



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions/Travaux publics et Services
gouvernementaux Canada
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa
Ontario
K8H 2X3
Bid Fax: (613) 687-6656

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Address inquiries to the Contracting Authority at
cynthia.lamorie@pwgsc-tpsgc.gc.ca

Title - Sujet Waste Removal / Recycling Services	
Solicitation No. - N° de l'invitation W6890-190023/A	Date 2019-08-28
Client Reference No. - N° de référence du client W6890-190023	
GETS Reference No. - N° de référence de SEAG PW-\$PET-907-1593	
File No. - N° de dossier PET-9-51016 (907)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-10-09	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lamorie, Cindy	Buyer Id - Id de l'acheteur pet907
Telephone No. - N° de téléphone (613) 687-6655 ()	FAX No. - N° de FAX (613) 687-6656
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: RPOU (Ontario) DET North Bay 9 Manston Crescent Bldg B4 22 Wing North Bay Hornell Heights, ON P0H 1P0	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada Supply and
Services Operation
Petawawa Procurement
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa
Ontario
K8H 2X3

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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W6890-190023/A
Client Ref. No. - N° de réf. du client
W6890-190023

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-9-51016

Buyer ID - Id de l'acheteur
PET907
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six (6) parts plus attachments and annexes, as follows:

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

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, the DND 626 Task Authorization Form, the Electronic Payment Instruments and any other annexes.

1.2 Summary

- 1.2.1** For the Department of National Defence (DND) provide all labour, material, supervision, and equipment required to perform waste and recycling collection and disposal at 22 Wing North Bay Hornell Heights, ON.

The period of the contract will be from 1 November 2019 to 31 October 2022, with the irrevocable option to extend the period of the Contract by two (2) additional one-year periods.

- 1.2.2** The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).
- 1.2.3** This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.2 Submission of Bids

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

Bid Receiving Public Works and Government Services Canada
Petawawa Procurement
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa, Ontario, K8H 2X3
Bid Fax: (613) 687-6656
Email address for epost Connect service: TPSGC.orreceptiondessaoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca

Bids/Offeres will not be accepted if emailed directly to this email address. This email is to initiate and epost Connect conversation, as detailed in the Standard Instructions.

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES** () **NO** ()

If so, the Offeror 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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.

2.5 Applicable Laws

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

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

2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 9 Manston Crescent, Hornell Heights, North Bay on THURSDAY, 19 September 2019 @ 10:30 am.

Personnel security screening is required prior to gaining authorized access to sites. Bidders must communicate with the Contracting Authority no later than 10 September 2019 to confirm attendance and provide the Company name, name(s) and Driver's license number of the person(s) who will attend.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

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

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B.

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

It is mandatory that the service be technically compliant as per the specifications listed in Annex A, Statement of Work.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration:

- a) Pricing must be provided for all items and all pricing periods.
- b) Pricing must be in firm Canadian currency, excluding applicable taxes, customs duties and excise taxes included and must not be indexed or tied to an escalation factor.

4.1.2.2 Financial Evaluation

For evaluation purposes only, to calculate the bidder's evaluated price the following formula will apply:

The Extended Pricing for Pricing Basis "A" in Annex B is the sum of the extended price of all items. The extended price for all items is the sum of the Bidder's Firm prices for all years multiplied by the respective Usage or Estimated Usage per Year value including option years.

The Extended Pricing for Pricing Basis "B" in Annex B is the sum of the extended price of all items. The extended price for all items is the sum of the Bidder's Firm Unit prices for all years multiplied by the respective Usage or Estimated Usage per Year value including option years

The evaluated price is the sum of the extended prices from Annex B, Pricing Basis A and Pricing Basis B.

The price of the bid will be evaluated in Canadian dollars, Customs duties and excise taxes included Applicable Taxes excluded.

4.2 Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a 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.

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

If the following documents are not submitted with the offer, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the information within the time frame provided will render the offer non-responsive.

