



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

Government of Canada Building
101 - 22nd Street East, Suite 110
Saskatoon
Saskatchewan
S7K 0E1
Bid Fax: (306) 975-5397

**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

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT.

Title - Sujet Garbage Removal	
Solicitation No. - N° de l'invitation W6896-19SO58/A	Date 2019-12-06
Client Reference No. - N° de référence du client W6896-19SO58	
GETS Reference No. - N° de référence de SEAG PW-\$CAL-140-6997	
File No. - N° de dossier CAL-9-42108 (140)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-01-24	Time Zone Fuseau horaire Central Standard Time CST
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: Saboungi, Rana	Buyer Id - Id de l'acheteur cal140
Telephone No. - N° de téléphone (403) 680-8394 ()	FAX No. - N° de FAX (306) 975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: RPOU CONTRACTS OFFICE BUILDING P101 CFB SHILO SHILO MANITOBA R0K2A0 Canada	

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/Travaux
publics et Services gouvernementaux Canada
Harry Hays Building (HHB)
Room 759, 220-4th Avenue SE
Calgary
Alberta
T2G 4X3

Delivery Required - Livraison exigée See Herein	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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W6896-19SO58/A
Client Ref. No. - N° de réf. du client
W6896-19SO58

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-9-42108

Buyer ID - Id de l'acheteur
ca1140
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 seven 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 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 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, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

1.2 Summary

- 1.2.1 For the provision of all material, labour, equipment, tools, transportation and supervision necessary for the removal of dry garbage, wet garbage, refuse and recyclable material removal from Department of National Defence, Canadian Forces Base (CFB) Shilo, Shilo, Manitoba as detailed in the Statement of Work. The period of the Contract is from 01 June 2020 to 31 May 2023 inclusive with Canada retaining an irrevocable option to extend the Contract for an additional two (2) consecutive one (1) year periods.
- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, 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>) website.
- 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 the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Bid Receiving Public Works and Government Services Canada
Government of Canada Building
101 – 22nd Street East, Suite 110
Saskatoon, Saskatchewan S7K 0E1

ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Facsimile number: (306)975-5397

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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information, for all FPSs 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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 Manitoba.

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 Optional Site Visit

It is recommended 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 P101 (corner of Engineer and Tarvia Rds), CFB Shilo on 07 January 2020. The site visit will begin at 10:30 a.m. CST, in P101 Rm 220.

Bidders are requested to communicate with the Contracting Authority no later than 06 January 2020, 2:00 p.m. CST to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. 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. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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 (one (1) hard copy)
Section II: Financial Bid (one (1) hard copy)
Section III: Certifications (one (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.

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

Canada requests that bidders follow the format instructions described below in the preparation of 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. 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 criteria against which the bid will be evaluated. 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 under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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 "G" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "G" 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

- a. Provision of documentation illustrating adherence to the Minimum Performance Specifications as set out in this document.
 - i. **Garbage Refuse and Wet Garbage Removal** – Provide a **list of equipment** showing actual sizes and capacities, and methods of use, with tender for the approval of the Engineer.
 - ii. **Recyclable Materials Removal** – Submit a **proposed system** to pick-up all recyclable materials. Proposal must state:
 - .1 Type of recyclable materials to be picked up.
 - .2 Container used at collection points.
 - .3 Method of pick-up.
 - .4 Method of recycling and where recycling is done.
- b. Submission of a copy of your firm's **waste removal license** authorizing your firm to perform waste removal service.
- c. Submission of proof of a valid **driver's license** of all drivers must be provided within 10 calendar days of contract award.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price-Canadian/Foreign

The total bid price will be determined using the following calculation:

The extended price for all line items in tables A1 to A5 will be determined by multiplying the quantity by the unit price.

The extended price for all line items in tables B1 to B5 will be determined by multiplying the estimated quantity by the unit price.

The extended price for all line items in tables A1 to A5 and B1 to B5 will be added together to arrive at the total bid price.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

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 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 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.

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

5.2.3.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - 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 7 - 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;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "D".

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work – Contract

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

7.1.2 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.

7.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" form specified in Annex "E".
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 Project Authority, within **two (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 Project 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.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$20,000.00, 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.

7.1.2.3 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.

7.1.2.4 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 or in Annex "F". 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 thirty (30) 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.

7.1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Project Authority, Department of National Defence. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 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.

7.2.1 General Conditions

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

7.3 Security Requirements

7.3.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

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

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from 01 June 2020 to 31 March 2023 inclusive.

7.4.2 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 (1) 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.

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7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Rana Sabounji
Title: Procurement Officer
Public Works and Government Services Canada
Acquisitions Branch

Address: 759, 220 4th Ave SE
Calgary, AB
T2G 4X3

Telephone: 403-680-8394
Facsimile: 306-975-5397
E-mail address: rana.sabounji@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.

7.5.2 Project Authority

The Project Authority for the Contract is:

(to be provided at contract award)

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.

7.5.3 Contractor's Representative

(to be completed by bidder)

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

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

For the Work described in the Statement of Work and relating to Scheduled Services in Annex A and Pricing Schedule 1:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of **\$TBD**. Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

7.7.2 Basis of Payment – Individual Task Authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex “B”.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom 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 task authorization 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.

7.7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed **\$TBD**. 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% 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.

3. 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.

7.7.3 Monthly Payment

[H1008C](#) (2008-05-12), Monthly Payment

7.7.4 T1204-Direct Request by Customer Department

[A9117C](#) (2007-11-30), T1204-Direct Request by Customer Department

7.7.5 Electronic Payment of Invoices – Contract

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

7.7.6 Discretionary Audit

[C0100C](#) (2010-01-11), Discretionary Audit – Commercial Goods and/or Services

7.8 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.

