

ANNEX A

**STATEMENT OF REQUIREMENT
FOR THE
COLLECTION, TRANSPORT, AND DISPOSAL
OF
LOOSE-LEAF TOBACCO**

1.0 SCOPE

Canada has a requirement for the as-and-when required Collection, Transport and Disposal Services of unprocessed Loose-Leaf Tobacco as outlined herein. The required services are restricted to the province of Ontario, and are identified at Appendix I to this document.

1.1. Definitions and Acronyms used in this Document

Term, Acronym or Abbreviation	Complete Name, Title or Definition
Cross-Docking	Cross Docking means the unloading, re-loading and sorting of the boxes and pallets for transport.
GOC	Government of Canada
HC	Health Canada
Hazardous Waste	<p>For the purposes of this requirement under SPMD-24-TOBO – the Hazardous Waste is limited to Loose-Leaf Tobacco only.</p> <p>Environment and Climate Change Canada defined Hazardous Wastes and Hazardous Recyclable Material as material that typically exhibits hazardous characteristics such as toxicity, corrosiveness or flammability. They can come in different forms such as solid, liquid, gas, sludge or paste, as well as a plethora of different sources, including residues from industrial operations, manufacturing processing plants, hospitals, or even obsolete materials such as waste lubricants and pesticides.¹</p> <p>In Canada these characteristics are defined by taking into account the hazard criteria established under the following acts and regulations:</p> <p>Transportation of Dangerous Goods Act https://laws-lois.justice.gc.ca/eng/acts/t-19.01/</p> <p>Transportation of Dangerous Goods Regulations https://laws-lois.justice.gc.ca/eng/regulations/sor-2001-286/</p> <p>Export and Import of Hazardous Waste and Hazardous Recyclable material regulations https://laws-lois.justice.gc.ca/eng/regulations/SOR-2005-149/index.html</p>
PSPC / PWGSC	Public Service and Procurement Canada (formerly known as Public Works and Government Services Canada)
SPMD	Seized Property Management Directorate
SPMA	Seized Property Management Act

1. Hazardous Waste Disposal Services Supply Arrangement EW479-162880

1.2 Background

Procurement and Public Services Canada (PSPC), under the Seized Property Management Act (SPMA), authorizes the Seized Property Management Directorate (SPMD) to manage seized or restrained property and to dispose of this property when declared forfeit. Seized or Restrained property can be understood as goods or assets confiscated in connection with criminal offences.

The Seized Property Management Directorate (SPMD) of PSPC discharges the responsibilities of the Minister within the purview of the SPMA and is granted the authority to act on the behalf of all Canadian provinces and Territories under defined requirements and conditions.

2.0 REQUIREMENT

SPMD has a requirement for the Collection, Transport and Disposal of **Loose-Leaf Tobacco** located at various Government facilities located in Ontario and as outlined at Appendix I to this document.

2.1 Cross Docking

Some locations may require Cross-Docking Services for the collection of the Loose-Leaf Tobacco. The Cross-Docking Services, *if required* will be identified on a case by case basis on each service request.

Please see Appendix I to Annex A for the Geographical Areas; and Regions of Coverage and identification of those locations who have facility Cross Docking Services in place.

The Collection of Loose-Leaf Tobacco is further described at **Para 2.5.1.** herein.

2.2 For safety, security and observation of environmental precautions, where the required services must be treated as and considered **Hazardous Waste Disposal.**

2.3 Estimated Forecast Requirement

2.3.1 The transport and disposal services will be identified on an **as-and-when required basis.** The quantities and frequency of the required services varies widely, and there is no methodology to estimate or forecast potential future seizure quantities. Based on historical data, the requirement for an approximate six (6) month period could be at least 350,000 kg. Canada does not guarantee this quantity or frequency, however the figure is provided to support an assessment of service capabilities.

2.3.2 Estimated Forecast of **Immediate** Service Requirement

The following is a general estimate of the initial pending service requirement. The Regions for service delivery are identified at Appendix I to this document. Precise locations would be identified in any issued Service request.

Region 1 – Location 1

31,065.5 kg

Region 1 – Location 2

133,144.38 kg

Region 3- Location 1.

31,183 kg

2.4 SCOPE OF WORK

2.4.1 The Contractor must arrange for, co-ordinate and perform collection of the loose leaf tobacco identified for disposal. The pick-up location(s) and contact information will be identified on each service

request. The Contractor must be solely responsible for the care, logistics, custody and control of the tobacco waste from the identified pick-up location to complete disposal at the identified disposal location.

2.4.2 The loose-leaf tobacco for disposal will be contained in individual boxes and secured on pallets sized approximately two feet by four feet (2'x4') or four feet by four feet (4'x4') . The method of containment will be identified in each Service Request.

