



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A :**

Bid Receiving/Réception des soumissions :

[cfia.bidreceipt-
receptiondesoumission.acia@inspection.gc.ca](mailto:cfia.bidreceipt-receptiondesoumission.acia@inspection.gc.ca)

**REQUEST FOR
PROPOSAL**

AMENDMENT 4

**DEMANDE DE
PROPOSITION**

AMENDEMENT 4

Proposal to: Canadian Food Inspection Agency

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 therefore.

Proposition aux : Agence canadienne d'inspection des aliments

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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

Title – Sujet		Date
Biohazardous Waste Removal Services at the CFIA Ottawa Laboratory – Fallowfield (OLF)		February 10, 2022
Sollicitation No. – N° de l'invitation B0278		
Client Reference No. - No. De Référence du Client B0278		
Sollicitation Closes – L'invitation prend fin		
At / à :	12:00 p.m. (12 : 00 hrs) (Ottawa time)	EST (Eastern Standard Time) HNE (Heure normale de l'Est)
On / le :	March 2, 2022	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Carol Trottier		
Telephone No. – No. de téléphone (613) 291-2857	Facsimile No. – No. de télécopieur	

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

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Request for Proposal – Amendment # 4

Reason for Amendment:

1. Respond to Bidder Questions

Question # 1:

Where are we to provide the cost of container supplies (drums/pails), or will you supply your own packaging for transport?

Answer # 1:

DELETE – (Annex A – Statement of Work) and (Annex B – Basis of Payment) entirety.

REPLACE – (Annex A – Statement of Work) and (Annex B – Basis of Payment) with the attached.

ANNEX "A"

STATEMENT OF WORK

**Ottawa Laboratory- Fallowfield (OFL)
Biohazardous Waste Removal**

1.0 Introduction and Scope

The Canadian Food Inspection Agency (CFIA) wishes to enter into a contract with a vendor(s) (hereafter referred to as the "proponent(s)" or the "Contractor(s)") for the purpose of biohazardous waste removal services for the Ottawa Laboratory – Fallowfield (OLF) located at 3851 Fallowfield Rd., Ottawa, ON K2H 8P9.

The work to be performed by the Contractor consists of the collection and transportation of biohazardous waste 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 of any collected materials without the prior consent of the Technical Authority.

1.1 CFIA Background

The CFIA Ottawa Laboratory – Fallowfield (OLF) is a multidisciplinary research, technology development and diagnostic services laboratory located on 2,000 acres of land in the Ottawa Greenbelt. The laboratory holds animal facilities that have Risk Group 2 (pathogens that pose a moderate individual health risk, low community risk) and Risk Group 3 (pathogens that pose a high individual health risk, medium to low community risk) agents including Prion (an agent causing transmissible spongiform encephalopathy in animal and human).

Biohazardous waste produced at the facility for the purpose of this contract is generally incinerated as the waste types or amounts may not be suitable for autoclaving or other means of disposal.

