



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des
soumissions - TPSGC

11 LaurierSt./ 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

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.

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Infrastructure Maintenance and Solution Services Division
(FK)

L'Esplanade Laurier,

East Tower 4th Floor

L'Esplanade Laurier,

Tour est 4e étage

140 O'Connor, Street

Ottawa

Ontario

K1A 0R5

Title - Sujet Non-hazardous solid waste Non-hazardous solid waste collection	
Solicitation No. - N° de l'invitation EP913-211635/A	Date 2021-03-03
Client Reference No. - N° de référence du client 20211635	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-305-79791	
File No. - N° de dossier fk305.EP913-211635	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2021-04-13 Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Rosso, Francois	Buyer Id - Id de l'acheteur fk305
Telephone No. - N° de téléphone (613) 297-1315 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	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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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, the Security Requirements Checklist, the Electronic Payment Instruments, the Insurance Requirements and others.

1.2 Summary

1.2.1 The Regional Centre of Expertise (RCOE) for Waste Management within the National Capital Region (NCR) is responsible for the management of the non-hazardous solid waste (NHSW) collection contract. The management of this contract involves the organization of services for the collection of solid waste, mixed material recycling, paper/cardboard recycling and composting at numerous locations with varying needs within the NCR. Responsibilities for the on-going management of the contract includes:

- Ensuring the completion of regularly scheduled services according to the collection schedule;
- The scheduling of additional services (as requested), the implementation of services at new locations;
- The modification of services (as required) at existing locations;
- Verifying pick-up scheduled against invoices for processing;
- Addressing questions and concerns related to the completion of services on site including, missed pick-ups, blocked containers etc.;
- Ensuring regular maintenance of the sites; and
- The equipment required as part of the contract is in place.

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."

1.2.4 The Phased Bid Compliance Process applies to this requirement.

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](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 180 days

2.2 Submission of Bids

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

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@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.

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.

2.4 Enquiries - Bid Solicitation

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

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 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

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
Section IV: Additional Information

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

Section I: Technical Bid (1 hard copy and 1 soft copy on USB key)

Section II: Financial Bid (1 hard copy and 1 soft copy on USB key)

Section III: Certifications (1 hard copy and 1 soft copy on USB key)

Section IV: Additional Information (1 hard copy and 1 soft copy on USB key)

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 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 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 H Electronic Payment Instruments, to identify which ones are accepted.

If Annex H 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

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

3.1.4 SACC Manual Clauses

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.
- (c) Canada will use the Phased Bid Compliance Process described below

4.1.1 Phased Bid Compliance Process

4.1.1.1 General

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY

REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2020-05-28) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).

- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.

- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional

information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.1.2 Technical Evaluation

4.1.2.1 Mandatory Technical Criteria

The Phased Bid Compliance Process will apply to all mandatory technical criteria.

MT1 - Waste Management Certificates of Approval, Registrations (or equivalents)

Bidder **MUST** submit valid copies for the required certifications by the corresponding provincial regulatory authority:

- CoA (or Provisional CoA) for collecting, handling and transporting non-hazardous waste (from MDDEP for Quebec or MOE for Ontario)
- CoA (or Provisional CoA) for waste disposal facilities (for transfer and processing of applicable paper materials detailed in Annex A) (from MDDEP for Quebec or MOE for Ontario)

The bidder must list each waste management system and disposal site (material recycling facility) to be used during the performance of this contract.

MT 2 - Past Experience of Offeror

The bidder **must** complete the following tables to demonstrate that the firm has the required experience. A brief description (within the tables) of four (4) projects completed in the last five (5) years which must include one (1) of each of the following areas of expertise:

- 2.1** One (1) Solid Waste
- 2.2** One (1) Paper Recycling
- 2.3** One (1) Multi Material recycling
- 2.4** One (1) Composting

As described in the tables below, the information provided must include:

- a)** Project related information (dates, value, etc.)
- b)** Current client reference
- c)** Scope of service(s) rendered by offeror
- d)** Distinctive characteristics of the project (site conditions, multiple stakeholders, high public profile, media attention, tight deadlines or public sector clients etc.)
- e)** Constraints and how they were overcome. Value added by the project (if any)

2.1 SOLID WASTE	
a) Project related information: Title: Start Date: End Date: Value of services rendered by offeror:	b) Current client reference: Name: Phone: E-mail:
c) Scope of service(s) rendered by offeror	
d) Distinctive characteristics of the project (<i>site condition, multiple stakeholders, high public profile, media attention, tight deadlines or public sector clients etc.</i>)	
e) Constraints and how they were overcome. Value added by the project if any	

2.2 PAPER RECYCLING	
a) Project related information: Title: Start Date: End Date: Value of services rendered by offeror:	b) Current client reference: Name: Phone: E-mail:
c) Scope of service(s) rendered by offeror	

<p>d) Distinctive characteristics of the project (<i>site condition: multiple stakeholders, high public profile, media attention, tight deadlines or public sector clients etc.</i>)</p>	
<p>e) Constraints and how they were overcome. Value added by the project if any</p>	

2.3 MULTI MATERIAL RECYCLING

<p>a) Project related information: Title: Start Date: End Date: Value of services rendered by offeror:</p>	<p>b) Current client reference: Name: Phone: E-mail:</p>
<p>c) Scope of service(s) rendered by offeror</p>	
<p>d) Distinctive characteristics of the project (<i>site condition: multiple stakeholders, high public profile, media attention, tight deadlines or public sector clients etc.</i>)</p>	

<p>e) Constraints and how they were overcome. Value added by the project if any</p>	
--	--

2.4 COMPOSTING	
<p>a) Project related information: Title: Start Date: End Date: Value of services rendered by offeror:</p>	<p>b) Current client reference: Name: Phone: E-mail:</p>
<p>c) Scope of service(s) rendered by offeror</p>	
<p>d) Distinctive characteristics of the project (<i>site conditions, multiple stakeholders, high public profile, media attention, tight deadlines or public sector clients etc.</i>)</p>	
<p>e) Constraints and how they were overcome. Value added by the project if any</p>	

4.1.2.2 Point Rated Technical Criteria

RT1 –Bidder's Understanding of Mandate and Management of Services – Maximum 10 points

Using the table below, the Bidder must demonstrate an understanding of the scope of the requested services (Annex A) and the manner in which they are to be delivered. The Bidder must also demonstrate they have the capability to provide the required services in an efficient and well-managed manner. It must also be explained how the project team will be organized with regard to the approach and methodology used for the performance of the required services.

This is the opportunity for the Bidder to state the overall philosophy of the team as well as the approach to delivering results and resolving issues with a particular focus on the specific aspects of the scope of work.

Finally, the Bidder will explain how it plans to perform the services, meet the project constraints, and apply service management procedures to ensure the continuity and consistency of production control and the effectiveness of communications, as well as the team structure and management method. **(Maximum table size two (2) pages).**

Firm Understanding and approach criteria	Description <i>(provide supporting documentation as required)</i>
Understanding of the scope of the required services	The Bidder should demonstrate an understanding of scope and objective of the required services.
Management and organization reporting structure and roles and responsibilities	Describe roles and responsibilities of personnel who will perform the majority of work.
Assignment of resources and availability of back-up personnel	Describe the firm's approach to handling emergencies or multiple concurrent calls.
Project Management	Demonstrate the applicable elements of project management utilized for project completion including: integration and work planning, scope – work breakdown structure, scheduling, change control, human resource management.
Risk management strategy	Describe the company's approach to mitigating typical risks associated with the type of work outlined in the statement of work (Annex A).
Quality assurance/control techniques	Describe the methodology followed by the Bidder to ensure consistent and high quality services, reports and deliverables; and schedule.
Communications, Response to emergency, unforeseen or urgent situations, deadlines	Describe the firm's approach to meeting the project response time requirements.

RT2 - Quality of Proposal - Maximum 10 points

The submitted technical bid must contain all of the information stipulated in this document without any superfluous or irrelevant material. It must be of a quality in terms of clarity, appearance of layout, quality of language, and document structure and completeness.

To facilitate the evaluation of RT2 and to avoid duplication, the Bidder may refer to different sections of their proposals by identifying the specific paragraph and page number where the subject topic has already been addressed.

Evaluation and Rating of Technical Criteria

Proposals that meet all the mandatory requirements set out in the Request for Proposals will be reviewed, evaluated and rated by the PWGSC Evaluation Board in accordance with the following table to establish Technical Ratings.

Evaluation guide

1. Generic Evaluation Table for RT1 and RT2

PWGSC Evaluation Board members will evaluate the strengths and weaknesses of the Bidder's response to the RT 1 and RT2 evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below:

Criterion	MISSING	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
	0 points	2 points	4 points	6 points	8 points	10 points
RT1 – Bidder's Understanding of Mandate and Management of Services	Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements. or Extremely poor, insufficient to meet performance requirements	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements. or Little capability to meet performance requirements	Demonstrates a good understanding of the requirements. or Acceptable capability, should ensure adequate results	Demonstrates a very good understanding of the requirements. or Satisfactory capability, should ensure effective results	Demonstrates an excellent understanding of the requirements. or Superior capability, should ensure very effective results
RT2 - Quality of Proposal	Did not submit information which could be evaluated	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

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

4.2 Basis of Selection

4.2.1 SACC *Manual* Clause [A0027T](#) , Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 10 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 20 points.
2. Bids not meeting "(a) or (b) or (c) " will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

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

5.2.3.1 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

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 Employee Information for Security

The Bidder should specify the following information regarding employees to provide services against any resulting contract:

LEGAL NAME (First and Last)	DATE OF BIRTH OR CISD SECURITY ID #	CURRENT CLEARANCE HELD

6.3 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 H.

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

Delete this title and the following sentence at contract award.

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

7.1 Statement of Work

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

7.1.1 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

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](#) (2020-05-28), 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), Public Works and Government Services Canada (PWGSC).
 2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, **PWGSC**.

3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, **PWGSC**.
5. 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

The period of the Contract is from _____ to _____ 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 2 additional 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 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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: François Rosso

Title: Supply Specialist

Public Works and Government Services Canada
Acquisitions Branch

Directorate: Real Property Contracting Directorate

Telephone: 613-297-1315

E-mail address: Francois.Rosso@tpsgc-pwgsc.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:

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

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

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

(delete prior to contract award if not applicable)

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: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated **total expenditure** that must not exceed \$ **(to be determined)** (Applicable Taxes included) of which \$ **(to be determined)** (Applicable Taxes included) is for goods and/or services enumerated or described in **Pricing Schedule 1**, and \$ **(to be determined)** (Applicable Taxes) included) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in **Pricing Schedule 2**.

7.7.2 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2020-05-28) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

- a) Firm rates will be paid in accordance with Pricing Schedule 1 in twelve (12) equal monthly payments.
- b) "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed **(to be determined)**. Applicable Taxes are extra, if applicable.

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

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

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.

7.7.3 Electronic Payment of Invoices – Contract

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

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

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly maintenance report described in "the Statement of Work" of the Contract. (Refer in Statement of Work items 8. and 9.2)

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

2. The Contractor must distribute the invoices and reports as follows:

The original invoice and monthly maintenance reports must be email to the following address for certification and payment

To be inserted at Contract Award

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 Ontario.

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 (2020-05-28), General Conditions - Higher Complexity – Services;
- c. Annex A, Statement of Work;
- d. Annex B, List of Sites;
- e. Annex C, Security Requirements Check List;
- f. Annex D, Basis of Payment;
- g. Annex E, Vehicles and Drivers list
- h. Annex F, Maps and Pictures
- i. Annex G, Hauling Records
- j. Annex H, Insurance Requirements
- k. Annex X, Electronic Payments
- l. the Contractor's bid dated _____, (*insert date of bid*)

7.12 Foreign Nationals (Canadian Contractor **OR Foreign Contractor)**

(delete prior to contract award if not applicable)

SACC Manual clause A2000C 2006-06-16 Foreign Nationals (Canadian Contractor)

OR

SACC Manual clause A2001C 2006-06-16 Foreign Nationals (Foreign Contractor)

7.13 Insurance Requirements

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

7.14 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".



Public Services and
Procurement Canada

Services publics et
Approvisionnement Canada

Canada



Serving
GOVERNMENT,
serving
CANADIANS.

For the Collection and Disposal of Non-Hazardous Solid Waste from
Various Building throughout the NCA

Statement of Work



www.pspc-spac.gc.ca

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1.0 BACKGROUND

The Regional Centre of Expertise (RCOE) for Waste Management within the National Capital Region (NCR) is responsible for the management of the non-hazardous solid waste (NHSW) collection contract. The management of this contract involves the organization of services for the collection of solid waste, mixed material recycling, paper/cardboard recycling and composting at numerous locations with varying needs within the NCR. Responsibilities for the on-going management of the contract includes:

- Ensuring the completion of regularly scheduled services according to the collection schedule;
- The scheduling of additional services (as requested), the implementation of services at new locations;
- The modification of services (as required) at existing locations;
- Verifying pick-up scheduled against invoices for processing;
- Addressing questions and concerns related to the completion of services on site including, missed pick-ups, blocked containers etc.;
- Ensuring regular maintenance of the sites; and
- The equipment required as part of the contract is in place.

The RCOE head office is located at 2720 Riverside Drive, Ottawa ON, K1A 0S7.

1.1 Objectives

The contractor must provide services for the collection and proper disposal of NHSW for various Federal Government departments, agencies and Crown Owned operations in the NCR on behalf of Public Services and Procurement Canada (PSPC). The services must be conducted in a matter that:

- Provides timely and reliable NHSW collection and disposal in accordance to this Statement of Work (SOW);
- Adheres to all applicable environmental, occupational health and safety legislation; and
- Meets all contractual requirements.

1.2 Key Roles and Responsibilities

RCOE Representatives (RR) – Individuals who assist in the daily management of the waste pick-ups and NHSW file. These personnel can make requests on behalf of the site authorities and represent the clients/sites. They may be involved in communicating issues with services, validating invoices or other duties delegated by the Site Authorities. The RR is the first step in addressing any issues.

Site Authorities (SA) – Individuals who are responsible for the management of various sites. Buildings are separated into two: Group 1 and Group 2 (identified in blue). The SA will receive the invoices and hauling records for their identified group of buildings and will act as the authority for those sites. The SA is the second step in addressing any issues.

RCOE Unit Representative (RUR) – This is the manager or his/her designated individual, of the RCOE Sustainable Buildings Unit to which Waste Management is a part of. They have the authority over the site authorities if needed. The RUR is the third step in addressing any issues.

Contracting Authority (CA) – Public Services and Procurement Canada's (PSPC) Real Property Contracting Directorate (RPCD). This group is responsible for putting the contract in place ensuring all applicable Acts, Regulations, Policies and procedures are duly incorporated. They work with both the department and contractor to ensure the contract requirements are upheld. The CA is the fourth step in addressing any issues.

The Individuals exercising these roles are subject to change, potentially on short notice. Upon award of the contract, a complete list of personnel will be provided to the contractor.

2.0 COLLECTION INFORMATION

2.1 General Requirements

The work to be performed by the Contractor consists of the collection and transportation of NHSW materials to a licensed waste disposal facility approved for operation by the provincial and/or municipal authority having jurisdiction. It is not acceptable to carry out alternate disposal, reuse, or recycling arrangements outside of those outlined within the contract without the prior consent of the SA.

The Contractor must service the various sites throughout the NCR in accordance with the locations, quantities, and frequencies outlined in Annex B - Collection Locations, Containers and Schedule Requirements.

The Contractor must provide all the necessary labour, equipment and vehicles to ensure these requirements are met. The Contractor, at no additional expense to the Government of Canada, herein known as the Crown, may be required to enter buildings in order to retrieve containers at locations where they are stored within loading docks, garages or cleaning rooms.

The NHSW waste will be amalgamated by the client at each site location. The contractor will be responsible for the collection and transportation of the waste for disposal at a waste disposal site having the appropriate and necessary licenses as defined by the provincial and/or municipal authority. The waste must be transported by a provincially approved hauler from the collection point directly to the disposal site on routes designated by the municipal authority.

Any and all work in relation to the contract is to be undertaken in accordance with rules and regulations of authorities having jurisdiction, and any other of municipal, provincial or federal application, including but not limited to the latest version of:

- a) [Occupational Health and Safety Act](#), Revised Statutes of Ontario. 1990, c.0.1;
- b) An [Act Respecting Occupational Health and Safety](#) Revised Statue of Quebec. S-2.1;
- c) [Canadian Environmental Protection Act](#), 1999 (S.C. 1999, c. 33)
- d) The [Environmental Quality Act](#), Q-2, ss. 23,31, 66, 115.27, 115.34 and 124.1

- e) All other Federal, provincial and municipal Acts, Regulations and applications which apply to the management and movement of NHSW.

Due to the ever changing pick-up requests of the PSPC client, the contractor should expect multiple daily calls and/or emails requests. Responses back from the contractor are expected within a short timeframe especially when dealing with on site issues. Any and all response and pick-up times detailed throughout this statement of work are expected to be followed.

2.2 Scheduling and Collections

NHSW will be collected according to the collection requirements outlined in the following sections and Annex B - Collection Locations, Containers and Schedule Requirements. Collections will only occur from Monday to Friday, between 7:00 A.M. and 6:00 P.M., unless otherwise stated. There may be “on-call” exceptions that will require the removal of waste on Saturdays. It is imperative for all locations that the collection schedule outlined be strictly adhered to in order to prevent interferences with client operations. Should any scheduling changes be required, authorization from the RR is needed before they can take effect. For the purposes of this contract, business days/hours are considered Monday through to Friday.

Any On-Call service requests submitted, by the RR, either verbally (by telephone) or through email by 12PM (noon) to the contractor must be completed by the following business day. Efforts should still be taken to fulfill requests placed after 12PM on the next business day. If this is not possible services must be rendered within the next 48h. When these requirements are not met, the missed pick up provisions under section 2.3 will apply.

2.2.1 Amendments to Site Collection Locations, Containers and Schedule Requirements

Throughout the duration of the contract, changes may be made to the locations, containers and schedule requirements to reflect changing service demands. Any proposed changes will be communicated via email by the RRs to the Contractor. The dates the proposed changes must take place will be mutually agreed upon between the Contractor and the RR before subsequently being put into effect.

A formal amendment to Annex B - Collection Locations, Containers and Schedule Requirements, including any changes made will be issued once a year. Amendments may include but are not limited to:

- a) Addition of new sites;
- b) Removal of existing sites;
- c) Addition of new collection containers;
- d) Removal of existing containers;
- e) An increase and/or decrease in the frequency of collections at existing sites; and
- f) Addition of containers of different sizes.

To help ensure a collection schedule that best meets the needs of the individual sites, the Contractor is responsible to inform the RR of any substantial and lasting changes in the amount of waste materials generated from any site i.e. whether containers are continuously overflowing or regularly empty upon collection.