2.4.2.1 Re-containment

This requirement includes the supply of replacement containers or boxes **as and when required for re-packaging and safe transport** of the loose-leaf tobacco. Any requirement for replacement containers will be identified by the Project Authority on each Service Request.

2.4.3 Tasks

The Contractor must:

- i. Conduct the collection of the materials for transport including, as and when requested, all cross-docking tasks;
- ii. Provide for the safe loading, transportation, unloading and final disposal of the Hazardous Waste (Tobacco) identified in each Service Request;
- iii. Provide expert advice upon request by Canada, and support of all activities relating to the assessment, collection, transportation, and disposal of the Hazardous Waste;
- iv. Provide all labour, equipment, and tools necessary for the conduct of the work identified herein;
- v. Perform all duties related to documentation and record-keeping for each transport and disposal service request;
- vi. Plan, co-ordinate and make all necessary arrangements with the Disposal Facility for the disposal requirement, including access, any unloading requirements, and observance of all protocols;
- vii. Attend meetings or conferences via teleconference as and when required by the Project Authority; and
- viii. Conduct all work in accordance with Municipal, Provincial and Federal laws and legislation.

2.5 CONSTRAINTS

2.5.1 Collection

The collection of the loose-leaf tobacco **may** require additional cross-docking services at the pick-up location(s). The requirement for cross-docking will be identified and described on each Service request.

The Contractor must provide all equipment required for the conduct of the cross docking services **as and when required**.

When Cross-Docking Services are NOT required, the Contractor must call ahead to the Pick-up location to confirm that the materials for transport are in place and ready for service.

2.5.1.1 GOC Facilities with Cross-Docking Services in place. As outlined at Appendix I to this document: The limited locations marked with an Asterix will provide their own cross docking services. Those locations will **NOT** require Cross Docking Services by the Contractor.

Contract names and information will be provided on each Service Request.

2.5.2 Unforeseen Delays at the Pick-up and Delivery Locations – “Stand-By Time”

The dates and times for each pick-up and delivery must be pre-arranged and conducted in accordance with each pick-up request. In the event of any unforeseen delay caused by Canada, the Contractor must

immediately notify the Project Authority. The excess time incurred to the Contractor while awaiting Canada's readiness will be understood as "Stand-By Time". The exact time of arrival at the GOC facility and notification of delay must be immediately reported to the Contracting Authority. The Project Authority will confirm the details of the delay with the Person of Contact at the GOC facility.

2.5.3 Disposal

2.5.3.1 **MANDATORY DESTRUCTION**

All goods and materials under this must not be registered, sold, or transferred to any other entity inside or outside Canada and must be destroyed according to the approved disposal methods outlined under the requirement.

2.5.3.2 The weight of the sorted goods at the GOC pick-up location must match the final waybill, weigh scale records, and Certificate of Disposal.

2.5.3.3 Disposal Methods

The Contractor must at all times where possible dispose of the Tobacco in accordance with federal, Provincial and Municipal Disposal Guidelines and legislation. In accordance with those guidelines, the following disposal methods are acceptable:

- i. **Landfill**
- ii. **Incineration**

2.5.4 Work Permits, Licenses and Reports

For the performance of all work under the contract, The Contractor must:

- i. Obtain and maintain all necessary permits, licenses and certificates of approval required under any applicable federal, provincial or municipal legislation. The Contractor is solely responsible for the observance of any charges imposed by such legislation or regulations. Upon request, the Contractor must provide a copy of any such permit, license, or certificate to Canada;
- ii. Identify in writing to the Project Authority (CA), **within three (3) business days of contract award**, the government licensed facility location to be used for the Hazardous Waste Disposal; and
- iii. Provide a disposal certificate **within 30 days of the pick-up and disposal service date**. The certificate must demonstrate that the disposition of materials has been conducted in accordance with current Federal, Provincial and Municipal Regulations and Legislation and must include proof of product weights at disposal.
- iv. All reports must be provided in the English language.

2.5.5 Operator Training Requirements

2.5.5.1 The Drivers and Operators of Waste Transportation Vehicles must be trained in accordance with local, municipal and provincial regulations in the following:

- i. The operation of the vehicle and waste management equipment;
- ii. Relevant waste management legislation, regulations and guidelines;
- iii. Major environmental concerns pertaining to the waste to be handled;
- iv. Occupational Health and Safety Regulations and concerns pertaining to the waste to be handled; and
- v. Emergency Management procedures for the wastes to be handled.

2.5.5.2 This training may be provided by the company which operates the waste management system or by a third party.

2.5.5.3 A copy of the training certificate or other proof indicating that the driver of the waste transportation vehicle has received the required training must be kept in the waste transportation vehicle. The certificate or other proof should include the Operator's name and the date of the training. The Contractor must provide a copy of the training or qualification certificates to Canada upon request of the Contracting Authority.