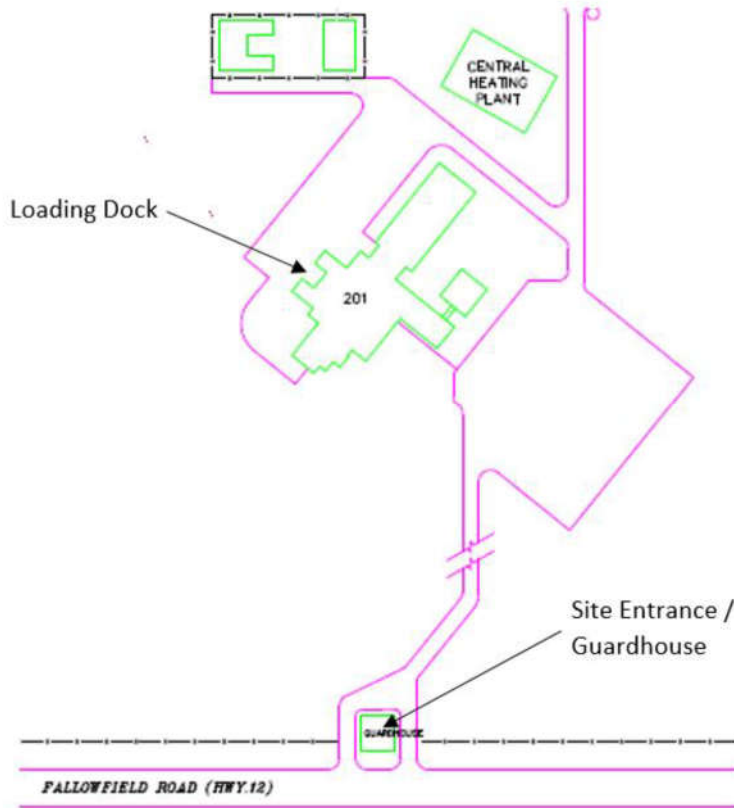


Figure 1. Site Map, noting entrance to the site of Fallowfield Road and loading dock location.

1.2 Site Access

The Contractor will have access to the site during regular business hours as outlined in the pick-up schedule, or by pre-arranging times with the Technical Authority as described in Section 2.0 – Statement of Work.

1.3 Regulations

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 publication of:

- a) Occupational Health and Safety Act, Revised Statutes of Ontario;
- b) Waste Management Regulation, O. Reg. 347/94 as amended; Environmental Protection Act, Revised Statutes of Ontario. This includes conditions for Certificates of Approval and Licensing for waste management transportation, processing and/or disposal;
- c) Human Pathogens and Toxins Act (S.C. 2009, c. 24);
- d) Transportation of Dangerous Goods Act (S.C. 1992, c. 34); and
- e) All other related regulations of federal, provincial and municipal application.

1.4 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 must ensure that all personnel going on-site have completed Workplace Health Materials Information System (WHMIS) and basic level Health and Safety training.

The Contractor must ensure that all certifications in accordance with the Transportation of Dangerous Goods Regulations - Part 6 remains in good standing.

All unsafe working conditions identified while conducting work outlined in this Statement of Work must be reported to the Technical Authority 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 Technical Authority 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 Government of Canada.

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

2.0 Statement of Work

The proponent will provide services to meet the requirements as described below for the Ottawa Laboratory – Fallowfield (OLF).

2.1 Description of Materials

Definition of Biohazardous Waste

For the purposes of this contract, biohazardous wastes can be defined as waste that is reasonable expected to contain an infectious substance. Under the Transportation of Dangerous Goods Regulations, infectious substances are defined as substances, such as viruses, bacteria, parasites, fungi or other agents that are known or reasonably believed to cause diseasing humans or animals. Infectious substances might also be blood, tissue, organs, body fluids or cultures that contain pathogenic microorganisms. Infectious substances are classified as Class 6.2, infectious Substances dangerous good.

Biohazardous Waste: Up to 10 of 55L Gallon Drums per week (varies by workload)

The Contractor will be required to transport and incinerate the following materials:

- Anatomical material (tissues and carcasses) and other materials containing various Human/Animal Risk Group (RG) 2 (Category B under Transportation of Dangerous Goods (TDG) and RG3 pathogenic agents (Category A and B under TDG), including prions
 - Exempt animal specimens and Category B animal materials (whole carcasses, parts, tissues, feces) from diagnostic and/or research animals for prion (bovine and ovine) and for rabies (canine, feline, bats and other mammals, naturally infected).
 - Shavings, hay, beta-cob exposed to animal urine and feces (up to Category B)
 - Possibility of whole carcasses, parts, tissues from animals that are Category A

-
- Human and animal blood/swab samples that are exempt under TDG (health monitoring of animals under CFIA animal health surveillance program and sample collection tubes with swabs for SARS-CoV-2)
 - Other waste associated with working with the anatomical material (potentially exposed to organisms classified as Category A or B)
 - Plastic bags to line the barrels/boxes
 - Plastic shavings bags
 - Disposable gloves (rubber, nitrile, latex)
 - Tyvek suits
 - Cardboard
 - Paper
 - Newsprint
 - Disposable gowns
 - Plastic knives
 - Petri dishes and ELISA plates (plastic)
 - Cryovials (plastic)
 - Plastic containers
 - Pipette tips
 - Disposable shoe covers
 - Disposable respirators and masks
 - Disposable absorbent bench liners
 - Disposable wipes
 - Chemicals contaminated with prions
 - Alcohols
 - HistoClear, ClearRite
 - Isobutanol
 - Xylene

2.2 Logistics

The Contractor must provide regular-scheduled automated pick-up of 55 gallon drums and 5 gallon pails for biohazardous waste disposal using a per weight fee for collection.