2.2.2 Holiday Schedules

The Contractor shall not be required to provide collections on the following Canadian Holidays:

- New Year's Day
- Easter Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday, ON / St. Jean Baptiste, QC
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

If a holiday falls on the specified collection day, the Contractor shall provide collection on the next or previous working day at no additional cost to the Crown. The contractor is to provide an adjusted schedule at least one (1) week prior to the holiday.

The Contractor must provide collection services on all other days of the year not listed above, including Family Day (Ontario) without additional charges.

Any hourly labour requested during the above mentioned holidays will be charged as "outside regular hours" as per Annex C – Costing Tables.

2.3 Missed Pick-ups

2.3.1 Contractor Related Issues

The Contractor is required to inform the RR responsible for the site at least twenty-four (24) hours in advance if a collection schedule may not or cannot be met at the scheduled collection time. If this is not possible, due to unforeseen circumstances, the Contractor must inform the RR responsible for the site as soon as it is known and no later than close of business (5P.M.) the day the pick-up was supposed to occur. The RR is to be informed in writing via an email that includes:

- An explanation of the circumstances surrounding the missed collection;
- When the pick-up has been rescheduled for. All correction pick-ups must take place within a twenty-four (24) hours period; and
- Any other pertinent information.

No charges will be incurred by the Crown for missed pick-ups that are a result of Contractor-related issues.

Failure to inform and gain authorization from the RR's when vehicle or personnel changes are required that result in a missed service (i.e. access denied due to non-PSPC validated security clearance) are considered a contractor related issues and will not result in any charges to the Crown.

If a pick-up is not completed within twenty-hour (24) hours of the missed pick-up, the Crown will not be charged for the pick-up.

Table 1 – Missed Pick-Up Scenarios

Scenario	Day 1 – Pick-up Scheduled	Day 2 – 24 hours after scheduled pick-up	Day 3 – 48 hours after scheduled pick-up	Result
A	Missed pick-up	NHSW is picked up		Contractor to charge as normal
B	Missed pick-up	Still no pick-up	NHSW is picked up	No charge for the service

On-Call requests will follow the same rules as the table above, where Day 1 is the following business day if the request is placed before 12P.M. (noon), and when the request is placed after 12P.M., Day 1 will be considered the following subsequent business day (2nd business day after call is made).

2.3.2 Site Related Issues

Should access to a site be blocked in some manner, the Contractor's driver must make every effort while on site to have the issue corrected prior to departure in the event that the obstruction can be removed. If access becomes possible within a reasonable time frame, the collection must be completed as scheduled. The Crown considers ten (10) minutes of effort reasonable.

A no access fee can be charged to the Crown for missed pick-ups that are a result of site related issues provided the no access reporting procedure (section 2.3.2.1) is followed. This fee is meant to reflect the expended labour and mileage resulting from the site visit (where no actual collections have taken place). This "No access fee" will require its own identifier on the invoice so this type of charge is distinct from the collection charges. A fixed rate, identified by the contractor in Annex C – Costing Tables, will be charged.

2.3.2.1 No Access Reporting

Upon a site related issue causing no pick-up to occur, the no access fee can only be charged if the following procedure is followed after the pick-up is missed:

- 1) Contractor must make every effort while on site to have the issue resolved. This may include contacting the on-site personnel and/or the RR responsible for the site to inform of the issue and inquire if it can be resolved within a ten (10) minute period.
- 2) Where possible a photograph identifying the issue must be taken, ensuring that all site security, and regulations are respected. The photograph must have a corresponding date and time that it was taken at.
- 3) The RR for the site is to be sent an email that includes:
 - The photograph, where possible, of the no access issue. If photo is not possible then a detailed account of what the access issues was. For example: A red car (make, model) with licence plate XXXXXX was blocking the containers;
 - What efforts were made to have this issue resolved;
 - When the next effort for collection will be made; and
 - Any other pertinent information.

2.4 Requests

Any service request must be addressed by the Contractor by the next business day of being requested by the RR provided they are submitted either verbally (by telephone) or through email by 12P.M. (noon), the preceding business day. Efforts should still be taken to fulfill requests placed after 12P.M. on the next business day, if possible. If this is not possible they must be rendered within the next 48 business hours. When this requirement is not met, the Missed Pick Up provisions under section 2.3 will apply.

Any requests for new sites, new bins, removal of sites and/or removal of bins must be addressed by the Contractor with two (2) working day with services related to these requests occurring within a mutually (client, RR and contractor) agreed upon reasonable timeframe.

3.0 EQUIPMENT, SITE MAINTENANCE AND VEHICLES

3.1 Equipment

Containers of the size and quantity indicated in Annex B - Collection Locations, Containers, and Schedule Requirements are required to be supplied by the Contractor to fulfill the service requirements at each location unless otherwise stated. Collection bins, commercial containers and roll-offs ranging in sizes from 68 gallon Otto-carts to 40 CY must be supplied by the Contractor and will be used extensively in the performance of this contract. Containers shall remain the responsibility of the Contractor.

Compactor containers, with the exception of the 30 CY compactor for L'Esplanade Laurier, will be supplied by the Crown, only the disposal of the contents within the containers will be the responsibility of the Contractor at this location.

For all waste services, with the exception of organic composting, plastic bags or equivalent size household containers will be supplied by the Crown. Only the removal of these bags for disposal will be the responsibility of the Contractor.

Throughout the duration of the contract, the Contractor must:

- a) At its own expense, maintain the containers and equipment to support the pick-ups listed in Annex B - Collection Locations, Containers and Schedule Requirement and vehicles supporting the removal of all the containers and ensure that the equipment is in good working order;
- b) Provide bilingual (French and English) signage identifying all the containers to ensure containers are clearly identified. And, if applicable, no parking signs for of larger containers;
- c) Advise the RR's within twenty-four (24) hours of observation of any damage to the Crown's equipment or equipment requiring repairs or maintenance;
- d) Spray the containers with a disinfectant spray, as needed or requested, to reduce unpleasant odours. If additional odour control is necessary, the Contractor may be required to exchange the container(s) with clean ones at no additional cost to Crown;
- e) All compactors listed on any of the site lists are to be cleaned at no additional cost to the Crown twice per year, once in the spring and again in the fall. Additional cleaning will be paid in accordance with Annex C - Table 2C: Additional Costs;
- f) The cleaning schedule will be mutually agreed upon by the Contractor, the RR and client;
- g) Not park or store any equipment on the site;

- h) Advise and obtain written authorization from the RR prior to substituting any labour, equipment or services. Failure to inform and obtain authorization from the RR of any new service arrangements prior to their implementation, will delay processing payment for those services. In addition, should site access be denied due to failure to inform the RR and gain authorization a “no Access fee” cannot be charged; and
- i) Provide locks as requested at no additional charge.

3.2 Site Maintenance

3.2.1 Premises Care

Throughout the duration of the contract, the Contractor must:

- a) Ensure the collection points and container areas are clean of debris after each collection and immediately remove any waste that escaped from the containers or trucks during the collection operation; and
- b) Not leave any containers anywhere on-site other than in the designated areas or in an area designated by the client or RR.

Should a waste pick-up area be in need of cleaning, at no fault of the Contractor, the contractor should treat this as a concern and address it as detailed in section 3.2.2 Incidents and Concerns.

3.2.2 Incidents or Concerns

The Contractor must advise the site specific RR of any damage to the vehicles or equipment requiring repairs or maintenance within twenty-four (24) hours of observation.

The Contractor is required to immediately report any accidents, spills, concerns, anomalies, contamination, or other problems to the site specific RR via email by close of business (5PM) the same day.

All spills which occur (including fluid leaks from vehicles) and damage occurring on Federal Property as a result of NHSW waste pick-ups are the sole responsibility of the Contractor. Corrective action must be undertaken within twenty-four (24) hours from the time of the incident.

In the event that extensive cleanup of the site premises are required, at no fault of the contractor, prior to initiating cleanup, the Contractor shall follow the instructions under section 9.3. It is expected that this provision will be used for events where significant effort and time is required to clean the site and not for trivial quantities of spilled NHSW material. Where only trivial quantities have escaped the containers, it is expected that these will be collected as part of regular collection service.

Where a site inspection is required due to incident or concern, availability to do so must be made within twenty-four (24) hours of the detected issue and reporting of the problem. The inspection must be attended by the Contractor, client and the RR. It is the responsibility of the Contractor to provide evidence that any damages claimed by the Crown were not caused by the Contractor.

The Contractor shall at no time address on-site incidents and/or concerns with on-site personnel without an RR present.

3.3 Vehicles

The Contractor must maintain all vehicles in the performance of the work and shall produce, if requested, all current and valid certificates of inspection. The Contractor's vehicles must:

- a) Be available in numbers sufficient to satisfy the service demands outlined in Annex B - Collection Locations, Containers and Schedule Requirements;
- b) Prevent loss or spillage of the materials throughout the collection and delivery process; and
- c) Be appropriately licensed by the provincial authority to transport solid waste.

4.0 ADMINISTRATIVE REQUIREMENTS

4.1 Invoicing Procedures

The Contractor shall provide the SA's with a monthly invoice for all services, per site Invoices will cover one complete month (first day of the month to the last day of the month) and will include the following:

- Invoice number;
- Date;
- Account number;
- Contract number;
- Collection location;
- Site name and number;
- Container type(s);
- Invoice period;
- Date of collections for the invoice period;
- Description of the services provided;
- Quantity of containers lifted or removed;
- Unit price;
- Disposal fees when applicable;
- Sub totals per site;
- Grand total;
- Taxes;
- Running totals of the firm and of the "on-call" invoiced to date shall be included on each invoice. Specific codes for the "On-call" collections will be identified from the regular firm collections on the invoice; and
- The site name and number must be posted in each subsequent invoice page for easier site identification.

Invoices will be reviewed and/or sent for payment within 30 days of receipt. The SA or RR's will notify the Contractor of any errors or discrepancies with the invoice and, if appropriate, with the required supporting documentation. Once corrections are made and the invoice send back to PSPC, the 30 day processing timeline will begin again. A final invoice is one that is provided without discrepancies or errors. Payment will be made within 30 days upon the receipt of the final invoice.

The Crown's fiscal year runs April 1 to March 31 therefore the final fiscal year invoice; the final invoice covering the period from March 1 to March 31, must be received before April 7th, unless otherwise specified by the SA's, without errors.

Invoices are not considered submitted until they are accompanied by the hauling records.

Each month, four (4) invoices for the two site groups (total of eight (8) invoices) are expected to be provided to the appropriate site specific SA's:

- Paper Invoice
- Composting Invoice
- Multi-Material Invoice
- Waste Invoice

4.2 Hauling Records

The Contractor must provide the SA's with electronic copies (Excel Format) of hauling record reports for all waste services.

The hauling records must supply the actual weights, where possible for the collected containers at each site, and the total weights for each site. Where industry standard estimates are provided instead of actual weights, the SA must be informed and provided with all the assumptions and formulas being used to generate the estimates.

The hauling records must be submitted monthly and annually.

The hauling records are expected to be provided to the appropriate SA.

4.2.1 Monthly Hauling Records

The monthly hauling records report must be submitted in accordance with the sample provided in Annex D – Sample Hauling Record Reports or a similar format supplied by the Contractor and approved by the SA's prior to use.

The monthly hauling records must be provided at the same time as the monthly invoices.

The monthly hauling record report must include the following requirements:

- The unit of measurement used for reporting across all services and material types will be in metric Tonnes (mT);
- A site list order that shall be consistent from month to month;
- The pick-up dates for each site shall be provided in a consistent chronological order; and
- Total monthly weight for each waste category for each site ensuring that they are added correctly (same measurement unit, same waste type, same sites).

4.2.2 Annual Hauling Records

The annual hauling records report must be submitted in accordance with the sample provided in Annex D – Sample Hauling Record Reports or a similar format supplied by the Contractor and approved by the SA's prior to use.

Annual hauling records must be submitting by April 30th each year covering the period of previous twelve (12) months - April to March.

The annual report must include the following requirements:

- The unit of measurement used for reporting across all services and material types will be in mT (metric Tonnes);
- A site list order that is consistent with monthly reports;
- Total monthly weight for each waste category for each site; and
- Annual total for each waste category for each site.

4.3 Secure Sites

The Contractor must provide the SA's with a complete list detailing information pertaining to all the vehicles and drivers that may be used to service designated secure sites. As per Annex E – Driver and Vehicle List the Contractor must provide:

- Contractor name (should there be sub-contractors);
- Information about vehicles:
 - Truck Number
 - Year of vehicle
 - Truck make
 - Body Type/model
 - Colour
 - Plate; and
- Information about reliability cleared staff:
 - Full name
 - Date of birth.

This list must be provided prior to the contract start date, with updated lists to be provided as needed and prior to having new vehicles and/or new employee access secure sites.

A period of seven (7) working business days is required from the time of submission of the updated listing to access on site by the new vehicle and/or new employee.

Drivers with a reliability level security clearance must be available at all times for the designated locations. Drivers must be made aware, at all times, of sensitivities such as collection schedules, on site procedures, locked doors, containers, etc. The designated secure sites have been identified as those requiring a Reliability level security clearance in Annex B - Collection Locations, Containers and Schedule Requirements.

4.4 Health and Safety

All safety measures respecting personnel and fire hazards recommended by Municipal, Provincial or Federal codes and/or prescribed by the authorities having jurisdiction, must be observed at all times.

The Contractor is responsible for ensuring that all personnel going on-site have completed Workplace Hazardous Materials Information System (WHMIS) training and have basic level Health and Safety Training. Accordingly, a Health and Safety plan must be developed and implemented as required.

The Contractor must provide the Health and Safety Plan to the CA three (3) days after contract award. Included in the Health and Safety Plan should be any additional security measures that are being undertaken to protect against COVID-19.

All unsafe working conditions identified while conducting work outlined in this SOW must be reported to the SA and/or RR immediately.

Hitching, lifting or securing devices mounted on containers must be inspected regularly and maintained to limit the hazard to personnel and public safety.

The SA and/or CA reserves the right to have the operations, methods and equipment inspected and anything identified to be unsafe, not suitable, or defective be replaced by acceptable alternates at no additional cost to the Crown.

The Crown will not be held responsible for bodily injury and/or property damage caused by the Contractor's employees or equipment.

4.5 Taking Over the Site Pick-ups

The Contractor will be responsible for NHSW pick-up services as per the following dates:

Service	Date pick-ups begin
Solid waste	Will be inserted at contract award
Composting	Will be inserted at contract award
Multi-Material Recycling	Will be inserted at contract award
Paper Recycling	Will be inserted at contract award

One (1) week prior or earlier than the site pick-ups beginning, the Contractor is responsible for providing the SA's with the driver and vehicle information as detailed in Annex E – Driver and Vehicle List.

There will be a contract start meeting once the contract is signed by both the PSPC CA and the successful bidder. There may be more meetings in advance of the collections start date in order to plan and schedule the delivery of the new recycling containers, ensure Contractor access to all sites and ensure a smooth transition from one contract to the next. This may also require a drive through of the sites with the Contractor.

One (1) month prior or earlier than the site pick-ups beginning, the Contractor is responsible for providing the SA with a schedule of bin drop off and/or a plan on how the appropriate bins will be provided at the client locations. The successful bidder may coordinate with the SA to prepare this.

There will be no additional charges by the Contractor to the Crown for any start-up work completed prior to the collection services start date (i.e. No additional charges will be invoiced for the initial delivery of the required containers on-site).

5.0 SOLID WASTE

5.1 Solid Waste Materials to be Collected

NHSW materials are to be collected as detailed in Annex B - Table 1: Collection, Container and Site List for Waste. The materials to be collected include, but are not limited to the following:

- Food waste from office workers, cafeterias or other food services operations;
- Non-recycling office waste, metals, polystyrene, plastics, glass, paper and cardboard; and
- Construction, renovation and demolition waste.

5.2 Additional Solid Waste Services

Collected materials may also include NHSW incurring special landfill handling charges that are occasionally deposited in collection containers. These materials are listed in Annex C - Costing Tables, Section C Table 1C: Special Costs.

The Contractor must advise, in writing, of any proposed additions of materials from the list found in Table 1C: Special Costs during the period of the contract. The SA's and contractor must agree on any proposed changes and costs of additional items prior to the items being picked up. If a material intended to be collected is not included in the contract upon agreement it will be included in the formal amendment issued once a year from the CA.

5.3 Solid Waste Logistics

The NHSW will be amalgamated by the client at each location listed in Annex B - Collection Locations, Containers and Schedule Requirements.

The Contractor will be required to enter some buildings in order to retrieve containers from locations where loading dock space is limited, at no additional expense to the Crown. The waste will be collected by the Contractor and transported for disposal to a waste disposal site having the appropriate and necessary licenses as defined by the provincial and/or municipal authority. The waste must be transported by a provincially approved hauler from the collection point directly to the disposal site on routes designated by the municipal authority.

The Contractor is to provide as part of their bid how the NHSW will be treated upon its arrival at its appropriate facility, including but not limited to, various processes and/or descriptions of the landfill storage and capping. NHSW removed in the performance of this contract is to be shipped from the client's location to the intended disposal site regardless of the composition of waste within each of the containers.

6.0 PAPER RECYCLING

6.1 Paper Materials to be Collected

Paper recycling materials are to be collected as detailed in Annex B - Collection Locations, Container and Schedule Requirements Table 2: Collection, Container and Site List for Paper Recycling. The materials to be collected include, but are not limited to the following:

- White grades – sorted office paper (PPI# 1,2,37,40), Printer Mix / Coated Books, Cup Stock, Solid Bleach Sulphate Board, Hard White Envelopes;
- Newspapers;
- Rolls – all types and grades;
- Pamphlets, Leaflets, Magazines;
- Shredded paper (acceptance to be determined on a case by case evaluation);
- Books (acceptance to be determined on a case by case evaluation);
- Ground-wood grades – (PPI#8) News, (PPI#6) News, Over-issue news (PPI#9), Boxboard;
- White and Brown paper towels from washrooms; and
- Corrugated containers and cardboard materials of brown grades – OCC (PPI #11), Double Lined Kraft, and Kraft bags

The recyclable materials described above will be co-mingled on-site in containers for collection provided by the Contractor. The Contractor shall provide services accommodating co-mingled collections, the contractor is not to sort any materials on site.

The contractor will be responsible for providing a detailed and updated list of all paper materials that are accepted as part of the program. This document will be referenced by the SA's to address client concerns, and to assist with the implementation of new sites as required.

6.2 Additional Paper Recycling Services

During the course of the contract, if any additional paper materials become acceptable for recycling by the Contractor, the Contractor must advise the SA's and the CA of such services as soon as possible. If all parties agree to the inclusion of any additional paper materials covered for recycling under this contract, the CA will issue a formal amendment to the contract.