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 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.

7.10 Applicable Laws

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

7.11 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, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____. (*insert date of bid*)

7.12 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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.

7.13 SACC Manual Clauses

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations

ANNEX "A"



DEPARTMENT OF NATIONAL DEFENCE

SERVICE CONTRACT

SPECIFICATION

FOR

GARBAGE AND RECYCLABLE MATERIAL REMOVAL

AT

CANADIAN FORCES BASE SHILO

SHILO, MANITOBA

Design O or Engineering O

SO 58

4-SEP-2019

RPOU(W) DET.	GENERAL INSTRUCTIONS	SECTION 01 00 10
SHILO		PAGE
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1 GENERAL

1.01 GENERAL

- .1 Public Services and Procurement Canada (PSPC) Contract documents shall be read in conjunction with this Specification.

1.02 DESCRIPTION OF WORK

- .1 Work under this Contract includes the supply of all material, labour, equipment, transportation and supervision required to supply bins and provide garbage and recycling material removal from Canadian Forces base Shilo, Shilo, Manitoba. Services are to be provided in accordance with the specifications attached.

1.03 DEFINITIONS

- .1 Reference to DND Contract Inspector will be the Technical Authority for all work done on this Contract and will be the direct point of contact for the Contractor.
- .2 All on site matters, including inspections and material approvals will be handled by RPOU(W)-Det Shilo through the DND Contract Inspector.
- .3 Garbage and Refuse:
 - .1 Reference to garbage, wet garbage and refuse in the specifications and annexes shall be referred to and meaning all the same.

1.04 EXAMINATION, PLANS, SPECIFICATIONS AND SITE OF WORK

- .1 The submission of a bid shall be considered as evidence that the bidder has made an investigation of the work areas and has become familiar with the site, conditions to be encountered in performing work and the requirements of the Standing Offer.

1.05 WORK SEQUENCE

- .1 Comply with all Base safety requirements.
- .2 Maintain fire access/control as per outlined.
- .3 Contract is not to commence work without first obtaining approval from the DND Contract Inspector.

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1.06 "ENVIRONMENTAL" POLICY

- .1 In accordance with Canadian Forces Base Shilo's "Shilo Environmental" policy, the Contractor must propose "environmentally safe" products for all those listed. The Contractor must submit product data and Safety Data Sheets (SDS) for all "environmentally safe" products as requested by the DND Contract Inspector. All materials listed as "environmentally safe" material must be approved by the DND Contract Inspector prior to use.

1.07 CODES AND STANDARDS

- .1 Perform all work in accordance with federal, provincial or local laws and standards. In the case of conflict between laws and standards, the most stringent shall apply.

1.08 SERVICE CALLS

- .1 The Contractor shall provide service during regular working hours when requested by the DND Contract Inspector.
- .2 The Contractor must not refuse any call of service requested and must commence work not later than 24 hours after receiving a work request from the DND Contract Inspector.
- .3 Regular working hours: Monday to Friday, between 07:30 and 16:00. Work will not be permitted on weekends, statutory holidays, including one (1) day prior to and one (1) day following December 25th. Exceptions for extended or additional hours will only be permitted if approval is given by the DND Contract Inspector.

1.09 SAFETY REQUIREMENTS

- .1 Contractor is aware of, and accepts, the appropriate safety and health jurisdiction working in. Contractor accepts the responsibility to comply with the specified federal and provincial regulatory instruments, as appropriate, and to ensure that all Sub-contractors do likewise.

1.10 ENVIRONMENTAL PROTECTION

- .1 Cover or wet down dry materials and refuse to prevent blowing dust and debris. Provide dust control for temporary roads.

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- .2 Leaks, spills or hazardous substances, regardless of the quantity or location, shall be stopped and cleaned-up immediately and be prevented from entering storm or sanitary sewer systems or contaminating soil or water.
- .3 All spilled substances and materials contaminated by the spill must be collected in leak proof containers or double bagged for disposal off DND property (CFB Shilo's Landfill site is available for use on written approval from the DND Contract Inspector). Disposal must be in a manner which is acceptable to the local authority having jurisdiction over disposal of such substances.
- .4 ALL releases of hazardous substances in to the environment (ground, water, drains, sewer systems, ditches, road, parking areas, air, etc.) must be reported to the DND Contractor Inspector immediately.

RPOU(W) DET.	GARBAGE, REFUSE AND WET	SECTION 01 74 19
SHILO	GARBAGE REMOVAL	PAGE 1
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1 GENERAL

1.01 DESCRIPTION OF WORK

- .1 Work under this Contract covers the furnishing of all labour, materials, equipment, transportation and supervision required to provide refuse and garbage removal at various locations with the Residential Housing Units (RHUs), Base Area and Ammunition Compound at Canadian Forces Base Shilo, Shilo, Manitoba.
- .2 Work included but is not restricted to the following:
 - .1 Pick-up, haul and disposal of garbage in RHU area (containers supplied by occupant) at approximately 600 RHUs.
 - .2 Supply and sitting of containers.
 - .3 Pick-up, haul and disposal of Contractor supplied containers in RHUs, Base Area and Ammunition Compound.
 - .4 Supply, pick-up, haul and disposal of containers requested for maintenance and construction projects.
 - .5 Cleaning and deodorizing of Contractor supplied containers.
 - .6 Maintenance of Contractor supplied containers.
 - .7 Supply, installation and maintenance of deodorizing system for various containers when requested.
- .3 The DND Contract Inspector reserves the right to add and delete containers, revise the frequency of pick-up at any site and/or add and delete buildings.