- 5.2.3.1** A copy of an insurance certificate which meets or exceeds the coverage specified herein
- 5.2.3.2** A copy of Worker's Compensation coverage for all applicable employees.
- 5.2.3.3** A copy of your company's most recent, signed Health and Safety Plan as it relates to this work.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.1.1 Task Authorization

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

6.1.1.1 Task Authorization Process

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

Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex A.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.1.1.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$10,000.00
Applicable Taxes included, inclusive of any revisions.

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

6.1.1.3 Canada's Obligation – Portion of the Work – Task Authorizations

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

6.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of
the reporting period.

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

6.1.1.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by RPOU (Ontario) Det North Bay. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the contract is from 1 November 2019 – 31 October 2022 inclusive.

6.4.2 Option to extend the Contract

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

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

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Cindy Lamorie
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 101 Menin Rd, Garrison Petawawa

Telephone: 613-401-3643
Facsimile: 613-687-6656
E-mail address: cynthia.lamorie@pwgsc-tpsgc.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.

6.5.2 Project Authority [Note to Bidders: Canada will insert information at time of Contract Award]

The Project Authority for the Contract is:

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

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

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

6.5.3 Contractor's Representative [Note to Bidders: Please fill out required information]

Name and telephone number of the person responsible for:

General Enquiries

Name: _____
Telephone No: _____
Facsimile No: _____
E-mail address: _____

Technical Support

Name: _____
Telephone No: _____
Facsimile No: _____
E-mail address: _____

Procurement Business Number: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment – Firm Requirement

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex “B” – Pricing Basis “A” and Pricing Basis “B” – Firm Requirement, for a cost of \$_____. *[Note to Bidders: Canada will insert information at time of 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.

6.7.2 Basis of Payment - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B – Pricing Basis “A” and Pricing Basis “B”, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____. *[Note to Bidders: Canada will insert information at time of Contract Award]*. Customs duties are included and Applicable Taxes are extra.
2. 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 percent committed, or
 - b. four (4) 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.

6.7.4 Method of Payment

6.7.4.1 Pricing Basis "A" and "B" – Firm Requirement – Monthly Payment

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

6.7.4.2 Pricing Basis "A" and "B" – Task Authorizations

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

6.7.5 SACC Manual Clauses

SACC Manual clause [C0710C](#) (2007-11-30) Time and Contract Verification

SACC Manual clause [A9117C](#) (2007-11-30) T1204 – Direct Request by Customer Dept

6.7.6 Electronic Payment of Invoices – Contract

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

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

6.8 Invoicing Instructions

1. 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. Invoices are too submitted monthly for both the Firm Requirement and Task Authorizations. The Firm Requirement and Task Authorizations are to be invoiced separately.

Each invoice must be supported by:

- a. Requirement Number and Task Authorization Number (if applicable);
 - b. Building number, equipment identifier and location of work;
 - c. Date of Invoice plus the date the work was completed.
2. Invoices must be distributed as follows:
 - b. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ *Note to Bidder – If applicable, Canada will insert the name of the province or territory as specified by the Bidder in its bid.*

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2018-06-21), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated _____, [*Note to Bidder's: Canada will insert information at time award*]

6.12 Insurance

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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.13 SACC Manual Clauses

SACC Manual Clause [A9062C](#) (2010-01-11) Canadian Forces Site Regulations

Solicitation No. - N° de l'invitation
W6890-190023/A
Client Ref. No. - N° de réf. du client
W6890-190023

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-9-51016

Buyer ID - Id de l'acheteur
PET907
CCC No./N° CCC - FMS No./N° VME

6.14 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX A

STATEMENT OF WORK

PART 1- GENERAL INSTRUCTIONS

1.1 DESCRIPTION OF WORK

The Contractor must supply all labour, material and equipment for waste and recycling collection and disposal at 22 Wing North Bay, Hornell Heights, Ontario, as detailed in this specification.

