



RETURN BIDS TO :
RETOURNER LES SOUMISSIONS À :
 Bid Receiving - Réception des soumissions:

Attn: Katie McKeever
801bidsubmissions@csc-scc.gc.ca

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal to: Correctional Service Canada – Proposition à: Service Correctionnel du Canada

We hereby offer to sell to His Majesty the King 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.

Nous offrons par la présente de vendre à Sa Majesté le Roi du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments — Commentaires :

“THIS DOCUMENT DOES NOT CONTAIN A SECURITY REQUIREMENT” «LE PRÉSENT DOCUMENT NE COMPORTE AUCUNE EXIGENCE RELATIVE À LA SÉCURITÉ. »

Vendor/Firm Name and Address —
Raison sociale et adresse du fournisseur/de l’entrepreneur :

Telephone # — N° de Téléphone : _____

Fax # — No de télécopieur : _____

Email / Courriel : _____

GST # or SIN or Business # — N° de TPS
 ou NAS ou N° d’entreprise : _____

Title — Sujet: Garbage Removal and Waste Services	
Solicitation No. — N° de l’invitation 21820-23-0159	Date: 2024-06-20
Client Reference No. — N° de Référence du Client 21820-23-0159	
GETS Reference No. — N° de Référence de SEAG N/A	
Solicitation Closes — L’invitation prend fin at / à : 2 :00 PM Pacific Daylight Time on / le : July 22 2024	
F.O.B. — F.A.B. Plant – Usine: _____ Destination: _____ Other- Autre: _____	
Address Enquiries to — Soumettre toutes questions à: Attn: Katie McKeever 801bidsubmissions@csc-scc.gc.ca	
Telephone No. – N° de téléphone: 236-380-2294	Fax No. – N° de télécopieur:
Destination of Goods, Services and Construction: Destination des biens, services et construction: William Head Institution Victoria, BC	
Instructions: See Herein Instructions : Voir aux présentes	
Delivery Required — Livraison exigée : See herein	Delivery Offered – Livraison proposée : Voir aux présentes
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l’entrepreneur	
Name / Nom	Title / Titre
Signature	Date
(Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition)	



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PART 1 - GENERAL INFORMATION

1. Security Requirements

There is no security requirement applicable to this Contract.

2. Statement of Work

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

3. Revision of Departmental Name

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



PART 2 - BIDDER INSTRUCTIONS

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](#) 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.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Bids

Bidders must submit their bid only to Correctional Service of Canada (CSC) by the date, time and at the bid submission email address indicated on page 1 of the bid solicitation.

Section 06 Late bids of 2003 Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 06 in its entirety.

Insert: 06 Late bids:

For bids submitted by email, Canada will delete bids delivered after the stipulated solicitation closing date and time. Canada will keep records documenting receipt of late bids by email.

Section 07 Delayed bids of 2003 Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 07 in its entirety.

Insert: 07 Delayed bids:

Canada will not accept any delayed bids.

Section 08 Transmission by facsimile or by E-Post Connect of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 08 in its entirety.

Insert: 08 Transmission by email

- a. Unless specified otherwise in the solicitation, Bidders must submit their bid to the CSC bid submission email address indicated on page 1 of the bid solicitation document. This email address is the only acceptable email address for Bidders to submit their bid in response to this bid solicitation.
- b. Bidders may transmit their bid at any time prior to the solicitation closing date and time.
- c. Bidders should include the bid solicitation number in the subject field of their email.



- d. Canada will not be responsible for any failure attributable to the transmission or receipt of the bid by email including, but not limited to, the following:
 - i. Receipt of a garbled, corrupted or incomplete bid;
 - ii. Availability or condition of the email service;
 - iii. Incompatibility between the sending and receiving equipment;
 - iv. Delay in transmission or receipt of the bid;
 - v. Failure of the Bidder to properly identify the bid;
 - vi. Illegibility of the bid;
 - vii. Security of bid data;
 - viii. Failure of the Bidder to send the bid to the correct email address;
 - ix. Connectivity issues; or
 - x. Email attachments that are blocked or not received even though the Bidder's email has been successfully delivered.
- e. CSC will send an acknowledgement of receipt of the Bidder's email by email from the email address provided for the submission of bids. This acknowledgement will confirm only the receipt of the Bidder's email and will not confirm if all of the Bidder's email attachments have been received, may be opened nor if their contents are readable. CSC will not respond to follow-up emails from Bidders requesting confirmation of attachments.
- f. Bidders must ensure they are using the correct email address for bid submission and should not rely on the accuracy of copying and pasting the email address from the solicitation document cover page.
- g. A bid transmitted by a Bidder to the CSC submission email address constitutes the Bidder's formal bid, and must be submitted in accordance with section 05 of 2003, Standard Instructions – Goods or Services – Competitive Requirements.
- h. Bidders are to note that CSC's email system has a limit of 10 MB per single email message. CSC's email system will reject emails with the following attachments: batch files, executable files, and image files in the following formats: JPEG, GIF, TIFF. Canada will not accept encrypted emails or emails that include attachments with passwords.