1.02 SUBMISSIONS

- .1 The Contractor must provide a list of equipment showing actual sizes, capacities, and methods of use with tender for the approval of the DND Contract Inspector. In no instance shall any of the equipment be changed or altered without prior approval of the DND Contract Inspector.

2 PRODUCTS

2.01 CONTRACTOR'S EQUIPMENT

- .1 The Contractor shall make collection of garbage and refuse from containers with a front of side lifting overhead loader packing unit of suitable capacity to provide required service.
- .2 The Contractor shall provide suitable containers of sizes specified in Annex "A" and as directed by the DND Contract

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Inspector. The containers shall be compatible to packer units used for pick-up and shall be supplied with lids which have suitable handles for opening and a safe locking device to keep open while filling. There shall be no sharp or dangerous projections on containers which could cause injury to personnel using it.

3 EXECUTION

3.01 METHOD OF WORK

- .1 Refuse must be picked-up at times and locations outlined in Annex "A". Refuse shall not be picked up before 07:30 and not after 16:00 daily unless prior approval is given by the DND Contract Inspector.
- .2 The Contractor shall dispose of the refuse at the CFB Shilo Dump Site as directed by the DND Contract Inspector.
- .3 If refuse is spilled at the location of loading or unloading or in transit to the Dump Site, the affected areas must be cleaned up by the Contractor to the complete satisfaction of the DND Contract Inspector.
- .4 The Contractor must handle refuse containers with care to prevent damage to buildings or grounds. Containers are to be returned to their original locations with lids replaced after emptying.
- .5 Provisions must be made by the Contractor for the possibility of having to remove frozen refuse from containers at pick-up points exposed.
- .6 When requested by the DND Contract Inspector, install deodorizing system to containers. Provide training for personnel who will be maintaining deodorizing system.
- .7 Contractor must clean and deodorize kitchen containers on the 15th day of each month.
- .8 In areas where normal pick-up falls on a statutory holiday, provisions shall be made to pick-up those containers the following working day.

RPOU(W) DET. RECYCLABLE MATERIALS REMOVAL SECTION 01 74 20
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1 GENERAL

1.01 DESCRIPTION OF WORK

- .1 Work under this section covers the furnishing of all labour, materials, equipment and supervision required for the removal of recyclable material from the Residential Housing Unit (RHU) area, Base Area of Canadian Forces Base Shilo and the Base Ammunition Compound in Shilo, Manitoba.
- .2 Work to include, but is not necessarily restricted, to the following:
 - .1 Provide pick-up of "Blue Box" system in RHU area (containers supplied by occupant).
 - .2 Provide cardboard pick-up and exterior bins.
 - .3 Provide office paper pick-up for interior bins and supply of plastic bags for bins.
 - .4 Provide pick-up of recyclable materials from containers supplied by CFB Shilo.
 - .5 Provide information to occupants in RHU and Base Area explaining acceptable materials and procedures for recycling.
 - .6 Provide pick-up of mixed recycling at Bldg L-125 (Canex). Size of container and frequency of servicing outlined in Annex B.
 - .7 Provide additional recycling services as requested by the DND Contract Inspector.
- .3 The DND Contract Inspector reserves the right to not incorporate specific work requested.

1.02 SUBMISSIONS

- .1 The Contractor must submit a proposed system to pick-up all recyclable materials.
- .2 Proposal shall state:
 - .1 Type of recyclable materials to be picked-up.
 - .2 Container used at collection points.
 - .3 Method of pick-up
 - .4 Method of recycling and where recycling is done.

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2 PRODUCTS

2.01 EQUIPMENT

- .1 The Contractor must provide all containers, loader packing units and miscellaneous vehicles of suitable capacity to provide efficient service.
- .2 The Contractor shall provide cardboard containers in sizes and locations as specified in Annex "B" and as directed by the DND Contract Inspector.

3 EXECUTION

3.01 GENERAL

- .1 The Contractor shall provide recyclable material pick-up for the following materials as indicated in Annex "B".
 - .1 "Blue Box" system in RHU area (containers owned by DND).
 - .2 Office Paper (Base Area and Ammunition Compound).
 - .3 Cardboard (Base Area and Ammunition Compound).
 - .4 Wood (Ammunition Compound).
 - .5 Plastic (Ammunition Compound).
 - .6 Mixed Recycling (L-125 Canex).
- .2 All material collected in this Section shall be recycled and not used for landfill unless approval is given by the DND Contract Inspector in writing.

3.02 CLEANING OF EQUIPMENT

- .1 The Contractor must clean and deodorize all Contractor provided containers as and when requested by the DND Contract Inspector.

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**GARBAGE, REFUSE AND WET
GARBAGE SCHEDULE**

ANNEX A
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Location	Container Size (Yds)	Pickups Per Week	Mon	Tues	Wed	Thurs	Fri
Pick-up Days							
A102	6	2	X			X	
A117	6	1	X				
C101	6	2	X			X	
C103	4	1	X				
C105 2PPCLI	6-3ea	2	X			X	
C106 2PPCLI	6-4ea.	2	X			X	
C107 2PPCLI	6-2ea.	2	X			X	
G4 - Rink	6	2	X			X	
G4- 742	6	1	X				
G400	6-3ea	2	X			X	
L-158	6	2	X			X	
L25	6	2	X			X	
L142	6	2	X			X	
L101	6-2ea.	2	X			X	
L102	6	2	X			X	
L103	6	2	X			X	
L104	6	2	X			X	
L105	6-2ea	2	X			X	

