



Closing Date	July 8, 2024
Time	2:00 pm EDT
REFERENCE NO.:	5Z011-25-0004

RETURN BIDS TO:

Library and Archives Canada
Contracting and Material Management Division
550, de la Cité Blvd.
Gatineau, Quebec K1A 0N4
Canada
Email : receptiondesoumission-bidreceiving@bac-lac.gc.ca

RETOURNER LES SOUMISSIONS À :

Bibliothèque et Archives Canada
Division des contrats, gestion du matériel
550, de la Cité Blvd.
Gatineau, Quebec K1A 0N4
Canada
Email: receptiondesoumission-bidreceiving@bac-lac.gc.ca

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal To: Library and Archives 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 thereof.

On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

Proposition au : Bibliothèque et Archives 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-annexées, au(x) prix indiqué(s).

En apposant ma signature ci-après, j'atteste, au nom du soumissionnaire, que j'ai lu la demande de propositions (DP) en entier, y compris les documents incorporés par renvoi dans la DP et que :

1. le soumissionnaire considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la demande de soumissions;
2. cette soumission est valide pour la période exigée dans la demande de soumissions ;
3. tous les renseignements figurant dans la soumission sont complètes, véridiques et exacts; et
4. si un contrat est attribué au soumissionnaire, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la demande de soumissions.

Title – Sujet

Secure Off-site Document Destruction Services

Solicitation No. – N° de l'invitation 5Z011-25-0004		Date May 30, 2024
Client Reference No. – N° référence du client 5Z011-25-0004		
GETS Reference No. – N° de référence de SEAG Not Applicable		
Solicitation Closes L'invitation prend fin		Time Zone Fuseau horaire
at – à	2 :00 pm	Eastern Daylight time (EDT)
on – le	July 8, 2024	Heure avancée de l'Est (HAE)

F.O.B. - F.A.B.

Plant-Usine: Destination: Other-Autre:

Address inquiries to – Adresser toute demande de renseignements à :

receptiondesoumission-bidreceiving@bac-lac.gc.ca

Area code and Telephone No.Code regional et N° de téléphone	Facsimile No. / e-mail N° de télécopieur / courriel
873-353-7351	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery required -Livraison exigée	Delivery offered -Livraison proposée
See Herein – Voir aux présentes	

Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)

Compétence du contrat : Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)

Vendor/firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Telephone No. - N° de téléphone

e-mail - courriel

Name and title of person authorized to sign on behalf of Vendor/firm (type or print)

Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)

Signature	Date
------------------	-------------



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PART 1 - GENERAL INFORMATION

1.1 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 6 - Resulting Contract Clauses;
 - (b) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section V Additional Information.
2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's security capabilities must be met as indicated in Part 6 - Resulting Contract Clauses.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

1.3. Summary

Library and Archives Canada (LAC) is seeking to establish up to two (2) contracts for various off-site secured destruction services (one (1) contract per Stream) as defined in Annex "A", Statement of Work. This (These) contract(s) will be for a period of one (1) year with the option for LAC to extend for a maximum of three (3) additional one (1) year period under the same terms and conditions.

The work shall be provided on an as-and-when needed basis.

Both streams are as follows:

- **Stream 1:** Scheduled off-site shredding of secure documents at protected C and secret level.



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- **Stream 2:** Scheduled off-site destruction of digital media* containing secure documents at protected C and secret level.

* This includes hard-drive, USB key, LTO tapes, microfilms, CD's, audiocassettes, VHS, Beta, etc...

Bidders can bid on either one (1) or the two (2) streams. Calculation will be done separately.

1.4 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.



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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](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted by email to: receptiondesoumission-bidreceiving@bac-lac.gc.ca by the date and time indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to Library and Archives Canada will not be accepted.

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;



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- 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: 2019-01](#) 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;



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- 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 five (5) 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 Quebec.

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.



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- (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.



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PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Bidders must submit their bids by email only to the Contracting Authority:
receptiondesoumission-bidreceiving@bac-lac.gc.ca

The maximum size of an email: **10 MB.**

The maximum size of an individual file in an email: **4MB.**

The bid must be gathered per section and separated as follows:

Copies of Bid: Canada requests that bidders provide their bid in separately bound sections as follows :

Section I: Technical Bid (one (1) electronic copy by email)

Section II: Financial Bid (one (1) electronic copy by email)

Section III: Certifications not included in the Technical Bid (one (1) electronic copy by email)

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

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

For bid transmitted by electronic mail, Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the ATTACHMENT 1 to PART 3 - PRICING SCHEDULE.