1.2 SITE ACCESS

Upon entering the Base, the Contractor must voluntarily consent to a search of their vehicle and its contents if requested while on any part of 22 Wing North Bay and said military establishments, by the Base Commander or person designated by him. The purpose of any search conducted is to ensure the security of 22 Wing North Bay and said military establishments, and/or material or classified information belonging to the Canadian Armed Forces.

1.3 PRE-COMMENCEMENT MEETING

Prior to the in service date of the Contract, the Contractor must attend a pre-commencement meeting, arranged by the Technical Authority, within 5 to 7 calendar days of contract award

1.4 PROVISION FOR TRAFFIC

The Contractor must at all times carry on the work in a manner that will create the least interference with traffic consistent with the performance of the work.

Where shutdown of the traffic flow is necessary in order to complete the work, the Contractor (in conjunction with the Technical Authority) will establish, provide and sign detours as required to safely move the traffic.

1.5 CALL BACK SERVICE

The Contractor must provide a maximum of twenty four (24) hour on site response time for a service call.

1.6 WASTE AND RECYCLING REMOVAL

Pickups of waste/recycling must be carried out between the hours of 0600 hours to 1600 hours, Monday to Friday inclusive. No collection will be permitted outside these hours, or on holidays observed by Department of National Defence unless specifically permitted by the Technical Authority.

The following days are to be observed as designated holidays:

- .a New Years Day
- .b Good Friday
- .c Easter Monday
- .d Victoria Day
- .e Canada Day
- .f Labour Day
- .g Thanksgiving Day
- .h Remembrance Day
- .i Christmas Day

- .j Boxing Day.
- .k Civic Holiday – 1st Monday in Aug

All pickups which fall on a designated holiday must be made the day before or after the holiday at the discretion of the Technical Authority. Family Day (3rd Monday in February) is not a holiday observed by DND so the Contractor must provide service on Family Day at no additional charge.

If for any reason, the Contractor is unable to pick up garbage or waste recycling on schedule or he encounters difficulties at pick up points e.g., cars/trucks parked in front of containers, etc., he must inform the Technical Authority of his problem.

Part 2 - MATERIALS AND EQUIPMENT

2.1 WASTE AND RECYCLING COLLECTION AND DISPOSAL

The Contractor must supply all labour, material, equipment and transportation necessary for the pick-up and disposal of waste and recyclable waste. Pick up of waste must be in accordance with the schedule at Annex A-1. Pick up of recyclable waste must be in accordance with the schedule at Annex A-2. The building occupants and or the janitorial contractor will transport the building waste and recycling to the Contractor's outdoor collection containers. The positioning of containers at their various locations must be no closer than 5 metres to any building other than those designated by the Technical Authority. Users of the Waste Management System will not be required to lift more than 27 kilograms or exceed a height of 48 inches to deposit waste into the bottom of the opening of any outdoor waste collection container. The Waste Management Contractor will dispose of waste that is contained in any type of plastic bags or that is not bagged at all. Garbage or garbage spilled while loading or in transit must be immediately cleaned up by the Contractor. The Contractor must not transport any waste that was not generated at 22 Wing North Bay onto Base property.

Occasionally there will be large increases in the waste volumes generated by 22 Wing North Bay that may overload the waste management system. The waste management system provided by the Contractor must be able to accommodate the volume of waste during at least 90% of the Contract period. During the 10% of the Contract period that the Contractor's Waste Management Service cannot accommodate the waste volume, any overload of waste material that the Contractor could not pick up when scheduled or requested must be removed within 24 hours.

2.2 NON-ACCEPTABLE WASTE

Solid and liquid wastes which are not included in this Contract are: hazardous materials, spent ammunition and packaging, nuclear, medical, biological and human waste. Should the Contractor encounter waste that has been contaminated with hazardous, nuclear, medical, or biological material the Contractor shall immediately isolate the waste and contact the Technical Authority to determine a resolution to the situation.

