



**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.

| | |
|---|---|
| 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

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

| | |
|--|--|
| 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 |

TABLE OF CONTENTS

| | |
|---|-----------|
| PART 1 - GENERAL INFORMATION | 2 |
| 1.1 INTRODUCTION..... | 2 |
| 1.2 SUMMARY | 2 |
| 1.3 DEBRIEFINGS | 3 |
| PART 2 - BIDDER INSTRUCTIONS | 3 |
| 2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS | 3 |
| 2.2 SUBMISSION OF BIDS..... | 3 |
| 2.3 FORMER PUBLIC SERVANT..... | 4 |
| 2.4 ENQUIRIES - BID SOLICITATION..... | 5 |
| 2.5 APPLICABLE LAWS..... | 5 |
| 2.6 BID CHALLENGE AND RECOURSE MECHANISMS..... | 5 |
| PART 3 - BID PREPARATION INSTRUCTIONS..... | 6 |
| 3.1 BID PREPARATION INSTRUCTIONS | 6 |
| PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION | 8 |
| 4.1 EVALUATION PROCEDURES..... | 8 |
| 4.2 BASIS OF SELECTION..... | 18 |
| PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION | 19 |
| 5.1 CERTIFICATIONS REQUIRED WITH THE BID | 19 |
| 5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION | 20 |
| PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS..... | 20 |
| 6.1 SECURITY REQUIREMENTS | 20 |
| 6.2 EMPLOYEE INFORMATION FOR SECURITY..... | 21 |
| 6.3 INSURANCE REQUIREMENTS | 21 |
| PART 7 - RESULTING CONTRACT CLAUSES | 22 |
| 7.1 STATEMENT OF WORK..... | 22 |
| 7.2 STANDARD CLAUSES AND CONDITIONS..... | 22 |
| 7.3 SECURITY REQUIREMENTS | 22 |
| 7.4 TERM OF CONTRACT | 23 |
| 7.5 AUTHORITIES | 23 |
| 7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS | 24 |
| 7.7 PAYMENT | 24 |
| 7.8 INVOICING INSTRUCTIONS | 25 |
| 7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION..... | 26 |
| 7.10 APPLICABLE LAWS..... | 26 |
| 7.11 PRIORITY OF DOCUMENTS | 26 |
| 7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR OR FOREIGN CONTRACTOR)..... | 26 |
| 7.13 INSURANCE REQUIREMENTS | 26 |
| 7.14 DISPUTE RESOLUTION..... | 27 |

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.dgareceptiondessomissions-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> | |

| | |
|---|--|
| e) Constraints and how they were overcome. Value added by the project if any | |
|---|--|

2.4 COMPOSTING

| | |
|--|---|
| 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 conditions, 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 | |
|---|--|

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;

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

Table of Contents

| | | |
|------------|---|------------------------------|
| 1.0 | BACKGROUND | 3 |
| 1.1 | Objectives | 3 |
| 1.2 | Key Roles and Responsibilities | 3 |
| 2.1 | General Requirements | 4 |
| 2.2 | Scheduling and Collections | 5 |
| 2.2.1 | Amendments to Site Collection Locations, Containers and Schedule Requirements | 5 |
| 2.2.2 | Holiday Schedules | 6 |
| 2.3 | Missed Pick-ups 2.3.1 Contractor Related Issues | 6 |
| 2.3.2 | Site Related Issues | 7 |
| 2.4 | Requests | 8 |
| 3.0 | EQUIPMENT, SITE MAINTENANCE AND VEHICLES | 8 |
| 3.1 | Equipment | 8 |
| 3.2 | Site Maintenance 3.2.1 Premises Care | 9 |
| 3.2.2 | Incidents or Concerns | 9 |
| 3.3 | Vehicles | 10 |
| 4.0 | ADMINISTRATIVE REQUIREMENTS | 10 |
| 4.1 | Invoicing Procedures | 10 |
| 4.2 | Hauling Records | 11 |
| 4.2.1 | Monthly Hauling Records | 11 |
| 4.2.2 | Annual Hauling Records | 11 |
| 4.3 | Secure Sites | 12 |
| 4.4 | Health and Safety | 12 |
| 4.6 | Taking Over the Site Pick-ups | 13 |
| 4.7 | Required Information for Bid | Error! Bookmark not defined. |
| 5.0 | SOLID WASTE | 14 |
| 5.1 | Solid Waste Materials to be Collected | 14 |
| 5.2 | Additional Solid Waste Services | 14 |
| 5.3 | Solid Waste Logistics | 14 |
| 6.0 | PAPER RECYCLING 6.1 Paper Materials to be Collected | 15 |
| 6.2 | Additional Paper Recycling Services | 15 |
| 7.2 | Additional Multi-Material Services | 17 |

| | | |
|---|---|----|
| 7.3 | Multi-Material Recycling Logistics | 17 |
| 8.0 | COMPOSTING SERVICE | 17 |
| 8.1 | Composting Materials to be Collected | 17 |
| 8.2 | Other Compost Materials..... | 18 |
| 8.3 | Composting Logistics | 18 |
| 9.0 | SPECIALTY ITEMS AND LABOUR REQUESTS 9.1 Scrap Metal | 19 |
| 9.2 | Miscellaneous Bulky Items..... | 19 |
| 9.3 | Hourly General Labour | 20 |
| 9.3.1 | General Labour Requirements..... | 20 |
| Appendix A – List of Abbreviations..... | | 22 |

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 Statute 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 NSW.

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 of the damages is 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

| 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 | DND site |
|------------|---|-----------|-------------------|-------------------------|---|----------------------------|-------------------------|--|-------------------------------------|--------------------------|---|------------|-------------------------|----------|
| AAFC | Agriculture and Agri-Food Canada - (C.E.F.) K.W. Neely Bldg. #21, 980 Carling Avenue, 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. #24, 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 Winching Lane, 980 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., 980 Carling Ave., 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), 980 Carling Ave., 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, 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. #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, 980 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 Health Bldg. #150, 980 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, 980 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, 980 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, 980 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. #83, 980 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 for the bin pickup in Annex F, figure 1 for the exact bin location. | | | |
| AAFC | Agriculture and Agri-Food Canada - (C.E.F.) Carpenter Shop, Bldg. #88, 980 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, 980 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, 980 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, 980 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 F, figure 1 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.) Site, Prince of Wales Dr., 980 Carling Ave., Ottawa, Ontario | 40 cu yd | 2 | N/A | Writer service On-Call Summer season - 1 per week Monday | 6 52 | 12 104 | No | No | No | Refer to the map provided in Annex F, figure 1 for the exact bin location. Drivers will have their own lock installed on one of the gates to open themselves. | | | |
| CFIA | CFIA - Bldg. #141, 3851 Fallofield 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 Fallofield 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. #205 (C.H.P.) 3851 Fallofield 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. | | | |