3.1.1 Electronic Payment of Invoices – Bid



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If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "C" Electronic Payment Instruments, to identify which ones are accepted. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.



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ATTACHMENT 1 to PART 3 – PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada’s future usage of the services described in the bid solicitation will be consistent with this data

TABLE 1 – STREAM 1						
Scheduled off-site shredding of secure documents at protected C and secret level						
Description	Column A	Column B	Column C	Column D	Column E	Column F
	Initial period	Option year 1	Option year 2	Option year 3	Up to a maximum Number of Boxes*	Cost per Box* (average of A to D times E)
Firm all inclusive* - Price per Box of 15"x11"x11";	\$0.__/Box	\$0.__/Box	\$0.__/Box	\$0.__/Box	10,000	\$_____
Firm all inclusive* price – Price per Oversize documents box of 42"X44"X35"	\$0.__/Box	\$0.__/Box	\$0.__/Box	\$0.__/Box	50	\$_____
Total pricing for Stream 1						\$_____

* Prices are all-inclusive unit price (including transportation, fuel and fuel surcharge)

** The estimated number of boxes indicated herein do not reflect a commitment by LAC and are provided for the purposes of bid evaluation only

- Initial Period: August 1, 2024 to July 31, 2025
- Option 1: August 1, 2025 to July 31, 2026
- Option 2: August, 2026 to July 31, 2027
- Option 3: August, 2027 to July 31, 2028



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TABLE 1 – STREAM 2

Scheduled off-site destruction of digital media* containing secure documents at protected C and secret level

Description	Column A	Column B	Column C	Column D	Column E	Column F
	Initial period	Option year 1	Option year 2	Option year 3	Up to a maximum of number of items*	Total Cost per item* (average of A to D times E)
MAGNETIQUE TAPE STORAGE MEDIA						
VHS/Beta Tape	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	250	\$
Floppy Disks, 5.25, 8.0, 3.5	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	20	\$
Audio Reel	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	100	\$
Audio Cassette	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	25	\$
Reel to Reel Tape	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	50	\$
Hard Drive	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	50	\$
Back up Tape	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	25	\$
DLT	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	800	\$
DAT	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	25	\$
LTO Tapes	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	3000	\$
9 Tracks	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	25	\$
8mm tapes	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	25	\$
DIGITAL/MAGNETIC STORAGE MEDIA						
USB Stick	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	25	
CDs	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	20	
DVDs	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	20	



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Blu Rays	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	20	
Hard Drives	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	50	
FILM MATERIAL AND PRHOTOGRAPHIC MEDIA						
Microfilm Destruction	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	100	
Film reels	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	100	
Total pricing for Stream 2						\$ _____

* Prices are all-inclusive unit price (including transportation, fuel and fuel surcharge)

** The estimated number of items indicated herein do not reflect a commitment by LAC and are provided for the purposes of bid evaluation only.

Initial Period: August 1, 2024 to July 31, 2025

Option 1: August 1, 2025 to July 31, 2026

Option 2: August, 2026 to July 31, 2027

Option 3: August, 2027 to July 31, 2028



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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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

The Offeror can submit a proposal for one (1) or the two (2) streams, but they need to be addressed separately.

4.1.1.1 Mandatory Technical Criteria – Stream 1

Stream 1 - Off-site shredding of secure documents at protected C and secret level			
Mandatory Technical Criteria			
No.	Requirement	Required supporting information	MET/NOT MET
M1	<p>The Bidder must provide sample of a Certificate of Destruction that includes the following data:</p> <ul style="list-style-type: none"> - The unique identifying information for the originating request for destruction services, including at a minimum the date and location of service; - The date and time of the destruction and disposal; and - The name and signature of the Contractor’s representative(s) who witnessed the 	The Bidder must provide a sample of a Certificate of Destruction	Yes <input type="checkbox"/> No <input type="checkbox"/>