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L106	6	1	X				
L107	4	1	X				
L110	6	2	X			X	
L111	6	2	X			X	
L117	6	2	X			X	
L125	6-2ea.	2	X			X	
L128	6	1	X				
L131	6	1	X				
L134	4	1	X				
M28	4	1				X	
M101	6	1	X				
M102	6	1	X				
M103	6	1	X				
M127	4	1	X				
N114	6	1	X				
N115	6	1	X				
N118	6	1				X	
N132	4	1	X				
N133	6-6ea	2	X			X	
P111	6	1				X	
P101	6-2ea	1	X				
Q2	6	1				X	
Q101	6	1	X				

Q114	4	1	X				
Q121	6	1	X				
Q131 Burn Tower	1-40 yd. Roll off	As requested					
R4-36 Met	6	1	X				
R4-37 Range Control	6	1	X				
Grid 548154 South of Range Control	6 – 10 ea	1	X				
T119	6	1	X				
T-114	6-2ea	1	X			X	
R1-110 Ammo	6	1	X				
R1-107 Ammo Control	6	1	X				
21 & 23 Stonehenge Apartments	6 – 2ea	2	X			X	
PMQ Area Hand Pick Solid Waste (Approx 600 RHU's)	Cans and Bags- Supplied by Occupant	1	X				

NOTE:

All other garbage containers sizes, frequency of pick-up and pick-up days shall be as directed by Engineer.

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RECYCLABLE MATERIALS SCHEDULE

ANNEX B
PAGE 1
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Location	Service Required	Frequency of Pick-Ups	Container supplied by	Mon	Tues	Wed	Thurs	Fri
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A-102 Country Club	Cardboard (1 – 6 cu yard)	1 per week	Supplier				X	
	Office Paper (2 – 64 gal)	1 per week	DND				X	
	(2 – 96 gal)	1 per week	Supplier				X	
A117	Office Paper (4 – 64 gal)	1 per week	DND				X	
	Cardboard (1 – 6 cu yard)	1 per week	Supplier				X	
C101	Office Paper (1 – 96 gal)	1 per week	Supplier				X	
	Cardboard (1 – 6 cu yard)	1 per week	Supplier				X	

C103	Office	1 per week	Supplier				X	
	Paper (3 – 96 gal) Cardboard (1-6 cu yard)	1 per week	Supplier				X	
C105	Cardboard (1 – 6 cu yard)	1 per week	Supplier				X	
C106	Office	1 per week	DND				X	
	Paper (8 – 64 gal) (4 - 96 gal)	1 per week	Supplier					
	Cardboard (2 – 6 cu yard)	1 per week	Supplier				X	
C107	Cardboard (1 – 6 cu yard)	1 per week	Supplier				X	
G-4 742	Cardboard (1-6 cu yard)	1 per week	Supplier				X	
G400	Office	1 per week	DND				X	
	Paper (3 – 34 gal) Cardboard (2 – 6 cu yard)	1 per week	Supplier				X	
L102	Office Paper	1 per week	Supplier				X	

	(5 - 96 gal) (2 – 96 gal) Cardboard (1 – 6 cu yard)	1 per week	DND Supplier				X X	
L105	Office Paper (3 – 64 gal) (5 – 96 gal) Cardboard (3 – 6 cu yard) Blue Box	1 per week 1 per week 1 per week 1 per week	DND Supplier Supplier Supplier				X X X X	
L106	Office Paper (2 – 96 gal)	1 per week	Supplier				X	
L110	Office Paper (1 – 96 gal) Cardboard (1-6 cu yard)	1 per week 1 per week	Supplier Supplier				X X	
L117	Office Paper (1 – 96 gal) Cardboard (1 – 6 cu yard)	1 per week 1 per week	Supplier Supplier				X X	
L125	Office Paper (4 – 96 gal) Cardboard (1 – 8 cu yard)	1 per week 1 per week	Supplier Supplier				X X	

L-125 Canex – Recycle Depot	Mixed Recycling (1-30 yard roll off)	2 times per month	Supplier				X	
L-128	Office Paper (2-96 gal)	1 per week	Supplier				X	
L134	Office Paper (2 – 96 gal)	1 per week	Supplier				X	
L142	Office Paper (2-34 gal)	1 per week	Supplier				X	
L158	Office Paper (5- 64 gal) Cardboard (1 - 6 cu yard)	1 per week	Supplier				X	
		1 per week	Supplier				X	
M102	Office Paper (1 – 96 gal) Cardboard (1-6 cu yard)	1 per week	Supplier				X	
		1 per week	Supplier				X	

M103	Office						
	Paper (2 – 96 gal)	1 per week	Supplier				X
	Cardboard (1 - 6 cu yard)	1 per week	Supplier				X
	Office						
N114	Paper (1 – 64 gal)	1 per week	Supplier				X
	Cardboard (1 - 6 cu yard)	1 per week	Supplier				X
N-115	Cardboard (1-6 cu yard)	1 per week	Supplier				X
N-118	Office	1 per week	Supplier				X
	Paper (2 - 96 gal)						
N133	Office	1 per week	2-DND				X
	Paper (5 – 96 gal)	1 per week	3- Supplier				X
	Cardboard (4-6 cu yard)		Supplier				X
N-132	Office						
	Paper (1-34 gal)	1 per week	DND				X

P101	Office						
	Paper (4– 34 gal)	1 per week 1 per week	3- DND 1-Supplier Supplier				X X
	Cardboard (1 - 6 cu yard)						
Q101	Office Paper (2- 96 gal)	1 per week	Supplier				X
Q121	Office Paper (2 – 64 gal)	1 per week	Supplier				X
R4-36 Met building	Office Paper (2 – 96 gal)	1 per week	Supplier				X
T114 Day Care	Office						
	Paper (3 - 64 gal)	1 per week	DND				X
	(3 - 96 gal)	1 per week	Supplier				X
T-114 Day Care		1 per week	Supplier				X
	Cardboard (1 – 6 cu yard)						
T119 Faith Center	Office Paper (1 – 64 gal)	1 per week	DND				X