Special spring and fall collection of large waste items in addition to the scheduled waste collection will not be required in this Contract.

2.3 PRODUCTS/EQUIPMENT

The Contractor must employ the use of top-loading curb side pick-up vehicles, and front/rear unloading vehicles only. The contractor is responsible for maintaining pick-up vehicles in a clean roadworthy condition at all times. Repairs and all other operating costs of the equipment including gasoline, licensing, insurance, washing, storage, etc., are the contractor's responsibility.

Vehicles with leaking hydraulic equipment may be denied access to the Base at the discretion of the Technical Authority. Vehicles must be road worthy and meet all safety requirements.

Vehicles used for disposal services must be compatible with containers supplied, or capable of servicing 20 and 40 cubic yard containers as and when requested.

Vehicles must be equipped with strobe lights, back-up camera, back up beeper and weigh scale.

2.4 WASTE AND RECYCLING CONTAINERS

The Contractor must supply, and place outdoor bins and can-carts as indicated in Annex A-1 and A-2. All containers must have plastic top doors and the 8 cubic yard containers must also have side doors. 20 and 40 cubic yard containers will be provided on an as and when requested basis when authorized by the Technical Authority. All containers must be marked in bold print for end item and usage to avoid consumer confusion. All recycling bins will have signs installed that identify the acceptable recyclable items

All bulk containers and recycling containers (bins and can-carts) provided by the Contractor must be less than 5 years old at the beginning of the contract and kept in a good state of repair. The Contractor is responsible for washing and disinfecting containers as required, to maintain adequate sanitary standards. This procedure is to be done off 22 Wing premises.

2.5 RECYCLING STREAMS - AS PER ANNEX A-2

There are currently collection containers for 1 stream of recycling in the buildings. If the recycling in an outdoor collection bin is contaminated by more than 30% of products that do not belong in that recycling stream, it must be disposed as non-recyclable waste. The contractor must inform the Technical Authority when and where this occurs.

The types of recyclable material to be removed from the described locations (see Annex A-2) are:

- a fine paper;
- b cans/Polyethylene (PET) bottles;
- c clear glass;
- d coloured glass;
- e newsprint;
- f old corrugated cardboard (OCC);
- g wood;
- h telephone books
- i box board

Fine paper includes, but may not necessarily be limited to, the following:

- a white paper;
- b coloured paper;
- c envelopes including manilla;
- d photocopier paper wrapping; file folders
- e post-it notes;
- f glossy facsimile paper; and
- g shredded paper.

Cans and PET bottles, clear glass and coloured glass will be co-mingled in the same container. Newsprint must be collected either in the same container as fine paper or in a similar, separate container.

OCC must be collected in sturdy metal dumpsters placed specifically for its collection. Bins must be equipped with plastic lids.

2.6 TEMPORARY WASTE COLLECTION POINTS

The Contractor must temporarily collect waste from additional locations not included in Annex A-1 only when authorized in writing by the Technical Authority. The intent is to satisfy seasonal or special waste management requirements due to training or special events, at on and off of DND property in the local area as stated in the pricing basis.

2.7 ADDITIONAL WASTE COLLECTION POINTS

There is a requirement for additional permanent waste collection points (WCP) throughout the term of the contract. Additional WCP will consist of up to three waste and recycling streams. Container size and stream will be identified by the TA and to be delivered within 30 days of the authorization by the Technical Authority.

