ENQUIRIES - BID SOLICITATION.....	5
4. APPLICABLE LAWS.....	5
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>6</b>
1. BID PREPARATION INSTRUCTIONS .....	6
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>9</b>
1. EVALUATION PROCEDURES.....	9
2. BASIS OF SELECTION.....	10
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>11</b>
1. CERTIFICATIONS REQUIRED WITH THE BID.....	11
2. CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	11
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>12</b>
1. SECURITY REQUIREMENTS .....	12
2. STATEMENT OF WORK.....	12
3. STANDARD CLAUSES AND CONDITIONS .....	12
4. TERM OF CONTRACT .....	12
5. AUTHORITIES .....	13
7. PAYMENT .....	13
8. INVOICING INSTRUCTIONS .....	14
9. CERTIFICATIONS AND ADDITIONAL INFORMATION.....	14
10. APPLICABLE LAWS.....	15
11. PRIORITY OF DOCUMENTS .....	15
<b>ANNEX "A" .....</b>	<b>16</b>
STATEMENT OF WORK OR REQUIREMENT .....	16
<b>ANNEX "B" .....</b>	<b>18</b>
SECURITY REQUIREMENTS CHECK LIST .....	18
<b>ANNEX "C" .....</b>	<b>22</b>
INSURANCE REQUIREMENTS.....	22
<b>ANNEX "D" .....</b>	<b>23</b>
BASIS OF PAYMENT .....	23
<b>ANNEX "E" .....</b>	<b>27</b>
PUBLIC PROSECUTION SERVICE OF CANADA OFFICE LOCATIONS .....	27

<b>ANNEX "F"</b> .....	<b>28</b>
CONSOLE SPECIFICATIONS.....	28
<b>ANNEX "G"</b> .....	<b>29</b>
VENDOR INFORMATION AND AUTHORISATION FORM .....	29

## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirements**

1.1 At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

1.2 For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada \(http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) website.

### **2. Statement of Work**

The Public Prosecution Service of Canada (PPSC) is seeking to establish a contract for National On-site Shredding Services up to the **PROTECTED B** level, as defined in Annex A, Statement of Work. The PPSC is seeking to establish a contract for a period three (3) years with two (2) one (1) year options.

### **3. Debriefings**

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

### **4. Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

## **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 [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 90 days

### **2. Submission of Bids**

Bids must be submitted only to the Public Prosecution Service of Canada at [PPSC-SPPC.Acquisitions@ppsc-sppc.gc.ca](mailto:PPSC-SPPC.Acquisitions@ppsc-sppc.gc.ca) by the date and time indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PPSC will not be accepted.

### **3. 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.

### **4. Applicable Laws**

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

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

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

### **1. Bid Preparation Instructions**

Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

**Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.**

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

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

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

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

**The prices or rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:**

1. Any travel expenses for travel between the Contractor's place of business and the locations stated in Annex E; and
2. Any travel and living expenses for the relocation of resources 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.

### **2. Vendor Information**

Bidders should include the following information in their financial bid by completing Annex G, Vendor Information and Authorization Form and include it with their bid:

1. Their legal name;
2. Their Procurement Business Number (PBN); and
3. 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:
  - a) their bid; and
  - b) any contract that may result from their bid.

Financial proposals must clearly identify the personnel proposed and the associated category for evaluation purposes only. Proposed per diem rates or firm prices must be in Canadian dollars.

The Bidder's per diem rates in response to this RFP and resulting contract(s) must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services: office space, computer hardware and software, word processing, preparation of reports, photocopying, courier services, facsimile services, telephone services, local travel expenses, and administration related to non-local travel expenses. "Local" as used here is defined as where the Work is to be performed in Canada as may be specified in the RFP and the resulting Contract(s).

**3. Exchange Rate Fluctuation**  
[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

**4. SACC Manual Clauses**

**Section III: 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.

**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.

**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.hrsdc.gc.ca/eng/labour/index.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.