2.5.6 Material Handling Equipment and Capability

The Contractor must be prepared to provide all material handling equipment required for the collection, transport and disposal of the hazardous waste, including as required, **front end loader or forklifts, hand trucks, dollies etc.** Such equipment may not be available at the GOC facilities.

2.5.7 TIME CONSTRAINTS

Service Delivery Timelines, Lead Times and Turn-Around Times

There are two (2) Categories of Service Delivery Timelines for this requirement including **Routine and Urgent**. The category for each Call-will be determined by the Project Authority and identified in the Service Request.

The SPMD Project Authority will, for each Service Request, specify the service category as follows:

- i. Category I – Routine** Pick-up; or
- ii. Category II – Urgent** Pick-up.

Note: An example of when Canada may determine that a Service Request would be considered urgent, includes when the quantity of tobacco contravenes facility safety considerations; i.e. appears to require immediate secure re-containment or re-packaging OR if Canada has taken custody of a quantity of hazardous waste (tobacco) that exceeds safe limitation of the storage facility and therefore must be removed from government premises immediately.

2.5.7.1 CATEGORY I - ROUTINE PICK-UP TASK AUTHORIZATIONS

The required Pick-up date for the tobacco will be identified on each Task Authorization.

2.5.7.1.1 Lead Time (Routine)

For all **Type I – Routine Pick-ups**, The SPMD Project Authority will provide the Contractor with a **minimum of five (5) business days advance notice** for the required Pick-up date effective from the date the Task Authorization is issued.

2.5.7.1.2 Turnaround Time (Routine)

- i.** The Contractor must identify any issues or limitations with the task within one (1) **business day** of receiving the Task Authorization.
- ii.** The Contractor must confirm a pick-up date in writing, to the Project Authority within **two (2) business days** of receiving the Task Authorization.
- iii.** Type I Routine Pick-ups must be completed **within seven (7) business days** of the pick-up date identified on the Task Authorization or upon written agreement by the SPMD Project Authority identified on the Task Authorization.

2.5.7.2 CATEGORY II - URGENT PICK-UP TASK AUTHORIZATIONS

The required Pick-up date for the tobacco will be identified on each Task Authorization.

2.5.7.2.1 Lead Time (Urgent)

For all **Type II – Urgent Pick-ups**, The SPMD Project Authority will provide the Contractor with a minimum of **three business days advance notice** for the required pick-up date effective from the date the Task Authorization is issued.

2.5.7.2.2 Turnaround Time (Urgent)

- i. The Contractor identify any issues or limitations with the task and pick-up date in writing (e-mail) to the Project Authority (CA), **within one (1) business day** of receiving the Task Authorization.
- ii. Type II Urgent Pick-ups must be completed **within three (3) business days** of the pick-up date identified on the Task Authorization or upon written agreement by the SPMD Project Authority identified on the Task Authorization.

2.5.8 Risk Management Plan

The Contractor and the Contractor Resources at the Hazardous Chemical Waste Facility must have in place a risk management plan to prevent and manage any potential loss, and mitigation strategies in the event of a Hazardous chemical waste Incident. The plan must meet compliance with the minimum standards of the [Canadian Environmental Protection Act](#)

The Contractor must provide a copy of the Risk Management Plan immediately upon request of the Project Authority.

2.5.9 Handling of Dangerous Goods

- i. The Contractor must ensure proper labelling and packaging in the supply and transport of dangerous goods/hazardous products under the scope of the contract.
- ii. The Contractor will be held liable for any damages caused by improper packaging, labelling or carriage of dangerous goods/hazardous products.
- iii. The Contractor must clearly mark all merchandise labels with the percentage of volume that is a hazardous item. Failure to do so will result in the Contractor being held responsible for damages caused in the movement of goods/products by government vehicles or government personnel.

2.5.10 Disposal Certificate/ Attestation

The Contractor must **within 30 days of completion of processing or destruction**, provide in writing to the Project Authority, a declaration attesting to the destruction of the Tobacco (Hazardous Waste) as outlined in the requirement of the contract.

The Attestation must include at minimum, the following information:

- i. Description of the product for disposal
- ii. The quantity of product disposed;
- iii. The date and method of destruction; and
- iv. The names and signatures of two (2) witnesses to the destruction of the Tobacco. (Hazardous Waste.)

2.6 Location of Work

The regions of service for this requirement are described at **Appendix I** to this document. The precise addresses and points of contact for the pick-up location / government facility will be identified in each service request.

All pick-up and delivery locations will be accessible by road. For the purpose of this requirement, road refers to any Canadian provincial or territorial highway; county or regional road; or city street in any province or Canadian territory. A detailed description of the regions and areas of coverage for the work is provided at Appendix I to this document.