| | | | | | | | | | | | | | |
|------|---|-------------------------------|-------------|-------------------------|--|--------------|--------------|---|----------------|------------------|-----|--|--------------------|
| SCC | Supreme Court of Canada, 301 Wellington Street, Ottawa, Ontario | 6 cu yd | 1 | | | 260 | 260 | 5 per week (Mon-Fri) | | No | Yes | | the bin is outside |
| TC | Transport Canada - McDonald/Castle/Dale Centre, 1600 Tom Roberts Rd., Ottawa, Ontario | 6 cu yd | 1 | | | 104 | 104 | 2 per week (Wed & Fri) | Yes | Yes | Yes | Two gates, guard needs plenty of information from drivers (site visit is requested). | |
| TC | Transport Canada - Aircraft Services Training Centre, 1750, 20 Airbus Pk., Ottawa, Ontario | 4 cu yd | 1 | | | 52 | 52 | 1 per week (Fri) | Yes | Yes | No | Door to open and push to lock the bins - can call commissionaire if door doesn't open. Security booth is across the street from building. Not locked. | |
| TC | Transport Canada - Bldg. 188 (Hangar), 200 Connet Pk., Ottawa, Ontario | 4 cu yd 6 cu yd Compactor | 1 | | | 52 104 | 52 104 | 1 per week (Fri) 2 per week (Tues & Fri) | Yes Yes | Yes Yes | No | Outside, no gate, driver name needed | |
| TC | Transport Canada - Gloucester Landfill Facility, 2300 Laurier Road, Ottawa, Ontario | 2 cu yd | 1 | | | 12 | 12 | Every three weeks (Wed) | Yes | Yes | Yes | Two gates, one inside the circular driveway larmack, behind K20C - will need a building service technician to open up gate - should be provided with a 30-minute warning call. (Site visit is requested) | |
| TC | Transportation Safety Board - Bldg. U-105, NRC Compound, 1901 Research Rd., Uplands Base, Ottawa, Ontario | 6 cu yd | 1 | | | 52 | 52 | 1 per week (Thurs) | Yes | Yes | No | Two gates, one outside, no gates to open. | |
| AAFC | Agriculture and Agri-Food Canada (C.E.F.), Bldg. Laneway at Anoronium Ball Diamond, 969 Carling Ave., Ottawa, Ontario | 2 cu yd 4 cu yd 4 cu yd | 3 1 1 | | | 6 27 6 | 6 81 6 | Winter service On-Call Summer service 1 per week (Wed) Winter service On-Call Summer service 1 per week (Wed) Winter service On-Call Summer service 1 per week (Wed) | No No No | Yes Yes No | No | Bins are stored inside the circular driveway during the summer months, outside during the winter months. Please refer to Annex F, Figure 1 for the exact bin locations. The bin at the bottom of the hill, closest to Dow's lake (top of map), is accessible all year round through a maintenance gate that must be opened through the maintenance gate. AAF/C staff open doors, early morning/evenings. | |
| AAFC | Agriculture and Agri-Food Canada (C.E.F.), Bldg. #110 (formally Bldg. # 142) (West side), 960 Carling Ave., Ottawa, Ontario | 6 cu yd | 1 | Before 9:00 AM | | 52 | 52 | 1 per week (Wed) | Yes | Yes | No | The Driver will call building security to have the gate opened. Refer to the map provided in Annex F, figure 1 for the exact bin location. | |
| PSPC | L'Esplanade Laurier Avenue West, Ottawa, Ontario | 30 cu yd Compactor (Recall) | 1 | | | 104 | 104 | 2 per week (Tues & Fri) | No | No | Yes | Refer to the map provided in Annex F - Figure 1 for the exact bin location. | |
| DND | Department of National Defence (DND) 288 Coventry Road, Ottawa, Ontario | 6 cu yd | 1 | Between 07:00 - 17:00 | | 26 | 26 | Every 2 weeks (Friday) | Yes | Yes | No | The driver is not required to go into the building 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 | | 52 | 52 | 1 per week (Monday) | Yes | Yes | 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 | | | 52 | 52 | 1 per week (Tues) | No | No | No | Bins are outside, behind the building. | |
| PHAC | Public Health Agency of Canada (PHAC) Warehouse at 1401 Alta Vista Street, Ottawa, Ontario | 30 cu yd | 1 | | | 30 | 30 | On Call | Yes | Yes | Yes | 30 yard container outside. 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 Algonia Rd., Ottawa, Ontario | 4 cu yd | 1 | | | 260 | 260 | 5 per week (Mon-Fri) | Yes | Yes | No | 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, 2888 Walkley Road, Ottawa, Ontario | 2 cu yd | 2 | | | 104 | 208 | 2 per week (Tues & Fri) | Yes | Yes | Yes | Contractor will be required to call ahead and 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 photos. | |
| PRB | Parliamentary Precinct, 2074 Walkley Road, Ottawa, Ontario | 4 cu yd | 1 | | | 104 | 104 | 2 per week (Tues & Fri) | Yes | Yes | No | The contractor will be required to enter the site as the bins are stored inside at this location. Contractor will need to call the site contact to get the bin location. Please refer to Annex F, Figure 5A for the bin location. | |
| PRB | Parliamentary Precinct, 1 Wellington Street (Rideau Canal), Ottawa, Ontario | 95 gallon octo carts | 5 | Before 16:00 | | 260 | 1300 | 5 per week (Mon-Fri) | Yes | Yes | Yes | Please refer to Annex F, figure 5D for the pick-up location. | |
| PRB | Parliamentary Precinct, 2485 Don Reid Road, Ottawa, Ontario | 4 cu yd | 1 | | | 156 | 156 | 3 per week (Mon, Wed, Fri) | Yes | Yes | No | Some containers are located in a somewhat secluded area. | |
| DND | PBX Building, 790 Heaton Road, Ottawa, Ontario | 95 gallon octo carts | 6 | | | 26 | 104 | Every two weeks (Fri) | No | No | No | | |

| PWGSC | National Defence, 485 Boulevard de la Carrière, Gatineau, Québec | 95 gallon/60 carts | 15 | Before 15:00 | 5 per week (Mon to Fri) | 260 | 3000 | No | Yes | All the pickup is made at the loading dock. No containers are required, commissioners on site 8am to 6 pm. | | |
|-------|---|--------------------|---------|---------------------------------------|------------------------------|-----|------|-----|-----|---|--|---------------------|
| | | | | | | | | | | | | |
| PRB | Parliamentary Precinct - Old American Embassy, 123 Wellington Street, Ottawa, Ontario | 20 cu yd | 1 | | On Call | 5 | 5 | Yes | 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 | 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 | 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, 100 Wellington Street, Ottawa, Ontario | Waste Bags | 20 bags | | 5 per week (Mon to Fri) | 260 | 5200 | Yes | 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 the 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/60 carts | 7 | After 7:15 AM | 5 per week (Mon-Fri) | 260 | 1820 | Yes | 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 5B for the loading dock location. | | |
| PSFC | 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 7 for the exact bin location. | | 45.418, -75.69765 |
| 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 | 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. | | 45.41989, -75.68891 |
| PRB | Parliamentary Precinct - Spares Street Mall between Elgin 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 | Yes | Handpick service | | 45.4215, -75.68858 |
| PRB | Parliamentary Precinct - Vehicle Screening Facility at 111 Wellington Street, Ottawa, Ontario | 95 gallon/60 carts | 1 | | 1 per week (Mon) | 52 | 52 | Yes | No | Please refer to Annex F, figure 5A for the bin location. | | 45.42092, -75.68888 |
| DND | National Defence - RCAC Mess, 188 Gloucester St., Ottawa, Ontario, K2P 0G5 | 30 cu yd | 3 | 24/7 access | 2 per week (Mon & Thurs) | 104 | 312 | No | No | | | 45.41989, -75.68891 |
| DND | National Defence - Army Officer Mess, 149 Somerset St., Ottawa, Ontario, K2P 0H7 | 2 cu yd | 1 | 24/7 access | 2 per week (Mon & Thurs) | 104 | 104 | No | No | | | 45.41989, -75.68891 |
| 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, 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 | | 45.40192, -75.6574 |
| DND | National Defence - Bldg. M-23, 1200 Montreal Rd., NCR Campus, Ottawa, Ontario, K1A 0R6 | 8 cu yd | 1 | 24/7 access | 1 per week (Tues) | 52 | 52 | No | No | 24/7 access | | 45.40192, -75.6574 |
| DND | National Defence - HMCS Carleton, 79 Prince of Wales Dr., Ottawa, Ontario, K1A 0K2 | 4 cu yd | 1 | 0700 to 1500 | On Call | 12 | 12 | No | Yes | Locked gate | | 45.4501, -75.62332 |
| DND | National Defence - Hull Amory, 188 Tache Blvd., Gatineau, Québec, J9A 1L8 | 6 cu yd | 2 | 0700 to 1500 | Every week (Thurs) | 52 | 104 | No | Yes | Locked gate | | 45.39519, -75.70739 |
| DND | National Defence - Holland Armoury, 2100 Walkley Rd., Ottawa, Ontario, K1G 3V3 | 8 cu yd | 1 | 24/7 access | 1 per week (Tues) | 52 | 52 | No | No | Locked gate | | 45.42477, -75.73209 |
| DND | National Defence - Compaught Range, 9 Blisley Blvd., Ottawa, Ontario, K2K 2W6 | 8 cu yd | 1 | 24/7 access | 1 per week (Thurs) | 52 | 52 | No | No | Locked gate | | 45.38561, -75.62369 |
| DND | | 20 cu yd | 1 | 0700 to 1500 | On Call | 12 | 12 | No | Yes | Guard has to open gate to access the 6 or 20 cu yd in the vehicles compound | | 45.38463, -75.62395 |
| DND | | 8 cu yd | 1 | 24/7 access | 1 per week (Thurs) | 52 | 52 | No | No | | | 45.38374, -75.62343 |