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	destruction.		
M2	The Bidder must demonstrate that it has a truck capable of a minimum of 5 tons to provide the transportation services.	The Bidder must provide pictures and/or statement of their compliance as well as listing the owned vehicles or planned purchases/rentals (for the duration of the contract) confirming their compliance.	Yes <input type="checkbox"/> No <input type="checkbox"/>
M3	The Bidder must demonstrate that it meets the <u>RCMP Paper Destruction Standards</u> for Class 2 (Protected C and Secret) by demonstrating as follow: <ul style="list-style-type: none"> - The RCMP Standard for High Volume destruction of Class 2 documents on paper is disintegrate to a screen size of 6mm to 9.5mm 	The Bidder must provide technical specifications or documentation for substantiation such as brochures, catalogs, or product specification sheets and/or provide a proof of accreditation issued by PSPC Contract Security Program for Destruction Standards for Class 2 (Protected C and Secret).	Yes <input type="checkbox"/> No <input type="checkbox"/>

4.1.1.2 Mandatory Technical Criteria – Stream 2

Stream 2 - Off-site destruction of digital media			
Mandatory Technical Criteria			
No.	Requirement	Required supporting information	MET/NOT MET
M1	The Bidder must provide sample of a Certificate of Destruction that includes the following data: <ul style="list-style-type: none"> - The unique identifying 	The Bidder must provide a sample of a Certificate of Destruction	Yes <input type="checkbox"/> No <input type="checkbox"/>



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	<p>information for the originating request for destruction services, including at a minimum the date and location of service;</p> <ul style="list-style-type: none"> - The date and time of the destruction and disposal; and - The name and signature of the Contractor's representative(s) who witnessed the destruction. 		
	<p>The Bidder must demonstrate that they accept the presence of an LAC employee on their site to supervise the physical destruction of the material.</p>	<p>The Bidder must provide the acceptance of having an LAC employee on site to supervise the physical destruction of the material</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
M3	<p>The Bidder must demonstrate that it meets the destruction standards ITSP.40.006 meets the CSE (Communications Security Establishment) IT Media Sanitization for Class 2 (Protected C and Secret) by demonstrating as follow:</p> <ul style="list-style-type: none"> - Suitable equipment for optical media such as CD/DVD: 10mm2 (3 mm screen) - Suitable equipment for magnetic media such as hard disk, 	<p>The Bidder must provide technical specifications or documentation for substantiation such as brochures, catalogs, or product specification sheets.</p>	



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	<p>magnetic tape, VHS: 10mm2 (3mm screen)</p> <ul style="list-style-type: none"> - Suitable equipment for SSD media such as SSDs and USB sticks: tiny 2mm particles. 		
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4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid for each work stream with the lowest evaluated price per stream will be recommended for award of a contract.

Canada anticipates recommending up to two (2) bids for award of a contract (one (1) contract per stream). Bidders can bid on one or more work stream.



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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 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 provided 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 Security Requirements – Required Documentation

In accordance with the [requirements of the Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>),



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the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

5.2.3 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](#) website.

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.



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PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, and obtain approved Document Safeguarding Capability at the level of SECRET, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to CLASSIFIED information, assets, or sensitive site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CSP, PWGSC.
3. The Contractor MUST NOT utilize its facilities to process, produce, or store CLASSIFIED information or assets until the CSP, PWGSC has issued written approval.
4. Processing of CLASSIFIED information electronically at the Contractor's site is NOT permitted under this Contract.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
6. The Contractor must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) *Contract Security Manual* (Latest Edition).

6.1.2 Contractor's Sites or Premises Requiring Safeguarding Measures

6.1.2.1 Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date, the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

[To be inserted at contract award]
 Street Number / Street Name, Unit / Suite / Apartment Number
 City, Province, Territory / State
 Postal Code / Zip Code
 Country



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6.1.2.2 The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.

6.1.3 Specific Individuals

The Contractor must provide the services of the following persons to perform the work as stated in the Contract:

[To be inserted at contract award]

6.1.4 Replacement of Specific Individuals

A7017C (2008-05-12), Replacement of specific individuals

6.2 Statement of Work

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

6.3 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>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010C (2022-12-01), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 14 - Audit, of the General Conditions 2010C is deleted and replaced by the following section 14:

2010C 14 (2023-11-28) Audit

1. To enable Canada to determine whether the Work has been performed and the price charged for the Work is in accordance with the Contract terms and whether best value has been achieved for Canada, the Contractor must maintain complete and accurate records of the estimated and actual cost of the Work.
2. Such records include all tender calls, quotations, contracts, correspondence, source documents for accounting entries such as Excel or other spread sheets in numeric and machine readable form (not PDF copies), books and ledgers of initial accounting entries, work sheets, spreadsheets and other documentation supporting cost allocations, computations, reconciliations and assumptions made by the Contractor in relation to the



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Contract. Copies are generally not acceptable and can only be used where originals are unavailable due to unusual circumstances, such as fire, flood or theft.