2.8 RECORDING BY CONTRACTOR

- 1) Upon award the contractor must identify the pick-up day for each material (except wood), in writing, to the TA for each location
- 2) Provide written reports regarding the rejection of bins for pick-up due to contamination or any other circumstances. The reports must detail the location, reason for rejection, and the date that the bin was rejected for pick-up. These reports must be submitted in a timely manner to the SA so that a follow-up investigation of the report can be done prior to removal of the container by means other than recycling pick-up.
- 3) Provide a monthly written report by the 10th day of the following month to the TA. This report must detail the month and the weights (tonnes) of each of the materials that was collected for recycling.
- 4) The type(s) of materials removed and their weight(s) will be included in the regular monthly report as a separate category. These pick-ups will be referred to as Special Collections.

2.9 TRANSITION PLAN

- 1) At no time during the period of the Contract (including the transition period) shall there be a disruption in the collection of waste and recycling.
- 2) The Contractor must remove its waste collection equipment at the end of the Contract and cooperate fully in order to facilitate a smooth transition to the next Solid Waste Disposal service contract.

ANNEX A-1 and A-2 indicates:

- 1 the pick-up locations at 22 Wing North Bay;
- 2 the types of materials to be removed from each location; and
- 3 the frequency of the pick-up from these locations.

***SEASONAL PICKUP DEFINED FROM MAY 1ST TO SEPTEMBER 30**

ANNEX A-1 a)

GARBAGE PICK UP SCHEDULE – ONE DAY PER WEEK

Civic Address	Bldg #	Location	SIZE YARDS	QTY	MON	TUE	WED	THUR	FRI
9 Manston Cr	B-4	Const. Engineering	6	2					X
14 Uxbridge Dr	B-7A & B7	*Staging Area	6	1					X
95 Manston Cr	B-10	Base Hospital	6	1					X
15 Manston Cr	B-15	Wing Supply	6	1					X
33 Manston Cr	B-33 & B135	Museum - WASF	6	1					X
5 & 7 Manston Cr	B16 & B45	Transport - CE #2	6	1					X
1660 Airport Rd	B-57 & B140	Auto/Wood Hobby Clubs	6	1					X
19 Market St	B139/B95/B18	Community Centre	6	1					X

ANNEX A-1 b)

GARBAGE PICK UP SCHEDULE – TWO DAYS PER WEEK

Civic Address	Bldg #	Location	SIZE YARDS	QTY	MON	TUE	WED	THUR	FRI
17 Duxford Rd	B-14	Mess Hall	6	1	X			X	
29 Duxford Rd	B-23	Rec Hall	6	1	X			X	
15 Uxbridge Rd	B-127	*Staging area	6	2	X			X	
16 Duxford Rd	B-11	OR Quarters/CFHA	6	1	X			X	

ANNEX A-1 C) GARBAGE PICK UP SCHEDULE – EMPTY ON AN AS REQUESTED BASIS (ON CALL)

Civic Address	Bldg #	Location	SIZE YAR DS	QTY	MON	TUE	WED	THUR	FRI
3635 Trout Lk Rd	B-78 (seasonal)	Water Sports Club	2	1					
101A Stanmore Dr	B2 (seasonal)	Range	2	1					
9 Manston Cr	B-4	saw dust bin	2	1					
1680 Airport Rd	B-140	saw dust bin	6	1					
120 Stanmore Dr	R&G's comp.	Constructio n waste	20	1					
15 Manston Cr	B-15	wood products	20	1					
16 Guelph	B115(season al)	Ball Diamond	2	1					