| | | | | | | | | | | | | | | |
|-----|---|---------------------|----|---------------|---------------------------|-----|-----|-----|-----|-----|-----|---|--|--------------------------------------|
| DND | National Defence - CFB Uplands, Bldg. #471, 330 Croll Pk., Ottawa, Ontario, K1V 1J1 | 4 cu yd | 1 | 24/7 access | 2 per week (Tues & Fri) | 104 | 104 | No | No | No | No | | | 45.33116, -75.67324 |
| 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 | 26 | No | 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 7L5 | 4 cu yd | 1 | 24/7 access | Every second week (Tues) | 26 | 26 | No | No | No | No | | | 45.33333, -75.66633 |
| DND | National Defence - CFB Uplands, Bldg. #487, 200 De Niverville Pk., Ottawa, Ontario, K1V 7L5 | 8 cu yd | 1 | 24/7 access | Every week (Tues) | 52 | 52 | No | No | No | No | | | 45.33412, -75.66644, 3412, -75.66664 |
| DND | National Defence - CFB Uplands, Bldg. #376, 15 De Niverville Pk., Ottawa, Ontario, K1V 7L5 | 6 cu yd | 1 | 24/7 access | 2 per week (Tues & Fri) | 104 | 104 | No | No | No | No | | | 45.33709, -75.67516 |
| DND | National Defence - CFB Uplands, Bldg. #512, 266 De Niverville Pk., Ottawa, Ontario, K1V 7N5 | 4 cu yd | 1 | 0700 to 1500 | 1 per week (Fri) | 52 | 52 | No | No | No | Yes | Bins are inside the Bldg., Ring lock, Locked gate | | 45.33665, -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 | 52 | No | No | No | No | | | 45.33603, -75.68219 |
| DND | National Defence - CFB Uplands, Bldg. #475, 200 Paul Benoit Dr., Ottawa, Ontario, K1V 1C1 | 6 cu yd | 1 | 24/7 access | Every second week (Tues) | 26 | 26 | No | No | No | No | | | 45.32971, -75.67414 |
| DND | National Defence - CFB Uplands, Bldg. #346, 360 Paul Benoit Dr., Ottawa, Ontario, K1V 1C1 | 8 cu yd | 1 | 24/7 Access | Every second week (Fri) | 26 | 26 | No | No | No | No | wood and GC roll offs, Locked gate | | 45.32741, -75.67068 |
| DND | National Defence - CFB Uplands, Bldg. #465, 466 Slemon Pk., Ottawa, Ontario, K1V 7N2 | 20 cu yd + 20 cu yd | 1 | 0700 to 1500 | On Call | 12 | 12 | No | No | Yes | Yes | low wires, Locked gate, check with onsite staff | | 45.32716, -75.67116 |
| DND | National Defence - CFB Uplands, Bldg. #16, 16 Spiffire Pk., Ottawa, Ontario, K1V 8P4 | 4 cu yd | 12 | 0700 to 1500 | On Call | 12 | 144 | No | No | No | Yes | | | 45.3321, -75.67492 |
| DND | National Defence - CFS Lehrim, Bldg. #251, 3545 Lehrim Rd., Ottawa, Ontario, K1T 3W6 | 8 cu yd | 2 | 0700 to 1500 | 1 per week (Fri) | 52 | 52 | No | No | No | No | | | 45.33282, -75.67679 |
| DND | National Defence - CFS Lehrim, Bldg. #268, 3545 Lehrim Rd., Ottawa, Ontario, K1T 3W6 | 30 cy yd | 1 | 0700 to 1500 | 2 per week (Tues & Fri) | 104 | 208 | Yes | Yes | Yes | Yes | Locked gate | | 45.3386, -75.58649 |
| DND | National Defence - CFS Lehrim, Bldg. #271, 3545 Lehrim Rd., Ottawa, Ontario, K1T 3W6 | 8 cu yd | 1 | 24/7 Access | On Call | 12 | 12 | Yes | Yes | Yes | Yes | On Call | | 45.33747, -75.58651 |
| DND | National Defence - CFB Uplands, Bldg. #271, 3545 Lehrim Rd., Ottawa, Ontario, K1T 3W6 | 4 cu yd | 1 | 0700 to 1500 | Every second week (Thurs) | 26 | 26 | Yes | Yes | No | No | Early morning or late during the day | | 45.33704, -75.58524 |
| DND | National Defence - CFS Lehrim, Bldg. #273, 3545 Lehrim Rd., Ottawa, Ontario, K1T 3W6 | 20 cu yd | 1 | 0700 to 1500 | Every two weeks - Tuesday | 26 | 26 | Yes | Yes | Yes | Yes | 0700 to 1500 access | | 45.33582, -75.5887 |
| DND | National Defence - CFS Lehrim, Bldg. #279, 3545 Lehrim Rd., Ottawa, Ontario, K1T 3W7 | 8 cu yd | 1 | 0700 to 1500 | On Call | 12 | 12 | Yes | Yes | Yes | Yes | Wood, Locked gate | | 45.33544, -75.59008 |
| DND | National Defence - CFS Lehrim, Bldg. #279, 3545 Lehrim Rd., Ottawa, Ontario, K1T 3W7 | 4 cu yd | 1 | 0700 to 1500 | Every two weeks - Tuesday | 26 | 26 | Yes | Yes | No | No | Locked gate | | 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 Assessments 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 pm | On Call | 12 | 72 | Yes | Yes | Yes | One site map and are available on the right side of the map. Refer to Annex F, figure 5B for bin locations and photos. | | | |
| | | 95 gallon otlb carts 2 cu yd | 2 | Between 07:00 and 17:00 | Every 2 week (Tues) | 26 | 156 | 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 | 4 | | 1 per week (Mon) | 52 | 208 | Yes | | Yes | The loading dock for the recycling is located at the east part of the building. The driver rings the buzzer to open the door. 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 recycling. The driver will exit through the main door. Please refer to Annex F, figure 3A for map and pictures of the exact location of the bin. | | | |
| | | 2 cu yd | 2 | | 1 per week (Tues) | 52 | 104 | Yes | | Yes | At the old mustard shop - contact Clean Sweepers to pick up arrival sign access. Please refer to Annex F, figure 5A for bin location. | | | |
| PPB | Parliamentary Precinct, Banks Building, 467 Sparks Street, Ottawa, Ontario K1P 3B5 | 95 gallon otlb carts | 3 | | 1 per week (Fri) | 52 | 156 | 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. | | | |
| | | Bates | | | | | | | | | | | | |
| | | Fisher | | | | | | | | | | | | |
| | | Marshall / 4 Corners | | | | | | | | | | | | |
| PPB | Parliamentary Precinct, National Press Building, 140 Queen Street, Ottawa, Ontario K1P 5A6 | 95 gallon otlb carts | 7 | | 5 per week (Mon to Fri) | 260 | 1820 | Yes | | Yes | The loading dock for the recycling is located at the north side of the building. The driver will call SOC (Security Operators) and they will inform the commissioner at the building. The commissioner will come directly to open the door. Please refer to Annex F, figure 3D for the map and pictures of the exact location of the bin. | | | |
| | | National Press Brouse/Slater/Dover | | | | | | | | | | | | |
| HC | Health Canada, LCDC, Bldg. #6, 100 Eglantine Dr., Ottawa, Ontario K1A 0L2 | 95 gallon otlb carts | 12 | | 1 per week (Mon) | 52 | 624 | 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 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. | | | |
| | | 95 gallon otlb carts | 4 | | 1 per week (Tues) | 52 | 208 | 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 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, Occupational Health, Bldg. #17, 1000 Wellington Driveway, Ottawa, Ontario K1A 0K6 | 95 gallon otlb carts | 3 | | 1 per week (Fri) | 52 | 156 | 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 pickup. The driver will ring the buzzer to open the door 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. | | | |
| | | 95 gallon otlb carts | 23 | | 2 per week (Tues & Thurs) | 104 | 1768 | Yes | | Yes | The driver needs to press the intercom button at the door to open the door. Once the driver has arrived, the gate will be opened, 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 guard for assistance to open the door. Refer to Annex F, figure 4C for a site plan. | | | |
| TC | Transport Canada 40 Neil Street, Gatineau, Quebec J8Z 0A1 | 95 gallon otlb carts | 2 | | Every 2 weeks - Thursday | 26 | 52 | No | | Yes | Guard has to open the gate, 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. | | | |
| | | 2 cu yd | 1 | Between 8:30 & 16:30 | Every 2 weeks - Thursday | 26 | 26 | Yes | | Yes | | | | |
| ECCC | Environment Canada - Environmental Science and Technology Centre, Bogue Building, 335 River Road, Ottawa, Ontario K1V 1H2 | 95 gallon otlb carts | 10 | | 1 per week (Mon) | 52 | 520 | Yes | | Yes | | | | |
| | | 6 cu yd | 1 | | 1 per week (Wed) | 52 | 52 | Yes | | Yes | | | | |