6.3 Paper Logistics

The paper material described in Section 6.1 will be amalgamated by the client at each location listed in Annex B - Collection Locations, Containers and Schedule Requirements.

The Contractor will be required to enter some buildings in order to retrieve containers from locations where loading dock space is limited, at no additional expense to the Crown. The materials collected by the Contractor must be transported to a paper material recovery facility for sorting and baling, which will eventually be transferred to a paper recycling plant (ie. paper mill) for processing. All listed facilities will have the appropriate and necessary licenses as defined by the provincial authority. The paper materials must be transported by a provincially approved hauler and the routes taken must be designated by the municipal authority.

Acceptable paper materials collected under this contract, are intended for paper recycling only, regardless of the composition of the waste within each of the containers. Should elevated contamination levels in the paper streams arise and pose problems/risks during the recycling process,

the Contractor must notify the site specific RR as soon as possible so that the required corrective measures can be applied to address the problem. The Contractor must detail:

- 1) A description of the contaminants;
- 2) The estimated contamination level (ex. percentage of load);
- 3) The site from which the contamination is stemming; and
- 4) Whether this has been a reoccurring issue or a one-time observance and any other observations that will help resolve the issue.

The Contractor must not otherwise dispose of any uncontaminated paper materials to a landfill, nor enter into any other arrangements to reuse or recycle the paper materials, unless so authorized by the SA's.

Contractor to provide as part of their bid how the paper recycling will be treated upon its arrival at its appropriate facility, including but not limited to, various processes and/or descriptions of the landfill storage and capping. Paper recycling removed in the performance of this contract is to be shipped from the client's location to the intended recycling facility regardless of the composition of waste within each of the containers.

7.0 MULTI-MATERIAL RECYCLING

7.1 Multi-Materials to be Collected

Multi-Material recycling materials are to be collected as detailed in Annex B - Table 3: Collection, Container and Site List for Multi-Material Recycling. The materials to be collected include, but are not limited to the following:

- Steel, aluminum and tin food and beverage cans, other mixed metals;
- Clear and coloured glass containers;
- Recyclable mixed plastics (#1-7)¹, tetra paks and gable top cartons (ie. milk and juice cartons).

The recyclable materials described above will be co-mingled on-site in containers for collection provided by the Contractor. The Contractor shall provide services accommodating co-mingled collections, the contractor is not to sort any materials on site.

The contractor will be responsible for providing a detailed and updated list of all recyclable materials that are accepted as part of the program. This document will be referenced by the SA's to address client concerns, and to assist with the implementation of new sites as required.

¹ It is understood that the collection and recycling of different types of mixed plastic materials will vary depending on available markets. The Contractor is expected to track these end-use markets and advise PSPC if there are any changes to the market and therefore changes to any of the materials accepted for recycling under this contract. Plastics, and any material listed in section 7.1, that cannot be recycled (no end-use market) and will end up in landfill once sorted shall not be collected for recycling under this contract.

7.2 Additional Multi-Material Services

During the course of the contract, if any additional multi-materials become acceptable for recycling by the Contractor, the Contractor must advise the SA's and the CA of such services as soon as possible. If all parties agree to the inclusion of any additional paper materials covered for recycling under this contract, the CA will issue a formal amendment to the contract.

7.3 Multi-Material Recycling Logistics

The multi-material recycling items described in Section 7.1 will be amalgamated by the client at each location listed in Annex B - Collection Locations, Containers and Schedule Requirements.

The Contractor will be required to enter some buildings in order to retrieve containers from locations where loading dock space is limited, at no additional expense to the Crown. The materials collected by the Contractor must be transported to a multi-material recovery facility for sorting and baling, which will eventually be transferred to a recycling plant for processing. All listed facilities will have the appropriate and necessary licenses as defined by the provincial authority. The recycled items must be transported by a provincially approved hauler and the routes taken must be designated by the municipal authority.

Acceptable materials collected under this contract, are intended for recycling only, regardless of the composition of the waste within each of the containers. Should elevated contamination levels in the paper streams arise and pose problems/risks during the recycling process, the Contractor must notify the site specific RR as soon as possible so that the required corrective measures can be applied to address the problem. The Contractor must detail:

- 1) A description of the contaminants;
- 2) The estimated contamination level (ex. percentage of load);
- 3) The site from which the contamination is stemming; and
- 4) Whether this has been a reoccurring issue or a one-time observance and any other observations that will help resolve the issue.

The Contractor must not otherwise dispose of any uncontaminated materials to a landfill, nor enter into any other arrangements to reuse or recycle the materials collected, unless so authorized by the SA's.

Contractor to provide as part of their bid how the recycled material will be treated upon its arrival at its appropriate facility, including but not limited to, various processes and/or descriptions of the landfill storage and capping. Multi-material recycling removed in the performance of this contract is to be shipped from the client's location to the intended recycling facility regardless of the composition of waste within each of the containers.

8.0 COMPOSTING SERVICE

8.1 Composting Materials to be Collected

The organic materials to be collected from the sites detailed in Annex B - Table 4: Collection, Container and Site List for Compost include (at a minimum) the following materials:

- Paper cups;
- Paper towels, tissues and napkins;
- Fruits and vegetables;
- Bread, cereals, pasta and crackers;

- Dairy products;
- Meat, fish and shellfish;
- Coffee filters and tea bags;
- Coffee grounds;
- Yard waste (grass clippings, leaves, flowers and other plants); and
- Compostable/Biodegradable food containers and products (specific details will need to be provided).

The contractor will be responsible for providing a detailed and updated list of all organic materials that are accepted as part of the program. This document will be referenced by the SA's to address client concerns, and to assist with the implementation of new sites as required.

8.2 Other Compost Materials

During the course of the contract, if any additional organic materials become acceptable by the Contractor, the Contractor must notify the SA and/or the RR's of such services as soon as possible for integration into the accepted materials list. If all parties agree to the inclusion of any additional organic materials covered under this contract, the Contracting Authority will issue a formal amendment to the contract.

Should a client request the integration of a specific green/compostable/biodegradable product into the program, the Contractor will be responsible for investigating the acceptability of the product/material and notifying the SA of the result.

The Contractor will be responsible for adding any products/materials that are deemed acceptable to the list of accepted materials and will be responsible for making an alternative (acceptable) recommendation to the Technical Authority for any requested products/materials that are not deemed acceptable. These recommendations could include alternative products/materials or initiatives that could be integrated into the client's organics program that would help them to achieve the same goal.

8.3 Composting Logistics

The organic materials described in Section 8.1 will be amalgamated by the client at each location listed in Annex B - Collection Locations, Containers and Schedule Requirements.

The contractor will be responsible for providing bin liners and ensuring that the bin liners are replaced at every pick-up. The contractor must also ensure that the sites are provided with extra bin liners as requested.

The Contractor will be required to enter some buildings in order to retrieve containers from locations where loading dock space is limited, at no additional expense to the Crown. The materials collected by the Contractor must be transported to an organics recovery facility. All listed facilities will have the appropriate and necessary licenses as defined by the provincial authority. The organic materials must be transported by a provincially approved hauler and the routes taken must be designated by the municipal authority.

Acceptable materials collected under this contract, are intended for composting only, regardless of the composition of the waste within each of the containers. Should elevated contamination levels in the

organics stream arise and pose problems/risks during the process, the Contractor must notify the site specific RR as soon as possible so that the required corrective measures can be applied to address the problem. The Contractor must detail:

- 1) A description of the contaminants;
- 2) The estimated contamination level (ex. percentage of load);
- 3) The site from which the contamination is stemming; and
- 4) Whether this has been a reoccurring issue or a one-time observance and any other observations that will help resolve the issue.

The Contractor shall not otherwise dispose of any such materials to landfill, nor enter into any other arrangements to divert the materials unless so authorized by the SA.

The contractor is to provide as part of their bid how the recycled material will be treated upon its arrival at its appropriate facility, including but not limited to, various processes and/or descriptions of the landfill storage and capping. Organic materials removed in the performance of this contract are to be shipped from the client's location to the intended processing facility regardless of the composition of waste within each of the containers.

9.0 SPECIALTY ITEMS AND LABOUR REQUESTS

9.1 Scrap Metal

Upon request from the SA or RR, bins intended to collect scrap metal waste are to be delivered on site for either a predetermined period of time or for an indefinite period with collections occurring upon request by the SA or RR. Contractor is to provide lists of qualifiers for acceptable scrap metal along with excluded types of items. Cost for the delivery, hauling and return of scrap metal to be included as a flat rate included in Annex C - Costing Tables Table 1C: Speciality Items Costs. Funds received for the disposal of the scrap metal are to be include as a credit on the waste invoice for the site from which the waste was collected.

Any equipment included in scrap metal containers designed to contain ozone depleting substances will be appropriately drained and tagged according to the Federal Halocarbon Regulations, 2003 (SOR/2003-289) prior to inclusion in containers.

The materials shall be collected by the Contractor and transported to an appropriate scrap metal processing facility. The facility is required to have the necessary licenses as defined by the provincial authority. The scrap metal must be transported by a provincially approved hauler on routes designated by the municipal authority.

The Contractor shall not otherwise dispose of any such materials to landfill, nor enter into any other arrangements to divert the materials unless so authorized by the SA.

9.2 Miscellaneous Bulky Items

Certain specialty NHSW may occasionally be requested to be picked up on an on-call basis. Costs breakdown for the collection of these specific items to be provided by the Contractor in Annex C - Costing Tables Table 1C: Speciality Items Costs. These items include:

- a) Vehicle tires;

- b) Wood pallets;
- c) Mattresses; and
- d) Major appliances (White Goods).

Any major appliance designed to contain ozone depleting substances will be appropriately drained and tagged according to the Federal Halocarbon Regulations, 2003 (SOR/2003-289) prior to request for removal from site.

During the course of the contract, if any additional types of bulky items are agreed upon by both the CA and Contractor for pickup and removal, the Crown will provide an estimated quantity of said item and the Contractor will submit a cost as a new line in Table 1C. Only once an agreed cost and amendment to the contract have been approved by the CA that the Contractor will be permitted to include that bulky item as a service.

9.3 Hourly General Labour

This contract includes the following services to be delivered on an on-call basis, within 24 hours of the service request being placed:

- a) Cleaning of the site in the event that NHSW has spilled from containers;
- b) De-icing containers that have accumulated ice and are reducing the capacity of the containers
- c) Extra cleaning of containers over and above those already included in the contract;
- d) General labour not requiring heavy machinery associated with the upkeep of NHSW collections; and
- e) Repairs to Crown owned equipment that have been noted as damaged, when these repairs are agreed by the SA and Contractor to be within the technical expertise and capabilities of the Contractor.

9.3.1 General Labour Requirements

For the services listed in 9.3 the following will apply:

- a) Where possible, digital images are to be taken at the beginning and end of the work showing the general area and work performed. These are to be sent to RR who initiated the request on the day the work took place.
- b) Advise RR of any damages in either Crown or Contractor owned equipment. These must be captured in digital images and sent to the RR the day the damages are discovered.
- c) These services are to be delivered using the hourly rates indicated in Annex C - Costing Tables, Table 2C: Additional Costs
- d) Prior to any beginning any hourly work, the Contractor must provide in writing an estimate of the estimated total duration of the work. Work can only commence after having received approval from the RR for both the labour cost along with the cost of any disbursements (if required).
- e) If, at any point, the estimated duration of the work is re-assessed to be greater than what was originally accepted by the RR, the Contractor must, as early as possible, notify the RR and must receive renewed confirmation of this increase before exceeding the original approved amount.

- f) Any disbursements are to be charged at "Pass-Through Cost" with no additional charges for overhead to the Crown and are to be included as separate line items on invoices.
- g) Invoices separate from the monthly NHSW collections are to be prepared and submitted to the RR for any of the tasks performed under 9.3.

Appendix A – List of Abbreviations

Abbreviation	Expanded Term of Abbreviation
RCOE	Regional Centre of Expertise
NCR	National Capital Regions
NHSW	Non-Hazardous Solid Waste
PSPC	Public Services and Procurement Canada
SOW	Statement of Work
CA	Contracting Authority
RUR	RCOE Unit Representative
SA	Site Authorities
RR	RCOE Representative
mT	Metric Tonnes
WHMIS	Workplace Health and Material Information System

Annex B - Collection, Container and Site Lists

The purpose of this document is to provide context into the Non-Hazardous Solid Waste (NHSW) services that occur within the National Capital Area (NCA). There are four lines of service which include waste, paper recycling, multi-material recycling and composting represented in the following four tables:

- Table 1: Collection, Container and Site List for Waste
- Table 2: Collection, Container and Site List for Paper Recycling
- Table 3: Collection, Container and Site List for Multi-Material Recycling
- Table 4: Collection, Container and Site List for Compost

Each line of service is divided into two sections; group one that is not highlighted and group two that is highlighted in blue. Each group of site has a Site Authority (SA) and the groups are invoiced separately and have their hauling records sent separately.

Sites presented in Table 5: Future Possible Sites, have been identified as sites which may come online and may require service either during the life of the contract or at some point after the bidding and contract award process. As such, the Contractor must have sufficient resources available to provide services to these sites once notified that they are being added to the site list and in accordance with section 2.2.1. There is no guarantee that these sites will be included in the contract and as such these sites have not been included in the estimated number of yearly collections in Appendix XXX.

Please note: Additional sites, not identified in any of the site lists may be added throughout the contract.

Legend:

Sites in Group 1

Sites in Group 2

Table 1: Collection, Container and Site List for Waste

DND site

Department	Location Bldg. Address	Unit Size	Quantity of Units	Collection Time	Collection Frequency & Day	Total Collections per Year	Total Bin Lits Per Year	Security Clearance - Reliability Yes or No	Driver & Truck Information Required	Driver to Enter the site	Site Notes	Start Date	Google Maps Coordinates
AAFC	Agriculture and Agri-Food Canada - (C.E.F.) K.W. Neasey Bldg. #20, 3851 Fallowfield Rd., Ottawa, Ontario	6 cu yd	1	Before 07:00 a.m.	5 per week (Mon to Fri)	260	260	No	No	No	Refer to the map provided in Annex F, figure 1 for the exact bin location		
AAFC	Agriculture and Agri-Food Canada - (C.E.F.) Hecker House Bldg. #21, 980 Carling Ave., Ottawa, Ontario	6 cu yd	1	AM	2 per week (Tues & Fri)	104	104	No	No	No	Refer to the map provided in Annex F, figure 1 for the exact bin location		
AAFC	Agriculture and Agri-Food Canada - (C.E.F.) Bldg. #22, Lab. Services Windling Lane, 960 Carling Ave., Ottawa, Ontario	6 cu yd	1	AM	5 per week (Mon to Fri)	260	260	No	No	No	Refer to the map provided in Annex F, figure 1 for the exact bin location		
AAFC	Agriculture and Agri-Food Canada - (C.E.F.) Animal Genetics Bldg., 3851 Fallowfield Rd., Ottawa, Ontario	4 cu yd	1	AM	Every third week (Wed)	18	18	No	No	No	Refer to the map provided in Annex F, figure 1 for the exact bin location		
AAFC	Agriculture and Agri-Food Canada - (C.E.F.) W.M. Saunders Bldg. #48, Off Maple (come in off Birch), 3851 Fallowfield Rd., Ottawa, Ontario	2 cu yd	1	AM	2 per week (Tues & Fri)	104	104	No	No	No	Refer to the map provided in Annex F, figure 1 for the exact bin location		
AAFC	Agriculture and Agri-Food Canada - (C.E.F.) Main Greenhouse Range Bldg. #60, 960 Carling Ave., Ottawa, Ontario	6 cu yd	1	AM	Every second week (Wed)	26	26	No	No	No	Refer to the map provided in Annex F, figure 1 for the exact bin location		
AAFC	Agriculture and Agri-Food Canada - (C.E.F.) Bldg. #65, Horticultural Lab. Driveway, 980 Carling Ave., Ottawa, Ontario	6 cu yd	1	AM	Every second week (Wed)	26	26	No	No	No	Refer to the map provided in Annex F, figure 1 for the exact bin location		
AAFC	Agriculture and Agri-Food Canada - (C.E.F.) Bldg. #140, 960 Carling Ave., Ottawa, Ontario	2 cu yd	1	After 7:45 a.m.	Every third week (Wed)	18	18	No	No	No	Refer to the map provided in Annex F, figure 1 for the exact bin location		
AAFC	Agriculture and Agri-Food Canada - (C.E.F.) Animal House Bldg. #59/60, 960 Carling Ave., Ottawa, Ontario	4 cu yd	1	AM	Every second week (Wed)	26	26	No	No	No	Refer to the map provided in Annex F, figure 1 for the exact bin location		
AAFC	Agriculture and Agri-Food Canada - (C.E.F.) Agri-Science Bldg. #72, NCC Driveway, 960 Carling Ave., Ottawa, Ontario	4 cu yd	1	AM	Every second week (Wed)	26	26	No	No	No	Refer to the map provided in Annex F, figure 1 for the exact bin location		
AAFC	Agriculture and Agri-Food Canada - (C.E.F.) Bldg. #74, Plant Research, 960 Carling Ave., Ottawa, Ontario	2 cu yd	1	AM	Every second week (Wed)	26	26	No	No	No	Refer to the map provided in Annex F, figure 1 for the exact bin location		
AAFC	Agriculture and Agri-Food Canada - (C.E.F.) Bldg. #75, Cereal Crops, NCC Driveway, 960 Carling Ave., Ottawa, Ontario	2 cu yd	1	AM	1 per week (Wed)	52	52	No	No	No	Refer to the map provided in Annex F, figure 1 for the exact bin location		
AAFC	Agriculture and Agri-Food Canada - (C.E.F.), Dairy Barn, Bldg. #88, 960 Carling Ave., Ottawa, Ontario	6 cu yd	1	Before 09:00 a.m.	1 per week (Wed)	52	52	No	No	No	The security guard must be called to have the gate opened and refer to the map provided in Annex F, figure 1 for the exact bin location.		
AAFC	Agriculture and Agri-Food Canada - (C.E.F.) Carpenter Shop, Bldg. #88, 960 Carling Ave., Ottawa, Ontario	4 cu yd	1	AM	1 per week (Wed)	52	52	No	No	No	Refer to the map provided in Annex F, figure 1 for the exact bin location		
AAFC	Agriculture and Agri-Food Canada - (C.E.F.) Bldg. #99, 960 Carling Ave., Ottawa, Ontario	4 cu yd	1	AM	1 per week (Wed)	52	52	No	No	No	Refer to the map provided in Annex F, figure 1 for the exact bin location		
AAFC	Agriculture and Agri-Food Canada - (C.E.F.) Bldg. #114, Morning Side Lane, 960 Carling Ave., Ottawa, Ontario	4 cu yd	1	AM	1 per week (Wed)	52	52	No	No	No	Refer to the map provided in Annex F, figure 1 for the exact bin location		
AAFC	Agriculture and Agri-Food Canada - (C.E.F.) Service Bldg., #143, 960 Carling Ave., Ottawa, Ontario	4 cu yd	1	AM	2 per week (Tues & Fri)	104	104	No	No	No	Refer to the map provided in annex X figure x for the exact bin location		
AAFC	Agriculture and Agri-Food Canada - (C.E.F.) Engineering Bldg. #144, Ottawa, Ontario	4 cu yd	1	AM	Every third week (Wed)	18	18	No	No	No	Refer to the map provided in Annex F, figure 1 for the exact bin location		
AAFC	Agriculture and Agri-Food Canada - (C.E.F.) Dump Site, Prince of Wales Dr., 960 Carling Ave., Ottawa, Ontario	40 cu yd	2	N/A	Winter service On-Call Monday Summer service - 1 per week	6 52	12 104	No	No	No	Refer to the map provided in Annex F, figure 1. Drivers will have their own lock installed on one of the gates to open themselves.		
CFIA	CFIA - Bldg. #141, 3851 Fallowfield Rd., Research Inst., Ottawa, Ontario	6 cu yd	1	Between 07:00 and 17:00	3 per week (Mon, Wed, Fri)	156	156	No		Yes	Guard has to open the gate for drivers to access the bins at this location. Refer to the map provided in Annex F, figure 2 for the exact location.		
CFIA	CFIA Bldg. #201, 3851 Fallowfield Rd., Ottawa, Ontario	4 cu yd	6	Between 07:00 and 17:00	3 per week (Mon, Wed, Fri)	156	936	No		Yes	Guard has to open the gate for drivers to access the bins at this location. Refer to the map provided in Annex F, figure 2 for the exact location.		
CFIA	CFIA - Bldg. #26 (ICAP) 13851 Fallowfield Rd., Ottawa, Ontario	2 cu yd	1	Between 07:00 and 17:00	1 per week (Wed)	52	52	No		Yes	Guard has to open the gate for drivers to access the bins at this location. Refer to the map provided in Annex F, figure 2 for the exact location.		