Range Control Office	Office Paper (3 – 96 gal)	1 per week	DND				X	
R1-107 CDN Ammo	Office Paper (2 – 96 gal)	1 per week	Supplier				X	
R1-108 Ammo	Cardboard (1 -6 cu yard)	1 per week	Supplier				X	
	Wood (1 – 40 cu yard) Roll - off	As requested	Supplier					
	Plastic (1-40 cu yard) Roll - off	As requested	Supplier					
PMQ Area (Approx 600 RHU's)	Blue Box System	1 per week	DND				X	
PMQ Area 21 & 23 Stonehenge Apartments	Cardboard (1-cu yard)	1 per week	Supplier				X	

NOTE:

All other garbage containers sizes, frequency of pick-up and pick-up days shall be as directed by Engineer.

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ANNEX "B"

BASIS OF PAYMENT

It is **MANDATORY** that Bidders submit firm prices/rates for the period of the proposed Contract for all items listed hereafter. This section, when completed, will be considered as the Bidder's financial proposal.

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP. Rates quoted must remain firm for the period of the Contract.

Rates **MUST** include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified below. Applicable taxes will be added as a separate line item to any invoice issued as a result of the contract.

PRICING SCHEDULE 1: ROUTINE / SCHEDULED SERVICES

Firm all-inclusive rates for the provision of monthly routine/scheduled services as outlined in Annex A.

<p align="center">TABLE A1 Contract Period 1: 01 June 2020 – 31 May 2021 Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra</p>					
Item No.	Description	Qty.	Unit of Issue	Firm Unit Price	Extended Price
A GARBAGE REFUSE AND WET GARBAGE REMOVAL					
1.0	Pick-up and disposal of wet garbage and refuse from the Base area and Ammunition Compound, including the supply of containers and compactors as per Appendix A requirement and schedule	12	month	\$	\$
2.0	Pick-up and disposal for wet garbage and refuse from Residential Housing Unit (RHU) area, including the supply of containers as per Appendix A requirement and schedule.(Approximately 600 RHU's)	12	month	\$	\$
3.0	Supply containers as per Appendix B requirement and schedule.	12	month	\$	\$
B RECYCLABLE MATERIAL REMOVAL					
4.0	Pick-up of recyclable materials and deliver to a recycling depot as Appendix C requirement and schedule for the following:				
4.1	"Blue Box" system in RHU area (approximately 600 RHUs)	12	Month	\$	\$
4.2	Mixed Recycling - Canex	12	Month	\$	\$
4.3	Office Paper – pick up of interior bins and supply of plastic bags for bins	12	Month	\$	\$
4.4	Cardboard – pick up and provide exterior bins	12	Month	\$	\$
Subtotal (i):					\$

TABLE A2 Contract Period 2: 01 June 2021 – 31 May 2022 Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra					
Item No.	Description	Qty.	Unit of Issue	Firm Unit Price	Extended Price
A GARBAGE REFUSE AND WET GARBAGE REMOVAL					
1.0	Pick-up and disposal of wet garbage and refuse from the Base area and Ammunition Compound, including the supply of containers and compactors as per Appendix A requirement and schedule	12	month	\$	\$
2.0	Pick-up and disposal for wet garbage and refuse from Residential Housing Unit (RHU) area, including the supply of containers as per Appendix A requirement and schedule. (Approximately 600 RHU's)	12	month	\$	\$
3.0	Supply containers as per Appendix B requirement and schedule.	12	month	\$	\$
B RECYCLABLE MATERIAL REMOVAL					
4.0	Pick-up of recyclable materials and deliver to a recycling depot as Appendix C requirement and schedule for the following:				
4.1	"Blue Box" system in RHU area (approximately 600 RHUs)	12	Month	\$	\$
4.2	Mixed Recycling - Canex	12	Month	\$	\$
4.3	Office Paper – pick up of interior binds and supply of plastic bags for bins	12	Month	\$	\$
4.4	Cardboard – pick up and provide exterior bins	12	Month	\$	\$
Subtotal (ii):					\$

TABLE A3 Contract Period 3: 01 June 2022 – 31 March 2023 Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra					
Item No.	Description	Qty.	Unit of Issue	Firm Unit Price	Extended Price
A GARBAGE REFUSE AND WET GARBAGE REMOVAL					
1.0	Pick-up and disposal of wet garbage and refuse from the Base area and Ammunition Compound, including the supply of containers and compactors as per Appendix A requirement and schedule	10	month	\$	\$
2.0	Pick-up and disposal for wet garbage and refuse from Residential Housing Unit (RHU) area, including the supply of containers as per Appendix A requirement and schedule. (Approximately 600 RHU's)	10	month	\$	\$
3.0	Supply containers as per Appendix B requirement and schedule.	10	month	\$	\$
B RECYCLABLE MATERIAL REMOVAL					
4.0	Pick-up of recyclable materials and deliver to a recycling depot as Appendix C requirement and schedule for the following:				
4.1	"Blue Box" system in RHU area (approximately 600 RHUs)	10	Month	\$	\$
4.2	Mixed Recycling - Canex	10	Month	\$	\$
4.3	Office Paper – pick up of interior bins and supply of plastic bags for bins	10	Month	\$	\$
4.4	Cardboard – pick up and provide exterior bins	10	Month	\$	\$
Subtotal (iii):					\$