ANNEX A-2 RECYCLING PICK UP SCHEDULE

UNIT or Bldg Name	Civic Address	Bldg #	A-2 a) Carts (DND owned\			A-2 b\ Bins		
			Paper	Cans, Glass Plastic	PickUp Frea	Cardboard vds	lauantiTI	Freq.
Ratheon	1540 Airport Rd	8109	x	x	weekly	6	1	on call
Mess Hall	17 Duxford Rd	814	x	x	weekly	6	1	weekly
Rec Centre	29 Duxford Rd	823	x	x	weekly	6	1	weekly
Transport	5 Manston Cr	816	x	x	weekly			
CE #2	7 Manston Cr	B45	x	x	weekly	6	1	on call
Const. Eng.	9 Manston Cr	B4	x	x	weekly	6	1	on call
MP Guard House	120 Stanmore Dr	B134	x	x	weekly	6	1	on call
Wing Supply	15 Manston Cr	B15	x	x	weekly	6	2	on call
Community	19 Market St	B135	x	x	weekly	6	1	on call
Barrack/CFHA	16 Duxford Rd	811	x	x	weekly	6	1	on call
Hospital	95 Manston Cr	810	x	x	weekly	6	1	on call
Church	29 Sterling Ave	B18	x	x	weekly			
MFRC	39 Sterling Ave	B95	x	x	weekly			
Museum	33 Manston Cr	B33	x	x	weekly	6	1	on call
**Ball Diamond	16 Guelph	B115		x	weekly			

* B127/7A/7/64 carts/bins for these bldgs will be brought out of GRA area by DND personnel to Staging Area

*DLP	15 Uxbridge Dr	B127	x	x	weekly	6	1	on call
*MP HQ	64 Uxbridge Dr	B64	x	x	weekly	6	1	on call

Solicitation No. - N° de l'invitation
W6890-190023/A
Client Ref. No. - N° de réf. du client
W6890-190023

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-9-51016

Buyer ID - Id de l'acheteur
PET907
CCC No./N° CCC - FMS No./N° VME

"Wing	14 Uxbridge Dr	87A	x	x	weekly	6	1	on call
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ANNEX B

PRICING BASIS

Note to Offerors:

All text in italics in this Annex will be removed from the resulting Contract.

Estimated Usages:

The estimated usages provided are for the sole purpose of establishing an evaluation tool and are based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown. The quantities as stated herein reflect the expected usage for one year and are an estimate of the requirement made in good faith.

Applicable Taxes

HST must not be included in the unit prices (but will be added as a separate item to any invoice issued)

Pricing:

All prices are firm, all-inclusive, unit prices in Canadian dollars, FOB Destination, Canadian customs duties and excise taxes included, HST excluded. HST is not included in the pricing but will be added as a separate item to any invoice issued.

Pricing Periods:

Year 1 – 1 November 2019 – 31 October 2020;
Year 2 – 1 November 2020 – 31 October 2021;
Year 3 – 1 November 2021 – 31 October 2022;
Option Year 1 – 1 November 2022 – 31 October 2023;
Option Year 2 – 1 November 2023 – 31 October 2024.

ANNEX "B"

PRICING BASIS "A" - FIRM REQUIREMENT

1.1 Bulk Removal and Disposal of Garbage

To supply all labour, equipment, material and transportation required for bulk removal and disposal of garbage in accordance with Annex A. This does not include tipping fees which will be charged separately at the Contractor's cost from the landfill facility.

1.1.1.1 Firm Monthly Requirement for locations scheduled as weekly and twice weekly pick-ups at **Annex A-1, (a) and (b)**. Usage 12 months per pricing period.

Schedule	Usage	Year 1 Monthly Rate 1 Nov 19 – 31 Oct 20	Year 2 Monthly Rate 1 Nov 20 -31 Oct 21	Year 3 Monthly Rate 1 Nov 21 – 31 Oct 22	Option Year 1 Monthly Rate 1 Nov 22 – 31 Oct 23	Option Year 2 Monthly Rate 1 Nov 23 – 31 Oct 24
Annex A-1 (a) Weekly	12	\$ / per month	\$ / per month	\$ / per month	\$ / per month	\$ / per month
Annex A-1 (b) Twice Weekly	12	\$ / per month	\$ / per month	\$ / per month	\$ / per month	\$ / per month

1.1.2 As and When Requested Services – Task Authorizations - including but not limited to locations identified as "on call" or "As and when requested" at Annex A-1 (c).

a) Lifts authorized for containers already on site:

Size	Est Usage	Year 1 1 Nov 19 – 31 Oct 20	Year 2 Price 1 Nov 20 – 31 Oct 21	Year 3 Price 1 Nov 21 – 31 Oct 22	Option Year 1 1 Nov 22 – 31 Oct 23	Option Year 2 1 Nov 23- 31 Oct 24
i) 2 cu. Yd	102	\$ /per lift	\$ /per lift	\$ /per lift	\$ /per lift	\$ /per lift
ii) 4 cu. Yd	12	\$ /per lift	\$ /per lift	\$ /per lift	\$ /per lift	\$ /per lift
iii) 6 cu. Yd	12	\$ /per lift	\$ /per lift	\$ /per lift	\$ /per lift	\$ /per lift
iv) 20 cu. Yd	12	\$ /per lift	\$ /per lift	\$ /per lift	\$ /per lift	\$ /per lift

b) Additional containers:

Size	Est Usage	Year 1 Monthly Price Per Container	Year 2 Monthly Price Per Container	Year 3 Monthly Price Per Container	Option Year 1 Monthly Price per Container	Option Year 2 Monthly Price per Container
i) 2 cu. yd	1	\$	\$	\$	\$	\$
ii) 4 cu. yd	2	\$	\$	\$	\$	\$
iii) 6 cu. yd	2	\$	\$	\$	\$	\$
iv) 20 cu. yd	2	\$	\$	\$	\$	\$
v) 40 cu. yd	2	\$	\$	\$	\$	\$

c) Relocation of containers:

Relocation of Containers	Est Usage	Year 1 Per Hour	Year 2 Per Hour	Year 3 Per Hour	Option Year 1 Per Hour	Option Year 2 Per Hour
i) Relocation of Containers	4	\$ / per hour	\$ / per hour			
					1 Nov 22 – 31 Oct 23	1 Nov 23 – 31 Oct 24

1.1.3 Tipping Fees – Per Metric Tonne

Est Usage Metric Tonne	Year 1 Price per Metric Tonne	Year 2 Price per Metric Tonne	Year 3 Price per Metric Tonne	Option Year 1 Price per Metric Tonne	Option Year 3 Price per Metric Tonne
132	\$ / per metric tonne	\$ / per metric tonne			

***Tipping (Landfill)** First year fees are based on the current rates per metric tonne, established by the City of North Bay or the disposal facility used by the Contractor. These fees may change based on any increases/decreases imposed by the City of North Bay or the disposal facility used by the Contractor for future years.

PRICING BASIS "B"

1.2 Waste Recycling – Firm Requirement

To supply all labour, material, equipment and transportation required for the pick-up and disposal of recyclable waste in accordance with Annex A.

1.2.1 Firm Monthly Requirement – for pick-up of paper, cans, glass and plastic for locations in DND owned Carts scheduled as weekly pick-ups at Annex A-2 (a)

Schedule	Type	Est Usage	Year 1 Monthly Rate 1 Nov 19 – 31 Oct 20	Year 2 Monthly Rate 1 Nov 20 – 31 Oct 21	Year 3 Monthly Rate 1 Nov 21 – 31 Oct 22	Opt Yr 1 Monthly Rate 1 Nov 22 – 31 Oct 23	Opt Yr 2 Monthly Rate 1 Nov 23 – 31 Oct 24
i) Annex A-2 (a) Weekly	Carts DND owned – paper, cans, glass and plastic	12	\$ month / per	\$ month / per			
ii) Annex A-2 (b) Weekly	Cardboard bins	12	\$ month / per	\$ month / per			

1.2.2 As and When Requested Services – Task Authorization including but not limited to pick-up of bins for cardboard for locations identified as "on call" at Annex A-2 (b)

a) Pick-up of cardboard from bins already on site.