EC/TC	Environment Canada – Environmental Science and Technology Centre, 333 River Road, Ottawa, Ontario	6 cu yd	1	N/A	3 per week (Tues, Wed & Fri)	156	156	No	Yes (inside gate, not building)	Guards will let them enter site. Waste bin located immediately East of Building 41. East Wing. Refer to Annex F, figure 4		
HC	Health Canada, LDC, Bldg #6, 100 Eggarline Dr., Ottawa, Ontario	20 cu yd Compactor	1	AM	Winter Service On Call (Winter)	12	12		Yes	The loading dock for the recycling is located at the north part of the building. There is a back door that leads to the loading dock door. There is a note on the loading dock door to call SOC (Security Operations) and they will inform the commissionaire at the building. The personnel will open the double doors that lead to the loading dock door for the recycle pick up. Please refer to appendix F, figure 3D for the map and pictures of the exact location of the bin		
		6 cu yd			Summer service: 2 per week (Mon & Thurs)	52	52	Yes				
HC	Health Canada, Occupational Health, Bldg #17, Pharmaceutical Lab., Goldenrod & Somerset, 51 Chardon Driveway, Ottawa, Ontario	6 cu yd	1	AM	1 per week (Wed)	52	52	Yes	Yes	There is no loading dock. The entrance is on the north side of the building off the parking lot. The driver will enter the door shown in the photograph. Directly to the left, as you enter the building, there is a Security Office. The driver enters the Security Office and requests one of the Security personnel to open the double doors that lead to the loading dock. Please refer to Appendix F, figure 3E for the map and pictures of the exact location of the bin.		
HC	Health Canada, Radiation Protection Lab, 776 Brookfield Rd, Ottawa, Ontario	6 cu yd	1	AM	3 per week (Mon, Wed, Fri)	156	156	Yes	Yes	The garbage bin is outside located near the recycling dock. Refer to Annex F, figure 3A for the exact location.		
HC	Health Canada, 251 St. Fredericks Banking Driveway, Bldg #22, Ottawa, Ontario	8 cu yd compactor 20 cu yd Waste bags	1 1 15	AM	3 per week (Mon, Wed & Fri) On Call 1 per week (Thursday)	156 12 52	156 12 700	Yes	Yes	Contractor must call the site contact to have the loading dock opened. Please refer to Annex F, figure 3C for site map		
PCH	Canadian Heritage, Canadian Conservation Institute, Metro Centre Bldg, 1030 Innes Road, Ottawa, Ontario	6 cu yd	1	AM	1 per week (Tues)	52	52	Yes		The outside 4 cu yd waste bin is located in the back parking lot, key required for access.		
PPB	Parliamentary Precinct - House of Commons, Justice Bldg., 249 Wellington St., (Wellington & Kent), Ottawa, Ontario	4 cu yd Compactor	1	Before 09:00 A.M.	2 per week (Wed & Fri)	104	104	Yes	No	Please refer to Annex F, figure 5A for the bin location		
CSE	Communication Security Establishment, Sir Leonard Tilley Building, 719 Heron Road, Ottawa, Ontario	95 gallon Otto Carts	4		On Call				No	4 sets of bins will be installed outside the building. Trucks cannot go inside to the ongoing construction.		
DND	National Defence 130 Bentley Avenue, Ottawa, Ontario	8 cu yd	1		1 per week (Mon)	52	52	No		Drivers will be required to use the dumpster or to call the site contact to gain access to the site.		
PPB	Parliamentary Precinct - Blackburn / Langevin Block 86 Sparks St., 80 Wellington St., Ottawa, Ontario	6 cu yd Compactor	1		5 per week (Mon to Fri)	260	260	Yes	Yes	Contractor must contact security guard for access to the site. Freight is located at 11 Sparks St. Please refer to Annex F, figure 5A, and SHF for bin locations and photos of bins		
PPB	Parliamentary Precinct - National Press Bldg., 150 Wellington Street, Ottawa, Ontario	95 gallon otto carts	5		5 per week (Mon to Fri)	260	1300	Yes	Yes	Rog Donnell upon arrival and a security guard will open the door. Please refer to Annex F, figure 5A for bin location.		
PPB	Parliamentary Precinct - House of Commons, Confederation Bldg., 229 Wellington St., & Bank Street, Ottawa, Ontario	95 gallon otto carts	14		5 per week (Mon to Fri)	260	3640	Yes	Yes	Please refer to Annex F, figure 5A for bin location.		
PPB	Parliamentary Precinct - Senate of Canada, East Block, Parliament Hill, 111 Wellington Street, Ottawa, Ontario	Waste bags	15		5 per week (Mon to Fri)	260	3900	Yes	Yes	Driver will be required to inform security of their arrival use doorbell located at Freight. Driver will be required to use the loading dock to service the bins. Please refer to Annex F, figure 5A for bin location.		
PPB	Parliamentary Precinct - Senate of Canada, La Promenade (Valour/Victoria Bldg., Bank of Nova Scotia Bldg., 151 Sparks St., 140 Wellington St., Ottawa, Ontario	95 gallon otto carts	8	After 7:30 AM	5 per week (Mon to Fri)	260	2080	Yes	Yes	Contractor must call the site contact prior to arrival. The contractor will be required to enter the site as the bins are stored inside at this location. Please refer to Annex F, figure 5A for bin location		
PPB	Parliamentary Precinct - 2465-103 Stenavage Drive, Ottawa, Ontario	4 cu yd	1		1 per week (Wed)	52	52	Yes	Yes	Security guard must open the gate for the bins to be serviced at this location		

SCC	Supreme Court of Canada, 304 Wellington Street, Ottawa, Ontario	6 cu yd	1		5 per week (Mon-Fri)	260	260	No			the bin is outside		
TC	Transport Canada – McDonald-Caville Data Centre, 1600 Tom Roberts Rd., Ottawa, Ontario	6 cu yd	1		2 per week (Wed & Fri)	104	104	Yes	Yes		Two gates, guard needs plenty of information from drivers (site visit is requested).		
TC	Transport Canada – Aircraft Services Training Centre, 1500 Carleton Place, Ottawa, Ontario	4 cu yd	1		1 per week (Fri)	52	52	Yes			Door to open and push to take the bins - can call commissaires if door doesn't open. Security booth is across the street from building. Not locked.		
TC	Transport Canada – Bldg. T88 (Hanger), 200 Connet Pk., Ottawa, Ontario	4 cu yd 6 cu yd Compactor	1		1 per week (Fri) 2 per week (Tues & Fri)	52 104	52 104	Yes Yes	No		Outside, no gate, driver name needed		
TC	Transport Canada – Gloucester Landfill Facility, 2300 Laurier Road, Ottawa, Ontario	2 cu yd	1		Every three weeks (Wed)	12	12	Yes	Yes		Two gates, one gate is open, one gate is closed. Service technician to open up gate - should be provided with a 30-minute warning call. (Site visit is requested).		
TC	Transport Canada – Bldg. U-608, NRC Compound, 1901 Research Rd., Uplands Base, Ottawa, Ontario	6 cu yd	1		1 per week (Thurs)	52	52	Yes			Two gates, one gate is open, one gate is closed. Service technician to open up gate - should be provided with a 30-minute warning call. (Site visit is requested).		
AAFC	Agriculture and Agri-Food Canada (C.E.F.), Bldg. Laneway at Arbretonum Ball Diamond, 969 Carling Ave., Ottawa, Ontario	2 cu yd	3		Winter service On-Call	6	18		No		Bins are stored inside the circular driveway during the summer months, outside during the winter months. Bins are stored in the Laneway at Arbretonum Ball Diamond, 969 Carling Ave., Ottawa, Ontario.		
			3		Winter service On-Call	27	81						
		4 cu yd	1		Summer service 1 per week (Wed)	26	26	No			The bin at the bottom of the hill, closest to Dow's lake (top of map), is accessible all year round through a maintained gravel road. No staff open/doors, early morning openings.		
		4 cu yd	1		Summer service 1 per week (Wed)	6	6		No		The bin at the bottom of the hill, closest to Dow's lake (top of map), is accessible all year round through a maintained gravel road. No staff open/doors, early morning openings.		
AAFC	Agriculture and Agri-Food Canada (C.E.F.), Bldg. #10 (formerly Bldg. #142) (West side), 969 Carling Ave., Ottawa, Ontario	6 cu yd	1	Before 9:00 AM	1 per week (Wed)	52	52	Yes			The Driver must call building security to have the gate opened. Refer to the map provided in Annex F, figure 1 for the exact bin location.		
PSPC	Department of National Defence (DND) 285 Coventry Road, Ottawa, Ontario	4 cu yd	1		1 per week (Wed)	52	52	Yes			Refer to the map provided in Annex F - Figure 1 for the exact bin location		
PSPC	L'Esplanade Laurier, 1000 Avenue West, Ottawa, Ontario	30 cu yd Compactor (Recall)	1		2 per week (Tues & Fri)	104	104	No			The bins are stored inside the circular driveway during the summer months, outside during the winter months. Bins are stored in the Laneway at Arbretonum Ball Diamond, 969 Carling Ave., Ottawa, Ontario.		
DND	Department of National Defence (DND) 285 Coventry Road, Ottawa, Ontario	6 cu yd	1	Between 07:00 - 17:00	Every 2 weeks (Friday)	26	26	Yes	No		The driver is not required to go into the buildings as the bins are outside.		
DND	Department of National Defence (DND) 1600 Star Top Road, Ottawa, Ontario	8 cu yd	1	Between 07:00 and 17:00	1 per week (Monday)	52	52	Yes			Guard has to open gate to access bins at this location		
DND	National Defence - Canadian Forces Publication Depot, 2440 Thurston Dr., Ottawa, Ontario	6 cu yd	1		1 per week (Tues)	52	52	No			Bins are outside, behind the building.		
PHAC	Public Health Agency of Canada (PHAC) Warehouse at 1481 Mitchell Street, Ottawa, Ontario	30 cu yd	1		On Call	30	30	Yes	Yes		30 yard container orials. The contractor will need to come to the front door and ring the bell or call the main warehouse number and ask where the bin should be placed in the yard.		
PRB	Parliamentary Precinct, Food Production Facility, 1170 Algoma Rd., Ottawa, Ontario	4 cu yd	1		5 per week (Mon-Fri)	260	260	Yes	Yes		Please refer to Annex F, figure 5A for bin location and 5E for the picture of the view of the loading dock.		
PRB	Parliamentary Precinct, 2088 Walkley Road, Ottawa, Ontario	2 cu yd	2		2 per week (Tues & Fri)	104	104	Yes	Yes		The bins are stored inside the circular driveway during the summer months, outside during the winter months. Bins are stored in the Laneway at Arbretonum Ball Diamond, 969 Carling Ave., Ottawa, Ontario.		
PRB	Parliamentary Precinct, 2074 Walkley Road, Ottawa, Ontario	4 cu yd	1		2 per week (Tues & Fri)	104	104	Yes	Yes		The bins are stored inside the circular driveway during the summer months, outside during the winter months. Bins are stored in the Laneway at Arbretonum Ball Diamond, 969 Carling Ave., Ottawa, Ontario.		
PRB	Parliamentary Precinct, 1 Wellington Street (Rideau Canal), Ottawa, Ontario	95 gallon oto carts	5	Before 16:00	5 per week (Mon-Fri)	260	1300	Yes	Yes		The contractor will be required to enter the site as the bins are stored inside at this location. Please refer to Annex F, Figure 5C for the bin locations and loading dock.		
PRB	Parliamentary Precinct, 2485 Don Reid Road, Ottawa, Ontario	4 cu yd	1		3 per week (Mon, Wed, Fri)	156	156	Yes	Yes		Please refer to Annex F, figure 5D for the pick up location.		
DND	PBX Building, 7190 Heon Road, Ottawa, Ontario	95 gallon oto carts	6		Every two weeks (Fri)	26	104	No			Some containers are located in a commercial area.		

PWGSC	National Defence - 465 Boulevard de la Carrière, Gatineau, Quebec	95 gallon/otto carts	15	Before 15:00	5 per week - (Mon to Fri)	260	3000	No		All the pickup is made at the loading dock. No need to be escorted, commissioner on site 6am to 6 pm		
		95 gallon/otto carts	2		1 per week (Fri)	52	104	Yes				
PRB	Parliamentary Precinct - Old American Embassy, 125 Wellington Street, Ottawa, Ontario	20 cu yd	1		On Call	5	5	Yes		The contractor will have to call the site contact to gain access to the site		
PRB	Parliamentary Precinct, Warehouse, 3020 Hawthorne Road, Ottawa, Ontario	6 cu yd	1		3 per week (Mon, Wed, Fri)	156	156	Yes		Bins can be found outside the delivery doors. Freight on door 7. Please refer to Annex F, figure 5B for bins locations and photos.		
PRB	Parliamentary Precinct, Sir John A MacDonald Building, 144 Wellington Street, Ottawa, Ontario	Waste bags	30 bags		3 per week (Mon, Wed, & Fri)	156	4680	Yes		The contractor will have to call the site contact to gain access to the site. Please refer to Annex F, figure 5A for bins location.		
PRB	Parliamentary Precinct, Wellington Building, 180 Wellington Street, Ottawa, Ontario	Waste Bags	20 bags		5 per week (Mon to Fri)	260	5200	Yes		Client is providing their own bins at the location. Waste bins are brought close to the freight door on the day of the pick-up. Contractor to dump waste bins into his rear loader truck. Please refer to Annex F, figure 5A for the bins location.		
PRB	SCB Senate of Canada Building - 2 Rideau Street Ottawa, Ontario	95 gallon/otto carts	7	After 7:15 AM	5 per week (Mon-Fri)	260	1820	Yes		The contractor will be required to enter the site as the bins are stored inside at the location. Please refer to Annex F, figure 5F for the loading dock location.		
PSPC	1010 Somerset Street, Ottawa, ON	6 cu yd bin	1		Every 2 weeks (Tues)	26	26	Yes	No	Bin is at the back of the site. Please refer to the map on Appendix 1, figure 7 for the exact bin location.		
PRB	Parliamentary Precinct - House of Commons, Parliament Hill, 111 Wellington Street, West Block (Temporary Loading Dock), Ottawa, Ontario	2 cu yd	6		5 per week (Mon to Fri)	260	1560	Yes		The contractor will have to call the site contact 15 mins prior to arrival to have the bins brought out of the building for service. Please refer to Annex F, figure 5A and 5C for location and photos of bins.		
PRB	Parliamentary Precinct - Sparks Street Mall between Edin and Bank Street, Ottawa, Ontario	Waste bags	30	Between 06:45 a.m. & 10:00 a.m. only	1 per week (Tues)	52	1560	Yes		Handpick service		
PRB	Parliamentary Precinct - Vehicle Screening Facility at 111 Wellington Street, Ottawa, Ontario	95 gallon/otto carts	1		1 per week (Mon)	52	52	Yes	No	Please refer to Annex F, figure 5A for the bin location		
DND	National Defence - RCAC Mess, 185 Gloucester St., Ottawa, Ontario, K2P 0A5	95 gal Otto carts	3	24/7 access	2 per week (Mon & Thurs)	104	312	No	No			45.418, -75.69765
DND	National Defence - HMCS Bytown, 78 Lisgar St., Ottawa, Ontario, K2P 0C1	2 cu yd	1	24/7 access	2 per week (Mon & Thurs)	104	104	No	No			45.4389, -75.68891
DND	National Defence - Cartier Square Drill Hall, 2 Queen Elizabeth Dr., Ottawa, Ontario, K2P 2H9	4 cu yd	1	24/7 access	3 per week (Mon, Wed & Fri)	156	156	No	No			45.4215, -75.68858
DND	National Defence - Military Stores Bldg., 4 Queen Elizabeth Dr., Ottawa, Ontario, K2P 2H9	4 cu yd	1	24/7 access	3 per week (Mon, Weds, & Fri)	156	156	No	No			45.42092, -75.68888
DND	National Defence - Army Officer Mess, 149 Somerset St., Ottawa, Ontario, K2P 0H7	2 cu yd	1	24/7 access	3 per week (Mon, Wed, Fri)	156	156	No	No			45.41989, -75.68891
DND	National Defence - NDMC, 1745 Alta Vista Dr., Ottawa, Ontario, K1A 0K2	30 cu yd	1	0700 to 1500	On Call	12	12	No	Yes	Locked gate		45.4032, -75.6574
		8 cu yd	1		2 per week Mondays & Thursdays	104	104	No	Yes			45.4032, -75.6574
DND	National Defence - Bldg. M-23, 1200 Montreal Rd., NCR Campus, Ottawa, Ontario, K1A 0R6	6 cu yd	1	24/7 access	1 per week (Tues)	52	52	No	No	24/7 access		45.4502, -75.62332
DND	National Defence - HMCS Carleton, 79 Prince of Wales Dr., Ottawa, Ontario, K1A 0K2	4 cu yd	1	0700 to 1500	1 per week (Tues)	52	52	No	Yes	Locked gate		45.39519, -75.70739
DND	National Defence - Hull Amory, 188 Tache Blvd., Gatineau, Quebec, J9A 1L8	6 cu yd	2	0700 to 1500	Every week (Thurs)	52	104	No	Yes	Locked gate		
		8 cu yd	1	24/7 access	1 per week (Tues)	52	52	No	No			45.42477, -75.73209
DND	National Defence - Holland Armoury, 2100 Walkley Rd., Ottawa, Ontario, K1G 3V3	8 cu yd	2	24/7 access	1 per week (Tues)	52	104	No	No	Guard has to open gate to access the 6 or 20 cu yd in the vehicles compound		45.38651, -75.62369
		6 cu yd	1	0700 to 1500	On Call		0	No	Yes			45.38463, -75.62395
		20 cu yd	1	0700 to 1500	On Call			Yes	Yes			45.38374, -75.62243
DND	National Defence - Connaught Range, 9 Blisley Blvd, Ottawa, Ontario, K2K 2W6	6 cu yd	1	24/7 access	1 per week (Thurs)	52	52	No	No			45.35937, -75.68854