Section 09 Customs clearance of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is deleted in its entirety.

CSC recommends that bidders submit their response to the requirements of this solicitation in typewritten format.

Bidders must ensure that any handwritten information included in their bid is clearly legible in order to allow CSC to complete the bid evaluation. CSC reserves the right, at its sole and entire discretion, to disregard any handwritten information which it determines to be illegible when assessing whether bids comply with all of the requirements of the bid solicitation including, if applicable, any and all evaluation criteria.

3. Former Public Servants

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.



Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 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;
- 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.

4. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) business 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.

5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

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.

6. Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)



(c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

CSC requests that bidders provide their bid in separate sections as follows:

Section I: Technical Bid: **one (1) electronic copy in PDF format**

Section II: Financial Bid: **one (1) electronic copy in PDF format**

Section III: Certifications: **one (1) electronic copy in PDF format**

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

Bidders should submit their technical bid and financial bid in two (2) separate documents.

In order to assist Canada in meeting the objectives of the [Policy on Green Procurement](#) when feasible bidders should:

- 1) Include all environmental certification(s) relevant to your organization (such as ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.).
- 2) Include all third party environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (such as Canadian Standards Association (CSA Group), Underwriters Laboratories (ULSolutions); Forest Stewardship Council (FSC), ENERGYSTAR, etc.).

2. Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the work.

3. Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment detailed in Annex B - Proposed Basis of Payment. The total amount of Applicable Taxes must be shown separately.

See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

3.1 Exchange Rate Fluctuation

SACC Manual clause [C3011T](#) (2013-11-03) Exchange Rate Fluctuation

4. Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of CSC will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex C – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.2 Financial Evaluation

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

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid** of **PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

Note to Bidders: Table Totals will be calculated using the formula(s) in the relevant table in **Annex B – Proposed Basis of Payment**.

2. Basis of Selection

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 with the lowest evaluated price will be recommended for award of a contract.



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 Bidders' certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. 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.

1.1 Ineligibility and Suspension Policy

1.1.1 Mandatory Compliance.

The Ineligibility and Suspension Policy (the "Policy") in effect on the date the solicitation of bids is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the solicitation of bids. The Bidder must comply with the Policy and Directives, which can be found at the [Office of Supplier Integrity and Compliance website](#).

1.1.2 Policy Summary

The Policy sets out the circumstances under which Canada may determine that the Supplier is ineligible to enter, or is suspended from entering into a Contract with Canada. The list of ineligible and suspended Suppliers is maintained on the [Office of Supplier Integrity and Compliance website](#).

1.1.3 Bidder Responsibilities.

The Bidder must provide the following:

- a) **Initial Disclosure:** a [List of Names for integrity verification](#) that includes all information required by the Policy (section 13 – Disclosure); and
- b) if the Bidder is unable to certify all of the statements in the sub-clause below entitled "Bidder Certifications", a completed [Integrity Declaration Form](#) providing all requested information and details of any material event that may affect the status of itself, its affiliates or its proposed first-tier subcontractors under the Policy.

1.1.4 Bidder Certifications.

Subject to the sub-clause below entitled "Integrity Declaration Form", by submitting an Bid in response to this solicitation of Bids, the Bidder certifies that:

- a) it has read and understands the [Ineligibility and Suspension Policy](#);



- b) it understands that certain circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
- c) it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for the purpose of making a determination of ineligibility or suspension;
- d) none of the circumstances described in [Appendix 2 of the Policy](#) that will or may result in a determination of ineligibility or suspension, apply to itself, its affiliates or its proposed first tier subcontractors; and
- e) it is not aware of a determination of ineligibility or suspension issued by Canada that applies to it.

1.1.5 Integrity Declaration Form.

Where an Bidder is unable to provide any of the certifications required by the sub-clause above entitled "Bidder Certifications", at the time of its bid it must submit a completed [Integrity Declaration Form](#).

1.1.6 Continuing obligation to disclose during the execution of a contract

The supplier will provide written notice of any:

- a) change to the information provided pursuant to section 1.1.3 a) (which includes, without limitation, a change which is the result of a transfer or assignment);
- b) new charge with respect to the supplier; and
- c) new conviction or other circumstance with respect to itself, its affiliates and its first-tier subcontractors;

each to the extent relevant to this policy. Such will be provided to CSC:

- a) within 10 business days of any such change for all procurements, standing offers, supply arrangements, contracts and other instruments not executed, entered into or otherwise awarded; and
- b) within 22 business days of any such change for all procurements, standing offers, supply arrangements, contracts and other instruments executed, entered into or otherwise awarded.