**Former Public Servant**

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

**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.



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

### 1.1 Technical Evaluation

#### 1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

#### Mandatory Technical Criteria (MT)

For the purpose of the mandatory technical criteria specified below, the experience of the Bidder\* will be considered.

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

Number	Mandatory Technical Criterion	MET	NOT MET	Cross Reference to Proposal
MT1	The Bidder must provide a single point of contact for all related issues in regards to this solicitation. The following information must be provided with the Bid: <ul style="list-style-type: none"> <li>• Name:</li> <li>• Title:</li> <li>• Phone number:</li> <li>• Fax number:</li> <li>• E-mail address:</li> </ul>			
MT2	The bidder must demonstrate that all mobile shredders providing shredding services to the Public Prosecution Service of Canada are equipped with the devices meeting the Royal Canadian Mounted Police (RCMP) approved destruction of <b>PRETECTED B</b> . Mobile shredders must have a corresponding screen size of 13mm with a maximum shred size of 6mm x 50 mm.  <i>At bid closing, the Bidder must provide a list of all proposed mobile shredder vehicle registrations and valid RCMP</i>			

	<i>certificates with the technical proposal for the vehicles servicing Public Prosecution Service of Canada offices. List must have column headers clearly defining the data.</i>			
<b>MT3</b>	<p>The bidder must demonstrate with the Bid that they can provide the services of Annex A – Statement of Work to all the regional offices identified in Annex D – Public Prosecution Service of Canada Office Locations.</p> <p><i>At bid closing, the bidder must provide a service delivery table identifying which of their offices shall service each Public Prosecution Service of Canada office location in Annex D between 8:00am and 4:00pm local time and within 72hrs of an unscheduled call. Included in the table shall be the company name, contact name, address, phone number and email address for each said office.</i></p>			
<b>MT4</b>	<p>The bidder must demonstrate that they can provide the type and amount of consoles per regional office as identified in Annex E – Console Specifications.</p> <p><i>At bid closing, the bidder must provide the specifications of the consoles that they propose based on the information provided in Annex E – Console Specifications.</i></p>			

### 1.1.2 Conditions of Contract Award / Vehicle Compliance

The Contractor will be required to demonstrate that their mobile shredders are capable of shredding the material at the level indicated in Annex “A” – Statement of Work section 4. Tasks. The Contractor will be required to present their empty mobile shredder at a Public Prosecution Service of Canada location, determined prior to contract award, within five (5) business days after the notice of technical compliance and provide a sample shred to the Public Prosecution Service of Canada representative. Should the Contractor not be able to provide the desired shred level, that contractor will be deemed non-compliant and Public Prosecution Service of Canada will proceed with the next compliant bidder presenting best value.

## 1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

## 2. Basis of Selection

### 2.1 Basis of Selection – Lowest Evaluated Price

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

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **1. Certifications Required with the Bid**

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

#### **1.1. Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### **2. Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### **2.1. Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **2.2. Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirements**

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)

1.2 The Contractor/Offeror personnel requiring access to protected information, assets or sensitive work site(s) must EACH hold a valid **Reliability Status**, granted or approved by CISD/PWGSC

1.3 The Contractor/Offeror must not remove any protected information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction

1.5 Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC

1.5 The Contractor/Offeror must comply with the provisions of the:

- a) Security Requirements Check List and security guide (if applicable), attached at Annex
- b) Industrial Security Manual (Latest Edition)

### **2. Statement of Work**

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

### **3. Standard Clauses and Conditions**

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

#### **3.1 General Conditions**

**2010C** (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### **4. Term of Contract**

#### **4.1 Period of Contract**

The period of the Contract is from October 1, 2019 to September 30, 2022 inclusive.

#### **4.1 Option to Extend the Contract**

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

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

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Caroline Richard  
Title: Procurement Officer  
Address: 160 Elgin  
Place Bell Centre  
Ottawa, Ontario K1A 0H8  
Telephone: 343-998-7525  
Facsimile:  
E-mail address: [PPSC-SPPC.Acquisitions@ppsc-sppc.gc.ca](mailto:PPSC-SPPC.Acquisitions@ppsc-sppc.gc.ca)

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

### **5.2 Project Authority**

The Project Authority for the Contract is:

To be added at contract award.