| LEASE | PSPC - 1421 GOLFERY, OTTAWA, ONTARIO K1Z 1P4 | 8:30 AM - 1:00 PM | 2 | 2 cu yd | 2 | 2 cu yd | 2 per week (Wed & Fri) | 208 | 416 | No | Yes | check in with the Commissioner at the south side of the building and must enter the loading dock to access the bins. |
|-------|--|---------------------|----|-----------------------------|----|----------------------------------|------------------------|------|-----|----|-----|---|
| LEASE | Service Canada (Passport) 885 Meadowlands, Ottawa, Ontario K2C 1N6 | | 4 | 95 gallon oib carts | | 1 per month (Tues) | 12 | 48 | | | | Contractor must call the site contact 1-2 hours prior to arrival |
| LEASE | Charles Stacey Building - 2429 Holly Lane, Ottawa, Ontario K1V 7P2 | Between 07:00-15:30 | 2 | 95 gallon oib carts | | 1 per week (Wed) | 52 | 104 | | | Yes | 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 door, and then -at most- step 10 feet into the building to retrieve the bins. |
| LEASE | CRA - 395 Terminal, Ottawa, Ontario K1G 0Z3 | | 7 | 95 gallon oib carts | | 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 | CRA - 204 Walkley Rd., Ottawa, Ontario K1A 1A9 | Before 2:30 PM | 2 | 2 cu yd | 3 | 2 per week (Wed) | 104 | 208 | Yes | | Yes | 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 | Cumberland Place - 400 Cumberland, Ottawa, Ontario K1N 1J8 | | 14 | 95 gallon oib carts | | 2 per week (Mon & Wed) | 104 | 1456 | Yes | | Yes | 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 look over the garage a few years back, but because there is a homeless shelter nearby, the security guard is not present. Contact Matthew, he will contact the landlord and the truck driver can get access to the key. |
| LEASE | DND - 2200 Walkley Road, Ottawa, Ontario K1A 0K2 | | 6 | 95 gallon oib carts | 2 | Every two weeks (Wed) | 26 | 156 | Yes | | Yes | Drivers must call the site contact prior to arrival to gain access to the site |
| LEASE | Service Canada - 2339 Ogilvie Road, Ottawa, Ontario K2H 8R6 | | 1 | 95 gallon oib carts | 1 | Every two weeks (Wed) On Call | 26 | 52 | No | | No | |
| LEASE | Environment Canada - 148 Cheneau, Ottawa, Ontario K2S 5W6 | | 1 | 95 gallon oib carts | 1 | Every 2nd week (Fri) | 26 | 26 | Yes | | Yes | Driver must check-in with the Commissioner prior to arrival. Access card is required to enter the loading dock to service the bins at this location. |
| LEASE | Finance Building (Sakto) - 2745 Iris, Ottawa, Ontario K2C 3Z7 | | 8 | 95 gallon oib carts | 1 | 1 per week (Fri) | 52 | 416 | No | | Yes | An access card will be issued for the contractor. The contractor will have to sweep to 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 | Place Montcalm, Phase II - 200 Montcalm, Gatineau, Quebec J8Y 3B5 | | 20 | 95 gallon oib carts | | 1 per week (Thurs) | 52 | 1040 | Yes | | Yes | Bins are stored at the entrance ramp to the building's garage, accessible from Laurier Street - there is no lock on the gate in which they can be found. |
| LEASE | Narone Building - 360 Laurier, Ottawa, Ontario K1P 5K3 | | 14 | 95 gallon oib carts (paper) | 8 | 2 per week (Wed & Fri) | 104 | 1456 | No | | Yes | |
| LEASE | Passport Canada - 22 Varenne, Gatineau, Quebec J8T 8R1 | | 4 | 95 gallon oib carts | 4 | 2 per week (Wed & Fri) | 104 | 832 | No | | Yes | All recycled bins & totes are accessible outside of the loading dock. There are 4 totes located in the main lobby for the contractor to access. Also, a cardboard bin is right beside it on the left, but the driver will need to access from 38 V (account to pickup with his lift truck. Please refer to Annex F figure 9 for the map of the actual locations of the bins |
| LEASE | Edifice Tessier - 191 Promenade du Portage, Gatineau, Quebec J8X 2E5 | | 7 | 95 gallon oib carts | | 1 per week (Thursday) | 52 | 208 | No | | No | Bins are stored in the main lobby at this location, the driver must ring the doorbell, wait for the elevator to arrive, and then either when the bins up the stairs or use the accessible elevator. The Commissioner will assist with bringing out bins if called prior to arrival. |
| LEASE | DND - 2171 Thurston Dr., Ottawa, Ontario K1G 0E2 | | 4 | 95 gallon oib carts | 4 | 1 per week (Wed) | 52 | 208 | Yes | | Yes | |
| LEASE | Revenue Canada - 20 Fitzgerald, Ottawa, Ontario K2H 8R6 | | 4 | 95 gallon oib carts | 4 | Every 2nd week (Tues) On Call | 26 | 104 | Yes | | Yes | |
| LEASE | Transport Canada - 2685 Lancaster, Ottawa, Ontario K1B 4Z5 | | 1 | 95 gallon oib carts | 1 | On Call | 12 | 12 | Yes | | Yes | |
| CSE | PBX Building, 790 Heron Road, Ottawa, Ontario | | 1 | 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 secondary area. |
| | Albion Towers - 918 Nicholas St., Ottawa | | 12 | 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 | Ontario KIN 9M9 | 2 cu yd | 1 | | 2 per week (Tues & Fri) | 104 | 104 | No | Yes | Use services for site visits 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 J8X 2K1 | 95 gallon oib 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 | 2630 Sheffield Road, Ottawa, Ontario K1B 3V7 | 95 gallon oib 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 oib 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 | | | |
| | SCB Senate of Canada Building, 2 Rideau Street Ottawa, Ontario | 95 gallon oib 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 | The contractor will be required to enter the site at the bins are stored inside at this location. The contractor will be required to enter the site to have the doors opened, use described located at Freight. Please refer to Annex F, figure 5A for the bins location. |
| PPB | Parliamentary Precinct - Sparks Street Mall between Egin and Bank Street | cardboard | 1 | | 1 per week (Tues) | 52 | 52 | Yes | No | Handpick service |
| Lease | Environnement Canada - 29 de Varennes Gatineau, Qc | 95 gallon oib carts | 3 | | 1 per week (Thurs) | 52 | 156 | No | No | Bins are stored behind the building, in an unlooked open yard, accessible 24/7 |
| DND | National Defence, St-Lauront, 455 Boulevard de la Carrière, Gatineau, Québec J8Y 6V7 | 95 gallon Oib carts | 15 | Before 3 p.m. | 2 per week (Tues/Thurs) | 105 | 1560 | No | Yes | All the pickup is made at the loading dock. No specific access required, commissioner on site from 8 am |
| | | 2 cu yd | 2 | Before 3 p.m. | 2 per week (Tues/Thurs) | 105 | 208 | No | Yes | |
| PSFC | L'Esplanade Laurier, 300 Laurier Avenue West, Ottawa, Ontario K1A 0S5 | 95 gallon Oib 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 229 Wellington St. (Wellington & Kent), Ottawa, Ontario | 95 gallon Oib 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./40 Wellington St., Ottawa, Ontario | 95 gallon Oib carts | 14 | | 3 per week (Mon/Wed/Fri) | 156 | 2184 | Yes | Yes | When you pass through the double set of doors at the entrance leading from 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 - Langwin Block 80 Wellington St., Ottawa, Ontario | 95 gallon Oib 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 Metalls. Driver must enter the building to service this site. Please refer to Annex F, figure 5A and 5H for bin locations and photos of bins |
| PPB | Parliamentary Precinct - Parliament Hill, Centre Block/West Block 111 Wellington St., Ottawa, Ontario | 95 gallon Oib carts | 14 | | 5 per week (Mon to Fri) | 260 | 3640 | Yes | No | The contractor will have to call 15 mins prior to arrival to the site to be brought to the loading dock door. 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 - House of Commons, Confederation Bldg, 229 Wellington St. & Bank St., Ottawa, Ontario | 95 gallon Oib 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 the 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 Oib carts | 1 | Accessible 24/7 | 1 per week (Fri) | 52 | 52 | No | No | Paper |
| | | 95 gallon Oib carts | 3 | | 1 per week (Fri) | 52 | 156 | No | No | OCC |
| DND | National Defence - HMCS Bytown, 78 Ulgar St., Ottawa, Ontario, K2P 0C1 | 95 gallon Oib carts | 1 | Accessible 24/7 | 1 per week (Wed) | 52 | 52 | No | No | Paper |
| | | 2 cu yd | 1 | | 1 per week (Wed) | 52 | 52 | No | No | OCC |
| DND | National Defence - Military Stores Bldg, 4 Queen Elizabeth Dr., Ottawa, Ontario, K2P 2H8 | 95 gallon Oib carts | 2 | Accessible 24/7 | 1 per week (Wed) | 52 | 104 | No | No | inside wooden enclosure |
| | | 4 cu yd | 1 | | 2 per week (Mon & Thurs) | 104 | 104 | No | No | OCC |

| | | | | | | | | | | | | | |
|-----|---|----------------------|---|-----------------|---------------------------|-----|-----|----|----|----|-----|--|---------------------------------------|
| DND | National Defence - Carder Square Drill Hall, 2 Queen Elizabeth Dr., Ottawa, Ontario, K2P 2H8 | 95 gallon Oils carts | 2 | Accessible 24/7 | 1 per week (Wed & Thurs) | 52 | 104 | No | No | No | Yes | inside building through main entrance | 45.42368, -75.68909 |
| DND | National Defence - Army Office Mess, 149 Somerset St., Ottawa, Ontario, K2P 0H7 | 95 gallon Oils carts | 2 | Accessible 24/7 | 1 per week (Wed) | 52 | 104 | No | No | No | No | OCC, outside | 45.4235, -75.68858 |
| DND | National Defence - NMDC, 1746 Alta Vista Dr., Ottawa, Ontario, K1A 0K2 | 2 cu yd | 3 | 0700 to 1500 | 2 per week (Tues & Thurs) | 104 | 312 | No | No | No | No | Outside storage | 45.4185, -75.68988 |
| DND | National Defence - Bldg. M-23, 1200 Montreal Rd., NCR Campus, Ottawa, Ontario, K1A 0R6 | 95 gallon Oils carts | 2 | Accessible 24/7 | 1 per week (Wed) | 52 | 104 | No | No | No | No | Gate Opens at 0700 and closes at 1500 | 45.40287, -75.65716 |
| DND | National Defence - HMCS Carleton, 79 Prince of Wales Dr., Ottawa, Ontario, K1A 0K2 | 2 cu yd | 4 | 0700 to 1500 | Every 4 weeks (Thurs) | 52 | 104 | No | No | No | Yes | Call man desk for access 613-993-2230. West side garage door stored inside | 45.4502, -75.62332 |
| DND | National Defence - Hull Army, 188 Tache Blvd., Gatineau, Quebec, J9A 1L8 | 95 gallon Oils carts | 1 | 0700 to 1500 | Every 4 weeks (Thurs) | 52 | 104 | No | No | No | No | Gate Opens at 0700 and closes at 1500 | 45.39519, -75.70741 |
| DND | National Defence - Holland Armoury, 2100 Walkley Rd., Ottawa, Ontario, K1G 3V3 | 2 cu yd | 1 | 0700 to 1500 | 1 per week (Tue) | 52 | 104 | No | No | No | Yes | Gate Opens at 0700 and closes at 1500 | 45.39319, -75.70741 |
| DND | National Defence - Holland Armoury, 2100 Walkley Rd., Ottawa, Ontario, K1G 3V3 | 95 gallon Oils carts | 1 | Accessible 24/7 | 1 per week (Wed) | 52 | 52 | No | No | No | Yes | Shed inside ring south main doors access through gate | 45.42477, -75.73209 |
| DND | National Defence - Holland Armoury, 2100 Walkley Rd., Ottawa, Ontario, K1G 3V3 | 95 gallon Oils carts | 1 | Accessible 24/7 | 1 per week (Tue) | 52 | 52 | No | No | No | No | Outside storage | 45.39545, -75.67381 |
| DND | National Defence - Connaught Range, 9 Blakely Ottawa, Ontario, K2K 2W6 | 4 cu yd | 1 | Accessible 24/7 | 1 per week (Fri) | 52 | 52 | No | No | No | No | Outside storage | 45.38488, -75.67382 |
| DND | National Defence - Connaught Range, 5 Brouillette Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | Summer operations - June 1st to Oct 1st-weekly, Winter operations: 1 per month VIII per notified of changes to service schedule. | 45.35984, -75.89877 |
| DND | National Defence - Connaught Range, Range Control, Bldg. 145, 1 Lee Enfield Rd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | 1 per week (Wed) | 52 | 52 | No | No | No | No | | 45.35622, -75.90637 |
| DND | National Defence - Connaught Range, CCB, 1 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 4 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.36661, -75.89717 |
| DND | National Defence - Connaught Range, Pilot Range, 2 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.362195, -75.892864 |
| DND | National Defence - Connaught Range, Bldg. #47, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.362883, -75.894652 |
| DND | National Defence - Connaught Range, Bldg. #48, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.359830, -75.90874 |
| DND | National Defence - Connaught Range, Bldg. #49, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.358953, -75.900265 |
| DND | National Defence - Connaught Range, Bldg. #50, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.35961, -75.900128 |
| DND | National Defence - Connaught Range, Bldg. #51, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.310226, -75.64728 |
| DND | National Defence - Connaught Range, Bldg. #52, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.316007, -75.647175 |
| DND | National Defence - Connaught Range, Bldg. #53, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.3346245, -75.676453 |
| DND | National Defence - Connaught Range, Bldg. #54, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.334663, -75.67659 |
| DND | National Defence - Connaught Range, Bldg. #55, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.32488338, -75.6710120 |
| DND | National Defence - Connaught Range, Bldg. #56, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.325037, -75.67797 |
| DND | National Defence - Connaught Range, Bldg. #57, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.325207, -75.677797 |
| DND | National Defence - Connaught Range, Bldg. #58, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.331180, -75.673173 |
| DND | National Defence - Connaught Range, Bldg. #59, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.32856663862756, -75.67596975940249 |
| DND | National Defence - Connaught Range, Bldg. #60, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.32856663862756, -75.67596975940249 |
| DND | National Defence - Connaught Range, Bldg. #61, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.333143, -75.66609 |
| DND | National Defence - Connaught Range, Bldg. #62, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.334317, -75.66628 |
| DND | National Defence - Connaught Range, Bldg. #63, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.334025, -75.666402 |
| DND | National Defence - Connaught Range, Bldg. #64, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.337051, -75.675251 |
| DND | National Defence - Connaught Range, Bldg. #65, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.336620, -75.680032 |
| DND | National Defence - Connaught Range, Bldg. #66, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.336620, -75.680032 |
| DND | National Defence - Connaught Range, Bldg. #67, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.336387, -75.682188 |
| DND | National Defence - Connaught Range, Bldg. #68, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.336387, -75.682188 |
| DND | National Defence - Connaught Range, Bldg. #69, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.326533, -75.674247 |
| DND | National Defence - Connaught Range, Bldg. #70, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.326533, -75.674247 |
| DND | National Defence - Connaught Range, Bldg. #71, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.32760579229465, -75.671210798564 |
| DND | National Defence - Connaught Range, Bldg. #72, 45-55 Shirley Blvd., Ottawa, Ontario, K2K 2W6 | 6 cu yd | 1 | Accessible 24/7 | Every 2 weeks (Wed) | 26 | 26 | No | No | No | No | | 45.32745940130874, -75.67085111900394 |