3. The Contractor must establish and maintain an accounting system that enables Canada to readily identify these records.
4. These records must be made available on request, for examination by Canada, or by persons designated to act on behalf of Canada during normal business hours at the contractor's office or place of business. In the event that no such location is available, then the financial records, together with the supporting or underlying documents and records, must be made available for examination at a time and location that is convenient for Canada.
5. The Contractor must maintain such records, and Canada and its authorized representatives will have the right to examine such records, at all times during the term of this Contract and for a period of seven years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. Should an examination reveal any overpayments by Canada, these will be claimed by Canada and immediately repaid by the Contractor.
6. Canada and its authorized representatives have the right to examine, and to make copies of, or extract from, all such records in whatever form they may be kept, relating to or pertaining to this Contract kept by or under the control of the Contractor, including but not limited to those kept by the Contractor, its employees, agents, successors, and subcontractors.
7. The Contractor must cause all subcontractors at any tier and all other persons directly or indirectly controlled by, or affiliated with the Contractor, to comply with the requirements of this clause as if they were the Contractor.

6.3.2 Supplemental General Conditions

[4013](#) (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules apply to and form part of the Contract.

[4014](#) (2022-06-20), Suspension of the work apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from Contract award to and including July 31st, 2025 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one-year periods under the same conditions. The Contractor agrees that,



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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 two (2) 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.

6.5 Authorities

6.5.1 Contracting Authority

Anne-Marie Aubry
 Procurement Team Leader
 Contracting and Materiel Management Division
 Library and Archives Canada
 550 de la Cité Boulevard
 Gatineau, Québec
 K1A 0N4

Telephone: 873- 353-7351
 Email address: anne-marie.aubry@bac-lac.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.

6.5.2 Project Authority

The Project Authority for the Contract is: **[To be inserted at contract award]**

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

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.



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6.5.3 Technical Authority

The Technical Authority for the Contract is: *[To be inserted at contract award]*

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

The Technical Authority named above 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 Technical Authority, however the Technical 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.

6.5.4 Contractor's Representative *[To be inserted at contract award]*

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment – Firm unit prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid *firm unit prices, as specified in Annex B for a maximum cost of \$**[To be inserted at contract award]*. Customs duties are *included* and Applicable Taxes are extra.

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.



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6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ **[To be inserted at contract award]**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Method of Payment – Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

6.7.4 SACC Manual Clauses

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

6.7.5 Electronic Payment of Invoices – Contract

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



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- a. Direct Deposit (Domestic and International);

6.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

1. Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;

2. Invoices must be distributed as follows:

- a. One (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Certifications and Additional Information

6.9.1 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.

6.10 Applicable Laws

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

6.11 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 supplemental general conditions [4013](#) (2022-06-20), Compliance with on-site measures;
[4014](#) (2022-06-20), Suspension of the work;
- (c) the general conditions [2010C](#) (2022-12-01) Services (Medium Complexity);



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- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Electronic Payment Instruments
- (g) the Contractor's bid dated *[To be inserted at contract award]*

6.12 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](#)".



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ANNEX "A"

STATEMENT OF WORK

1. TITLE

Secure Off-site Document Destruction Services

2. OBJECTIVE

Library and Archives Canada (LAC) has a requirement for secure off-site document destruction services for documents and multimedia items that are stored at our facilities located in the NCR region and in Renfrew, Ontario. This will include:

- **Stream 1:** Scheduled off-site shredding of secure documents at protected C and secret level.
- **Stream 2:** Scheduled off-site destruction of digital media* containing secure documents at protected C and secret level.

* This includes hard-drive, USB key, LTO tapes, microfilms, CD's, audio-cassettes, VHS, Beta, etc...