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

## **7. 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 firm unit prices, as specified in the contract for a cost of \$ \_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

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

### **7.2 Limitation of Expenditure**

Canada's total liability to the Contractor under the Contract must not exceed \$ 150,000.00. Customs duties are excluded and Applicable Taxes are extra.

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:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.3 Method of Payment

SACC Manual Clause [H1008C](#) (2008-05-12) Monthly Payment

### 7.4 SACC Manual Clauses

The following SACC manual Clauses are incorporated by reference and form part of this Contract:

ID	Date	Title
<a href="#">A9116C</a>	2007-11-30	T1204 Information Reporting by Contractor
<a href="#">C0705C</a>	2010-01-11	Discretionary Audit
<a href="#">A9068C</a>	2010-01-11	Government Site Regulations
<a href="#">C2000C</a>	2007-11-30	Taxes – Foreign-based Contractor

## 8. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must demonstrate the following for each office:

- a) frequency (scheduled and unscheduled);
- b) volume; and
- c) details on appropriate taxes associated per office.

Invoices must be distributed as follows:

- a) One (1) copy must be forwarded to the following address for certification and payment.  
Public Prosecution Service of Canada  
284 Wellington Street  
Place Bell Centre, 12<sup>th</sup> Floor  
Ottawa ON K1A 0H8  
PPSC.AdminInvoices-FacturesAdmin.SPPC@ppsc-sppc.gc.ca

## 9. Certifications and Additional Information

### 9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if 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 Ontario.

## 11. Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 12. 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) General Conditions – Professional Service – Long Form Contract;
- c) Annex A, Statement of Work;
- d) Annex B, Security Requirements Check List;
- e) Annex C, Insurance Requirement;
- f) Annex D, Basis of Payment
- g) Annex E, Public Prosecution Service of Canada office locations
- h) Annex F, Console Specifications
- i) Annex G, Vendor information and Authorisation Form
- j) the Contractor's bid dated \_\_\_\_\_

## ANNEX "A" STATEMENT OF WORK

### 1. TITLE

National shredding services for Public Prosecution Service of Canada

### 2. OBJECTIVE

Public Prosecution Service of Canada (PPSC) requires shredding services for materials at its multiple offices across Canada. The PPSC deals with sensitive and private information for the processing of cases and other operational needs. Due to the diverse and sensitive nature of the documents to be shredded, this request for proposal requires that a contractor provide scheduled and un-scheduled on-site shredding up to the **PROTECTED B** level to PPSC offices. The PPSC anticipates awarding only one (1) contract for this requirement.

### 3. SCOPE

The Contractor will be required to provide on-site shredding of material for the PPSC offices across Canada. The Contractor should use Royal Canadian Mounted Police (RCMP) approved mobile destruction equipment for information at the **PROTECTED B** level.

### 4. TASKS

The contractor must complete the following:

- 4.1. Provide on-site shredding to all offices using mobile shredders which must have the following specifications:
  - (i) shredding must meet the Royal Canadian Mounted Police (RCMP) approved destruction of PROTECTED B level material. Shred size is to be equal to or smaller than 6mm x 50mm. This corresponds to a screen size of 13mm.
- 4.2. Supplier must dispose of the shredded documents in such a way as they cannot re-enter the public realm in a manner in which they could be reconstituted (such as packing materials or animal bedding). Supplier must ensure that any third party to the Contract that Supplier may provide the shredded documents for disposal is bound by this term.
- 4.3. Remove the liners from the locked tamper resistant consoles at offices, transport to the mobile shredder and discard the material into the mobile shredder.
- 4.4. The supplier will be required to respond to un-scheduled service calls within three (3) business days. Service calls must be approved by the Project Authority prior to Work being performed and must be responded to between the hours of 8 am and 4 pm local time.
- 4.5. Should the proposed mobile shredder be deemed non-functional or require maintenance, supplier must provide a replacement mobile shredder with the same specifications as stated above in a timeframe that will not impact the regular shredding schedule established.