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 Bins Lifts Per Year | Security - Reliability - Yes or No | Driver's - Time - 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 Olo carts | 2 | Between 07:00 and 17:00 | On Call | 12 | 24 | No | 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 Olo carts | 3 | | On Call | 12 | 36 | Yes | No | 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 6A4 | 95 gallon Olo carts | 5 | | Every 2 weeks (Mon) | 26 | 130 | Yes | 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 goes through the main door. Please refer to Annex F - Figure 3A and 3B for the plan and photos of the location of the site. | | |
| PPB | Parliamentary Precinct - Blackburn/Laurens Block, KCP 508, 85 Sparks St., Ottawa, Ontario K1P 5A1 | 95 gallon Olo carts | 10 | | 2 per week (Tues & Fri) | 104 | 1040 | Yes | Yes | Yes | Commissionaire must contact security for access to the site. Freight bins are stored in the basement at this location. Please refer to Annex F - figure 5A and 5B for bin locations and photos of bins. | | |
| PPB | Parliamentary Precinct - Birks Building, 107 Sparks Street, Ottawa, Ontario K1P 5B5 | 95 gallon Olo 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, 160 Wellington Street, Ottawa, Ontario K1P 5A4 | 95 gallon Olo carts | 4 | | Every 2 weeks (Fri) | 26 | 104 | Yes | Yes | Yes | Ring Dock all units, send a security guard will open the door. Please refer to Annex F - figure 5A for bin location. | | |
| PPB | Parliamentary Precinct - Brouse/Slater/Driver | | | | | | | | | | | | |
| HC | Health Canada, LCDC, Bldg. #6, 100 Egmonte Dr., Ottawa, Ontario K1A 0L2 | 95 gallon Olo carts | 2 | | Every 2 weeks (Mon) | 26 | 52 | Yes | Yes | Yes | The loading dock for the recycling is located at the north part of the building. 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 pick up the recycling. Please refer to Annex F - Figure 3D for the site plan with bin location. | | |
| HC | Health Canada, Occupational Health, Bldg. #77, Pharmaceuticals Lab, 91 Charlton Drive, Ottawa, Ontario K1A 0K9 | 95 gallon Olo carts | 3 | | Once a month (Wed) | 12 | 36 | Yes | Yes | Yes | 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 a Security office. The driver enters the Security door and requires one of the Security Officers to open the loading dock door. 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 Olo carts | 4 | | 1 per week (Wed) | 52 | 208 | Yes | 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 recycling. Please refer to Annex F - Figure 3C for the site plan and bin location. | | |
| TC | Transport Canada 80 Neal Street, Gatineau, Quebec J8Z 0A1 | 95 gallon Olo carts | 2 | Between 8:30 and 4:30 | Every 2 weeks (Thurs) | 26 | 52 | No | Yes (only for the building and Garage) | Yes | 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. The driver will then enter the building and we will have a security guard had a few times where we did not answer on time, and the truck left. Therefore, we would also like to ask that if the gate does not open after a few minutes, please ring again, as we may just be away from our desk. | | |
| EC/EC | Environment Canada - Environmental Science and Technology Centre, 3505 River Road, Ottawa, Ontario K1V 1H2 | 95 gallon Olo carts | 4 | | Every 2 weeks (Mon) | 26 | 104 | No | Yes (inside the building) | Yes | guards to let them enter site. Olo Carts located under shelter, between the main building and bin locations. Please refer to Annex F - Figure 4 for the site plan and bin locations. | | |
| SC | Supreme Court of Canada, 301 Wellington Street, Ottawa, Ontario K1A 0J1 | 95 gallon Olo carts | 2 | | 1 per month (Wed) | 12 | 24 | Yes | Yes | Yes | Drivers must enter the building to service this location, bins are stored in the recycling room. Just inside the garage door to the right. There is a sign that says recycling room. | | |
| PPC | L'Esplanade Laurier, 300 Laurier Avenue West, Ottawa, Ontario K1A 0S5 | 95 gallon Olo carts | 16 | | 1 per week (Tues) | 52 | 832 | No | No all at loading dock | No | Drivers must use the doorbell to gain access to the site. | | |
| DND | National Defence 130 Beehive Avenue, Ottawa, Ontario K2E 6T7 | 95 gallon Olo carts | 3 | | Every 4 weeks (Mon) | 13 | 39 | No | Yes | Yes | Drivers must use the doorbell to gain access to the site. | | |
| PPB | Parliamentary Precinct - La Promenade (Vérou/Victoria Bldg., Bank of Nova Scotia Bldg., 151 Sparks St./400 Victoria St., Ottawa, Ontario K1P 5B5 | 95 gallon Olo 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 - Bank of Nova Scotia KIP 5B5 | 95 gallon Olo 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 recycling room. Please refer to Annex F - Figure 5A for bin location. | | |
| PPB | Parliamentary Precinct - House of Commons, Justice Bldg., 240 Wellington Street, Ottawa, Ontario K1A 0J1 | 95 gallon Olo 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 - Justice Bldg., 229 Wellington Street, Ottawa, Ontario K1A 0H9 | 95 gallon Olo 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. | | |