3. BACKGROUND

Created in 2016 in the Government Records Initiative Division (GRID), the Reappraisal team's mandate is to review government records held within LAC's collection in order to ensure alignment with its disposition program and collection mandate. Part of this includes identifying non-archival records and facilitating the removal of said records. The Reappraisal team has identified approx. 22,500 boxes stalled in a removal memo backlog created during the Renfrew Project in 2017-2020. Prioritizing treatment of this backlog is a branch priority and has been approved as part of a two-year project with a target end date of 2024-2025. It is a priority as it will alleviate some of the pressure on ATIP, allow LAC to develop a service standard for the removal memo process, and ultimately enhance the discoverability of our holdings. In addition, it is feasible that additional content may be flagged for removal during this period by both GRID and GAD.

4. TASKS

Stream 1: Off-site shredding of secure documents at protected C and secret level

Every year of the contract, the Contractor shall collect and provide transportation from various LAC's facilities listed in Appendix A to Annex A to the contractors designated facility to provide secured shredding services for the following (but not limited to):



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- An estimated 10,000 boxes of standard size, all approximately 15"x11"x11";
- An estimated 50 boxes of approximately 42"x44"x35" of oversize paper material, such as maps and blueprints.

Stream 2: Scheduled off-site destruction of digital media containing secure documents at protected C and secret level

- An estimated 5,000 of digital media items;

5. CONTRACTOR'S OBLIGATION (but not limited to):

Stream 1

- Provide collection and transportation services between LAC's designated facility listed in Appendix A and the contractor's facility using 5 tonnes truck;
- Upon arrival at LAC's facility, the contractor shall ring the loading dock doorbell to notify that they arrive;
- Prior to the departure of LAC's premises, the contractor will require an LAC designated employee to sign a pickup form confirming the quantity of boxes being picked up;
- Any boxes that are not clearly designated for destruction will not be picked up (note that LAC's material for destruction is wrapped in red plastic);
- The Contractor must securely destroy sensitive material;
- The Contractor must dispose of the resulting declassified waste material in an environmentally responsible manner as per the [Policy on Green Procurement-Canada.ca](#).
- While at Contractor's facility, LAC's skids must remain in a pest-controlled environment.

- Once the skids emptied at the Contractor's facility, the Contractor shall bring LAC's skids back to LAC's identified location (discussion between LAC's contact person and Contractor).

Stream 2

- The Contractor must securely destroy sensitive material;
- The Contractor must dispose of the resulting declassified material in an environmentally responsible manner as per the [Policy on Green Procurement-Canada.ca](#)
- The Contractor must grant access to their destruction facility to an LAC employee to supervise the destruction process of LAC's material.

6. LAC's obligation



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Stream 1

- Prior to the scheduled service date, LAC shall prepare the records for transportation;
- All skids shall be located and accessible from an outdoor loading dock;
- Each box must be in adequate condition to securely contain the records and withstand the rigors of transportation;
- Boxes will be plastic wrapped and placed on LAC's skids;
- LAC will clearly designate each skid marked for destruction, to ensure proper disposition (note that LAC's material for destruction is wrapped in red plastic);
- LAC's employee will escort the contractor or its employees in LAC's premises to access the records to be picked up;
- A trailer up to 53' can be accommodated at all of LAC's facilities listed in Appendix A to Annex A.

Stream 2

- LAC will transport the material to the Contractor's facility;
- LAC will store the material in cubic foot boxes and transport them on skids;
- At least one LAC employee will need to be able to witness the physical destruction of the material.

7. SECURITY CONSIDERATION

Stream 1

- The Contractor must provide the make and model of the proposed Paper Shredding Equipment for the Work, and demonstrate how it meets the requirements described at Appendix B to Annex A, Statement of work. The Bidder must provide technical specifications or documentation for substantiation such as brochures, catalogs, or product specification sheets.
- For the complete contract duration, the Contractor must inform the LAC Technical Authority in advance of any changes to their process (es), systems, equipment, employees or facilities in order for the LAC to ascertain that the proposed changes continue to meet the security requirements identified in this Contract.