The biohazardous waste will be amalgamated by the client at the site and an estimated weight of transportation will be provided by the client.

The waste will be collected by the Contractor and transported for disposal to a waste disposal site having 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.

Waste 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.

It is suggested that the proponent review the scope, including number of drums required for removal, at the time of the bid to accurately represent the site's requirements during the mandatory site visit, further details provided in Part 2 – Bidders Instructions – Section 2.7 - Mandatory Site Visit.

The Contractor must specify which in-region facility receives CFIA biohazardous waste and must provide the corresponding tipping fee to CFIA staff for their records. The Contractor must notify the CFIA if the rate changes at any point during the contract.

The use of subcontractors is allowed provided they are listed in the proponent's proposal, they are contracted to the proponent, and they are able to provide services that meet the requirements of this contract.

The Contractor must provide clean drums and pails for this contract and exchange a sufficient number of drums as directed by the Technical Authority, or drop off required amounts. Drums and Pails are to be Heavy duty and for Anatomical waste suitable for incineration. Anatomical and Incinerations Only labels are to be provided as well.

2.3 Deliverables

As part of the protocol for the above section, the Contractor must:

- Provide a copy of the third-party generated scale ticket(s) for each load.
- Provide a copy of inspection or certificate for the scale weighing device that will weigh the hazardous material.
- Use a scale that is certified through the Canada Weights and Measures Act and scale tickets shall be dated and timed. This will include the name of the drop off facility, date, time, load weight, and cost. Scale tickets by facility are to be in a summarized, chronological order to be included with each monthly invoice.
- Attach all scale tickets and supplementary information to each invoice prior to payment.
- Accordingly, a Health and Safety plan must be developed and implemented as required. The Contractor must provide the Health and Safety Plan to the Technical Authority three (3) days after contract award.

2.4 Frequency and Number of Collections

The site must be serviced as per the frequency and number of required containers detailed as follows:

Collection Time: Monday – Friday, 7AM – 3PM

Unit Size: 55 gallon drums, 30 gallon Drum, and 5 gallon pails

Collection Frequency and Day: Weekly, with day of the week to be established once contract is awarded.

Total Collections Per Year: 52 pick-ups per year

Throughout the duration of the contract, the collection frequency and/or number of containers may be revised to reflect changing service demands. Any changes to the schedule must be communicated via email by the Technical Authority to the Contractor and a formal amendment to the contract will be issued by the Contract Authority.

To help ensure a collection schedule that best meets the needs of the individual sites, the Contractor must be responsible to inform the Technical Authority 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).

2.5 Scheduling

Biohazardous waste will be collected as per the collection times and days as outlined above.

Collections will occur from Monday to Friday, between 7:00 A.M. and 3:00 P.M. unless otherwise stated. Any scheduling changes require prior authorization from the Technical Authority before they can take effect. It is imperative that the collection schedule (and times) outlined be strictly adhered to, to facilitate and prevent interferences with client operations.

Any future scheduling change requests must be submitted via email between the Technical Authority and the Contractor. Any proposed changes must be mutually agreed upon between the Contractor, the Technical Authority and the Contracting Authority before subsequently being put into effect. A formal amendment to the contract, including any changes made will be issued in a timely manner.

2.6 Missed Collections

The Contractor is required to inform the Technical Authority at least forty-eight (48) hours in advance if a collection schedule may not or cannot be met at the collection scheduled time. If this is not possible due to unforeseen circumstances, the Contractor must inform the Technical Authority as soon as it is known and no later than the next business day, including a written explanation by email of the circumstances surrounding the missed collection. The Contractor and Technical Authority will mutually agree to a new time for the missed pick-up.