1.2 Language Requirements - English

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

1.3 Certification:

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



PART 6 - RESULTING CONTRACT CLAUSES

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

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Statement of Work

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

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](#) issued by Public Works and Government Services Canada.

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

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

5. Audit

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.

3.2 Supplemental General Conditions

4013 (2022-06-20) – Compliance with On-Site Measures, Standing Orders, Policies, and Rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

4. Term of Contract

4.1 Period of the Contract

The Work is to be performed during the period of July 29, 2024 to July 28, 2029.

5. Authorities

5.1 Contracting Authority



The Contracting Authority for the Contract is:

Name: Katie McKeever
Title: Regional Procurement and Contracting Officer
Correctional Service Canada
Branch/Directorate: Regional Headquarters – Pacific Region
Telephone: 236-380-2294
E-mail address: Katie.McKeever@CSC-SCC.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.

[Fill in at contract award only.]

5.2 Project Authority

The Project Authority for the Contract is:

Name: (XXX)
Title: (XXX)
Correctional Service Canada
Branch/Directorate: (XXX)
Telephone: (XXX)
Facsimile: (XXX)
E-mail address: (XXX)

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.

[Fill in at contract award only.]

5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name:
Title:
Company:
Address:
Telephone:
Facsimile:
E-mail address:

6. Payment

6.1 Basis of Payment

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex B, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.



6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. 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.

6.3 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.

6.4 SACC Manual Clauses

SACC Manual clause <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A9117C/2>

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

SACC Manual clause [C0710C](#) (2007-11-30), Time and Contract Price Verification

SACC Manual clause [C0705C](#) C0705C (2010-01-11), Discretionary Audit

6.4.1 Audit

SACC Manual clause C1004C Auditing

Canada reserves the right to recover amounts and make adjustments to amounts payable to the Contractor where an examination of the Contractor's records has identified amounts allocated to the Contract that are not in accordance with the Contract terms.

Where the results of an examination indicate that an overpayment by Canada has occurred, such overpayment is due and payable on the date indicated in the notice of overpayment.



6.4.2 Discretionary Audit

SACC Manual clause C0705C (2010-01-11), Discretionary Audit

6.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

6.6 Electronic Payment of Invoices – Contract

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

- (a) MasterCard Acquisition Card;
- (b) Direct Deposit (Domestic and International).

7. 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 the work identified in the invoice is completed.

Invoices must be distributed as follows.

The original/one copy must be forwarded to the Project Authority: **[To be completed at contract award only.]**

8. Certifications and Additional Information

8.1 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.

9. Applicable Laws

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

10. 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, Standing Orders, Policies, and Rules
- (c) the General Conditions 2010C (2022-12-01), - Services (Medium Complexity)
- (d) Annex A, Statement of Work
- (e) Annex C, Basis of Payment;
- (f) the Contractor's bid dated _____ (to be inserted at contract award)



11. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

12. Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

13. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- 13.1 The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- 13.2 The Contractor must advise the Minister of any change in ownership control for the duration of the contract.
- 13.3 The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister will have the right to treat this Contract as being in default and terminate the contract accordingly.
- 13.4 For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

14. Closure of Government Facilities

- 14.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.
- 14.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.



15. Tuberculosis Testing

- 15.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.
- 15.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 15.3 All costs related to such testing will be at the sole expense of the Contractor.

16. Compliance with CSC Policies

- 16.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 16.2 Unless otherwise provided in the contract, the Contractor must obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 16.3 Details on existing CSC policies can be found on the [CSC website](#) or any other CSC web page designated for such purpose.

17. Health and Labour Conditions

- 17.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.
- 17.2 The Contractor must comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and must also require compliance of same by all its subcontractors when applicable.
- 17.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity must forthwith notify the Project Authority or His Majesty.
- 17.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor must be furnished by the Contractor to the Project Authority or His Majesty at such time as the Project Authority or His Majesty may reasonably request."

18. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

- 18.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;
- 18.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;



18.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify themselves as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

18.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

19. Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

20. Contract Administration

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

21. Privacy

21.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

21.2 All such personal information is the property of Canada, and the Contractor must have no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor must have no right to retain

that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.



22. 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.

23. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees, or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC “Information Guide for Contractors” website: www.bit.do/CSC-EN.