Stream 2

- The contractor must demonstrate that he meets the destruction standards (ITPS.40.006)
- For the complete contract duration, the Contractor must inform the LAC Technical Authority in advance of any changes to their process (es), systems, equipment, employees or facilities in order for the LAC to ascertain that the proposed changes continue to meet the security requirements identified in this Contract



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8. REPORTING REQUIREMENT

The Contractor must provide a Certificate of Destruction (or equivalent) to Technical Authority after destruction has been completed at the Contractor’s facility. The Certificate of Destruction (or equivalent) must contain the following information, at a minimum:

- The unique identifying information for the originating request for destruction services, including at a minimum the date and location of service;
- The date and time of the destruction and disposal; and
- The name and signature of the Contractor’s representative(s) who witnessed the destruction.

9. PROJECT SCHEDULE

The Technical Authority and the Contractor will communicate to set up schedule for each pick-up of material on an as and when required basis at least two weeks in advance for each transfer. The Technical Authority and the Contractor shall discuss on the quantity for each individual transfer.



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**Appendix A to Annex A
LAC's Facilities**

Building	Address
Collection Storage Facility (CSF)	680 boulevard des Affaires, Gatineau, Québec, J8R 0K2
Place de la Cité (PDLC)	550, boulevard de la Cité, Gatineau, Québec J8T 0A7
Gatineau Preservation Center (GPC)	625, boulevard du Carrefour, Gatineau, Québec J8T 8L8
Preservation Storage Facility (PSF)	625, boulevard du Carrefour, Gatineau, Québec J8T 8L8
Public Archives and National Library (PANL)	395, Wellington street, Ottawa, Ontario K1A 0K1
Renfrew Storage Facility	770, Gibbons Road, Renfrew, Ontario K7V 0B7

Buildings Information

Requirements	Loading Dock Hours of Operations	Loading Dock Operations
Collection Storage Facility (CSF)	7:30am - 3:00pm	One (1) loading dock; can accommodate 53' semi-trailer
Place de la Cité (PDLC)	7:30am – 3:00pm	One (1) loading dock; can accommodate 53' semi-trailer
Gatineau Preservation Center (GPC)	7:00am – 3:30pm	One (1) loading dock; can accommodate 53' semi-trailer
Preservation Storage Facility (PSF)	7:00am – 3:30pm	One (1) loading dock; can accommodate 53' semi-trailer
Public Archives and National Library (PANL)	7:30am – 3:30pm	One (1) loading dock; can accommodate 53' semi-trailer
Renfrew Storage Facility	7:00am – 2:30pm	One (1) loading dock; can accommodate 53' semi-trailer



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Appendix B to Annex A Technical specifications requirement

Stream 1 - Off-site shredding of secure documents at protected C and secret level
For the duration of the contract, the contractor must at a minimum meet the RCMP Paper Destruction Standards for Class 2 (Protected C and Secret) [Equipment Selection Guide for Paper Shredders \(rcmp-grc.gc.ca\)](#)

As listed in it's Appendix A- Government of Canada paper shredding standard:

- Protected C and Secret High Volume Commercial Destruction of Class 2 documents on paper are to be disintegrate to a screen size of 6mm to 9.5mm
-

Stream 2 - Off-site destruction of digital media

[List of Equipment; RCMP Security Equipment Guide \(rcmp-grc.gc.ca\)](#)

For the duration of the contract, the contractor must used equipment that respect the CSE "Information Technology Security Guidance ([ITSP.40.006 v2 IT Media Sanitization \(publications.gc.ca\)](#))

1. Optical media such as CD/DVD: 10mm² (3mm screen)
2. Magnetic media such as hard disk, magnetic tape, VHS: 10mm² (3mm screen)
3. SSD media such as SSDs and USB sticks: tiny 2mm particles



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ANNEX "B"

BASIS OF PAYMENT

To be completed at contract award

Please refer to Attachment to Part 3 - Pricing Schedule



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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat 7708
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 Canada	Library and Archives	
2. Branch or Directorate / Direction générale ou Direction	Preservation Branch	
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 Destruction of archival documents that have various classification levels. Company will be taking the material from LAC facilities in the NCR and in Renfrew and will transport it to their facility, where they will proceed with the physical destruction.		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7, c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7, c)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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Government of Canada
Gouvernement du Canada

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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 type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" 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