If the Contractor fails to inform the Technical Authority of the change to the schedule, the required collection must still take place and no payment will be issued for these missed or late services.

Should access to a site be blocked, the Contractor's driver must make every effort to contact the Technical Authority prior to leaving the site. In the event that the obstruction can be removed, the collection must be completed as scheduled.

2.7 Holiday Schedules

The Contractor shall not be required to provide collections on the following Government of Canada Holidays:

- New Year's Day
- Easter Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday (Ont.)
- 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 Government of Canada working day.

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

The Contractor must provide, at its own expense, such additional personnel and equipment as may be required as a result of Holiday collection changes to ensure continuous and uninterrupted collection service as specified under the contract.

2.8 Container and Equipment Maintenance

Throughout the duration of the contract, the Contractor must:

-
- Maintain all associated equipment in good working order at its own expense to ensure that maximum efficiency and cleanliness are maintained at all times; and
 - Advise the Technical Authority of any damage to the Crown's equipment or equipment requiring repairs or maintenance within twenty-four (24) hours of observation.

2.9 Cleanliness

Throughout the duration of the contract, the Contractor must:

- Leave the collection points neat and orderly after each collection and immediately remove any spillage from the containers or trucks during the collection operation or en route to the disposal facility;
- Spillage of waste occurring en route to the waste disposal site must be removed by the Contractor immediately;
- Ensure that areas around containers are clean of debris after the removal and replacement of containers. At no time will the Contractor leave any containers anywhere on-site other than in the designated areas or in an area designated by the client or Technical Authority.

2.10 Spills, Damage to the Premises

All spills (including fluid leaks from vehicles) and damage occurring on Federal Property must be reported to the Technical Authority immediately.

Responsibilities for spills or damage to the premises or containers during servicing of this contract must be the sole responsibility of the Contractor. In the case of structural damage to the property, corrective action must be undertaken within twenty-four (24) hours from the time of the incident.

Damage to the premises would include but not be limited to lands, buildings, walls, structures, utilities, fences, trees, shrubs, roads, containers, etc.

Where required, the site must be inspected within twenty-four (24) hours by the Contractor and the Technical Authority of any detected or reported problems, as defined above. The inspection must determine and identify whether any damage was caused by the Contractor. It is the responsibility of the Contractor to provide evidence that any damage claimed by Canada were not caused by the Contractor.

2.11 Reporting of Problems

The Contractor is required to immediately report any accidents, spills, concerns, anomalies, contamination, impediments to access or other problems to the Technical Authority via telephone, and via email within twenty-four (24) hours of observation.

At no time will the Contractor address on-site issues with on-site personnel without first notifying the Technical Authority

2.12 Equipment and Materials

The Contractor shall not park or store any equipment on the site without the written consent of the Technical Authority.

The Contractor shall have the containers and/or equipment listed in the sections above and like equipment and vehicles supporting the removal of all containers as listed available at all times.

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The Technical Authority reserves the right to request additional or alternate equipment to meet increased service demands due to expanding site operations or client needs.

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

2.13 Collection Vehicles

Contractor's vehicles must:

- a) Be available in numbers sufficient to satisfy the service demands as outlined;
- 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 biohazardous waste.

ANNEX "B"

BASIS OF PAYMENT

In accordance to Annex A, the requirement is as follows. Prices are in Canadian dollars and exclusive of Custom Duties and any applicable taxes.

The bidder must fill out the following tables: initial contract period, as well as the (3) three (1) one-year option periods, including Table E (strictly for evaluation purposes).