| Agency | Location | Vehicle Type | Quantity | Frequency | Time | Access | Notes | Days | Time |
|-----------|---|----------------------|----------|---------------------------------|-----------------|--|--|------|---|
| PPB | Parliamentary Precinct - House of Commons, Parliament Hill, 111 Wellington Street, West Block (Temporary Loading Dock), Ottawa, Ontario K1A 0A6 | 95 gallon Oilc carts | 52 | 1 per week (Fri) | On Call | | The contractor will have to call 15 mins prior to arrival to have the bins in the loading dock door. Please refer to Annex F - Figure 5A for bin location. | | |
| PCH | Gowdian Heritage, 200 Canadian Conservation Institute, Metro Centre Block "C", 1000 Innes Road, Ottawa, Ontario K1B 4G5 | 95 gallon Oilc carts | 12 | On Call | | The bins are located inside the building. The driver must ring loading dock doorbell at back of building to have access. | | | |
| CBSA | Canada Post, 1000 Laurier Blvd., Ottawa, Ontario K1G 6G5 | 95 gallon Oilc carts | 13 | Every 4 weeks (Wed) | | Carts and bins are all situated outside near the garbage bin. | | | |
| RCPMP | Royal Canadian Mounted Police Leomont Building, 155 McArthur Avenue, Ottawa, Ontario K1A 0H4 | 95 gallon Oilc carts | 26 | Every 2 weeks (Wed) | After 1:00 PM | Drivers must sign in at the front desk prior to servicing this location. Drivers must enter the underground parking garage in order to service bins. 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 Oilc carts | 24 | On Call | | | | | |
| PPB | Parliamentary Precinct, Food Production Facility, 1170 Algoma Rd., Ottawa, Ontario K1B 0A3 | 95 gallon Oilc carts | 52 | 1 per week (Wed) | | 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, 2085 Walkley Road, Ottawa, Ontario K1G 3P5 | 95 gallon Oilc carts | 12 | Once a month (Wed) | | 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 Oilc carts | 156 | 3 per week (Mon, Wed & Fri) | before 16:00 | Drivers must call the site contact prior to arrival. Drivers will be required to enter the underground parking garage in order to service bins. Escort required for access, contractor will need to call prior to arrival. | | | |
| PPB | Parliamentary Precinct, 2455 Don Bud Road, Ottawa, Ontario K1H 1E2 | 95 gallon Oilc carts | 12 | On Call | | 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 Oilc carts | 12 | Once a month (Tues) | | At 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 where bins are stored. Refer to Annex F - Figure 1 for the site plan and bin location. | | | |
| AHC | Agriculture and Agri-Food Canada - C.E.F.I. Bldg, 852, 860 Carling Ave., Ottawa, Ontario K1Y 4Z2 | 95 gallon Oilc carts | 52 | 1 per week (Thurs) | | 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 Oilc carts | 12 | On Call | | Contractor needs to call the site contact prior to arrival to ensure bins are located in somewhat secluded area. | | | |
| TC | National Defence - 487 Boulevard de la Carrière, 1500 Boulevard de la Carrière, Ottawa, Ontario K1V 8Z2 | 95 gallon Oilc carts | 156 | 3 per week (Mon, Wed & Fri) | before 15:00 | All the pickup is made at the loading dock. No specific access required. Commissionaire on site from 8:30 am to 6 pm. | | | |
| TC | Transport Canada - Bldg 158 (Harbour), 500 Connet Pk., Ottawa, Ontario K1V 8Z2 | 95 gallon Oilc carts | 52 | 1 per week (Mon) | | Outside, no gate, driver needs to call. | | | |
| TC | Transport Canada - Aircraft Services Training Centre, 2000 Airport Road, Ottawa, Ontario K1V 4A5 | 95 gallon Oilc carts | 52 | 1 per week (Mon) | | 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 outside. Please refer to Annex F, figure 3B for bins locations and photos. | | | |
| PPB | Parliamentary Precinct, Warehouse, 3020 Hawthorne Road, Ottawa, Ontario K1G 3J6 | 95 gallon Oilc carts | 12 | On Call | | Contractor will be required to call the site contact prior to arrival to ensure the bins are accessible. Please refer to Annex F, figure 5A for bin location. | | | |
| PPB | Building, 144 Wellington Street, Ottawa, Ontario K1P 8T3 | 95 gallon Oilc carts | 12 | On Call | | Drivers will be required to enter the loading dock to service this location. The loading dock is too small to accommodate boom trucks. Multi-visit pick-up. Contractor responsible to dump of exchange bins. Please refer to Annex F, figure 5A for the bins location. | | | |
| PPB | Parliamentary Precinct, Wellington Building, 180 Wellington Street, Ottawa, Ontario K1A 0A6 | 95 gallon Oilc carts | 52 | 1 per week (Fri) | | 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 | SCB Senator of Canada Building, 2 Rideau Street Ottawa, Ontario | 95 gallon Oilc carts | 186 | 3 per week (Mon, Wed & Fri) | | 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 Oilc carts | 12 | 1 x month (Wed) (Every 4th Wed) | | 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 the bins. Please refer to Annex F - Figure 5A for bin location. | | | |
| DND | National Defence - RCAP Mess, 138 Gloucester St., Ottawa, Ontario, K2P 0A6 | 95 gallon Oilc carts | 52 | 1 per week (Wed) | Accessible 24/7 | | | | 45-4118, -75-697165 |
| DND | National Defence - HMCS Bytown, 78 Ugar St., Ottawa, Ontario, K2P 0C1 | 95 gallon Oilc carts | 26 | Every 2 weeks (Wed) | Accessible 24/7 | | | | 45-41989, -75-68891 |
| DND | National Defence - Centre Square Drill Hall, 2 Queen Street East, Ottawa, Ontario, K1H 8G6 | 95 gallon Oilc carts | 26 | Every 2 weeks (Wed) | Accessible 24/7 | | | | 45-42168, -75-68909 |
| DND | National Defence - Military Stores Bldg, 4 Queen Elizabeth Dr., Ottawa, Ontario, K2P 2H9 | 95 gallon Oilc carts | 52 | 1 per week (Wed) | Accessible 24/7 | | | | 45-42094, -75-68882 |
| DND | National Defence - Army Officer Mess, 489 Somerset St., Ottawa, Ontario, K2P 0P7 | 95 gallon Oilc carts | 52 | 1 per week (Wed) | Accessible 24/7 | | | | 45-4185, -75-68989 |
| DND | National Defence - NDMC, 1745 Alta Vista Dr., Ottawa, Ontario, K1A 0K2 | 95 gallon Oilc carts | 52 | 1 per week (Tues) | 0700 to 1500 | | | | 45-40207, -75-65716 |
| DND | National Defence - HMCS Carleton, 78 Prince of Wales Dr., Ottawa, Ontario, K1A 0K2 | 95 gallon Oilc carts | 26 | Every 2 weeks (Tues) | Accessible 24/7 | | | | 45-4502, -75-62232 |
| DND | National Defence - Hall Army, 1887 Tache Blvd., Gatineau, Quebec, J9A 1J8 | 95 gallon Oilc carts | 26 | Every 4 weeks (Thurs) | 0700 to 1500 | | | | 45-39519, -75-70741 |
| DND | National Defence - Holland Armoury, 2100 Walkley St., Ottawa, Ontario, K1G 3G3 | 95 gallon Oilc carts | 52 | Every week (Tues) | 0700 to 1500 | | | | 45-42477, -75-73209 |
| DND | National Defence - Military Stores Bldg, 5 Boulevard Bld., Ottawa, Ontario, K2K 2M6 | 95 gallon Oilc carts | 26 | Every 2 weeks (Wed) | Accessible 24/7 | | | | 45-38545, -75-67381 |
| DND | National Defence - Comnaught Range, 6 Boulevard Bld., Ottawa, Ontario, K2K 2M6 | 95 gallon Oilc carts | 16 | 1 per week (Tues) | Accessible 24/7 | | | | 45-356216, -75-906230 |
| DND | National Defence - Comnaught Range, 10 Brouillette Blvd., Ottawa, Ontario, K2K 2M6 | 95 gallon Oilc carts | 12 | On Call | Accessible 24/7 | | | | 45-357565, -75-906384 |
| DND | National Defence - Comnaught Range, 11 Brouillette Blvd., Ottawa, Ontario, K2K 2M6 | 95 gallon Oilc carts | 16 | 1 per week (Tues) | Accessible 24/7 | | | | 45-356069, -75-905432 |
| DND | National Defence - Comnaught Range, 282 Bldg, #145, 1 Lee Field Rd., Ottawa, Ontario, K2K 2M6 | 95 gallon Oilc carts | 16 | 1 per week (Tues) | Accessible 24/7 | | | | 45-356548, -75-904187 |
| DND | National Defence - Comnaught Range, Pictol Range, 2 Shirley Blvd., Ottawa, Ontario, K2K 2M6 | 95 gallon Oilc carts | 52 | 1 per week (Tues) | Accessible 24/7 | | | | 45-360646, 88424029, -75-897979, 66170642 |
| DND | National Defence - Comnaught Range, CQB, 1 Shirley Blvd., Ottawa, Ontario, K2K 2M6 | 95 gallon Oilc carts | 84 | 1 per week (Tues) | Accessible 24/7 | | | | 45-362085, -75-908452 |
| DND | National Defence - Comnaught Range, Bldg. #3, 5 Shirley Blvd., Ottawa, Ontario, K2K 2M6 | 95 gallon Oilc carts | 24 | 1 per week (Tues) | Accessible 24/7 | | | | 45-362195, -75-882864 |
| DND | National Defence - Comnaught Range, Bldg. #3, 5 Shirley Blvd., Ottawa, Ontario, K2K 2M6 | 95 gallon Oilc carts | 96 | 1 per week (Tues) | Accessible 24/7 | | | | 45-356237, -75-906247 |