<p align="center">TABLE A4 Option Period 1: 01 April 2023 – 31 March 2024 Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra</p>					
Item No.	Description	Qty.	Unit of Issue	Firm Unit Price	Extended Price
A GARBAGE REFUSE AND WET GARBAGE REMOVAL					
1.0	Pick-up and disposal of wet garbage and refuse from the Base area and Ammunition Compound, including the supply of containers and compactors as per Appendix A requirement and schedule	12	month	\$	\$
2.0	Pick-up and disposal for wet garbage and refuse from Residential Housing Unit (RHU) area, including the supply of containers as per Appendix A requirement and schedule. (Approximately 600 RHU's)	12	month	\$	\$
3.0	Supply containers as per Appendix B requirement and schedule.	12	month	\$	\$
B RECYCLABLE MATERIAL REMOVAL					
4.0	Pick-up of recyclable materials and deliver to a recycling depot as Appendix C requirement and schedule for the following:				
4.1	"Blue Box" system in RHU area (approximately 600 RHUs)	12	Month	\$	\$
4.2	Mixed Recycling - Canex	12	Month	\$	\$
4.3	Office Paper – pick up of interior bins and supply of plastic bags for bins	12	Month	\$	\$
4.4	Cardboard – pick up and provide exterior bins	12	Month	\$	\$
Subtotal (iv):					\$

TABLE A5 Option Period 2: 01 April 2024 – 31 March 2025 Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra					
Item No.	Description	Qty.	Unit of Issue	Firm Unit Price	Extended Price
A GARBAGE REFUSE AND WET GARBAGE REMOVAL					
1.0	Pick-up and disposal of wet garbage and refuse from the Base area and Ammunition Compound, including the supply of containers and compactors as per Appendix A requirement and schedule	12	month	\$	\$
2.0	Pick-up and disposal for wet garbage and refuse from Residential Housing Unit (RHU) area, including the supply of containers as per Appendix A requirement and schedule.(Approximately 600 RHU's)	12	month	\$	\$
3.0	Supply containers as per Appendix B requirement and schedule.	12	month	\$	\$
B RECYCLABLE MATERIAL REMOVAL					
4.0	Pick-up of recyclable materials and deliver to a recycling depot as Appendix C requirement and schedule for the following:				
4.1	"Blue Box" system in RHU area (approximately 600 RHUs)	12	Month	\$	\$
4.2	Mixed Recycling - Canex	12	Month	\$	\$
4.3	Office Paper – pick up of interior bins and supply of plastic bags for bins	12	Month	\$	\$
4.4	Cardboard – pick up and provide exterior bins	12	Month	\$	\$
Subtotal (v):					\$

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PRICING SCHEDULE 2: "AS AND WHEN REQUESTED" SERVICES

TASK AUTHORIZATIONS

Additional service may be required on an "as and when requested" basis and authorized by the Project Authority. The work requested must be for the type of services defined in the statement of work.

The quantities specified below are provided for evaluation purposes only.
Firm all-inclusive prices/rates for the provision of "as and when requested" services in addition to the work described in Pricing Schedule 1.

TABLE B1							
Contract Period 1: 01 June 2020 – 31 May 2021							
Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra							
Item No.	Description	Weekly Supply			Monthly Supply		
		Est. Qty.	Unit Price	Extended Price	Est. Qty.	Unit Price	Extended Price
1.0	Extra supply of containers						
1.1	4 cu. yd. container	10	\$	\$	4	\$	\$
1.2	6 cu. yd. container	10	\$	\$	4	\$	\$
1.3	30 cu. yd. container	10	\$	\$	4	\$	\$
1.4	40 cu. yd. container	10	\$	\$	4	\$	\$
1.5	Additional cost for every 10 km distance travelled from base to range/training area				16	\$ /10 km	\$
2.0	Extra supply of containers on weekends and statutory holidays						
2.1	4 cu. yd. container	6	\$	\$	2	\$	\$
2.2	6 cu. yd. container	6	\$	\$	2	\$	\$
2.3	30 cu. yd. container	6	\$	\$	2	\$	\$
2.4	40 cu. yd. container	6	\$	\$	2	\$	\$
2.5	Additional cost for every 10 km distance travelled to and from base and range/training area				8	\$ /10 km	\$
		Subtotal (vi):		\$	Subtotal (vii):		\$
Item No.	Description	Est. Qty.	Unit of Issue	Unit Price	Extended Price		
3.0	Extra pick-up of containers						
3.1	4 cu. yd. container	5	each	\$	\$		
3.2	6 cu. yd. container	5	each	\$	\$		
3.3	30 cu. yd. container	5	each	\$	\$		
3.4	40 cu. yd. container	5	each	\$	\$		
3.5	Additional cost for every 10 km distance travelled to and from base and range/training area	20	each	\$ /10 km	\$		
4.0	Extra pick-up of containers on weekends and statutory holidays						
4.1	4 cu. yd. container	5	each	\$	\$		
4.2	6 cu. yd. container	5	each	\$	\$		
4.3	30 cu. yd. container	5	each	\$	\$		
4.4	40 cu. yd. container	5	each	\$	\$		
4.5	Additional cost for every 10 km distance travelled to and from base and range/training area	20	each	\$ /10 km	\$		
5.0	Wet Garbage Removal						
5.1	All inclusive lot price for the pick-up and disposal for wet garbage and refuse, as per Appendix B requirement and schedule.	10	each	\$	\$		
		Subtotal (viii):					\$