Table A – Initial Contract Period: April 1, 2022 to March 31, 2024

WASTE AND RECYCLING PICKUP AT THE OTTAWA LABORATORY - FALLOWFIELD	Firm All-Inclusive Price Per Kilogram Collection Fee (A)	Estimated Number of Kilograms Per Collection (B)	Estimated Number of Collections Per Year (C)	Total (Cdn \$) (A X B X C) = D (D)
Initial Contract Period (April 1, 2022 to March 31, 2024)	\$ _____ / kg	907 kg	52	\$
Supplies				
55 gallon drums (new & empty)	\$ _____ / drum		900	\$
30 gallon drum (new & empty)	\$ _____ /drum		100	\$
5 gallon pails (new & empty)	\$ _____ / pail		25	\$
"Anatomical" Labels	\$ _____ / roll		1,000	\$
"Incinerate" Labels	\$ _____ /roll		1,000	\$
TOTAL:				\$

Table B – Option Period Year 1 – April 1, 2024 to March 31, 2025

WASTE AND RECYCLING PICKUP AT THE OTTAWA LABORATORY - FALLOWFIELD	Firm All-Inclusive Price Per Kilogram Collection Fee (A)	Estimated Number of Kilograms Per Collection (B)	Estimated Number of Collections Per Year (C)	Total (Cdn \$) (A X B X C) = D (D)
Option Year 1 (April 1, 2024 to March 31, 2025)	\$ _____ / kg	907 kg	52	\$
Supplies				
55 gallon drums (new & empty)	\$ _____ / drum		900	\$
30 gallon drum (new & empty)	\$ _____ /drum		100	\$
5 gallon pails (new & empty)	\$ _____ / pail		25	\$

"Anatomical" Labels	\$ _____ / roll		1,000	\$
"Incinerate" Labels	\$ _____ /roll		1,000	\$
TOTAL:				\$

Table C – Option Period Year 2 – April 1, 2025 to March 31, 2026

WASTE AND RECYCLING PICKUP AT THE OTTAWA LABORATORY - FALLOWFIELD	Firm All-Inclusive Price Per Kilogram Collection Fee (A)	Estimated Number of Kilograms Per Collection (B)	Estimated Number of Collections Per Year (C)	Total (Cdn \$) (A X B X C) = D (D)
Option Year 2 (April 1, 2025 to March 31, 2026)	\$ _____ / kg	907 kg	52	\$
Supplies				
55 gallon drums (new & empty)	\$ _____ / drum		900	\$
30 gallon drum (new & empty)	\$ _____ /drum		100	\$
5 gallon pails (new & empty)	\$ _____ / pail		25	\$
"Anatomical" Labels	\$ _____ / roll		1,000	\$
"Incinerate" Labels	\$ _____ /roll		1,000	\$
TOTAL:				\$

Table D – Option Period Year 3 – April 1, 2026 to March 31, 2027

WASTE AND RECYCLING PICKUP AT THE OTTAWA LABORATORY - FALLOWFIELD	Firm All-Inclusive Price Per Kilogram Collection Fee (A)	Estimated Number of Kilograms Per Collection (B)	Estimated Number of Collections Per Year (C)	Total (Cdn \$) (A X B X C) = D (D)
Option Year 3 (April 1, 2026 to March 31, 2027)	\$ _____ / kg	907 kg	52	\$
Supplies				
55 gallon drums (new & empty)	\$ _____ / drum		900	\$
30 gallon drum (new & empty)	\$ _____ /drum		100	\$
5 gallon pails (new & empty)	\$ _____ / pail		25	\$
"Anatomical" Labels	\$ _____ / roll		1,000	\$
"Incinerate" Labels	\$ _____ /roll		1,000	\$
TOTAL:				\$

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Table E – Summary of Total of Initial Contract Period and three (3) one-year Option Periods

Initial Contract (April 1, 2022 – March 31, 2024) (Table A) (A)	Option Year 1 (April 1, 2024 – March 31, 2025) (Table B) (B)	Option Year 2 (April 1, 2025 – March 31, 2026) (Table C) (C)	Option Year 3 (April 1, 2026 to March 31, 2027) (Table D) (D)	TOTAL (Cdn \$) (E) A + B + C + D = E
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
			Applicable Taxes: (Insert the amount, as applicable)	GST: HST: PST: \$ _____
Total Evaluated Price:				\$ _____

***For evaluation purposes.**