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

| | | | | | | | | | | | | | | |
|-----|--|----------------------|----|---------------------------|--|-----|------|-----|-----|-----|-----|-----|--|--|
| DND | National Defence - Commaught Range, Bldg. #84, 35 Skyles Blvd., Ottawa, Ontario, K2K 2K9 | 95 gallon Otto carts | 3 | Accessible 24/7 | 1 per week (Tue) | 52 | 156 | No | No | No | No | No | Scheduling Notes: Summer schedule is active from May 1st - September 30th. Will be notified of the change in service schedule | 45-362024, -75-901183 |
| DND | National Defence - Commaught Range, Kitchener/Mess Hall, 4 Shiller Rd., Ottawa, Ontario, K2K 2N6 | 95 gallon Otto carts | 17 | Accessible 24/7 | 2 per week (Mon & Fri) Services reduced by 2hrs in Winter. | 104 | 1690 | No | No | No | No | No | | 45-358992/84970906, -75-9004/488096812 |
| DND | National Defence - Commaught Range, 1 Webber Rd., Ottawa, Ontario, K2K 2Z2 | 95 gallon Otto carts | 2 | Accessible 24/7 | Every 4 weeks (Tue) | 12 | 24 | No | No | No | No | No | | 45-362054, -75-902777 |
| DND | National Defence - CRB Uplands, Hyland Golf course, 2101 Alert Dr., Ottawa, Ontario, K1V 1J9 | 95 gallon Otto carts | 25 | Morning service preferred | 1 per week (Mon) Service On (Office a week Monday from the second week of May (May 6th to November 11) Early morning | 28 | 700 | No | No | No | No | No | Scheduling Notes: Service provided during summer only. 95glt tray onsite during the winter. Will be notified of changes in service schedule. | 45-318007, -75-647175 |
| DND | National Defence - CRB Uplands, Bldg. #351, 2070 Alert Rd., Ottawa, Ontario, K1V 1J9 | 95 gallon Otto carts | 4 | 0700 to 1500 | Every 4 weeks (Mon) | 12 | 48 | No | No | No | No | Yes | use intercom at the gate to access call 343-548-3105.1 hr in advance | 45-31484, -75-65334 |
| DND | National Defence - CRB Uplands, 720 Billiennee Pk., Ottawa, Ontario, K1A 2N4 | 95 gallon Otto carts | 3 | 0700 to 1500 | Every 2 weeks (Mon) | 26 | 78 | No | No | No | No | Yes | report to security personnel at main desk for access | 45-334245, -75-676453 |
| DND | National Defence - CRB Uplands, Hanger 14, 250 Comair Pk., Ottawa, Ontario, K1V 1E5 | 95 gallon Otto carts | 5 | 0700 to 1500 | 1 per week (Mon) | 52 | 260 | No | No | No | No | Yes | report to security personnel at main desk for access | 45-328207, -75-677797 |
| DND | National Defence - CRB Uplands, Hanger 11, 150 Clear Skies Pk., Ottawa, ON K1V 1E5 | 95 gallon Otto carts | 2 | 0700 to 1500 | Every 2 weeks (Thurs) | 26 | 52 | No | No | No | No | No | report to security personnel at main desk for access | 45-32488558, -75-671020 |
| DND | National Defence - CRB Uplands, Bldg. #347, 450 Coal Pk., Ottawa, Ontario, K1V 1J1 | 95 gallon Otto carts | 4 | Accessible 24/7 | Every 2 weeks (Thurs) | 26 | 104 | No | No | No | No | No | | 45-3286661862756, -75-678667356/349 |
| DND | National Defence - CRB Uplands, Bldg. #371, 390 Coal Pk., Ottawa, Ontario, K1V 1J1 | 95 gallon Otto carts | 4 | Accessible 24/7 | Every 4 weeks (Mon) | 12 | 48 | No | No | No | No | No | | 45-331180, -75-673173 |
| DND | National Defence - CRB Uplands, Bldg. #469, 10 De Neversville Pk., Ottawa, Ontario, K1V 1L5 | 95 gallon Otto carts | 2 | Accessible 24/7 | Every 4 weeks (Mon) | 12 | 24 | No | No | No | No | No | | 45-333145, -75-666099 |
| DND | National Defence - CRB Uplands, Bldg. #376, 15 De Neversville Pk., Ottawa, Ontario, K1V 1L1 | 95 gallon Otto carts | 4 | Accessible 24/7 | Every 4 weeks (Mon) | 26 | 104 | No | No | No | No | No | | 45-334225, -75-666402 |
| DND | National Defence - CRB Uplands, Bldg. #559, 307 De Neversville Pk., Ottawa, Ontario, K1V 1C1 | 95 gallon Otto carts | 4 | Accessible 24/7 | Every 4 weeks (Mon) | 12 | 48 | No | No | No | No | No | | 45-332953, -75-675251 |
| DND | National Defence - CRB Uplands, Bldg. #375, 320 Paul Benoit Dr., Ottawa, Ontario, K1V 0N5 | 95 gallon Otto carts | 2 | Accessible 24/7 | Every 2 weeks (Mon) | 26 | 52 | No | No | No | No | Yes | use intercom at the west side gate to access within a wooden enclosure | 45-333620, -75-680032 |
| DND | National Defence - CRB Uplands, Bldg. #346, 360 Paul Benoit Dr., Ottawa, Ontario, K1V 1C1 | 95 gallon Otto carts | 1 | Accessible 24/7 | Every 4 weeks (Mon) | 12 | 12 | No | No | No | No | No | | 45-336387, -75-682188 |
| DND | National Defence - CRB Uplands, Bldg. #16, 16 Spillies Pk., Ottawa, Ontario, K1V 8P4 | 95 gallon Otto carts | 2 | Accessible 24/7 | 1 per month (Mon) | 12 | 24 | No | No | No | No | No | | 45-329533, -75-674247 |
| DND | National Defence - CRB Latrim, Bldg. #251, 3545 Latrim Rd., Ottawa, Ontario, K1T 3W5 | 95 gallon Otto carts | 7 | 0700 to 1500 | Every 4 weeks (Mon) | 12 | 12 | No | No | No | No | No | report to security personnel at main desk for access | 45-332785, -75-678848 |
| DND | National Defence - CRB Latrim, Bldg. #273, 3545 Latrim Rd., Ottawa, Ontario, K1T 3W6 | 95 gallon Otto carts | 1 | 0700 to 1500 | Every 4 weeks (Wed) | 52 | 364 | Yes | Yes | Yes | Yes | Yes | report to security personnel at main desk for access | 45-334726, -75-586576 |
| DND | National Defence - CRB Latrim, Bldg. #273, 3545 Latrim Rd., Ottawa, Ontario, K1T 3W6 | 95 gallon Otto carts | 1 | 0700 to 1500 | Every 4 weeks (Wed) | 12 | 12 | Yes | Yes | Yes | Yes | Yes | report to security personnel at main desk for access | 45-335464, -75-589356 |

Table 4: Collection, Container and Site List for Compost

| Department | Location Bldg. Address | Unit Size | Quantity of Units | Collection Time | Collection Frequency & Day | Total Collections per Year | Total Bin Lifts Per Year | Security Reliability Yes or No | Driver & Truck Information Required | Driver to Enter this site | Site Notes | Start Date | Google Maps Coordinates |
|------------|--|--------------------------------|-------------------|-----------------|------------------------------|----------------------------|--------------------------|--------------------------------|-------------------------------------|---------------------------|--|--|-------------------------|
| PPB | Parliamentary Precinct - Blackburn / Langburn Block 88 Sparks St., 30 Wellington St., Ottawa, Ontario | 88 gallon oto carts Composting | 15 carts | | 5 per week (Mon to Fri) | 260 | 3900 | No | yes | Yes | Contractor must contact security guard for access to the site. Please refer to Annex F, figure 5A and 5B for bin locations and photos of bins. | | |
| PPB | Parliamentary Precinct - Senate of Canada, La Promenade (Valour/Victoria Bldg., Bank of Nova Scotia Bldg., ... Ottawa, Ontario | 88 gallon oto carts Composting | 7 | A/After 7:30 AM | 2 per week (Tues & Fri) | 104 | 728 | Yes | yes | Yes | Contractor must call the site contact prior to arrival. The contractor will be required to enter the site as the bins are located inside the building. Please refer to Annex F, figure 5A for bin location. | | |
| PPB | Parliamentary Precinct - Rideau Centre/Composites Confederation Bldg., 229 Wellington St., Bank Street, Ottawa, Ontario | 88 gallon oto carts Composting | 4 | | 2 per week (Tues & Fri) | 104 | 416 | Yes | yes | Yes | Contractor must enter the building in order to access the bins as they are located inside the building. 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 | 88 gallon oto carts Composting | 6 | | 2 per week (Tues & Fri) | 104 | 624 | Yes | yes | Yes | Contractor must call the site contact prior to arrival. The contractor will be required to enter the site as the bins are located inside the building. Please refer to Annex F, figure 5A for bin location. | | |
| SSC | Supreme Court of Canada, 301 Wellington Street, Ottawa, Ontario | 88 gallon oto carts Composting | 1 | | 1 per week (Fri) | 52 | 52 | Yes | yes | Yes | Contractor must call the site contact prior to arrival. The contractor will be required to enter the site as the bins are located inside the building. Please refer to Annex F, figure 5A for bin location. | | |
| PPB | Parliamentary Precinct, Food Production Facility, 1170 Augusta Rd., Ottawa, Ontario | 88 gallon oto carts Composting | 17 | | 2 per week (Wed & Fri) | 104 | 1768 | Yes | yes | no | Contractor must call the site contact prior to arrival. The contractor will be required to enter the site as the bins are located inside the building. Please refer to Annex F, figure 5A for bin location. | | |
| PPB | Parliamentary Precinct - 1 Wellington Street (Rideau Canal), Ottawa, Ontario | 88 gallon oto carts Composting | 4 | Before 16:00 | 1 per week Thursday | 52 | 208 | Yes | yes | Yes | Contractor must call the site contact prior to arrival. The contractor will be required to enter the site as the bins are located inside the building. Please refer to Annex F, figure 5A for bin location. | | |
| DND | National Defence - 448 Boulevard de la Carrière, Gatineau, Quebec | 88 gallon oto carts Composting | 5 | Before 15:00 | 1 per week Thursday | 52 | 260 | No | yes | Yes | All the pickup is made at the loading dock. No specific access required - commissionaire on site from 6 pm to 8 pm. | | |
| PPB | Parliamentary Precinct, Sir John A Macdonald Building, 144 Wellington Street, Ottawa, Ontario | 88 gallon oto carts Composting | 8 | | 2 per week (Tues & Fri) | 104 | 832 | Yes | yes | Yes | Contractor must call the site contact prior to arrival. The contractor will be required to enter the site as the bins are located inside the building. Please refer to Annex F, figure 5A for bin location. | | |
| PPB | Parliamentary Precinct, Wellington Building, 180 Wellington Street, Ottawa, Ontario | 88 gallon oto carts Composting | 19 | | 2 per week (Tues & Fri) | 104 | 1976 | Yes | yes | Yes | Contractor must call the site contact prior to arrival. The contractor will be required to enter the site as the bins are located inside the building. Please refer to Annex F, figure 5A for bin location. | | |
| PPB | SCB Senate of Canada Building - 2 Rideau Street Ottawa, Ontario | 88 gallon oto carts Composting | 5 | After 7:15 AM | 3 per week (Tues, Wed & Fri) | 156 | 780 | Yes | yes | Yes | Contractor must call the site contact prior to arrival. The contractor will be required to enter the site as the bins are located inside the building. Please refer to Annex F, figure 5F for the loading dock location. | | |
| PPB | Parliamentary Precinct - House of Commons, Parliament Hill, 111 Wellington Street, Ottawa, Ontario (Temporary Loading Dock) | 88 gallon oto carts Composting | 18 | | 2 per week (Tues & Fri) | 104 | 1872 | Yes | yes | Yes | Contractor must call the site contact prior to arrival. The contractor will be required to enter the site as the bins are located inside the building. Please refer to Annex F, figure 5A for bin location. | | |
| DND | National Defence - RCMP Mass, 158 Gloucester St., Ottawa, Ontario, K1P 4A6 | 88 gal Oto carts | 2 | Not Specified | 2 per week (Tues & Fri) | 104 | 208 | No | No | No | Composites | 46-418, -76-69765 | |
| DND | National Defence - Army Officer Mess, 109 King Street, Ottawa, Ontario, K1P 4A6 | 88 gal Oto carts | 2 | Not Specified | 2 per week (Tues & Fri) | 104 | 208 | No | No | No | Composites | 46-418, -76-69889 | |
| DND | National Defence - HRCS Bytown, 78 Leggat St., Ottawa, Ontario, K1P 4C3 | 88 gal Oto carts | 2 | Not Specified | 2 per week (Tues & Fri) | 104 | 208 | No | No | No | Composites | 46-418, -76-69891 | |
| DND | National Defence - KCP GC Sparks Kitchen/Mess Hall, 4 Shuter Rd., Ottawa, Ontario, K2K 0W6 | 88 gal Oto carts | 30 | Not Specified | 1 Week 2 per week (Fri) | 30 | 2700 | No | No | No | Composites - Summers schedule from May 1 to September 30. | 46-3829234313326, -75-3901, 4382695842 | |