ANNEX A – Statement of Work

The Correctional Service Canada has a requirement to remove and dispose of non-organic garbage waste, mixed recyclable, and waste wood items from William Head Institution, 6000 William Head Rd. in Victoria B.C. The work will involve the following:

1.1 Background

The Correctional Service Canada (CSC), William Head Institution facility in Metchosin BC is requiring the services of removal and disposal of three (3) streams of waste generated within the facility.

1.2 Objectives

- 1.2.1 The Contractor must provide the service of removal and disposal of all three streams of waste for the William Head Institution facility that the Contractor has been awarded. The Contractor will provide these services for the length of the contract and any renewal periods approved.
- 1.2.2 The Contractor will be required to supply on a rental basis, all indicated types, sizes and quantities of waste disposal containers (totes for recycle, roll offs, compactors, etc) for all three streams of waste at the facility the contractor is required to service while under contract.
- 1.2.3 All bins, totes, containers, compactors etc must be identified/labelled in some way that clearly indicates what stream of waste each bin is intended for.
- 1.2.4 The garbage compactor must be so equipped to permit the ability to securely lock with the use of an industry standard size padlock. All padlocks and keys shall be supplied by the client (Correctional Service of Canada) and the keys will be retained by the client.
- 1.2.5 The Contractor must remove and dispose of all non-organic (garbage) waste, wood waste and mixed recycle streams from the facility in accordance with the Environmental Management Act in the province of BC and all municipal, provincial and federal bylaws and regulations that may apply. All waste streams shall be taken for disposal to only authorized waste disposal facilities. The Contractor must adhere to all rules and procedures in effect at all disposal facilities.
- 1.2.6 For the purposes of this contract, "Wood waste" will be defined as solid wood, lumber or pallets:
 - that may or may not be pierced with nails or other metal fasteners

1.3 Tasks

- 1.3.1 The Contractor is to provide for scheduled and on call pick-up and disposal of three distinct streams of waste for the Correctional Service Canada as outlined herein. The contracted service is to provide all labour, vehicles/trucks, fuel, maintenance, installation and removal of rental containers in order to remove, transport and dispose of all non organic (garbage), mixed recycles and wood waste when and where required as outlined for the Institution/location identified in Annex B.
- 1.3.2 All Contract drivers MUST adhere to security procedures as outlined at the institution, as a requirement for entry. The waste removal truck may be required to undergo a security inspection upon entry and exit from each institution.
- 1.3.3 The garbage compactor will be locked using client supplied padlocks. The waste removal truck will be escorted by institutional staff who will unlock and re-lock the bins.
- 1.3.4 When leaving the institution drivers may be required to stop for inspection by security staff.
- 1.3.5 All waste removal vehicles used in the execution of this contract shall contain spill kits for hydraulic leaks and any such leaks shall be attended to by the Contractor and cleaned up immediately.



1.3.6 All rental compactors, totes and roll off containers are to be maintained in good condition. Exteriors and interiors to be painted when required. All work areas must be left clean and tidy at the completion of every tip. All debris and waste materials are to be removed from the site by the Contractor.

1.3.7 The Contractor will be responsible for all maintenance and repairs of the supplied rental bins. Damaged bins are to be exchanged within 48 hrs of being notified by the institution/facility.

1.3.8 William Head Institution/facilities as detailed in Annex B reserve the right to increase or decrease the number of pick-ups on an "AS AND WHEN REQUIRED" basis as required for Institution operation.

Any changes to the contract for this purpose will be actioned by the Contractor without penalty. Any increase or decrease in pick-ups will only result in an increase or reduction of the monthly rate by the amount specified by the Contractor for that specific Institution as listed in Annex B - Basis of Payment.

Some emergency requirements may be required in special circumstances, due to institutional disturbances, etc. Frequency of emergency pick-ups will be on a case-by-case requirement. For any cancellation of a regular schedule pick-up or a required unscheduled pick-up, the Contractor will be notified a minimum 24-hours in advance on business days by the Institution.

If any special non-scheduled pickups are required, pickup times shall be agreed to by the Institution and the Contractor.

1.3.9 The Contractor must respond to a request for a tip on a call up bin within two (2) business days of receiving that request from an institution.

1.3.10 For those totes that are on a multiple pickup schedule per month, the contractor must pickup those totes at regular intervals.

1.3.11 The Contractor is to provide William Head Institution/facilities with a full list of items that will be accepted in mixed recycle stream bins and provide necessary preparation steps if any for those recyclable products (i.e. removing labels, flattening etc.)

1.4 Deliverables

1.4.1 The Contractor is to provide for both scheduled and unscheduled on call pick-up and disposal of three distinct streams of waste for the Correctional Service Canada William Head Institution. Contracted service is to provide for all labour, materials, equipment, maintenance, bin rentals, and removal, transportation and disposal of all garbage, recycling and organic streams of waste for all institutions/facilities under contract.