TABLE B2							
Contract Period 2: 01 June 2021 – 31 May 2022							
Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra							
Item No.	Description	Weekly Supply			Monthly Supply		
		Est. Qty.	Unit Price	Extended Price	Est. Qty.	Unit Price	Extended Price
1.0	Extra supply of containers						
1.1	4 cu. yd. container	10	\$	\$	4	\$	\$
1.2	6 cu. yd. container	10	\$	\$	4	\$	\$
1.3	30 cu. yd. container	10	\$	\$	4	\$	\$
1.4	40 cu. yd. container	10	\$	\$	4	\$	\$
1.5	Additional cost for every 10 km distance travelled from base to range/training area				16	\$ /10 km	\$
2.0	Extra supply of containers on weekends and statutory holidays						
2.1	4 cu. yd. container	6	\$	\$	2	\$	\$
2.2	6 cu. yd. container	6	\$	\$	2	\$	\$
2.3	30 cu. yd. container	6	\$	\$	2	\$	\$
2.4	40 cu. yd. container	6	\$	\$	2	\$	\$
2.5	Additional cost for every 10 km distance travelled to and from base and range/training area				8	\$ /10 km	\$
	Subtotal (viii):			\$	Subtotal (x):		\$
Item No.	Description	Est. Qty.	Unit of Issue	Unit Price	Extended Price		
3.0	Extra pick-up of containers						
3.1	4 cu. yd. container	5	each	\$	\$		
3.2	6 cu. yd. container	5	each	\$	\$		
3.3	30 cu. yd. container	5	each	\$	\$		
3.4	40 cu. yd. container	5	each	\$	\$		
3.5	Additional cost for every 10 km distance travelled to and from base and range/training area	20	each	\$ /10 km	\$		
4.0	Extra pick-up of containers on weekends and statutory holidays						
4.1	4 cu. yd. container	5	each	\$	\$		
4.2	6 cu. yd. container	5	each	\$	\$		
4.3	30 cu. yd. container	5	each	\$	\$		
4.4	40 cu. yd. container	5	each	\$	\$		
4.5	Additional cost for every 10 km distance travelled to and from base and range/training area	20	each	\$ /10 km	\$		
5.0	Wet Garbage Removal						
5.1	All inclusive lot price for the pick-up and disposal for wet garbage and refuse, as per Appendix B requirement and schedule.	10	each	\$	\$		
	Subtotal (xi):						\$

TABLE B3							
Contract Period 3: 01 June 2022 – 31 March 2023							
Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra							
Item No.	Description	Weekly Supply			Monthly Supply		
		Est. Qty.	Unit Price	Extended Price	Est. Qty.	Unit Price	Extended Price
1.0	Extra supply of containers						
1.1	4 cu. yd. container	10	\$	\$	4	\$	\$
1.2	6 cu. yd. container	10	\$	\$	4	\$	\$
1.3	30 cu. yd. container	10	\$	\$	4	\$	\$
1.4	40 cu. yd. container	10	\$	\$	4	\$	\$
1.5	Additional cost for every 10 km distance travelled from base to range/training area				16	\$ /10 km	\$
2.0	Extra supply of containers on weekends and statutory holidays						
2.1	4 cu. yd. container	6	\$	\$	2	\$	\$
2.2	6 cu. yd. container	6	\$	\$	2	\$	\$
2.3	30 cu. yd. container	6	\$	\$	2	\$	\$
2.4	40 cu. yd. container	6	\$	\$	2	\$	\$
2.5	Additional cost for every 10 km distance travelled to and from base and range/training area				8	\$ /10 km	\$
	Subtotal (xii):			\$	Subtotal (xiii):		\$
Item No.	Description	Est. Qty.	Unit of Issue	Unit Price	Extended Price		
3.0	Extra pick-up of containers						
3.1	4 cu. yd. container	5	each	\$	\$		
3.2	6 cu. yd. container	5	each	\$	\$		
3.3	30 cu. yd. container	5	each	\$	\$		
3.4	40 cu. yd. container	5	each	\$	\$		
3.5	Additional cost for every 10 km distance travelled to and from base and range/training area		20	each	\$ /10 km	\$	
4.0	Extra pick-up of containers on weekends and statutory holidays						
4.1	4 cu. yd. container	5	each	\$	\$		
4.2	6 cu. yd. container	5	each	\$	\$		
4.3	30 cu. yd. container	5	each	\$	\$		
4.4	40 cu. yd. container	5	each	\$	\$		
4.5	Additional cost for every 10 km distance travelled to and from base and range/training area		20	each	\$ /10 km	\$	
5.0	Wet Garbage Removal						
5.1	All inclusive lot price for the pick-up and disposal for wet garbage and refuse, as per Appendix B requirement and schedule.		10	each	\$	\$	
	Subtotal (xiv):						\$