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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET Très SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED Protégé			CONFIDENTIAL	SECRET	TOP SECRET Très SECRET
											A	B	C			
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien Électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Michel Labonté	Title - Titre Gestionnaire	Signature Labonte, Michel	Signature numérique de Labonte, Michel Date: 2023.12.01 12:54:00 -05'00'
Telephone No. - N° de téléphone 613-716-6998	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel michel.labonte@bac-lac.gc.ca	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Yan Blakeney-Galipeau	Title - Titre Security Officer	Signature BlakeneyGalipeau, Yan	Digitally signed by BlakeneyGalipeau, Yan Date: 2023.12.01 12:21:42 -05'00'
Telephone No. - N° de téléphone 613-790-1134	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel yan.blakeney-galipeau@bac-lac.gc.ca	Date 2023/12/01
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Anne-Marie Aubry	Title - Titre Procurement Team Leader	Signature Aubry, AnneMarie	Digitally signed by Aubry, AnneMarie DN: C=CA, O=GC, OU=LAC-BAC, CN="Aubry, AnneMarie" Reason: I am the author of this document Location: Date: 2024.01.31 13:05:01-05'00' Foxit PDF Editor Version: 13.0.0
Telephone No. - N° de téléphone 873-353-7351	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel anne-marie.aubry@bac-lac.gc.ca	Date January 31, 2024
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Stephanie Tompkins Contract Security Officer Stephanie.Tompkins@tpsgc-pwgsc.gc.ca	Title - Titre	Signature Tompkins, Stephanie	Digitally signed by Tompkins, Stephanie Date: 2023.12.12 11:21:20 -05'00'
Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	



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ANNEX "D" ELECTRONIC PAYMENT INSTRUMENTS



PROTÉGÉ B lorsque rempli
PROTECTED "B" when completed

T1204 Information Reporting by Contractor for the payment of invoices

Information T1204 à transmettre par l'entrepreneur pour le paiement des factures

1. The Contractor shall provide the following information within 15 calendar days from date of award of the contract: and return this form with the signed contract. This is a condition of payment.

1. L'entrepreneur doit fournir l'information suivante dans les 15 jours suivant la date d'attribution du marché et retourner ce formulaire avec le contrat signé. Il s'agit d'une condition de paiement.

- a. the legal name of the entity or individual, as applicable, i.e. the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code;

- a. l'appellation légale de l'entité ou du particulier, selon le cas, i.e. le nom associé au numéro d'assurance sociale (NAS) ou au numéro d'entreprise, ainsi que l'adresse et le code postal;

Name / Nom:

Adresse / Adresse:

Are you a former public servant or a person that was incorporated, receiving a GOC pension or lump sum payment? / Étes-vous un ancien fonctionnaire ou une personne s'étant constituée en société recevant une pension du GC ou un montant forfaitaire?

Are you an aboriginal supplier? / Étes-vous un fournisseur autochtone?

Yes / Oui

No / Non

Yes / Oui

No / Non

- b. The status of the Contractor:

- b. Le statut juridique de l'entrepreneur:

Individual / Particulier

Partnership / Société de personnes

Corporation / Société

- c. Dans le cas d'un particulier, le NAS de l'entrepreneur ou le numéro d'entreprise ou le numéro de la taxe sur les produits et services (TPS) ou de la taxe de vente harmonisée (TVH) / For individuals, the Contractor's SIN and, if applicable, the BN, or the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number;

- d. Dans le cas d'une société de personnes et d'une société, le numéro d'entreprise, ou si ce dernier n'est pas disponible, le numéro de TPS/TVH. En l'absence d'un numéro d'entreprise ou de TPS/TVH, une société devra fournir son numéro d'impôt de société du feuillet T2, tandis qu'une société de personnes devra fournir le NAS de l'associé qui a signé le marché / For partnerships and corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, corporations must provide their T2 Corporation Tax number, while partnerships must provide the SIN of the partner who has signed the contract; and;

Contractor's SIN: / NAS de l'entrepreneur:

GST/HST number: / Numéro TPS/TVH:

Business Number/ Numéro d'entreprise:

T2 Corp. Tax number: / Numéro d'impôt de société T2

- e. the following certification signed by the Contractor or an authorized officer:

- e. l'attestation suivante, signée par l'entrepreneur ou son représentant autorisé :

"I certify that I have examined the information provided above, including the legal name, address, and Canada Customs and Revenue Agency identifier, (c) or (d) as applicable, and that it is correct and complete, and fully discloses the identification of this Contractor."