1.4.2 Weighing of Waste/Recycle Materials

The Contractor must provide the weights of each separate stream of waste collected and removed at each institution per month by means of adding this detailed information to each monthly invoice for each separate institution/facility.

1.5 Transition Plan

1.5.1 A transition plan for contract start-up must be communicated by the successful bidder, to the Departmental Authority, no less than 15 days prior to the contract start date.

1.5.2 The transition plan must incorporate the successful contractor's detailed method to put in place all components required under the contract prior to the start date.

1.5.3 At no time during the period of the contract, including the transition period, will there be a disruption in waste collection services.

1.5.4 The contractor must remove all of its waste collection equipment at the end of the contract and cooperate fully in order to facilitate a smooth transition to the next Waste Disposal service provider.



1.6 Statutory Holidays

When a regularly scheduled pick-up falls on a recognized statutory holiday, the pick up must be completed the following day as per the Contractor's approved schedule, with the exception of Christmas Day and New Years Day.

1.7 Location of Work

1.7.1 William Head Institution, 6000 William Head Rd. Victoria BC, V9C 0B5

1.7.2 The Contractor will provide services to responsibly remove and dispose of all three streams of waste from William Head institution/facilities that the contractor has been awarded a waste removal contract.

1.8 Language of Work

The Contractor must perform all work in English.



ANNEX B – Site information

William Head Institution- 6000 William Head Rd. Victoria BC V9C 0B5

Stream 1. – Garbage

One 40 cubic yard compactor - on call

Service required between 7:00 AM and 4:PM, Monday to Friday

Stream 2. – Mixed recyclables

Bins and/or totes required to adequately store and transport recyclables: Mixed paper products, plastic containers, tin cans, and household glass as well as pickup of cardboard.

Service required between 7:00 AM and 4:PM, Monday to Friday

Stream 3. – Wood waste

One 40 cubic yard roll off bin for clean wood – on call as required.

Service required between 7:00 AM and 4:PM, Monday to Friday

All pick ups will be scheduled by the Supervisor facilities management for William Head Institution.



ANNEX C – Proposed Basis of Payment

1.0 Contract Period

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of services as described in Annex A - Statement of Work, the Contractor will be paid the all inclusive firm per diem rate(s) below in the performance of this Contract, Applicable Taxes extra.

Pricing is to include Rental and Lift costs along with set up and removal of bins for Roll off Bins and Compactors. Landfill dumping fees will be invoiced and priced separately from the rental and lift costs. If any special non-scheduled pickups are required, these costs shall be invoiced separately.

The Contractor must itemize “weight per Stream” and “landfill dumping fees” as separate items on each invoice for Roll off Bins and Compactors. A copy of all weight scale tickets for all waste streams are to be included with the invoicing.

Per pick-up containers will also be an all-inclusive price per pick-up.

William Head Institution Site Information					
Stream 1 – Garbage					
One 40 cubic yard compactor – on call Service required between 7:00 am and 4:00 pm					
Stream 2(a) – Mixed Recycles					
Cardboard- Bales (estimated one pickup per month), Mixed Paper- 96 Gallon Tote (estimated 16 pickups per month), Tin- 96 Gallon Tote (estimated 8 pickups per month), Rigid Plastic Containers- 96 Gallon Tote (estimated 8 pickups per month), Glass- 96 Gallon tote (estimated one pickup per month), Soft Plastic- Bales/Bags (estimated one pickup per month), Styrofoam- Bags (estimated 3 pickups per month) Service required between 7:00 am and 4:00 pm. Invoice will be for exact quantities collected Based on scheduled pickups every 2 weeks confirmed by William Head As per Quote.					
Stream 2(b) – Wood (Clean)					
One 40 cubic yard roll off bin for clean wood – on call Service required between 7:00 am and 4:00 pm					
The Chief Facilities Management will establish the schedule days.					
Type & Size (A)	Class of Service (B)	Year 1 29-July-2024 to 28-July-2025 (C)	Quantity (D)	Total per annum (E)	Extended Price (F) F = (C) X (D) X (E)
Stream 1 – Garbage					
40 Cubic Yard Compactor	Rental per month	\$ /Month	1	12	\$
	Cost per lift	\$ /Lift	1	4	\$
Stream 2(a) – Mixed Recycles					
Type & Size (A)	Class of Service (B)	Year 1 29-July-2024 to 28-July-2025 (C)	Estimated Quantity Per Month (D)	Estimated Total per annum (E)	Extended Price (F) F = (C) X (E)