## **5. RESPONSIBILITIES**

### **5.1. The Contractor must:**

- 5.1.1. Provide services to all the offices identified in Annex E – Public Prosecution Service of Canada Office Locations;
- 5.1.2. Provide services to the offices based on agreed upon frequency to be determined after contract award;
- 5.1.3. Provide locked consoles and re-useable liners for all service locations. Consoles may vary based upon location. Consoles are defined in Annex F – Console Specifications;
- 5.1.4. pick-up the material from PPSC premises and transport them to a specified area for on-site shredding;
- 5.1.5. Demonstrate on an as and when required basis that they consistently meet the shredding requirement specifications indicated in 4.1 of the Statement of Work.
- 5.1.6. In the event shredding specifications are not met, the Contractor must remedy the default at their own expense within 24 hrs.
- 5.1.7. Provide certificate of destruction at time of service to the PPSC representative.

### **5.2. Public Prosecution Service of Canada will:**

- 5.2.1. Supervise every scheduled and un-scheduled service call;
- 5.2.2. Escort the Contractor's employee while on PPSC premises; and
- 5.2.3. Sign the certificate of destruction attesting to the services provided and send to the Project Authority on the day of service.

## **6. DELIVERABLES**

### **The Contractor will:**

- 6.1. Upon destruction of material and provided at time of service call, a certificate of destruction certifying that the material has been properly destroyed to the Project Authority. The Certificate must specify the number of units destroyed and the date and time of destruction; and
- 6.2. Provide additional locked consoles and liners as required.

## **7. REPORTING**

- 7.1. The Supplier must provide to the Project Authority electronic detailed yearly reports in Excel format with the statistics on the number of units shredded per office per month.
- 7.2. The supplier must provide the PPSC, on a bi-annual basis, equipment maintenance reports attesting to the inspection of the mobile shredders used for the PPSC shredding and that they meet the specifications set out by the RCMP for PROTECTED B level shredding and are in good working order.

## **8. LIMITATION AND CONSTRAINTS**

- 8.1. The bidder must provide the on-site shredding services between 8 am and 4 pm local time for all of the regional offices detailed in Annex E – Public Prosecution Service of Canada Office Locations
- 8.2. The Contractor must keep all documents and proprietary Crown information confidential;
- 8.3. All Contractor's employees must wear identifiable uniforms with name-tags and must be able to provide proof of employment with the Contractor; and
- 8.4. Shredded material not meeting the shredding specifications of 4. Tasks, must not be removed from PPSC premises.

## **9. OFFICIAL LANGUAGES**

The contractor must provide resources able to communicate and provide services in French and English in the National Capital Region, the Greater Montreal Area (GMA) and in the Province of New-Brunswick. All other regions will require English-speaking resources.

## **10. TRAVEL**

There is no expected travel to be performed with this requirement.

**ANNEX "B" SECURITY REQUIREMENTS CHECK LIST**



Contract Number / Numéro du contrat 1000027464
Security Classification / Classification de sécurité Unclassified

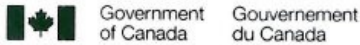
**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>Public Prosecution Service of Canada</b>	2. Branch or Directorate / Direction générale ou Direction <b>Administrative Services Division</b>
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 National On-Site Paper Shredding	
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 checked="" type="checkbox"/> No / Non <input 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	
<b>Canada</b> <input checked="" type="checkbox"/>	<b>NATO / OTAN</b> <input type="checkbox"/>
<b>Foreign / Étranger</b> <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <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"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information	
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C PROTÉGÉ C <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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified
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Contract Number / Numéro du contrat 1000027464
Security Classification / Classification de sécurité Unclassified

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / 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 À LA TECHNOLOGIE DE L'INFORMATION (TI)**

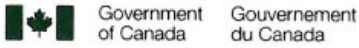
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified
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Contract Number / Numéro du contrat 1000027464
Security Classification / Classification de sécurité Unclassified