TABLE B4							
Option Period 1: 01 April 2023 – 31 March 2024							
Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra							
Item No.	Description	Weekly Supply			Monthly Supply		
		Est. Qty.	Unit Price	Extended Price	Est. Qty.	Unit Price	Extended Price
1.0	Extra supply of containers						
1.1	4 cu. yd. container	10	\$	\$	4	\$	\$
1.2	6 cu. yd. container	10	\$	\$	4	\$	\$
1.3	30 cu. yd. container	10	\$	\$	4	\$	\$
1.4	40 cu. yd. container	10	\$	\$	4	\$	\$
1.5	Additional cost for every 10 km distance travelled from base to range/training area				16	\$ /10 km	\$
2.0	Extra supply of containers on weekends and statutory holidays						
2.1	4 cu. yd. container	6	\$	\$	2	\$	\$
2.2	6 cu. yd. container	6	\$	\$	2	\$	\$
2.3	30 cu. yd. container	6	\$	\$	2	\$	\$
2.4	40 cu. yd. container	6	\$	\$	2	\$	\$
2.5	Additional cost for every 10 km distance travelled to and from base and range/training area				8	\$ /10 km	\$
	Subtotal (xv):			\$	Subtotal (xvi):		\$
Item No.	Description	Est. Qty.	Unit of Issue	Unit Price	Extended Price		
3.0	Extra pick-up of containers						
3.1	4 cu. yd. container	5	each	\$	\$		
3.2	6 cu. yd. container	5	each	\$	\$		
3.3	30 cu. yd. container	5	each	\$	\$		
3.4	40 cu. yd. container	5	each	\$	\$		
3.5	Additional cost for every 10 km distance travelled to and from base and range/training area	20	each	\$ /10 km	\$		
4.0	Extra pick-up of containers on weekends and statutory holidays						
4.1	4 cu. yd. container	5	each	\$	\$		
4.2	6 cu. yd. container	5	each	\$	\$		
4.3	30 cu. yd. container	5	each	\$	\$		
4.4	40 cu. yd. container	5	each	\$	\$		
4.5	Additional cost for every 10 km distance travelled to and from base and range/training area	20	each	\$ /10 km	\$		
5.0	Wet Garbage Removal						
5.1	All inclusive lot price for the pick-up and disposal for wet garbage and refuse, as per Appendix B requirement and schedule.	10	each	\$	\$		
	Subtotal (xvii):						\$

TABLE B5								
Contract Period 1: 01 April 2024 – 31 March 2025								
Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra								
Item No.	Description	Weekly Supply			Monthly Supply			
		Est. Qty.	Unit Price	Extended Price	Est. Qty.	Unit Price	Extended Price	
1.0	Extra supply of containers							
1.1	4 cu. yd. container	10	\$	\$	4	\$	\$	
1.2	6 cu. yd. container	10	\$	\$	4	\$	\$	
1.3	30 cu. yd. container	10	\$	\$	4	\$	\$	
1.4	40 cu. yd. container	10	\$	\$	4	\$	\$	
1.5	Additional cost for every 10 km distance travelled from base to range/training area				16	\$ /10 km	\$	
2.0	Extra supply of containers on weekends and statutory holidays							
2.1	4 cu. yd. container	6	\$	\$	2	\$	\$	
2.2	6 cu. yd. container	6	\$	\$	2	\$	\$	
2.3	30 cu. yd. container	6	\$	\$	2	\$	\$	
2.4	40 cu. yd. container	6	\$	\$	2	\$	\$	
2.5	Additional cost for every 10 km distance travelled to and from base and range/training area				8	\$ /10 km	\$	
		Subtotal (xviii):		\$	Subtotal (xviii):		\$	
Item No.	Description	Est. Qty.	Unit of Issue	Unit Price	Extended Price			
3.0	Extra pick-up of containers							
3.1	4 cu. yd. container	5	each	\$	\$			
3.2	6 cu. yd. container	5	each	\$	\$			
3.3	30 cu. yd. container	5	each	\$	\$			
3.4	40 cu. yd. container	5	each	\$	\$			
3.5	Additional cost for every 10 km distance travelled to and from base and range/training area	20	each	\$ /10 km	\$			
4.0	Extra pick-up of containers on weekends and statutory holidays							
4.1	4 cu. yd. container	5	each	\$	\$			
4.2	6 cu. yd. container	5	each	\$	\$			
4.3	30 cu. yd. container	5	each	\$	\$			
4.4	40 cu. yd. container	5	each	\$	\$			
4.5	Additional cost for every 10 km distance travelled to and from base and range/training area	20	each	\$ /10 km	\$			
5.0	Wet Garbage Removal							
5.1	All inclusive lot price for the pick-up and disposal for wet garbage and refuse, as per Appendix B requirement and schedule.	10	each	\$	\$			
		Subtotal (xx):					\$	

TOTAL EVALUATED PRICE =

subtotal (i) + subtotal (ii) + subtotal (iii) + subtotal (iv) + subtotal (v) + subtotal (vi) + subtotal (vii) + subtotal (viii) + subtotal (viii) + subtotal (x) + subtotal (xi) + subtotal (xii) + subtotal (xiii) + subtotal (xiv) + subtotal (xv) + subtotal (xvi) + subtotal (xvii) + subtotal (xviii) + subtotal (xviii) + subtotal (xx) = \$ _____

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ca1140
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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

(see attached)

ANNEX "D"

INSURANCE REQUIREMENTS

A. 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 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.

-
- 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.
 - o. 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.

Solicitation No. - N° de l'invitation
W6896-19SO58/A
Client Ref. No. - N° de réf. du client
W6896-19SO58

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-9-42108

Buyer ID - Id de l'acheteur
ca1140
CCC No./N° CCC - FMS No./N° VME

ANNEX "E"

DND 626 TASK AUTHORIZATION FORM

(see attached)

Solicitation No. - N° de l'invitation
W6896-19SO58/A
Client Ref. No. - N° de réf. du client
W6896-19SO58

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-9-42108

Buyer ID - Id de l'acheteur
ca1140
CCC No./N° CCC - FMS No./N° VME

ANNEX "G" 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)



Contract Number / Numéro du contrat W6896-19-5058
Security Classification / Classification de sécurité UNCLASSIFIED

SM

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

SM



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SN

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 : Most services will be in public (outdoor) areas. Indoor pickup will be limited to locations near bldg entrance.

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
- On DND premises, unscreened pers. may only access public/reception zones

SN

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



Contract Number / Numéro du contrat W6896-19-5058
Security Classification / Classification de sécurité UNCLASSIFIED

sm

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédiez à	_____ Date for the Department of National Defence pour le ministère de la Défense nationale	
Delivery/Completion date – Date de livraison/d'achèvement	_____	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédié à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débuter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.