		(C)			
Cardboard Bales	Per Pick-up	\$ /Bale	1	12	\$
Mixed Paper 96 Gallon Tote	Per Pick-up	\$ /Tote	16	192	\$
Tin 96 Gallon Tote	Per Pick-up	\$ /Tote	8	96	\$
Rigid Plastic Containers 96 Gallon Tote	Per Pick-up	\$ /Tote	8	96	\$
Glass 96 Gallon Tote	Per Pick-up	\$ /Tote	1	12	\$
Soft Plastic Bales/Bag	Per Pick-up	\$ /Bale \$ /Bag	1	12	\$
Styrofoam	Per Pick-up	\$ /Bag	3	36	\$

Stream 2 (b) – Wood (Clean)

Type & Size (A)	Class of Service (B)	Year 1 29-July-2024 to 28-July-2025 (C)	Quantity (D)	Total per annum (E)	Extended Price (F) F = (C) X (D) X (E)
40 Cubic Yard Roll-off bin	Rental per month	\$ /Month	1	12	\$
	Cost per lift	\$ /Lift	1	2	\$



**William Head Institution
Site Information**

Stream 1 – Garbage

One 40 cubic yard compactor – on call
Service required between 7:00 am and 4:00 pm

Stream 2(a) – Mixed Recycles

Cardboard- Bales (estimated one pickup per month), Mixed Paper- 96 Gallon Tote (estimated 16 pickups per month), Tin- 96 Gallon Tote (estimated 8 pickups per month), Rigid Plastic Containers- 96 Gallon Tote (estimated 8 pickups per month), Glass- 96 Gallon tote (estimated one pickup per month), Soft Plastic- Bales/Bags (estimated one pickup per month), Styrofoam- Bags (estimated 3 pickups per month)
Service required between 7:00 am and 4:00 pm. Invoice will be for exact quantities collected Based on scheduled pickups every 2 weeks confirmed by William Head As per Quote.

Stream 2(b) – Wood (Clean)

One 40 cubic yard roll off bin for clean wood – on call
Service required between 7:00 am and 4:00 pm

The Chief Facilities Management will establish the schedule days.

Type & Size (A)	Class of Service (B)	Year 2 29-July-2025 to 28-July-2026 (C)	Quantity (D)	Total per annum (E)	Extended Price (F) F = (C) X (D) X (E)
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Stream 1 – Garbage

40 Cubic Yard Compactor	Rental per month	\$ /Month	1	12	\$
	Cost per lift	\$ /Lift	1	4	\$

Stream 2(a) – Mixed Recycles

Type & Size (A)	Class of Service (B)	Year 2 29-July-2025 to 28-July-2026 (C)	Estimated Quantity Per Month (D)	Estimated Total per annum (E)	Extended Price (F) F = (C) X (E)
Cardboard Bales	Per Pick-up	\$ /Bale	1	12	\$
Mixed Paper 96 Gallon Tote	Per Pick-up	\$ /Tote	16	192	\$
Tin 96 Gallon Tote	Per Pick-up	\$ /Tote	8	96	\$
Rigid Plastic Containers 96 Gallon Tote	Per Pick-up	\$ /Tote	8	96	\$
Glass 96 Gallon Tote	Per Pick-up	\$ /Tote	1	12	\$
Soft Plastic Bales/Bag	Per Pick-up	\$ /Bale \$ /Bag	1	12	\$
Styrofoam	Per Pick-up	\$ /Bag	3	36	\$



Stream 2 (b) – Wood (Clean)					
Type & Size (A)	Class of Service (B)	Year 2 29-July-2025 to 28-July-2026 (C)	Quantity (D)	Total per annum (E)	Extended Price (F) F = (C) X (D) X (E)
40 Cubic Yard Roll-off bin	Rental per month	\$ /Month	1	12	\$
	Cost per lift	\$ /Lift	1	2	\$

William Head Institution					
Site Information					
Stream 1 – Garbage One 40 cubic yard compactor – on call Service required between 7:00 am and 4:00 pm					
Stream 2(a) – Mixed Recycles Cardboard- Bales (estimated one pickup per month), Mixed Paper- 96 Gallon Tote (estimated 16 pickups per month), Tin- 96 Gallon Tote (estimated 8 pickups per month), Rigid Plastic Containers- 96 Gallon Tote (estimated 8 pickups per month), Glass- 96 Gallon tote (estimated one pickup per month), Soft Plastic-Bales/Bags (estimated one pickup per month), Styrofoam- Bags (estimated 3 pickups per month) Service required between 7:00 am and 4:00 pm. Invoice will be for exact quantities collected Based on scheduled pickups every 2 weeks confirmed by William Head As per Quote.					
Stream 2(b) – Wood (Clean) One 40 cubic yard roll off bin for clean wood – on call Service required between 7:00 am and 4:00 pm					
The Chief Facilities Management will establish the schedule days.					