DND	National Defence - Connaught Range, 6 Brouillette Blvd., Ottawa, Ontario, K2K 2W6	6 cu yd	1	24/7 access	Summer Only (Tues & Thurs)	48			No	No	No				45 3463, 75 80624
	National Defence - Connaught Range, Bldg #63, 6 Brouillette Blvd., Ottawa, Ontario, K2K 2W6	6 cu yd	1	24/7 access	Winter - 1 per week (Mon & Thurs)	26	26		No	No	No				45 3374, 75 80639
DND	National Defence - Connaught Range, Bldg #63, 6 Brouillette Blvd., Ottawa, Ontario, K2K 2W6	6 cu yd	1	24/7 access	Summer - 2 per week (Mon & Thurs)	52	52		No	No	No				45 3374, 75 80639
DND	National Defence - Connaught Range, Bldg #148, 10 Brouillette Blvd., Ottawa, Ontario, K2K 2W6	6 cu yd	1	24/7 access	Summer - Daily, no winter service	48	48		No	No	No		Container from site 8 for summer 24/7 Access		45 33812, 75 80544
DND	National Defence - Connaught Range, Bldg #41, 11 Brouillette Blvd., Ottawa, Ontario, K2K 2W6	6 cu yd	1	24/7 access	Summer - Daily, no winter service	260	260		No	No	No		24/7 Access		45 3463, 75 80624
DND	National Defence - Connaught Range, Range #41, 11 Brouillette Blvd., Ottawa, Ontario, K2K 2W6	20 cu yd	2	24/7 access	On Call	12	12		No	No	No		Wood Waste		45 3318, 75 80705
	National Defence - Connaught Range, Range #41, 11 Brouillette Blvd., Ottawa, Ontario, K2K 2W6	20 cu yd	1	24/7 access	2 per week (Mon & Thurs)	12	12		No	No	No		Wood Waste		45 3318, 75 80705
	National Defence - Connaught Range, Range #41, 11 Brouillette Blvd., Ottawa, Ontario, K2K 2W6	20 cu yd	1	24/7 access	2 per week (Mon & Thurs)	104	104		No	No	No				45 3463, 75 80727
DND	National Defence - Connaught Range, 1 Shirley Blvd., Ottawa, Ontario, K2K 2W6	6 cu yd	1	24/7 access	2 per week (Mon & Thurs)	104	104		No	No	No				45 36215, 75 80791
DND	National Defence - Connaught Range, Pistol Range, 2 Shirley Blvd., Ottawa, Ontario, K2K 2W6	6 cu yd	1	24/7 access	Winter - 1 per week (Thurs)	26	26		No	No	No				45 36256, 75 8049
	National Defence - Connaught Range, Pistol Range, 2 Shirley Blvd., Ottawa, Ontario, K2K 2W6	6 cu yd	1	24/7 access	Summer - 2 per week (Mon, Thurs)	52	52		No	No	No				45 36256, 75 8049
DND	National Defence - Connaught Range, Bldg #43, 5 Shirley Blvd., Ottawa, Ontario, K2K 2W6	6 cu yd	1	24/7 access	Winter - 2 per week (Mon & Thurs)	104	104		No	No	No				45 36256, 75 8049
	National Defence - Connaught Range, Bldg #43, 5 Shirley Blvd., Ottawa, Ontario, K2K 2W6	6 cu yd	1	24/7 access	Summer - 1 per week - Holidays	26	26		No	No	No				45 36256, 75 8049
DND	National Defence - Connaught Range, 11 Shirley Blvd., Ottawa, Ontario, K2K 2W6	6 cu yd	1	24/7 access	2 per week (Mon & Thurs)	104	104		No	No	No				45 36256, 75 8049
DND	National Defence - Connaught Range, Bldg #29, 31 Shirley Blvd., Ottawa, Ontario, K2K 2W6	6 cu yd	1	24/7 access	Winter - 1 per week (Thurs)	26	26		No	No	No				45 36256, 75 8049
	National Defence - Connaught Range, Bldg #29, 31 Shirley Blvd., Ottawa, Ontario, K2K 2W6	6 cu yd	1	24/7 access	Summer - 2 per week (Mon, Thurs)	52	52		No	No	No				45 36256, 75 8049
DND	National Defence - Connaught Range, Bldg #34, 35 Shirley Blvd., Ottawa, Ontario, K2K 2W6	6 cu yd	1	24/7 access	2 per week (Mon & Fri)	104	104		No	No	No				45 35999, 75 80084
DND	National Defence - Connaught Range, ART, 101 Shirley Blvd., Ottawa, Ontario, K2K 2W6	6 cu yd	1	24/7 access	1 per week (Fri)	52	52		No	No	No				45 35788, 75 80777
DND	National Defence - Connaught Range, Gravel Pit, 105 Shirley Blvd., Ottawa, Ontario, K2K 2W6	20 cu yd	1	0700 to 1500	On Call	12	12		No	No	Yes		2x Concrete, Locked gate, 0700 to 1500 access, report to 31 Shirley for key		45 3503, 75 80753
DND	National Defence - Connaught Range, Compound, Tremblay Rd., Ottawa, Ontario, K2K 2W6	6 cu yd	2	24/7 access	Summer - 3 per week (Mon, Wed, Fri)	78	156		No	No	No		24/7 access, additional 0yd		45 3503, 75 80753
DND	National Defence - Connaught Range, Compound, Tremblay Rd., Ottawa, Ontario, K2K 2W6	20 cu yd	1	0700 to 1500	On Call	12	12		No	No	Yes		Locked gate, report to 31 Shirley for key		45 3503, 75 80753
DND	National Defence - Connaught Range, 1 Wesley Rd., Ottawa, Ontario, K2K 2W6	6 cu yd	1	24/7 access	Every second week (Thurs)	26	26		No	No	No				45 3588, 75 80887
	National Defence - CFB Uplands, Hylands Golf Course, 2101 Alert Dr., Ottawa, Ontario, K1V 1J9	6 cu yd	1	0700 to 1700	Winter - Every 2 weeks (Mon, Fri)	13	13		No	No	Yes		Locked gate		45 3463, 75 80624
	National Defence - CFB Uplands, Bldg #351, 2074 Alert Dr., Ottawa, Ontario, K1A 1S1	30 cu yd	1	0700 to 1500	Summer - 2 per week (Tues & Fri)	52	104		No	No	No		Locked gate		45 3463, 75 80624
DND	National Defence - CFB Uplands, Bldg #351, 2074 Alert Dr., Ottawa, Ontario, K1A 1S1	20 cu yd	1	0700 to 1500	On Call	12	12		No	No	Yes		Wood Waste, Locked gate.		45 3463, 75 80624
	National Defence - CFB Uplands, Bldg #351, 2074 Alert Dr., Ottawa, Ontario, K1A 1S1	8 cu yd	1	0700 to 1500	On Call	12	12		No	No	Yes		Secure site -		45 3463, 75 80624
DND	National Defence - CFB Uplands, K1V 7N2	6 cu yd	1	0700 to 1500	2 per month (Mon)	24	24		No	No	Yes		Locked gate, 0700 to 1500 access		45 3463, 75 80624
DND	National Defence - CFB Uplands, Hangar 11, 199 Clear Skies Pk., Ottawa, ON K1V 1E5	6 cu yd	1	24/7 access	1 per week (Fri)	52	52		No	No	No				45 3463, 75 80624
DND	National Defence - CFB Uplands, Hangar 14, 259 Conrail Pk., Ottawa, Ontario, K1V 2E5	20 cu yd	1	0700 to 1500	On Call	12	12		No	No	Yes		Wood, commissionaire opens the gate		45 3463, 75 80624
	National Defence - CFB Uplands, Hangar 14, 259 Conrail Pk., Ottawa, Ontario, K1V 2E5	6 cu yd	1	0700 to 1500	1 per week (Fri)	52	52		No	No	Yes		commissionaire opens the gate		45 3463, 75 80624

DND	National Defence - CFB Uplands, Bldg. #471, 339 Croll Pk., Ottawa, Ontario, K1V 1J1	4 cu yd	1	24/7 access	2 per week (Tues & Fri)	104	No	No	No			45 33116, -75 67334
DND	National Defence - CFB Uplands, Bldg. #347, 499 Croll Pk., Ottawa, Ontario, K1V 1J1	4 cu yd	1	Not Specified	Every second week (Fri)	26	No	No	No	0700 to 1500 access		45 32857, -75 67601
DND	National Defence - CFB Uplands, Bldg. #469, 10 De Niverville Pk., Ottawa, Ontario, K1V 1L5	4 cu yd	1	24/7 access	Every second week (Tues)	26	No	No	No			45 33323, -75 66633
DND	National Defence - CFB Uplands, Bldg. #469, 10 De Niverville Pk., Ottawa, Ontario, K1V 1L5	8 cu yd	1	24/7 access	Every week (Tues)	52	No	No	No			45 33412, -75 66644, 33412, -75 66664
DND	National Defence - CFB Uplands, Bldg. #467, 200 De Niverville Pk., Ottawa, Ontario, K1V 1L5	6 cu yd	1	24/7 access	2 per week (Tues & Fri)	104	No	No	No			45 33709, -75 67516
DND	National Defence - CFB Uplands, Bldg. #512, 255 De Niverville Pk., Ottawa, Ontario, K1V 1L5	4 cu yd	1	0700 to 1500	1 per week (Fri)	52	No	No	Yes	Bins are inside the Bldg. - Ring bell, Locked gate		45 33655, -75 68034
DND	National Defence - CFB Uplands, Bldg. #559, 307 DeNiverville Dr., Ottawa, Ontario K1V 0N5	4 cu yd	1	24/7 access	1 per week (Fri)	52	No	No	No			45 33603, -75 68219
DND	National Defence - CFB Uplands, Bldg. #475, 345 Paul Benoit Dr., Ottawa, Ontario, K1V 1C1	6 cu yd	1	24/7 access	Every second week (Tues)	26	No	No	No			45 32971, -75 67414
DND	National Defence - CFB Uplands, Bldg. #346, 350 Paul Benoit Dr., Ottawa, Ontario, K1V 1C1	8 cu yd	1	24/7 Access	Every second week (Fri)	26	No	No	No	wood and GC roll offs, Locked gate		45 32741, -75 67068
DND	National Defence - CFB Uplands, Bldg. #465, 465 Slemmon Pk., Ottawa, Ontario, K1V 7N2	20 cu yd + 20 cu yd	1	0700 to 1500	On Call	12	No	No	Yes	low waste, Locked gate, check with onsite staff		45 32716, -75 67116
DND	National Defence - CFB Uplands, Bldg. #16, 16 Spitfire Pk., Ottawa, Ontario, K1V 8P4	4 cu yd	12	0700 to 1500	On Call	12	No	No	Yes			45 3321, -75 67492
DND	National Defence - CFB Uplands, Bldg. #16, 16 Spitfire Pk., Ottawa, Ontario, K1V 8P4	8 cu yd	1	24/7 access	1 per week (Fri)	52	No	No	No			45 33282, -75 67679
DND	National Defence - CFS Leitrim, Bldg. #251, 3545 Leitrim Rd., Ottawa, Ontario, K1T 3W6	8 cu yd	2	0700 to 1500	2 per week (Tues & Fri)	104	Yes	Yes	Yes	Locked gate		45 3366, -75 58649
DND	National Defence - CFS Leitrim, Bldg. #268, 3545 Leitrim Rd., Ottawa, Ontario, K1T 3W6	30 cy yd	1	0700 to 1500	On Call	12	Yes	Yes	Yes	On Call		45 33747, -75 58651
DND	National Defence - CFS Leitrim, Bldg. #268, 3545 Leitrim Rd., Ottawa, Ontario, K1T 3W6	8 cu yd	1	24/7 Access	Every second week (Thurs)	26	Yes	Yes	No	Early morning or late during the day		45 33704, -75 58534
DND	National Defence - CFS Leitrim, Bldg. #271, 3545 Leitrim Rd., Ottawa, Ontario, K1T 3W6	4 cu yd	1	0700 to 1500	Every two weeks - Tuesday	26	Yes	Yes	Yes	0700 to 1500 access		45 33582, -75 5887
DND	National Defence - CFS Leitrim, Bldg. #273, 3545 Leitrim Rd., Ottawa, Ontario, K1T 3W6	20 cu yd	1	0700 to 1500	On Call	12	Yes	Yes	Yes	Wood, Locked gate		45 33544, -75 59008
DND	National Defence - CFS Leitrim, Bldg. #279, 3545 Leitrim Rd., Ottawa, Ontario, K1T 3W7	8 cu yd	1	0700 to 1500	Every two weeks - Tuesday	26	Yes	Yes	Yes	Locked gate		
DND	National Defence - CFS Leitrim, Bldg. #279, 3545 Leitrim Rd., Ottawa, Ontario, K1T 3W7	4 cu yd	1	0700 to 1500	Every two weeks - Tuesday	26	Yes	Yes	No	0700 to 1500 access		45 33549, -75 58678

Table 2: Collection, Container and Site List for Paper Recycling

Department	Location Bldg. Address	Unit Size	Quantity of Units	Collection Time	Collection Frequency & Day	Total Collections per Year	Total Bin Lifts Per Year	Security Clearance Required Yes or No	Driver & Truck Information Required	Driver to Enter the site	Site Notes	Start Date	Google Maps Coordinates
PPB	Parliamentary Precinct, Warehouse, 3020 Hawthorne Road, Ottawa, Ontario K1G 3J6	2 cu yd	6	Before 3:30 p.m	On Call	12	72	Yes	Yes	Yes	One are made and are temporary at night. The driver will be allowed to enter the bin or will be allowed to enter the bin. Please refer to Annex F, figure 5B for bins locations and photos.		
CFA	CFA - Bldg. Site #201, 3851 Fallowfield, Ottawa, Ontario K2J 1G3	95 gallon otlb carts 2 cu yd	6 2	Between 07:00 and 17:00	Every 2 week (Tues)	26 26	156 52	No	Yes	Yes	Guard has to open the gate for drivers to access the bins at this location. Refer to the map provided in Annex F, figure for the exact location.		
HC	Health Canada, Radiation Protection Lab, 775 Brookfield Rd., Ottawa, Ontario K1V 6J4	95 gallon otlb carts 2 cu yd	4 2		1 per week (Mon) 1 per week (Tues)	52 52	208 104	Yes		Yes	The loading dock for the recycling is located at the east part of the building. The driver rings the buzzer inside the dock and the driver will allow access to the driver. The driver will climb some stairs. Once at the top he turns left to enter the recycling area. The driver will open the loading dock door to allow him to pick up the bins. The driver will then enter the main door. Please refer to Annex F, figure 3A for map and pictures of the exact location of the bin.		
PPB	Parliamentary Precinct, Birks Building, 407 Sparks Street, Ottawa, Ontario K1P 5B5	95 gallon otlb carts	3		1 per week (Fri)	52	156	Yes	Yes	Yes	At the old mustard shop - contact Clean Communities to arrange for arrival at gain access. Please refer to Annex F, figure 5A for bin location.		
PPB	Parliamentary Precinct, National Press Building, 1100 Somerset Street West, Ottawa, Ontario K1P 5A1	95 gallon otlb carts	7		5 per week (Mon to Fri)	260	1820	Yes	Yes	Yes	Ring Doorbell upon arrival and a security guard will open the door. Please refer to Annex F, figure 5A for bin location.		
HC	Health Canada, LCDC, Bldg. #6, 100 Esplanine Dr., Ottawa, Ontario K1A 0L2	95 gallon otlb carts 95 gallon otlb carts	12 4		1 per week (Mon) 1 per week (Tues)	52 52	624 208	Yes	Yes	Yes	The loading dock for the recycling is located at the north side of the building. The driver will enter the building and go to the loading dock door. There is a note on the loading dock door to call SOC (Security Operations) and they will inform the commissioner at the building. The commissioner will come directly to open the loading dock door. Please refer to Annex F, figure 3D for the map and pictures of the exact location of the bin.		
HC	Health Canada, Occupational Health, Bldg. #17, 100 Somerset Street West, Ottawa, Ontario K1A 0K5	95 gallon otlb carts	3		1 per week (Fri)	52	156	Yes	Yes	Yes	There is no loading dock. The entrance is on the north side of the building off the parking lot. The driver will enter the door shown in the photograph. Directly to the left, as you enter through this door, there is a door that leads to the loading dock. The driver will be the Security door and requests one of the Security personnel to open the double doors that lead to the area of pickup. Please refer to Annex F, figure 3E for the map and pictures of the exact location of the bin.		
HC	Health Canada, 261 Sir Frederick Banting Drive, Bldg. #22, Ottawa, Ontario K1V 0M1	95 gallon otlb carts 2 cu yd	23 3		2 per week (Tues & Thurs) 2 per week (Tues & Thurs)	104 104	1768 312			Yes	The recycling entrance is on the west side of the building and has a number "1" on the door. This is the door to be used for recycling pickup. The driver will ring the buzzer inside the door and the driver will be the Security door. The driver will be the driver in and allow him to remove the recycling from the building. Please refer to Annex F, figure 3C for the map and pictures of the exact location of the bin.		
TC	Transport Canada 40 Noel Street, Gatineau, Quebec J8Z 0A1	95 gallon otlb carts 2 cu yd	2 1	Between 8:30 & 10:30	Every 2 weeks - Thursday Every 2 weeks - Thursday	26 26	52 26	No		Yes	The driver needs to press the alarm button at the entrance of the building and they are to drive to bay door # 5, where we will then open the garage door and greet them. If the gate does not open after a few minutes, please call the Security Operations at 1-877-967-0808. Please refer to Annex F, figure 4C for a site plan.		
ECCC	Environment Canada - Environmental Science and Technology Centre, Bogue Building, 335 River Road, Ottawa, Ontario K1V 1H2	95 gallon otlb carts 6 cu yd	10 1		1 per week (Mon) 1 per week (Wed)	52 52	520 52	Yes		Yes	Guards, bin in them other site, 6 cu yd bin located immediately East of Building #4 East Wing, Otto Car's located under shelter, between East Wing and North Wing. Refer to annex F figure 4.		