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

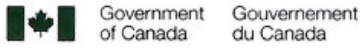
Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / 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 1000027464
Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Isabelle Leblanc		Title - Titre IM Manager	Signature 
Telephone No. - N° de téléphone 343-550-4418	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel isabelle.leblanc@ppsc-sppc.gc.ca	Date 2019/07/02
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) David Melbeuf		Title - Titre Security officer	Signature 
Telephone No. - N° de téléphone 613-960-0274	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel david.melbeuf@ppsc-sppc.gc.ca	Date 2019-07-26
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?			<input type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) Caroline Richard		Title - Titre Procurement Officer	Signature 
Telephone No. - N° de téléphone 343-998-7525	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel caroline.richard@ppsc-sppc.gc.ca	Date 2019-07-26
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

## ANNEX "C" INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

**ANNEX “D” BASIS OF PAYMENT**

The Contractor will be paid the following all inclusive firm per unit rate for Shredding services pursuant to this Contract. The rates must be all inclusive of any expenditures required to fulfill the contract including fuel surcharges, locked tamper resistant consoles for on-location storage and re-useable liners. All applicable taxes are extra.

**Note: Text in RED denotes instructions to bidders and sections for completion.**  
**Estimated Monthly Volume is calculated per 70 lbs capacity bag unless otherwise specified.**  
**\*Frequency has been included for information purposes and ease of rate calculation.**

As service needs may decrease as PPSC becomes more digital, there may be changes to the number of consoles required and to the frequency of pick-ups in the future years of the contract. Amendments may be completed on a yearly basis.

LOCATIONS	NUMBER OF CONSOLES	ESTIMATED FREQUENCY	ESTIMATED TOTAL MONTHLY VOLUME (A)	Initial Contract October 1 <sup>st</sup> , 2019 – September 30 <sup>th</sup> , 2022		OPTION PERIOD 1 October 1 <sup>st</sup> , 2022 – September 30 <sup>th</sup> , 2023		OPTION PERIOD 2 October 1 <sup>st</sup> , 2023 – September 30 <sup>th</sup> , 2024	
				PER BAG RATE (B)	TOTAL MONTHLY COST (A*B=C)	PER BAG RATE (B1)	TOTAL MONTHLY COST (A*B1=C1)	PER BAG RATE (B2)	TOTAL MONTHLY COST (A*B2=C2)
900 - 840 Howe Street – Vancouver, BC	4	WEEKLY	14	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
800 - Burrard Street - Vancouver, BC	2	BI-WEEKLY	14	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
211 Columbia Street - Vancouver, BC	8	BI-WEEKLY	14	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
222 Main Street - Vancouver, BC	10	BI-WEEKLY	14	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
10423 - 101 <sup>st</sup> Street - Edmonton – AB	6	BI-WEEKLY	140	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
700 - 900 6th Avenue S.W. - Calgary, AB	6	MONTHLY	56	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
2nd - 123 Avenue S. 10th Floor - Saskatoon, SK	2	MONTHLY	7	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
234 - 515 Donald Street - Winnipeg, MB	4	BI-WEEKLY	14	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
130 - 2400 King Street West, Toronto, ON	2	MONTHLY	14	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
7685 - 400 Hurontario Street - Brampton, ON	3	BI-WEEKLY	14	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>

15 - 202 Duke Street - Kitchener, ON	1	MONTHLY	14	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder
465 Richmond Street – 2nd Floor - London, ON	2	MONTHLY	14	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder
130 Dufferin Street – London, ON	1	BI-WEEKLY	14	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder
160 Elgin Street - Ottawa, ON	9	MONTHLY	112	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder
200 René-Levesque Ouest Blvd - Montreal, QC	2	BI-WEEKLY	14	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder
1400 - 5251 Duke Street - Halifax, NS	2	BI-WEEKLY	7	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder
80 Garland Avenue, Dartmouth, NS	1	MONTHLY	14	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder
215 - 812 Water Street - Box 62 - Atlantic Place - St. John's, NL	2	MONTHLY	14	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder
400 - 777 Main Street - Moncton, NB	1	MONTHLY	14	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder	To be completed by bidder