« Je certifie par la présente que j'ai examiné tous les renseignements fournis ci-dessus, y compris l'appellation légale, l'adresse et le numéro identificateur de l'Agence des douanes et du Revenu du Canada, c) ou d) selon le cas, qu'ils sont corrects et complets et qu'ils divulguent clairement l'identité du présent entrepreneur. »

Signature

date



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Demande d'inscription au dépôt direct pour les fournisseurs canadiens

PROTÉGÉ B lorsque rempli PROTECTED "B" when completed Direct Deposit Enrollment Request for Canadian suppliers

Pour les paiements fait au Canada seulement

For payments deposited in Canada only

Demande initiale New Request

Modification Change

Annulation Cancellation

A REMPLIR ÉLECTRONIQUEMENT OU Écrire lisiblement

FILL FORM ELECTRONICALLY OR print clearly

Nom du particulier ou de l'entreprise Surname or CO Name

Prénom Given Name

Adresse Address

Ville City

Code postal Postal Code

Province

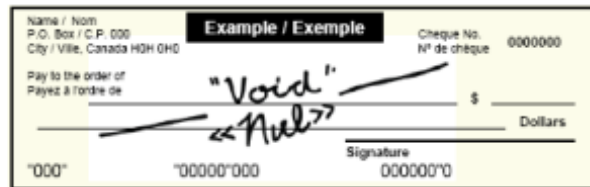
Courriel E-Mail

Téléphone Telephone

S.V.P. joindre un specimen de chèque avec la mention 'NUL' pour votre compte bancaire. Si vous n'avez pas de compte chèque, compléter cette section avec vos informations bancaires.

Please attach a blank cheque for your bank account with 'VOID' written on it. If you don't have a chequing account fill this section with your banking information.

Nom et adresse de l'institution financière Financial institution's name and address



N° succursale - Branch No

N° institution - Institution No

N° compte - Account No

For finance use only/ Pour finances seulement

Code S- _____

By / Par: _____

Account No - N° compte

Institution No - N° institution 3 digits 3 chiffres

Branch No - N° succursale 5 digits 5 chiffres

Attestation

En tant que bénéficiaire des paiements, j'autorise BAC à déposer mes remboursements dans le compte bancaire mentionné ci-dessus et ce, jusqu'à nouvel ordre.

Signature

Certification

I, as the person entitled to receive the payments, authorize LAC to deposit my reimbursements into the above-noted bank account until further notice.

Tel - Tél.

Date



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PROTÉGÉ B lorsque rempli
PROTECTED "B" when completed

Renseignements supplémentaires

- Ne remplissez pas ce formulaire si vous avez déjà demandé le dépôt direct et que les renseignements n'ont pas changé.
- Si vous changez de compte bancaire détenu au Canada dans lequel nous déposons un paiement, assurez-vous de nous informer des renseignements relatifs à votre nouveau compte bancaire. De plus, assurez-vous que le paiement est déposé dans le nouveau compte bancaire avant de fermer l'ancien.
- Votre demande de dépôt direct restera en vigueur jusqu'à ce que vous modifiiez les renseignements originaux ou que vous annuliez le service.
- Pour interrompre le dépôt direct veuillez remplir ce formulaire en omettant les informations bancaires et en cochant la case 'Annulation'.
- Vous recevrez un courriel contenant le numéro de facture et le montant lorsqu'un paiement sera émis.
- Envoyez votre formulaire dûment rempli par télécopieur au 819-934-5264 ou par courriel à bac.supportfinance-financesupport.lac@canada.ca ou par la poste à Bibliothèque et Archives Canada, Finance, 550 boul de la Cité, 8^{ème} étage, Gatineau QC K1A 0N4

More information

- Please do not fill in this form if you already requested the reimbursement via Direct deposit or if the banking information has not changed.
- If you are changing your bank account held in Canada into which we deposit a payment, be sure to tell us about your new bank account. In addition, make sure you do not close the old bank account before we deposit the payment into the new bank account.
- Your direct deposit request will stay in effect until you change the information or cancel the service.
- To cancel direct deposit service, send this form without the banking info and tick the Cancellation Box
- You will receive an e-mail with the invoice number and the amount to notify you when a payment is issued.
- Send your completed form by email at bac.supportfinance-financesupport.lac@canada.ca or by fax at 819-934-5264 or by mail at Library and Archives Canada, Finance, 550 boul de la Cité, 8th Floor, Gatineau QC K1A 0N4.