SCC	Supreme Court of Canada, 301 Wellington Street, Ottawa, Ontario K1A 0J1	95 gallon otlb carts	15			2 per week (Mon & Thurs)	104		1560	Yes	Drivers will need to enter the building to service this location, the bins are stored inside the recycling room		
		2 cu yd	1			2 per week (Tues & Fri)	52		104				
DND	National Defence 130 Bantley Avenue, Ottawa, Ontario K2E 6T7	95 gallon otlb carts	20		Between 08:00 & 15:00	Once a month (Mon)	12		240		Yes		
		2 cu yd	4			Once a month (Fri)	12		48				
PPB	Parliamentary Precinct - Parliament Hill, East Block, 111 Wellington Street, Ottawa, Ontario K1A 0A4	95 gallon otlb carts	12			5 per week (Mon to Fri)	260		3120		Yes	Drivers will be required to inform security of their arrival use doorbell located at Freight. Driver will be required to enter the loading dock to service the bins. Please refer to Annex F - Figure 5A for bin location.	
		2 cu yd	1			5 per week (Mon to Fri)	260	Yes	260		Yes		
PCH	Canadian Heritage, Canadian Conservation Institute, Metro Centre Block "C" 1030 Innes Road, Ottawa, Ontario K1B 4C4	95 gallon otlb carts	4			1 per week (Wed)	52		208		Yes	The totes are located inside the building. The driver must ring loading dock doorbell at back of building to have access	
		4 cu yd	1			On Call	12		12			The outside 4 cu yd cardboard bin is locked, key required for access.	
CESA	Canada Border Services Agency, CBSA, 2265 St-Laurent Blvd., Ottawa, Ontario K1G 6C5	95 gallon otlb carts	4			1 per week (Wed)	52	Yes	208		No	Carts and bins are all situated outside near the garbage bin.	
		2 cu yd	1			1 per week (Wed)	52		52				
RCMP	Royal Canadian Mounted Police Leomont Building, 155 McArthur Avenue, Ottawa, Ontario K1A 0R4	95 gallon otlb carts	7		After 1 p.m.	1 per week (Wed)	52	Yes	364		Yes	Drivers must call prior to arrival and check-in with security. Drivers must enter the underground parking lot in order to service this site. Garage does not accommodate large trucks, pick up truck may be required to service. Escort required for access.	
PPB	Parliamentary Precinct, Food Production Facility, 1170 Algoma Rd., Ottawa, Ontario K1B 1A3	8 cu yd	1		Between 6 & 8 a.m.	5 per week (Mon-Fri)	260		260		No	Kept outside. Please refer to Annex F, figure 5A for bin location and SE for the picture of the view of the loading dock.	
		95 gallon otlb carts	1			On Call	12	Yes	12				
PPB	Parliamentary Precinct, 2074/2085 Walkley Road, Ottawa, Ontario K1G 3P5	95 gallon otlb carts	1			On Call	12		12		No	Bins are outside driver does not need to call ahead. Please refer to Annex F, Figure 5C for the bins locations and loading dock photos.	
		4 cu yd	1			Every 2 weeks (Wed)	26	Yes	26				
STATS CAN	Statistics Canada 200 Boulevard de la Technologie, Gatineau, Quebec J8Z 3H8	2 cu yd	3		AM	Every 2 weeks (Fri)	26		78		Yes	At the loading dock, the driver needs to go to the back loading dock and ring the intercom and the commissionaire on site will then open the door	
PHAC	Public Health Agency of Canada (PHAC) Warehouse at 1481 Michael Street, Ottawa, Ontario K1B 3R5	4 cu yd cardboard	1			1 x week Wednesday	52		52		No		
		95 gallon otlb cart (paper)	1			1 x month beginning of the month (Wed)	12		12	Yes	No		
		300 cu yd bin Pallets/Sheds (if cardboard)	1			On Call	12		12		No	Driver must call the site contact to the warehouse prior to dropping or picking up the bins.	
DND	Department of National Defence (DND) 285 Coventry Road, Ottawa, Ontario K1K 4M7	95 gal Otlb Carts	46			1 per week (Thurs)	52		832		No	The driver is not required to go into the building to service the bins. Please refer to Coventry contact info if there is any issue	
		4 cu yd	1			1 per week (Thurs)	52		52				
TC	Transport Canada – Aircraft Services Training Centre, Bldg. # O276, (beside Bldg. # T99), 20 Airbus Pk., Ottawa, Ontario K1V 1A5	95 gal Otlb Carts	2			1 per week (Wed)	52		104	Yes	Yes	Door to open and push to take the bins - can be used outside the building. Security booth is across the street from building, not locked.	
TC	Transport Canada – Bldg. T56 (Hanger), 200 Conat Pk., Ottawa, Ontario K1V 9B2	95 gal Otlb Carts	6			1 per week (Mon)	52		312		No	Outside, no gate, driver name needed	
		2 cu yd	2			1 per week (Thurs)	104		208				
		4 cu yd	1			1 per week (Thurs)	52		52				
TC	Transport Canada – McDonald Carier Data Centre, 1600 Tom Roberts Rd., Ottawa, Ontario K1V 1E5	2 cu yd	2			Every two weeks (Wed)	26		52	Yes	Yes	Drivers will be required to enter the building at this location bins are stored inside the loading dock. Driver must call gate, provide company and driver name to security.	
PPB	Parliamentary Precinct, Sir John A MacDonald Building, 144 Wellington Street, Ottawa, Ontario K1P 5T3	95 gallon otlb carts	4			On Call	12	Yes	48		Yes	Driver must call site prior to arrival. Please refer to Annex F, figure 5A for bins location.	
Lease	Transport Canada-189 Cleopatra, Ottawa, Ontario K2G 5K4	95 gallon otlb carts	3			On Call	12	No	36		No	Paper bins located beside garbage bin behind building. No need to access building	
Lease	Urbanale Building -100 Metcalfe, Ottawa, Ontario K1P 0A7	95 gallon otlb carts	13			3 per week (Mon, Wed & Fri)	156	Yes	2028		Yes	The contractor has to come into the building to get access to the recycled paper bins.	
Lease	Bilings Bridge - 2323 Riverside Dr., Ottawa, Ontario K1H 1A1	95 gallon otlb carts	13			2 per week (Tues & Thurs)	104		1352	Yes	Yes		
		95 gallon otlb carts	6			2 per week (Mon & Thurs)	104	No	624		Yes	Drivers must call 30 minutes prior to arrival on site so the bins can be brought to an easily accessible location for pick up. Driver must	

Lease	PSHC - 1421 Gourey, Ottawa, Ontario K1Z 1P4	8:30 AM - 1:00 PM	2 cu yd	2		2 per week (Wed & Fri)	208	416	No		Yes	check in with the Commissionaire at the south end of the parking lot and must enter the loading dock to access the bins	
Lease	Service Canada (Passport) 885 Meadowlands, Ottawa, Ontario K2C 1N6		95 gallon oib carts	4		1 per month (Tues)	12	48				Contractor must call the site contact 1-2 hours prior to arrival	
	Charles Steacy Building - 2429 Holly Lane, Ottawa, Ontario K1T 7P2	Between 07:00-15:30	95 gallon oib carts	2		1 per week (Wed)	52	104				Drivers will be required to enter the building to service this location. Access to the bins can be gained by ringing the doorbell on the back of the building and waiting for the door to be opened, and then -at most- step 10 feet into the building to relieve the bins.	
Lease			2 cu yd	1		1 per week (Thurs)	52	52	Yes		Yes		
	CRA - 395 Terminal, Ottawa, Ontario K1G 0Z3		95 gallon oib carts	7		2 per week (Tues & Fri)	104	728	Yes		Yes	Drivers will be required to enter the building to service this location. Access card required to gain entrance to the building	
Lease			2 cu yd	2		2 per week (Tues & Fri)	104	208					
	CRA - 2204 Walkley Rd, Ottawa, Ontario K1A 1A6	Before 2:30 PM	95 gallon oib carts	3		1 per week (Wed)	52	156				All bins are located in the loading dock. Key is required to the side door of the loading dock to access the bins. No ringing if the bell is required.	
Lease			2 cu yd	2		1 per week (Wed)	52	104	Yes		Yes		
	Cumberland Place - 400 Cumberland, Ottawa, Ontario K1N 1J8		95 gallon oib carts	14		2 per week (Mon & Wed)	104	1456				For this site, drive to the garage. It should then be right on the left side as you are driving into the garage door. No security guard. Indigo because there is a homeless shelter nearby, and the security guard is not friendly. Contact Matthew, he will contact the landlord and the truck driver can get access to the key.	
Lease			2 cu yd	1		2 per week (Mon & Wed)	104	104	Yes		Yes		
	DND - 2200 Walkley Road, Ottawa, Ontario K1A 0K2		95 gallon oib carts	6		Every two weeks (Wed)	26	156	Yes		Yes	Drivers must call the site contact prior to arrival to gain access to the site	
Lease			2 cu yd	2		Every two weeks (Wed)	26	52	Yes				
Lease	Service Canada - 2339 Ogilvie Road, Ottawa, Ontario K1G 0G9		95 gallon oib carts	1		On Call	12	12	No		No		
Lease	Environment Canada - 48 Cheneau, Ottawa, Ontario K2G 5W6		95 gallon oib carts	1		Every 2nd week (Fri)	26	26	Yes		Yes		
	Finance Building (Sakto) - 2745 Iris, Ottawa, Ontario K2C 3Z7		95 gallon oib carts	8		1 per week (Fri)	52	416				Driver must check-in with the Commissionaire prior to arrival. Access card is required to have to enter the loading dock to service the bins at this location.	
Lease			2 cu yd	1		1 per week (Fri)	52	52	No		Yes		
	Place Montcalm, Phase II - 200 Montcalm, Gatineau, Quebec J8Y 3B5		95 gallon oib carts	20		1 per week (Thurs)	52	1040	Yes		Yes	An access card will be issued for the contractor. The contractor will have to swipe to enter the loading dock to access the bins which are lined up along the walls. On the first visit, please contact Nathalie Philbert and she can show the contractor the location of the bins.	
Lease	Narone Building - 360 Laurier, Ottawa, Ontario K1P 5K3		95 gallon oib carts (paper)	14		2 per week (Wed & Fri)	104	1456	No		Yes	Bins are stored at the entrance ramp to the building's garage, accessible from Laurier Street - there is no lock on the cage in which they can be found.	
Lease			95 gallon oib carts (cardboard)	8		2 per week (Wed & Fri)	104	832	No		Yes		
	Passport Canada - 22 Varenne, Gatineau, Quebec J8T 8R1		95 gallon oib carts	4		1 per week (Thursday)	52	208				All recycled bins & totes are accessible outside of the loading dock area. There are 4 totes per bin. The bins are located in the bins to access. Also, a cardboard bin is right beside it on the left, but the driver will need to access from 38 V alcourt to pickup with his lift truck. Please refer to Annex F figure 9 for the map of the actual locations of the bins	
Lease			4 cu yd	1		1 per week (Thursday)	52	52	No		No		
	Edifice Tessier - 191 Promenade du Portage, Gatineau, Quebec J8X 2E5		95 gallon oib carts	7		1 per week (Thurs)	52	364	No		Yes	Bins are stored in the main lobby at this location, the driver must ring the doorbell, wait for the door to be opened, and then either wheel the bins up the stairs or use the accessible elevator. The Commissionaire will assist with bringing out bins if called prior to arrival.	
Lease	DND - 2171 Thurston Dr., Ottawa, Ontario K1G 0E2		95 gallon oib carts	4		1 per week (Wed)	52	208	Yes		Yes		
Lease	Revenue Canada - 20 Fitzgerald, Ottawa, Ontario K2H 8R6		95 gallon oib carts	4		Every 2nd week (Tues)	26	104	Yes		Yes		
Lease	Transport Canada - 2685 Lancaster, Ottawa, Ontario K1B 4Z5		95 gallon oib carts	1		On Call	12	12	Yes		Yes		
CSE	PBX Building, 780 Heron Road, Ottawa, Ontario		95 gallon oib carts	1		Once a month (Mon)	12	12	No		No	Site contact must be contacted during the first pickup as bins are located in somewhat secluded area.	
	Albany Towers - 51 Nicholas St., Ottawa		95 gallon oib carts	12		2 per week (Tues & Fri)	104	1248	No		Yes	No Service at this site from 11:00 - 12:00. The driver will be required to enter the loading dock	

Lease	Parliamentary Precinct - House of Commons, Ontario K1N 9M9	2 cu yd	1		2 per week (Tues & Fri)	104	104	No	Yes	To service the site carts at this location. The 2 cu yd bins at the loading dock and may need to be serviced using a pickup truck.	
Lease	100 Promenade du Portage, Gatineau, Quebec J1X 2K1	95 gallon obo carts	2		1 per week (Wed)	52	104	No	Yes	Drivers must enter the building to service this site. Bins are located at the back of basement level of the building. Pick up truck required for service.	
Lease	2430 Sheffield Road, Ottawa, Ontario K1B 3V7	95 gallon obo carts	6		1 per month (Last Wednesday of each month)	12	72	No	No	All bins are outside	
PPB	Parliamentary Precinct - Wellington Building, 180 Wellington Street, Ottawa, Ontario	95 gallon obo carts	19		2 per week (Wed & Fri)	104	1976	Yes	Yes	Small loading dock, special vehicle arrangements may be necessary. Please refer to Annex F, figure 5A for the bins location.	
		2 cu yd	6		2 per week (Wed & Fri)	104	624	Yes			
	SCB Senate of Canada Building, 2 Rideau Street Ottawa, Ontario	95 gallon obo carts	3	After 7:15 AM	3 per week (Mon, Wed & Fri)	156	468	Yes	No	Drivers will be required to inform security of their arrival. Driver will be required to enter the loading dock to service the bins. Please refer to Annex F, figure 5F for the loading dock location.	
PPB		2 cu yd	1		5 per week (Mon-Fri)	260	260	Yes	Yes		
PPB	Parliamentary Precinct - Sparks Street Mall between Elgin and Bank Street	cardboard	1	Between 6:45 AM & 10:00 AM	1 per week (Tues)	52	52	Yes	No	The contractor will be required to enter the site at the bins are stored inside at this location. Contractors must enter the building to have the doors opened, use dumpster located at Freight. Please refer to Annex F, figure 5A for the bins location.	
Lease	Environnement Canada - 29 de Varennes Gatineau, Qc	95 gallon obo carts	3		1 per week (Thurs)	52	156	No	No	Handpick service	
DND	National Defence, St. Laurent 1, 455 Boulevard de la Carrière, Gatineau, Quebec J8Y 6V7	95 gallon Obo carts	15	Before 3 p.m.	2 per week (Tues/Thurs)	105	1560	No	Yes	Bins are stored behind the building, in an unlocked open yard, accessible 24/7	
		2 cu yd	2	Before 3 p.m.	2 per week (Tues/Thurs)	105	208	No	Yes	All the pickup is made at the loading dock. No specific access required, commissionaire on site 8am to 6pm	
PSPC	L'Esplanade Laurier, 300 Laurier Avenue West, Ottawa, Ontario K1A 0S5	95 gallon Obo carts	10		5 per week (Mon to Fri)	260	2600	No	Yes		
		2 cu yd	12		5 per week (Mon to Fri)	260	3120	No	Yes		
PPB	Parliamentary Precinct - House of Commons, Justice Block (West of Wellington & Kent), Ottawa, Ontario	95 gallon Obo carts	19		2 per week (Tues/Thurs)	104	1976	Yes	Yes	Drivers must enter the building in order to service this site, bins are stored in the loading dock. Please refer to Annex F, figure 5A for the bin location	
		2 cu yd	2		2 per week (Tues/Thurs)	104	208	Yes	Yes		
PPB	Parliamentary Precinct - Senate of Canada - La Promenade (Valour/Victoria Bldg./Bank of Nova Scotia, 151 Sparks St./440 Wellington St., Ottawa, Ontario	95 gallon Obo carts	14		3 per week (Mon/Wed/Fri)	156	2184	Yes	Yes	When you pass through the double set of doors when entering the building from the east side of the building, please enter the RECYCLE ROOM 153. As you enter the loading dock, the room is on the left. Please refer to Annex F, figure 5A for bin location	
		2 cu yd	2		3 per week (Mon/Wed/Fri)	156	312	Yes	Yes		
PPB	Parliamentary Precinct - Langevin Block 80 Wellington St., Ottawa, Ontario	95 gallon Obo carts	29		3 per week (Mon/Wed/Fri)	156	4524	Yes	Yes	Contractor must contact security guard for access to the site. Freight is located at 11 Metcalfe. Driver must enter the building to service the bins. Please refer to Annex F, figure 5A and 5H for bin locations and photos of bins	
		95 gallon Obo carts	14		5 per week (Mon to Fri)	260	3640	Yes	No	The contractor will have to call 15 mins prior to service the bins at the loading dock. Please refer to Annex F, figure 5A for bin location.	
		2 cu yd	2		5 per week (Mon to Fri)	260	520	Yes	No		
PPB	Parliamentary Precinct - Parliament Hill, Centre Block/West Block 111 Wellington St., Ottawa, Ontario	95 gallon Obo carts	16		2 per week (Tues/Thurs)	104	1664	Yes	Yes	Drivers must enter the building in order to service this site, bins are stored in the loading dock. Please refer to Annex F, figure 5A for bin location.	
		2 cu yd	2		2 per week (Tues/Thurs)	104	208	Yes	Yes		
DND	National Defence - RCAP Mess, 158 Gloucester St., Ottawa, Ontario, K2P 0A8	95 gallon Obo carts	1	Accessible 24/7	1 per week (Fri)	52	52	No	No	Paper	45 418, -75 69765
		95 gallon Obo carts	3		1 per week (Fri)	52	156	No	No	OCC	45 418, -75 69765
DND	National Defence - HMCS Bytown, 78 Ulgar St., Ottawa, Ontario, K2P 0C1	95 gallon Obo carts	1	Accessible 24/7	1 per week (Wed)	52	52	No	No	Paper	45 41899, -75 68891
		2 cu yd	1		1 per week (Wed)	52	52	No	No	OCC	45 41899, -75 68891
DND	National Defence - Military Stores Bldg., 4 Queen Elizabeth Dr., Ottawa, Ontario, K2P 2H9	95 gallon Obo carts	2	Accessible 24/7	1 per week (Wed)	52	104	No	No	Inside wooden enclosure	45 42094, -75 68882
		4 cu yd	1		2 per week (Mon & Thurs)	104	104	No	No	OCC	45 42094, -75 68882