PERIOD OF CONTRACT	TOTAL CONTRACT COSTS
Initial Contract Period (October <sup>st</sup> , 2019 – September 30 <sup>th</sup> , 2022)	<b>SUM C x 12 = D</b>
Option 1 – October 1 <sup>st</sup> , 2022 – September 30 <sup>th</sup> , 2023	<b>SUM C1 x 12 = D1</b>
Option 2 – October 1 <sup>st</sup> , 2023 – September 30 <sup>th</sup> , 2024	<b>SUM C2 x 12 = D2</b>
<b>TOTAL EVALUATED PRICE</b>	<b>SUM of (D+D1+D2)</b>

### 1.1.1. Additional Costs

#### 1.1.1.1. Costs incurred due to un-scheduled services calls

Services frequencies shall be determined for each office as per the information provided in the Basis of Payment. Should an un-scheduled service call be required, Canada requests that the bidder submit costs per bag/box per service call to the regional offices.

Using the table below, the bidder must provide a “**Firm All-Inclusive \*\*Additional Cost per un-scheduled call**” rate per bag/box per regional office. The \*\*additional cost must be an amount that is independent of and “**in addition to**” the bidders proposed price in section 1.2.1., found above.

**Note to bidder: Canada reserves the right to negotiate the additional costs should the rates be deemed unreasonable. Unreasonable rates shall be determined based upon a percentage value of ten (10) percent (%) over the life of the contract including option years. Public Prosecution Service of Canada reserves the right to not carry out this option unless it is required.**



The **\*\*additional costs will not be taken into consideration at bid evaluation.**

Additional cost per replacement/additional liner: \$**To be completed by bidder**

Additional cost per bag/box per un-scheduled service calls provided by bidder:

\*A box is identified as a one (1) cubic foot box.

LOCATIONS	Initial Contract October 1 <sup>st</sup> , 2019 – September 30 <sup>th</sup> , 2022		OPTION PERIOD 1 October 1 <sup>st</sup> , 2022 – September 30 <sup>th</sup> , 2023		OPTION PERIOD 2 October 1 <sup>st</sup> , 2023 – September 30 <sup>th</sup> , 2024	
	PER BAG RATE	PER BOX* RATE	PER BAG RATE	PER BOX* RATE	PER BAG RATE	PER BOX* RATE
900 - 840 Howe Street – Vancouver, BC	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
800 - Burrard Street - Vancouver, BC	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
211 Columbia Street - Vancouver, BC	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
222 Main Street - Vancouver, BC	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
10423 - 101 <sup>st</sup> Street - Edmonton – AB	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
700 - 900 6th Avenue S.W. - Calgary, AB	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
2nd - 123 Avenue S. 10th Floor - Saskatoon, SK	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
234 - 515 Donald Street - Winnipeg, MB	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
130 - 2400 King Street West, Toronto, ON	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
7685 - 400 Hurontario Street - Brampton, ON	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
15 - 202 Duke Street - Kitchener, ON	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
465 Richmond Street – 2nd Floor - London, ON	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
130 Dufferin Street – London, ON	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>

160 Elgin Street - <b>Ottawa</b> , ON	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
200 René-Levesque Ouest Blvd - <b>Montreal</b> , QC	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
1400 - 5251 Duke Street - <b>Halifax</b> , NS	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
80 Garland Avenue, <b>Dartmouth</b> , NS	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
812 - 215 Water Street - Box 62 -Atlantic Place - <b>St. John's</b> , NL	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>
400 - 777 Main Street - <b>Moncton</b> , NB	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>

**\*\*ADDITIONAL COST:** Additional Cost is defined as an extra charge independent from the amounts previously quoted in Basis of Payment, section 1.3. The proposed additional costs are the responsibility of the bidder and are the costs associated with providing un-scheduled service calls to the various locations outside the agreed upon frequency. These supplemental charges in