Type & Size (A)	Class of Service (B)	Year 3 29-July-2026 to 28-July-2027 (C)	Quantity (D)	Total per annum (E)	Extended Price (F) F = (C) X (D) X (E)
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Stream 1 – Garbage					
40 Cubic Yard Compactor	Rental per month	\$ /Month	1	12	\$
	Cost per lift	\$ /Lift	1	4	\$

Stream 2(a) – Mixed Recycles					
Type & Size (A)	Class of Service (B)	Year 3 29-July-2026 to 28-July-2027 (C)	Estimated Quantity Per Month (D)	Estimated Total per annum (E)	Extended Price (F) F = (C) X (E)
Cardboard Bales	Per Pick-up	\$ /Bale	1	12	\$
Mixed Paper 96 Gallon Tote	Per Pick-up	\$ /Tote	16	192	\$



Tin 96 Gallon Tote	Per Pick-up	\$ /Tote	8	96	\$
Rigid Plastic Containers 96 Gallon Tote	Per Pick-up	\$ /Tote	8	96	\$
Glass 96 Gallon Tote	Per Pick-up	\$ /Tote	1	12	\$
Soft Plastic Bales/Bag	Per Pick-up	\$ /Bale \$ /Bag	1	12	\$
Styrofoam	Per Pick-up	\$ /Bag	3	36	\$

Stream 2 (b) – Wood (Clean)

Type & Size (A)	Class of Service (B)	Year 3 29-July-2026 to 28-July-2027 (C)	Quantity (D)	Total per annum (E)	Extended Price (F) F = (C) X (D) X (E)
40 Cubic Yard Roll-off bin	Rental per month	\$ /Month	1	12	\$
	Cost per lift	\$ /Lift	1	2	\$



**William Head Institution
Site Information**

Stream 1 – Garbage

One 40 cubic yard compactor – on call
Service required between 7:00 am and 4:00 pm

Stream 2(a) – Mixed Recycles

Cardboard- Bales (estimated one pickup per month), Mixed Paper- 96 Gallon Tote (estimated 16 pickups per month), Tin- 96 Gallon Tote (estimated 8 pickups per month), Rigid Plastic Containers- 96 Gallon Tote (estimated 8 pickups per month), Glass- 96 Gallon tote (estimated one pickup per month), Soft Plastic- Bales/Bags (estimated one pickup per month), Styrofoam- Bags (estimated 3 pickups per month)
Service required between 7:00 am and 4:00 pm. Invoice will be for exact quantities collected Based on scheduled pickups every 2 weeks confirmed by William Head As per Quote.

Stream 2(b) – Wood (Clean)

One 40 cubic yard roll off bin for clean wood – on call
Service required between 7:00 am and 4:00 pm

The Chief Facilities Management will establish the schedule days.

Type & Size (A)	Class of Service (B)	Year 4 29-July-2027 to 28-July-2028 (C)	Quantity (D)	Total per annum (E)	Extended Price (F) F = (C) X (D) X (E)
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Stream 1 – Garbage

40 Cubic Yard Compactor	Rental per month	\$ /Month	1	12	\$
	Cost per lift	\$ /Lift	1	4	\$

Stream 2(a) – Mixed Recycles

Type & Size (A)	Class of Service (B)	Year 4 29-July-2027 to 28-July-2028 (C)	Estimated Quantity Per Month (D)	Estimated Total per annum (E)	Extended Price (F) F = (C) X (E)
Cardboard Bales	Per Pick-up	\$ /Bale	1	12	\$
Mixed Paper 96 Gallon Tote	Per Pick-up	\$ /Tote	16	192	\$
Tin 96 Gallon Tote	Per Pick-up	\$ /Tote	8	96	\$
Rigid Plastic Containers 96 Gallon Tote	Per Pick-up	\$ /Tote	8	96	\$
Glass 96 Gallon Tote	Per Pick-up	\$ /Tote	1	12	\$
Soft Plastic Bales/Bag	Per Pick-up	\$ /Bale \$ /Bag	1	12	\$
Styrofoam	Per Pick-up	\$ /Bag	3	36	\$



Stream 2 (b) – Wood (Clean)					
Type & Size (A)	Class of Service (B)	Year 4 29-July-2027 to 28-July-2028 (C)	Quantity (D)	Total per annum (E)	Extended Price (F) F = (C) X (D) X (E)
40 Cubic Yard Roll-off bin	Rental per month	\$ /Month	1	12	\$
	Cost per lift	\$ /Lift	1	2	\$