Solid 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 MULTI-MATERIAL 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 | | | | | | | | | | | | |



| |
|--|
| Contract Number / Numéro du contrat 075000.201 |
| Security Classification / Classification de sécurité UNCLASSIFIED |

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

| | |
|---|---|
| 1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine 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? No / Non 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? No / Non 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) No / Non 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. No / Non 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? No / Non 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"/> Specify country(ies): / Préciser le(s) pays : | Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays : | Restricted to: / Limité à : <input type="checkbox"/> 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 <input type="checkbox"/> | PROTECTED A <input type="checkbox"/> |
| PROTECTED B PROTÉGÉ B <input type="checkbox"/> | NATO NON CLASSIFIÉ <input type="checkbox"/> | PROTECTED B <input type="checkbox"/> |
| PROTECTED C PROTÉGÉ C <input type="checkbox"/> | NATO RESTRICTED <input type="checkbox"/> | PROTECTED C <input type="checkbox"/> |
| CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> | NATO DIFFUSION RESTREINTE <input type="checkbox"/> | CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> |
| SECRET SECRET <input type="checkbox"/> | NATO CONFIDENTIAL <input type="checkbox"/> | SECRET SECRET <input type="checkbox"/> |
| TOP SECRET TRÈS SECRET <input type="checkbox"/> | NATO SECRET <input type="checkbox"/> | TOP SECRET TRÈS SECRET <input type="checkbox"/> |
| TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/> | NATO SECRET <input type="checkbox"/> | TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/> |
| | COSMIC TOP SECRET <input type="checkbox"/> | |
| | COSMIC TRÈS SECRET <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 / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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

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

**Section A Firm Pick-ups
Table 1A: Waste (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=(CxD) | F | G=(CxG) | H | I=(CxH) | J | K=(CxJ) | L | M=(CxL) |
| 95 gal Otto carts | 66 | 1794 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 2 CY Container | 19 | 915 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 4 CY Container | 42 | 1894 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 4 CY Compactor | 1 | 104 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 6 CY Container | 50 | 3799 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 6 CY Compactor | 2 | 364 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 8 CY Container | 8 | 702 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 8 CY Compactor | 2 | 208 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 30 CY Compactor | 1 | 104 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Waste Bags | 60 | 780 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| SUB-TOTALS: | | | | \$ | | \$ | | \$ | | \$ | | \$ |
| Table 1A Total for 5 years: | | | | \$ | | \$ | | \$ | | \$ | | \$ |

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=(CxD) | F | G=(CxG) | H | I=(CxH) | J | K=(CxJ) | L | M=(CxL) |
| 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)

| 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=(CxD) | F | G=(CxG) | H | I=(CxH) | J | K=(CxJ) | L | M=(CxL) |
| 95 gal Otto carts | 319 | 2768 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| SUB-TOTALS: | | | | | | | | | | | | |
| Table 3A Total for 5 years: | | | \$ | | | | | | | | | |

Table 4A: Composting (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=(CxD) | F | G=(CxG) | H | I=(CxH) | J | K=(CxJ) | L | M=(CxL) |
| 68 gal or 240L carts | 124 | 1894 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 80L Paper Bags | 10 | 120 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| ASTM 6400 Certified Compostable Plastic Bags/Liners (230 L) | 10 | 120 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| SUB-TOTALS: | | | | | | | | | | | | |
| Table 4A Total for 5 years: | | | \$ | | | | | | | | | |

Section B As and When Pick-ups

Table 1B: Waste (As and When)

| 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=(CxD) | F | G=(CxF) | H | I=(CxH) | J | K=(CxJ) | L | M=(CxL) |
| 2 CY Container | 3 | 6 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 4 CY Container | 2 | 18 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 8 CY Container | 1 | 12 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 20 CY Container | 11 | 113 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 20 CY Compactor | 1 | 12 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 30 CY Container | 5 | 81 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| SUB-TOTALS: | | | | \$ | | \$ | | \$ | | \$ | | \$ |
| Table 1B Total for 5 years: | | | | \$ | | \$ | | \$ | | \$ | | \$ |

Table 2B: Paper recycling (As and When)

| 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=(CxD) | F | G=(CxF) | H | I=(CxH) | J | K=(CxJ) | L | M=(CxL) |
| 95 gal Otto carts | 21 | 120 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 2 CY Container | 8 | 24 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 4 CY Container | 1 | 12 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 30 CY Container | 1 | 12 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| SUB-TOTALS: | | | | \$ | | \$ | | \$ | | \$ | | \$ |
| Table 2B Total for 5 years: | | | | \$ | | \$ | | \$ | | \$ | | \$ |

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

| 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=(CxD) | F | G=(CxG) | H | I=(CxH) | J | K=(CxJ) | L | M=(CxL) |
| 95 gal Otto carts | 30 | 108 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| SUB-TOTALS: | | | | | | | | | | | | |
| Table 3B Total for 5 years: | | | \$ | | | | | | | | | |

Table 4B: Composting (As and When)

| 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=(CxD) | F | G=(CxG) | H | I=(CxH) | J | K=(CxJ) | L | M=(CxL) |
| 68 gal or 240L carts | 10 | 120 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 80L Paper Bags | 10 | 120 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| SUB-TOTALS: | | | | | | | | | | | | |
| Table 4B Total for 5 years: | | | \$ | | | | | | | | | |

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: | | \$ | | | | | | | | | |

Table 2C: Additional Costs

| | Estimated Total per Year | YEAR 1 | | YEAR 2 | | YEAR 3 | | YEAR 4 (Option year 1) | | YEAR 5 (Option year 2) | |
|---|--------------------------|-------------|--------------------------|--------------------|--------------------------|--------------------|--------------------------|------------------------|--------------------------|------------------------|--------------------------|
| | | Rate | Cost per Year D=(BxC) | Cost per Unit E | Cost per Year F=(BxE) | Cost per Unit G | Cost per Year H=(BxG) | Cost per Unit I | Cost per Year J=(BxI) | Cost per Unit K | Cost per Year L=(BxK) |
| A | B | C | D=(BxC) | E | F=(BxE) | G | H=(BxG) | I | J=(BxI) | K | L=(BxK) |
| Regular Hour 07:00 A.M. – 05:00 P.M. Monday to Friday | 37.5 hours | \$/H | \$ | \$/H | \$ | \$/H | \$ | \$/H | \$ | \$/H | \$ |
| Outside Regular Hours | 15 hours | \$/H | \$ | \$/H | \$ | \$/H | \$ | \$/H | \$ | \$/H | \$ |
| No site access fee | 10 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Compactor cleaning charge (twice yearly) | | N/C | N/C | N/C | N/C | N/C | N/C | N/C | N/C | N/C | N/C |
| Additional compactor cleaning | 2 | \$/cleaning | \$ | \$/cleaning | \$ | \$/cleaning | \$ | \$/cleaning | \$ | \$/cleaning | \$ |
| 30 CY Compactor Rental fee | 12 | \$/month | \$ | \$/month | \$ | \$/month | \$ | \$/month | \$ | \$/month | \$ |
| SUB-TOTALS: | | | \$ | | \$ | | \$ | | \$ | | \$ |
| Table 2C 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 | \$ |

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.
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.

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)