**ANNEX “E” PUBLIC PROSECUTION SERVICE OF CANADA OFFICE LOCATIONS**

LOCATIONS	SUPPLIERS OFFICES WHICH WILL PROVIDE SERVICES TO THE PPSC LOCATION (ADDRESS, PHONE, CONTACT PERSON)
900 - 840 Howe Street – <b>Vancouver</b> , BC	<to be completed by bidder>
800 - Burrard Street - <b>Vancouver</b> , BC	<to be completed by bidder>
211 Columbia Street - <b>Vancouver</b> , BC	<to be completed by bidder>
222 Main Street - <b>Vancouver</b> , BC	<to be completed by bidder>
10423 - 101 <sup>st</sup> Street - <b>Edmonton</b> – AB	<to be completed by bidder>
700 - 900 6th Avenue S.W. - <b>Calgary</b> , AB	<to be completed by bidder>
2nd - 123 Avenue S. 10th Floor - <b>Saskatoon</b> , SK	<to be completed by bidder>
234 - 515 Donald Street - <b>Winnipeg</b> , MB	<to be completed by bidder>
130 - 2400 King Street West, <b>Toronto</b> , ON	<to be completed by bidder>
7685 - 400 Hurontario Street - <b>Brampton</b> , ON	<to be completed by bidder>
15 - 202 Duke Street - <b>Kitchener</b> , ON	<to be completed by bidder>
465 Richmond Street – 2nd Floor - <b>London</b> , ON	<to be completed by bidder>
130 Dufferin Street – <b>London</b> , ON	<to be completed by bidder>
160 Elgin Street - <b>Ottawa</b> , ON	<to be completed by bidder>
200 René-Levesque Ouest Blvd - <b>Montreal</b> , QC	<to be completed by bidder>
1400 - 5251 Duke Street - <b>Halifax</b> , NS	<to be completed by bidder>
80 Garland Avenue, <b>Dartmouth</b> , NS	<to be completed by bidder>
215 - 812 Water Street - Box 62 -Atlantic Place - <b>St. John's</b> , NL	<to be completed by bidder>
400 - 777 Main Street - <b>Moncton</b> , NB	<to be completed by bidder>

## **ANNEX F, CONSOLE SPECIFICATIONS**

Consoles are the security storage containers placed at the Public Prosecution Service of Canada offices which shall serve as recycling bins in wait of the scheduled and un-scheduled shredding. Console types may vary upon regional offices. Certain regional offices may have one or more types of consoles per office. Each regional office will define their need for the number and type of console after contract award. The following specifications are to provide the suppliers with an idea of what types of consoles the Public Prosecution Service of Canada will accept for their needs.

- All consoles shall be locked which means that they will require a key to open.
- The containers should be sturdy with no side joining hardware on the outside and with lids hinged in such a way as to prevent removal.
- The approximate consoles dimensions are as follows:
  - small: 20"w x 19.5"d x 26"h
  - double: holds up to two 3.5 cubic feet/70 lbs nylon bags
  - regular: 20"w x 19.5"d x 36"h
  - bins: holds up to four 3.5 cubic feet/70 lbs nylon bags

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## ANNEX G, VENDOR INFORMATION AND AUTHORIZATION FORM

### 1.0 Firm Organization's Profile

You are requested to provide the certificate of incorporation and provide the information listed below:

Legal Corporate Name of the Bidder: \_\_\_\_\_  
Operating as: (if applicable) \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

Complete Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Registered or Incorporated: Federally: Yes  No  Provincially: Yes  No

Sole Proprietorship  Partnership  Corporate Entity

Business Number \_\_\_\_\_  
Procurement Business Number: \_\_\_\_\_  
Owner(s) of the Firm: \_\_\_\_\_

### 2.0 List of Proposed Subcontractors

If the bid includes the use of subcontractors, the Bidder MUST provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

- Yes, Subcontractors will be used. See list below.  
 No, Subcontractors will not be used.

#### Subcontractors:

Name/Company	Address:	Description of work
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____