William Head Institution					
Site Information					
Stream 1 – Garbage One 40 cubic yard compactor – on call Service required between 7:00 am and 4:00 pm					
Stream 2(a) – Mixed Recycles Cardboard- Bales (estimated one pickup per month), Mixed Paper- 96 Gallon Tote (estimated 16 pickups per month), Tin- 96 Gallon Tote (estimated 8 pickups per month), Rigid Plastic Containers- 96 Gallon Tote (estimated 8 pickups per month), Glass- 96 Gallon tote (estimated one pickup per month), Soft Plastic-Bales/Bags (estimated one pickup per month), Styrofoam- Bags (estimated 3 pickups per month) Service required between 7:00 am and 4:00 pm. Invoice will be for exact quantities collected Based on scheduled pickups every 2 weeks confirmed by William Head As per Quote.					
Stream 2(b) – Wood (Clean) One 40 cubic yard roll off bin for clean wood – on call Service required between 7:00 am and 4:00 pm					
The Chief Facilities Management will establish the schedule days.					

Type & Size (A)	Class of Service (B)	Year 5 29-July-2028 to 28-July-2029 (C)	Quantity (D)	Total per annum (E)	Extended Price (F) F = (C) X (D) X (E)
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Stream 1 – Garbage					
40 Cubic Yard Compactor	Rental per month	\$ /Month	1	12	\$
	Cost per lift	\$ /Lift	1	4	\$

Stream 2(a) – Mixed Recycles					
Type & Size (A)	Class of Service (B)	Year 5 29-July-2028 to 28-July-2029 (C)	Estimated Quantity Per Month (D)	Estimated Total per annum (E)	Extended Price (F) F = (C) X (E)
Cardboard Bales	Per Pick-up	\$ /Bale	1	12	\$
Mixed Paper 96 Gallon Tote	Per Pick-up	\$ /Tote	16	192	\$



Tin 96 Gallon Tote	Per Pick-up	\$ /Tote	8	96	\$
Rigid Plastic Containers 96 Gallon Tote	Per Pick-up	\$ /Tote	8	96	\$
Glass 96 Gallon Tote	Per Pick-up	\$ /Tote	1	12	\$
Soft Plastic Bales/Bag	Per Pick-up	\$ /Bale \$ /Bag	1	12	\$
Styrofoam	Per Pick-up	\$ /Bag	3	36	\$

Stream 2 (b) – Wood (Clean)

Type & Size (A)	Class of Service (B)	Year 5 29-July-2028 to 28-July-2029 (C)	Quantity (D)	Total per annum (E)	Extended Price (F) F = (C) X (D) X (E)
40 Cubic Yard Roll-off bin	Rental per month	\$ /Month	1	12	\$
	Cost per lift	\$ /Lift	1	2	\$

Landfill Rates

All inclusive Landfill rate for Garbage - \$ **per metric tonne** (To be completed at Contract Award)
 All inclusive Land fill rate for Wood - \$ **per metric tonne** (To be completed at Contract Award)

Landfill Rates may increase as per the Individual landfill annual increase beginning in year 2, provided the Contractor submits documentation from the Individual landfill site.
 The Contractor will be reimbursed its authorized landfill expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead.
 All landfill costs must be substantiated by the landfill invoice. All payments are subject to government audit.

Estimated Cost: \$ over contract period. (To be completed at Contract Award)

2.0 Applicable Taxes

- 2.1 All prices and amounts of money in the contract are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- 2.2 The estimated Applicable Taxes of \$ *To Be Inserted at Contract Award* are included in the total estimated cost shown on page 1 of this Contract. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes paid or due.



ANNEX D - Evaluation Criteria

1.0 Technical Evaluation:

1.1 The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria

It is **imperative** that the proposal **address each of these criteria** to demonstrate that the requirements are met.

1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.

II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.

III. References must be presented in this format:

- a. Name;
- b. Organization;
- c. Current Phone Number; and
- d. Email address if available

1.6 Response Format

I. In order to facilitate evaluation of proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.

II. Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical bid does not include the required month and year for the start date and end date of the experience claimed.

IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from the start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.



MANDATORY TECHNICAL CRITERIA - Garbage Removal and Waste Services

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M1	<p>Bidder must provide proof of holding a current and valid business licence that allows the Contractor to conduct commercial garbage and recycling pick up and disposal services <u>in the municipality of Metchosin, BC.</u></p> <p>The Contractor's business licence must remain current and valid throughout the length of the contract term.</p> <p>Proof of current and valid business licence must be included with bid submission.</p>		
M2	<p>Bidder must show proof of possession of a Current and valid registered customer account with sanitary Hartland municipal landfill located at 1 Hardtland avenue, Victoria BC. Bidder must provide a photocopy or copy of a current and valid license. Must be included with bid Submission.</p> <p>The Contractor's registered customer account must remain current and valid throughout the length of the contract term.</p>		