DND	National Defence - CFB Uplands, Bldg. #16, Spillfire Pyl., Ottawa, Ontario, K1V 8P4	95 gallon Oilc cans	2	Accessible 24/7	1 per week (Mon) 1 per month (Thu)	52	10d	No	No	No			45 332785, -75 676848
		8 cu yd	1			12	12	No	No	No			45 332785, -75 676848
DND	National Defence - CFB Uplands, Bldg. #351, 2070 Alert Rd., Ottawa, Ontario, K1V 1J9	2 cu yd	1	0700 to 1500	Every 4 weeks (Mon)	12	12	No	No	Yes	Use intercom at the gate to access call 343- 548-5105 1 hr in advance		45 338726, -75 588576
		95 gallon Oilc cans	5		1 per week (Wed)	52	26d	No	No	Yes			45 335767, -75 588659
DND	National Defence - CFB Latrim, Bldg. #251, 3845 Latrim Rd., Ottawa, Ontario, K1T 3W6	2 cu yd	1	0700 to 1500	1 per week (Thu)	52	52	No	No	Yes			45 338726, -75 588576
		4 cu yd	2		1 per week (Thu)	52	10d						45 3164, -75 65334

Table 3: Collection, Container and Site List for Multi-Material Recycling

Department	Location Bldg. Address	Unit Size	Quantity of Units	Collection Time	Collection Frequency & Day	Total Collections per Year	Total Bin Lifts Per Year	Security Assessment - Reliability Yes or No	Driver & Truck Information Required	Driver to Enter the site	Site Notes	Start Date	Google Maps Coordinates
GFA	CFA - Bldg. Site #201, 3851 Fallowfield, Ottawa, Ontario K2J 1G3	95 gallon Otto carts	2	Between 07:00 and 17:00	On Call	12	24	No		No	Refer to the map provided in Annex F - Figure 2 for the exact bin location		
TC	Transport Canada – McDonald Carler Data Centre, 1800 Tom Roberts Rd., Ottawa, Ontario K1V 1E5	95 gallon Otto carts	3		On Call	12	36	Yes		No	Driver must check in with the security guard upon arrival to receive service instruction		
HC	Health Canada, Radiation Protection Lab, 775 Brookfield Rd., Ottawa, Ontario K1V 6J4	95 gallon Otto carts	5		Every 2 week (Mon)	26	130	Yes		Yes	The loading dock for the recycling is located at the east part of the building. The driver rings the buzzer beside the door and the commissionaire will push a button that will allow access to the driver. The driver will open the loading dock door to allow him to pick up the recycling. When done, the driver closes the loading dock door and exits through the main door. Please refer to annex F - Figure 3A and 3B for the site plan and photos of the location of the bins		
PPB	Parliamentary Precinct - Blackburn / Langevin Block, 85 Sparks St., 80 Wellington St., Ottawa, Ontario K1P 6K8	95 gallon Otto carts	10		2 per week (Tues & Fri)	104	1040	Yes	yes	Yes	Collection must contact security guard for access to the site. Freight is located at 11 Metcalfe. Driver must enter the building to service this site. Bins are stored in the basement at this location. Please refer to Annex F, figure 5A and 5H for bin locations and photos of bins.		
PPB	Parliamentary Precinct, Birks Building, 107 Sparks Street, Ottawa, Ontario K1P 5S3	95 gallon Otto carts	4		1 per week (Fri)	52	208	Yes	yes	Yes	At the old mustard shop - contact Clean Matters 15 mins prior to arrival - to gain access. Please refer to Annex F, figure 5A for bin location.		
PPB	Parliamentary Precinct, National Press Building, 150 Wellington Street, Ottawa, Ontario K1P 5A4	95 gallon Otto carts	4		Every 2 weeks (Fri)	26	104	Yes	yes	Yes	Ring Dockbell upon arrival and a security guard will open the door. Please refer to Annex F, figure 5A for bin location.		
HC	Health Canada, LCDC, Bldg. #6, 100 Egmont Dr., Ottawa, Ontario K1A 6L2	95 gallon Otto carts	2		Every 2 week (Mon)	26	52	Yes		Yes	The loading dock for the recycling is located at the north part of the building. The driver will enter the building and go to the loading dock door. There is a note on the loading dock door to call SOC at 613-957-1010 (Security Operations) and they will inform the commissionaire at the building. The commissionaire will come directly to open the loading dock door and allow access to the driver. Please refer to annex F - Figure 3D for the site plan with bin location.		
HC	Health Canada, Occupational Health Bldg, #77, Pharmaceutical Lab, 91 Clarendon Drive, Ottawa, Ontario K1A 0K9	95 gallon Otto carts	3		Once a month (Wed)	12	36	Yes		Yes	The entrance is on the north side of the building off the parklelot. The driver will enter the door shown in the photograph. Directly to the left, as you enter through this door, there is a door that leads to a Security office. The driver enters the Security door and requests one of the Security Commissionaires to open the loading dock door for him. Please refer to Annex F - Figure 3E for the site plan and bin location.		
HC	Health Canada, 251 Sir Frederick Banting Drive, Bldg #22, Ottawa, Ontario K1V 0M1	95 gallon Otto carts	4		1 per week (Wed)	52	208	Yes		Yes	The recycling entrance is on the west side of the building and has a number "1" on the door. This is the door to be used for recycling pick-up. The driver will ring the buzzer beside the entrance door. The commissionaire will let the driver in and allow him to remove the bins. Please refer to Annex F, figure 5C for the site plan and bin location.		
TC	Transport Canada 80 Neil Street, Gatineau, Quebec J8Z 6A1	95 gallon Otto carts	2	Between 8:30 and 4:30	Every 2 weeks (Thurs)	26	52	No		Yes (gate closed for security and Google)	The driver needs to press the intercom button at our gate to notify us that they have arrived. We will open the gate and they are to drive to bay door #1 for recycling. The driver will enter the building and go to the loading dock door. There are a few times where we did not answer on time, and therefore, we would also like to ask that if the gate does not open after a few minutes, to please ring again, as we may just be away from our desk.		
EC-ETC	Environment Canada – Environmental Science and Technology Centre, 1000 River Road, Ottawa, Ontario K1V 1H2	95 gallon Otto carts	4		Every 2 weeks (Mon)	26	104	No		Yes (inside the building)	The driver needs to press the intercom button at our gate to notify us that they have arrived. We will open the gate and they are to drive to bay door #1 for recycling. The driver will enter the building and go to the loading dock door. There are a few times where we did not answer on time, and therefore, we would also like to ask that if the gate does not open after a few minutes, to please ring again, as we may just be away from our desk.		
SCC	Supreme Court of Canada, 301 Wellington Street, Ottawa, Ontario K1A 0J1	95 gallon Otto carts	2		1 per month (Wed)	12	24	Yes		Yes	Drivers must enter the building to service this location, bins are stored in the basement. Please refer to Annex F, figure 5A for bin location. There is a sign that says recycling room.		
PSJC	L'Esplanade Laurier, 300 Laurier Avenue West, Ottawa, Ontario K1A 0S5	95 gallon Otto carts	16		1 per week (Tues)	52	832	No		No all at loading dock			
DND	National Defence 130 Bank Avenue, Ottawa, Ontario K2E 6T7	95 gallon Otto carts	3		Every 4 weeks (Mon)	13	39	No		Yes	Drivers must use the doorbell to gain access to the site		
PPB	Parliamentary Precinct - La Promenade (Vibour/Victoria Bldg., Bank of Nova Scotia Bldg., 151 Sparks St., 140 Metcalfe St., Ottawa, Ontario K1P 6K8)	95 gallon Otto carts	7		1 per week (Fri)	52	364	Yes	yes	No	Drivers must enter the building to service this location, bins are stored in a recycling room. Please refer to Annex F, figure 5A for bin location.		
PPB	Parliamentary Precinct - House of Commons, Justice Bldg., 249 Wellington Street, Ottawa, Ontario K1A 0A1	95 gallon Otto carts	5		Every 2 weeks (Fri)	26	130	Yes	yes	Yes	Driver will be required to inform security of their arrival, bins are stored in the basement. Please refer to Annex F - Figure 5A for bin location.		
PPB	Parliamentary Precinct - House of Commons, Justice Bldg., 249 Wellington Street, Ottawa, Ontario K1A 0A1	95 gallon Otto carts	5		1 per week (Fri)	52	260	Yes	yes	Yes	Drivers must enter the building in order to service this site, bins are stored in the loading dock. Please refer to Annex F, figure 5A for the bin location.		
PPB	Parliamentary Precinct - House of Commons, Justice Bldg., 249 Wellington Street, Ottawa, Ontario K1A 0A1	95 gallon Otto carts	3		1 per week (Fri)	52	156	Yes	yes	Yes	Drivers must enter the building in order to service this site, bins are stored in the loading dock. Please refer to Annex F, figure 5A for bin location.		

PPB	Parliamentary Precinct - House of Commons, Parliament Hill, 111 Wellington Street, West Block (Temporary Loading Dock), Ottawa, Ontario K1A 0A6	95 gallon Otto carts	16		1 per week (Fri)	52	832	Yes	Yes		The contractor will have to call 15 mins prior to arrival to have the bins loaded into the loading dock door. Please refer to Annex F - Figure 5A for bin location.	
PCH	Canadian Heritage, Canadian Conservation Institute, Metro Centre Block "C" 1030 Innes Road, Ottawa, Ontario K1B 4G4, 2306 St. Laurent Blvd., Ottawa, Ontario K1G 6G3	95 gallon Otto carts	2		On Call	12	24	Yes	Yes		The bins are located inside the building. The driver must ring loading dock doorbell at back of building to have access.	
CEBA	Canada Economic Development, 1000 Laurier Blvd., Ottawa, Ontario K1G 6G3	95 gallon Otto carts	5		Every 4 weeks (Wed)	13	65	No	No		Carts and bins are all situated outside near the garbage bin.	
RCMP	Royal Canadian Mounted Police, Leominster Building, 155 McArthur Avenue, Ottawa, Ontario K1A 0H4	95 gallon Otto carts	6		Every 2 weeks (Wed)	26	156	Yes	Yes		Drivers must sign in at the front desk prior to servicing this location. Drivers must enter the underground parking garage in order to service this location. Drivers must call the site contact prior to arrival. Escort required for access, contractor will need to call prior to arrival.	
DND	National Defence - Canadian Forces Publication Depot, 2140 Thurston Dr., Ottawa, Ontario K1G 6E1	95 gallon Otto carts	2		On Call	12	24	No	Yes			
PPB	Parliamentary Precinct, Food Production Facility, 1170 Algonia Rd., Ottawa, Ontario K1B 0A3	95 gallon Otto carts	8		1 per week (Wed)	52	416	Yes	Yes		Kept outside. Please refer to Annex F, figure 5A for bin location and SE for the picture of the view of the loading dock.	
PPB	Parliamentary Precinct, 2038 Walkley Road, Ottawa, Ontario K1G 3P5	95 gallon Otto carts	1		Once a month (Wed)	12	12	Yes	Yes		Bins are outside driver does not need to call ahead. Please refer to Annex F, Figure 5C for the bins locations and loading dock photos.	
PPB	Parliamentary Precinct, Rideau Committee Rooms, 1 Wellington Street, Ottawa, Ontario	95 gallon Otto carts	4		3 per week (Mon, Wed & Fri)	156	624	Yes	Yes		Drivers must call the site contact prior to arrival. Drivers will be required to load bins into the loading dock. Bins are stored inside. Please refer to Annex F, figure 5A for the bins location.	
PPB	Parliamentary Precinct, 2418 Don Bud Road, Ottawa, Ontario K1H 1E2	95 gallon Otto carts	5		On Call	12	60	Yes	Yes		Kept outside. Please refer to Annex F, figure 5D for the pick up location.	
STATS CAN	Statistics Canada 200 Boulevard de la Technologie, Gatineau, Quebec J8Z 3H8	95 gallon Otto carts	6		Once a month (Tues)	12	72	No	Yes		All the loading dock. The driver needs to go to the back loading dock and ring the intercom and the commissionaire on site will open the door.	
AH-C	Agriculture and Agri-Food Canada - CSE F1, Bldg #52, 860 Carling Ave., Ottawa, Ontario K1Y 4Z1	95 gallon Otto carts	3		1 per week (Thurs)	52	156	No	No		Drivers must use the key provided to gain access to the site where bins are stored. Refer to Annex F - Figure 1 for the site plan and bin location.	
DND	PBX Building, 780 Heron Road, Ottawa, Ontario	95 gallon Otto carts	1		On Call	12	12	No	Yes		Contractor works contact, it is not correct during the first pick up as bins are located in somewhat secluded area.	
TC	National Defence - 489 Boulevard de la Carrière, Ottawa, Ontario K1A 0A6	95 gallon Otto carts	5		3 per week (Mon, Wed & Fri)	156	780	No	Yes		All the pickup is made at the loading dock. No specific access required. Commissionaire on site open 8-6 pm	
TC	Transport Canada - Bldg 158 (Hwy 401, 250 Conestoga Pk., Ottawa, Ontario K1V 8E2)	95 gallon Otto carts	5		1 per week (Mon)	52	260	Yes	No		Outside, no gate, driver name needed	
PPB	Transport Canada - Aircraft Services Training Centre, 1000 Carleton Place, Ottawa, Ontario K1V 1A5	95 gallon Otto carts	1		1 per week (Mon)	52	52	Yes	No		Door to open and path to take the bins - can call commissionaire if door doesn't open. Security booth is across the street from building. Not locked.	
PPB	Parliamentary Precinct, Warehouse, 3020 Hawthorne Road, Ottawa, Ontario K1G 3J8	95 gallon Otto carts	2		On Call	12	24	Yes	No		Kept outside. Please refer to Annex F, figure 5B for bins locations and photos.	
PPB	Building, 144 Wellington Street, Ottawa, Ontario K1P 6T3	95 gallon Otto carts	10		On Call	12	120	Yes	Yes		Contractor will be required to call the site contact prior to arrival to allow to ensure the bins are accessible. Please refer to Annex F, figure 5A for bin location.	
PPB	Parliamentary Precinct, Wellington Building, 180 Wellington Street, Ottawa, Ontario K1A 0A6	95 gallon Otto carts	8		1 per week (Fri)	52	416	Yes	Yes		Drivers will be required to enter the loading dock to service this location. The loading dock is too small to accommodate boom trucks. Multi-personnel will be required to load bins. The driver will be responsible for the pick-up. Contractor responsible to dump of exchange bins. Please refer to Annex F, figure 5A for the bins location.	
PPB	SCB Senate of Canada Building, 2 Rideau Street, Ottawa, Ontario	95 gallon Otto carts	3		3 per week (Mon, Wed & Fri)	156	468	Yes	Yes		Drivers will be required to enter the building to service this location. Bins are stored inside. Use doorbell located at Freight. Please refer to Annex F, figure 5F for the loading dock location.	
PPB	Parliamentary Precinct - Vehicle Servicing Facility at 111 Wellington Street, Ottawa, Ontario	95 gallon Otto carts	1		1 x month (Wed) (Every 4th Wed)	12	12	Yes	Yes		Driver will be required to inform security of their arrival. Use doorbell located at Freight. Driver will be required to enter the loading dock to service this location. Please refer to Annex F - Figure 5A for bin location.	
DND	National Defence - RCMP Mess, 158 Gloucester St., Ottawa, Ontario, K2P 0A6	95 gallon Otto carts	2		Accessible 24/7	52	104	No	No		Bins are removed and moved to 40E	45.4118, -75.697165
DND	National Defence - HMCS Bytown, 78 Legat St., Ottawa, Ontario, K2P 0C1	95 gallon Otto carts	1		Accessible 24/7	26	26	No	No		inside building through main entrance	45.41389, -75.68891
DND	National Defence - Cartier Square Drill Hall, 2 Queen Elizabeth Dr., Ottawa, Ontario, K2P 2H9	95 gallon Otto carts	9		Accessible 24/7	26	234	No	Yes			45.42158, -75.68909
DND	National Defence - Military Stores Bldg, 4 Queen Elizabeth Dr., Ottawa, Ontario, K2P 2H9	95 gallon Otto carts	6		Accessible 24/7	52	312	No	No			45.42094, -75.68882
DND	National Defence - Army Officer Mess, 249 Somerset St., Ottawa, Ontario, K2P 9H7	95 gallon Otto carts	2		Accessible 24/7	52	104	No	No			45.41185, -75.68989
DND	National Defence - NDGC, 1745 Alta Vista Dr., Ottawa, Ontario, K1A 0K2	95 gallon Otto carts	4		Accessible 24/7	52	208	No	Yes		Locked gate after hours	45.40207, -75.65716
DND	National Defence - Bldg 94-33, 1200 Macmillan Rd., Ottawa, Ontario, K1A 0B6	95 gallon Otto carts	2		Accessible 24/7	26	52	No	No			45.4502, -75.62232
DND	National Defence - HMCS Carleton, 79 Prince of Wales Dr., Ottawa, Ontario, K1A 0K2	95 gallon Otto carts	4		Accessible 24/7	12	48	No	No		Locked gate after hours	45.391519, -75.70791
DND	National Defence - Hull Army, 1887 Tache Bld., Gatineau, Quebec J9A 1L8	95 gallon Otto carts	2		Accessible 24/7	52	104	No	Yes		Locked gate after hours	45.42477, -75.73209
DND	National Defence - Holland Armoury, 2100 Valley Rd., Ottawa, Ontario K1G 3B3	95 gallon Otto carts	4		Accessible 24/7	26	104	No	No			45.38545, -75.62381
DND	National Defence - Bldg 94-33, 1200 Macmillan Rd., Ottawa, Ontario, K1A 0B6	95 gallon Otto carts	8		Accessible 24/7	16	128	No	No			45.350216, -75.906230
DND	National Defence - Comnaught Range, 6 Boulevard Bld., Ottawa, Ontario, K2K 2M6	95 gallon Otto carts	3		Accessible 24/7	12	36	No	No			45.357565, -75.906384
DND	National Defence - Comnaught Range, 10 Brouillette Blvd., Ottawa, Ontario, K2K 2M6	95 gallon Otto carts	2		Accessible 24/7	16	32	No	No			45.40207, -75.65716
DND	National Defence - Comnaught Range, 11 Brouillette Blvd., Ottawa, Ontario, K2K 2M6	95 gallon Otto carts	2		Accessible 24/7	16	32	No	No			45.4502, -75.62232
DND	National Defence - Comnaught Range, 282 Bldg, #145, 1 Lee Enfield Rd., Ottawa, Ontario, K2K 2M6	95 gallon Otto carts	5		Accessible 24/7	52	260	No	No			45.391519, -75.70791
DND	National Defence - Comnaught Range, Pistol Range, 2 Shirley Blvd., Ottawa, Ontario, K2K 2M6	95 gallon Otto carts	2		Accessible 24/7	52	104	No	No			45.42477, -75.73209
DND	National Defence - Comnaught Range, CCB, 1 Shirley Blvd., Ottawa, Ontario, K2K 2M6	95 gallon Otto carts	4		Accessible 24/7	84	336	No	No			45.38545, -75.62381
DND	National Defence - Comnaught Range, Bldg. #3, 5 Shirley Blvd., Ottawa, Ontario, K2K 2M6	95 gallon Otto carts	4		Accessible 24/7	24	96	No	No			45.350216, -75.906230
												45.357565, -75.906384
												45.3604648842025, -75.897797166170442
												45.362081, -75.898452
												45.362195, -75.882864
												45.356237, -75.906247