Bins for Cardboard – Size	Est. Usage Per Month	Year 1 Monthly Rate per bin 1 Nov 19 – 31 Oct 20	Year 2 Monthly Rate per bin 1 Nov 20 – 31 Oct 21	Year 3 Monthly Rate per bin 1 Nov 21 – 31 Oct 22	Option Year 1 Monthly Rate per bin 1 Nov 22 – 31 Oct 23	Option Year 2 Monthly Rate per bin 1 Nov 23 – 31 Oct 24
i) 4 cu. yd	6	\$ month / per	\$ month / per			
ii) 6 cu. yd	14	\$ month / per	\$ month / per			

b) Additional bins for cardboard

Bins for Cardboard - Size	Est. Usage Per Month	Year 1 Monthly Rate per bin 1 Nov 19 – 31 Oct 20	Year 2 Monthly Rate per bin 1 Nov 20 – 31 Oct 21	Year 2 Monthly Rate per bin 1 Nov 21 – 31 Oct 22	Option Year 1 Monthly Rate per bin 1 Nov 22 – 31 Oct 23	Option Year 2 Monthly Rate per bin 1 Nov 23 – 31 Oct 24
i) 4 cu. yd	6	\$ / per month	\$ / per month			
ii) 6 cu. yd	14	\$ / per month	\$ / per month			

b) Relocation of cardboard bins

	Est Usage	Year 1 Per Hour 1 Nov 19 – 31 Oct 20	Year 2 Per Hour 1 Nov 20 – 31 Oct 21	Year 3 Per Hour 1 Nov 21 – 31 Oct 22	Option Year 1 Per Hour 1 Nov 22 – 31 Oct 23	Option Year 2 Per Hour 1 Nov 23 – 31 Oct 24
i) Relocation of Cardboard Bins	4	\$ / per hour	\$ / per hour			

c) Purchase price for 16.56 cubic feet recycling carts complete with lids and wheels.

	Est Usage	Year 1 1 Nov 19 – 31 Oct 20	Year 2 1 Nov 20 – 31 Oct 21	Year 3 1 Nov 21 – 31 Oct 22	Option Year 1 1 Nov 22 – 31 Oct 23	Option Year 2 1 Nov 23 – 31 Oct 24
i) Purchase 16.56 cubic feet recycling carts with lid and wheels	3	\$ / Ea	\$ / Ea	\$ / Ea	\$ / Ea	\$ / Ea

1.2.3 Revenue credited to 22 Wing from sale of recyclables

- .1 Contractor to provide DND a credit for the sale of recyclables collected from the Base during the previous month.
- .2 Value of credit is equal to the sum of commodity sale prices less 10%. Commodity sale prices are fixed using the monthly average market price received at point of sale.
- .3 Contractor must make available the commodity sale price when requested by the Technical Authority.
- .4 Invoicing must include the monthly average commodity price and the amount of rebate

ANNEX "C"

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$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 Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

-
- i. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2. Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence.
2. The policy must include the following:

- a. Third Party Liability - \$5,000,000 Minimum Limit per Accident or Occurrence
- b. Accident Benefits - all jurisdictional statutes
- c. Uninsured Motorist Protection
- d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

3. Environmental Impairment Liability Insurance

1. The Contractor must obtain Contractors Pollution Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The Contractors Pollution Liability Insurance policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - c. Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.
 - f. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

Solicitation No. - N° de l'invitation

W6890-190023/A

Client Ref. No. - N° de réf. du client

W6890-190023

Amd. No. - N° de la modif.

File No. - N° du dossier

PET-9-51016

Buyer ID - Id de l'acheteur

PET907

CCC No./N° CCC - FMS No./N° VME

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Solicitation No. - N° de l'invitation
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File No. - N° du dossier
PET-9-51016

Buyer ID - Id de l'acheteur
PET907
CCC No./N° CCC - FMS No./N° VME

ANNEX “E” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX "F"

ADDITIONAL CERTIFICATION INFORMATION

1. Board of Directors

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - _____

2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) before Contract award.

Procurement Business Number - _____

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.