Scheduling Notes: Winter schedule: 1 per month (Tues) Summer schedule: 1 per week (Tues) Will notify of changes in service

DND	National Defence - Comnaught Range, Bldg. #84, 35 Shirley Blvd., Ottawa, Ontario, K2K 2W5	95 gallon Otto carts	3	Accessible 24/7	1 per week (Tue)	52	156	No	No	No	Scheduling Notes: Summer schedule is active from May 1st - September 30th. Will be notified of the change in service schedule	45.360034, -75.901183
DND	National Defence - Comnaught Range, Kitchener/Waterloo Hwy 4, Sander Rd., Ottawa, Ontario, K2K 2W6	95 gallon Otto carts	17	Accessible 24/7	2 per week (Mon & Fri) Services provided by 3 bins in Winter. (Quoted by 3 bins in Winter)	104	1690	No	No	No		45.35899284737096, -75.9004248606812
DND	National Defence - Comnaught Range, 1 Wesley Rd., Ottawa, Ontario, K2V 2Z2	95 gallon Otto carts	2	Accessible 24/7	Every 4 weeks (Tues)	12	24	No	No	No		45.360594, -75.900277
DND	National Defence - CRB Uplands, Hyman's Golf Course, 2303 Albert Dr., Ottawa, Ontario, K1V 1J9	95 gallon Otto carts	25	Morning service preferred	Summer Only (Once a week Monday from the second week of May) May 6th to November 11) Every morning	28	700	No	No	No	Scheduling Notes: Service provided during summer only. 8 day stay onsite during the winter. Will be notified of changes in service schedule.	45.316307, -75.647175
DND	National Defence - CRB Uplands, Bldg. #51, 2070 National Defence - CRB Uplands, K1V 1J1	95 gallon Otto carts	4	0700 to 1500	Every 4 weeks (Mon)	12	48	No	No	Yes	use intercom at the gate to access call 343-548-3105 1 hr in advance	45.3164, -75.6334
DND	National Defence - CRB Uplands, 720 Blomrose Pk., Ottawa, Ontario, K1A 7H8	95 gallon Otto carts	3	0700 to 1500	Every 2 weeks (Mon)	26	78	No	No	Yes	report to security personnel at main desk for access	45.334245, -75.676453
DND	National Defence - CRB Uplands, Hangar 14, 250 Concorde Pk., Ottawa, Ontario, K1V 1E5	95 gallon Otto carts	5	0700 to 1500	1 per week (Mon)	52	260	No	No	Yes	report to security personnel at main desk for access	45.328207, -75.677797
DND	National Defence - CRB Uplands, Hangar 11, 190 Clear Skies Pk., Ottawa, ON K1V 1S5	95 gallon Otto carts	2	0700 to 1500	Every 2 weeks (Thurs)	26	52	No	No	No	report to security personnel at main desk for access	45.32488358, -75.6710120
DND	National Defence - CRB Uplands, Bldg. #97, 497 Concorde Pk., Ottawa, Ontario, K1V 1J1	95 gallon Otto carts	4	Accessible 24/7	Every 2 weeks (Thurs)	26	104	No	No	No		45.3285661862756, -75.67596975940249
DND	National Defence - CRB Uplands, Bldg. #47, 380 Concorde Pk., Ottawa, Ontario, K1V 1J1	95 gallon Otto carts	4	Accessible 24/7	Every 4 weeks (Mon)	12	48	No	No	No		45.331180, -75.673173
DND	National Defence - CRB Uplands, Bldg. #48, 10 De Neville Pk., Ottawa, Ontario, K1V 715	95 gallon Otto carts	2	Accessible 24/7	Every 4 weeks (Mon)	12	24	No	No	No		45.333143, -75.666099
DND	National Defence - CRB Uplands, Bldg. #374, 15 De Neville Pk., Ottawa, Ontario, K1V 1C1	95 gallon Otto carts	4	Accessible 24/7	Every 2 weeks (Mon)	26	104	No	No	No		45.334225, -75.666402
DND	National Defence - CRB Uplands, Bldg. #467, 200 De Neville Pk., Ottawa, Ontario, K1V 1C1	95 gallon Otto carts	4	Accessible 24/7	Every 4 weeks (Mon)	12	48	No	No	No		45.337051, -75.675251
DND	National Defence - CRB Uplands, Bldg. #512, 265 De Neville Pk., Ottawa, Ontario, K1V 1C1	95 gallon Otto carts	4	0700 to 1500	Every 2 weeks (Mon)	26	104	No	No	Yes	use intercom at the west side gate to access	45.336620, -75.680032
DND	National Defence - CRB Uplands, Bldg. #559, 307 De Neville Pk., Ottawa, Ontario, K1V 0N5	95 gallon Otto carts	2	Accessible 24/7	Every 2 weeks (Mon)	26	52	No	No	No	within a wooden enclosure	45.336307, -75.682188
DND	National Defence - CRB Uplands, Bldg. #475, 320 Paul Bonaparte Dr., Ottawa, Ontario, K1V 1C1	95 gallon Otto carts	1	Accessible 24/7	Every 4 weeks (Mon)	12	12	No	No	No		45.329533, -75.674247
DND	National Defence - CRB Uplands, Bldg. #946, 360 Paul Bonaparte Dr., Ottawa, Ontario, K1V 1P4	95 gallon Otto carts	1	Accessible 24/7	1 per month (Mon)	12	24	No	No	No		45.327439401330874, -75.67065113901094
DND	National Defence - CRB Uplands, Bldg. #16, 16 Spafford Blvd., Ottawa, Ontario, K1V 1P4	95 gallon Otto carts	2	Accessible 24/7	Every 4 weeks (Mon)	12	12	No	No	No		45.332785, -75.676848
DND	National Defence - CRB Uplands, Bldg. #251, 3546 Leclerc Rd., Ottawa, Ontario, K1V 3M6	95 gallon Otto carts	7	0700 to 1500	1 per week (Wed)	52	364	Yes	Yes	Yes	report to security personnel at main desk for access	45.336736, -75.686576
DND	National Defence - CRB Uplands, Bldg. #278, 3546 Leclerc Rd., Ottawa, Ontario, K1V 3M6	95 gallon Otto carts	1	0700 to 1500	Every 4 weeks (Wed)	12	12	Yes	Yes	Yes	report to security personnel at main desk for access	45.335464, -75.689356

Soild Waste

Site # (TBD)	Location Bldg. Address	Unit Size	Quantity of Units	Collection Time	Collection Frequency & Day	Total Collections per Year	Total Bin Lifts Per Year	Security Clearance - Reliability Yes or No	Driver & Truck Information Required	Driver to Enter the site	Site Notes	Start Date
FOR SOLID WASTE												
	National Defence - Shirley's Bay, Bldg #1, 3701 Carling Av. Ottawa, Ontario, K2K 2Y7	4 cu yd	1	0700 to 1500	1 per week	52	52	Yes			Secure site	
	National Defence - Shirley's Bay, Bldg #3, 3701 Carling Av. Ottawa, Ontario, K2K 2Y7	2 cu yd	1	0700 to 1500	1 per week	52	52	Yes			Secure site	
	National Defence - Shirley's Bay, Bldg #14, 3701 Carling Av. Ottawa, Ontario, K2K 2Y7	6 cu yd	1	0700 to 1500	2 per week	104	104	Yes			Secure site	
	National Defence - Shirley's Bay, Bldg #29, 3701 Carling Av. Ottawa, Ontario, K2K 2Y7	6 cu yd	1	0700 to 1500	2 per week	104	104	Yes			Secure site	
	National Defence - Shirley's Bay, Bldg #34, 3701 Carling Av. Ottawa, Ontario, K2K 2Y7	4 cu yd	1	0700 to 1500	1 per week	52	52	Yes			Secure site	
	National Defence - Shirley's Bay, T86, 3701 Carling Av. Ottawa, Ontario, K2K 2Y7	4 cu yd	1	0700 to 1500	1 per week	52	52	Yes			Secure site	
FOR PAPER RECYCLING												
	National Defence - Shirley's Bay, (exact location TBD), 3701 Carling Av. Ottawa, Ontario, K2K 2Y7	95 gallon Otto carts	4	0700 to 1500	Every 2 weeks (Wed)	26	104				Secure site	
	National Defence - Shirley's Bay, (exact location TBD), 3701 Carling Av. Ottawa, Ontario, K2K 2Y7	95 gallon Otto carts	4	0700 to 1500	Every 2 weeks (Wed)	26	104				Secure site	
FOR MULTIMATERIAL RECYCLING												
	National Defence - Shirley's Bay, (exact location TBD), 3701 Carling Av. Ottawa, Ontario, K2K 2Y7	95 gallon Otto carts	4	0700 to 1500	TBD	26	104				Secure site	
	National Defence - Shirley's Bay, (exact location TBD), 3701 Carling Av. Ottawa, Ontario, K2K 2Y7	95 gallon Otto carts	4	0700 to 1500	TBD	26	104				Secure site	
FOR COMPOSTING												

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		Public Works and Government Services Canada		2. Branch or Directorate / Direction générale ou Direction Real Property			
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 Paper Material Collection and recycling services contract							
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 type="checkbox"/>	No Non	<input checked="" type="checkbox"/>	Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.				<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?				<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès							
Canada <input checked="" 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 checked="" 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 checked="" 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 SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET 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"/>			



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 ☐ Yes
Non 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 ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non Oui



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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC COSMIC TRÈS SECRET	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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX D- Costs of Services Schedule – Basis of Payment

The bidders must submit prices for five (5) years for all items by completing the charts below. The information submitted will be used to determine the bidder’s total assessed price for purposes of bid evaluation and selection. Prices should be in accordance with the Annex A Scope of Work and the Annex B Collection Locations, Containers and Schedule Requirements.

The container quantities provided in the charts below are strictly estimates and are to be used for financial evaluation purposes only. There will be increases and decreases in the specified number of units, and sites may be added or removed throughout the term of the contract. All costs are to be based on a per site visit per container size bases. Examples:

- 1) Site A has five 95Gal otto carts and one 4CY container. There will be two charges – one for the pick-up of the 95 gal otto carts and one for the 4CY container pick-up.
- 2) Site B has ten 95 Gal otto carts. The one charge will be for the pick-ups of the 95 gal otto carts.

Firm all-inclusive price per site serviced in accordance with the Pricing Schedule detailed below, in Canadian funds, Goods and Services Tax (GST)/Harmonized Sales Tax (HST) (as applicable), extra. The on-call prices per collection and per lift shall be all inclusive, incorporating collection, transportation, storage, sorting, processing, and cleaning.

Column “Year 1” in all tables reflect the costing for the first year, which is not a full fiscal year with services starting as per section 4.5 Taking Over the Sites of Annex A Scope of Work. The columns that reflect option years in all table costing that would be applied to a full fiscal year of service.

In case of an error in calculation, the unit price will govern.

There are ten (10) charts to be completed as follows:

Section A Firm Pick-ups

Table 1A: Waste (Firm)

Table 2A: Paper Recycling (Firm)

Table 3A: Multi-Material Recycling (Firm)

Table 4A: Composting (Firm)

Section B As and When Pick-ups

Table 1B: Waste (As and When)

Table 2B: Paper recycling (As and When)

Table 3B: Multi-Material recycling (As and When)

Table 4B: Composting (As and When)

Section C Specialty Costs

Table 1C: Special Items Costs

Table 2C: Additional Costs

Table 1A: Waste (Firm)

Table 2A: Paper Recycling (Firm)

Container Size	Number of Containers	Estimated Total # of Collections (per year)	YEAR 1		YEAR 2		YEAR 3		YEAR 4 (Option year 1)		YEAR 5 (Option year 2)	
			Cost per Collection	Cost per Year	Cost per Collection	Cost per Year	Cost per Collection	Cost per Year	Cost per Collection	Cost per Year	Cost per Collection	Cost per Year
A	B	C	D	E=(Cx D)	F	G=(Cx F)	H	I=(Cx H)	J	K=(Cx J)	L	M=(Cx L)
95 gal Otto carts	418	4464	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2 CY Container	66	2478	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4 CY Container	15	688	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
6 CY Container	9	636	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
8 CY Container	2	286	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Hand-picked Cardboard	1	52	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SUB-TOTALS:		\$										
Table 2A Total for 5 years:		\$										

Table 3A: Multi-Material Recycling (Firm)

Table 3B: Multi-Material recycling (As and When)

Section C Specialty Costs

Table 1C: Special Items Costs

Unit	Estimated Total # of Collections (per year)	YEAR 1		YEAR 2		YEAR 3		YEAR 4 (Option year 1)		YEAR 5 (Option year 2)	
		Cost per Unit	Cost per Year	Cost per Unit	Cost per Year	Cost per Unit	Cost per Year	Cost per Unit	Cost per Year	Cost per Unit	Cost per Year
A	B	C	D=(BxC)	E	F=(BxE)	G	H=(BxG)	I	J=(BxI)	K	L=(BxK)
Scrap Metal Bin Delivery and Removal	6	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Vehicle Tires	12	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Wooden Pallets	100	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Mattresses	10	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Major Appliances AKA White Goods (with decommissioning tag indicating they are free of Ozone Depleting Substances)	12	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SUB-TOTALS:			\$		\$		\$		\$		\$
Table 1C Total for 5 years:		\$									

Section E Total Bid Price for Evaluation:

Table Reference	Total for 5 years
Table 1A: Waste (Firm)	\$
Table 2A: Paper Recycling (Firm)	\$
Table 3A: Multi-Material Recycling (Firm)	\$
Table 4A: Composting (Firm)	\$
Table 1B: Waste (As and When)	\$
Table 2B: Paper recycling (As and When)	\$
Table 3B: Multi-Material recycling (As and When)	\$
Table 4B: Composting (As and When)	\$
Table 1C: Special Costs	\$
Table 2C: Additional Costs	\$
Total Evaluated Bid Price	\$

Date of Update:

ANNEX E: Vehicle and Reliability Cleared Drivers List

Name of Contractor:

Name of Subcontractor (if applicable):

[illegible]

Sample Monthly Hauling Records Report for Paper Recycling

Site ID	Site Name	Site Address	Bin Type / Size	Service Type	Material Type	Actual Weight?	Scheduled Date	Activity	Quantity	Unit	Weight
XXX	Name of building	XXX address	2 YD FEL RCY	Front Load	CARDBOARD	No / Estimate	1/7/2020	Scheduled Pick-up	2	mT	0.08
			96 GAL TOTER REL RCY FLAT	Rear load	MIXED PAPER	No / Estimate	1/7/2020	Scheduled Pick-up	6	mT	0.98
			96 GAL TOTER REL RCY FLAT	Rear load	MIXED PAPER	No / Estimate	1/20/2020	Scheduled Pick-up	6	mT	0.98
			2 YD FEL RCY	Front Load	CARDBOARD	No / Estimate	1/20/2020	Scheduled Pick-up	2	mT	0.08
								Total weight for Cardboard		mT	0.16
								Total weight for Mixed Paper		mT	1.96

Sample Monthly Hauling Records Report for Multi-Material Recycling

Site ID	Site Name	Site Address	Bin Type / Size	Service Type	Material Type	Actual Weight?	Scheduled Date	Activity	Quantity	Unit	Weight
XXX	Name of building	XXX address	96 GAL TOTER REL RCY	Front Load	MMR / Comingled	Yes	1/10/2020	Scheduled pick-up	3	mT	0.13
			95 GAL TOTER REL RCY	Front Load	MMR / Comingled	Yes	1/17/2020	Scheduled pick-up	1	mT	0.04
			95 GAL TOTER REL RCY	Front Load	MMR / Comingled	Yes	1/19/2020	Scheduled pick-up	5	mT	0.22
			96 GAL TOTER REL RCY	Front Load	MMR / Comingled	Yes	1/24/2020	Scheduled pick-up	4	mT	0.18
			96 GAL TOTER REL RCY	Front Load	MMR / Comingled	Yes	1/31/2020	Scheduled pick-up	3	mT	0.13
								Total weight for MMR			0.7

Sample Monthly Hauling Records Report for Solid Waste and Compost

Site ID	Site Name	Site Address	Bin Type / Size	Service Type	Material Type	Actual Weight?	Scheduled Date	Activity	Quantity	Unit	Weight
XXX	Name of building	XXX address	8 YD container	Front load	Solid Waste	Yes	1/11/2020	Scheduled pick-up	5	mT	0.8
			4 YD container	Front load	Solid Waste	Yes	1/20/2020	Scheduled pick-up	5	mT	0.9
			0.32 YD container	Rear Load	Compost	No / Estimate	1/22/2020	Scheduled pick-up	20	mT	0.6
			0.32 YD container	Rear Load	Compost	No / Estimate	1/27/2020	Scheduled pick-up	18	mT	0.7
								Total weight for Solid Waste		mT	1.7
								Total weight for Compost		mT	1.3

Annex H Insurance Requirements

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.
 - l. 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.

Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. 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.

Environmental Impairment Liability Insurance

1. The Contractor must obtain Type 2: "Contractors Pollution Liability" insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The Type 2: "Contractors Pollution 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - c. Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.
 - f. Storage Tank Third-Party Liability - The policy must extend to off-site third party bodily injury and property damage due to releases from storage tanks (above and below ground). Coverage must include corrective action and clean-up due to releases from storage tanks.
 - g. 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.

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ANNEX “I” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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)