

**Mobile Destruction Services- Ontario Region
Correctional Service Canada
21401-28-4329780**

This requirement is for: The Correctional Service of Canada, Ontario Region including Central District and Greater Ontario Nunavut District. The work will involve the following:

Trade agreement: Canadian Free Trade Agreement (CFTA)

Tendering procedures: All interested suppliers may submit a bid.

Competitive Procurement Strategy: lowest averaged priced compliant bid.

Set-aside under the Procurement Strategy for Indigenous Business: This procurement is not subject to any set-asides for Indigenous Suppliers.

Comprehensive Land Claim Agreement: This procurement is subject to the following Comprehensive Land Claims Agreement(s) (CLCAs): Nunavut Land Claims Agreement

Security Requirements: This standing offer includes security requirements.

Nature of Requirements:

The following is a summary of the statement of work for this requirement.

The Correctional Service Canada (CSC) has a requirement to provide mobile destruction services (shredding) of paper for CSC facilities in the Ontario Region including Central District and Greater Nunavut District.

Objectives: As this Standing Offer has 8 geographical service areas Offerors can submit an offer for one or more service areas. CSC may award up to 8 standing offers as part of this Request for Standing Offer.

Offerors submitting an offer for more than one geographical service area must be able to provide a sufficient number of resources, suppliers and equipment to meet all of the requirements outlined in **ANNEX H – AREA OF SERVICE** for each area for which they are submitting an offer.

Deliverables: The Offeror must provide frequent (re-occurring, regular service) or unscheduled (one time,, occasional service) services. The Offeror must provide Mobile Shredding Services for Correctional Service Canada facilities at the frequency chosen by each location:

Frequency - Regularly scheduled Shredding

- Several CSC locations require regularly scheduled shredding services. Offerors should refer to **ANNEX A, ANNEX F** and **ANNEX G** of the request for standing offers document for the list of CSC locations, and the frequency of service and the estimated number of console and bins each site requires;
- The Contractor must be provide the services according to the schedule as agreed upon with the CSC Project Authority or designate.

Frequency - Unscheduled Shredding

- Some CSC locations require unscheduled shredding services only a few times annually. There may also be occasions when a CSC location requires one-time bulk shredding;
- The CSC location requiring unscheduled or one-time bulk shredding will contact the Contractor to schedule the shredding services;
- The Contractor must be available to provide the unscheduled service within 5 business days of the request.

Additional Deliverables:

- The contractor must provide the shredding services during CSC working hours between 8:00 a.m. to 4 p.m. or as requested by the Project Authority or designate;
- At the time of shredding services rendered, any bins and consoles requiring bags, the contractor must provide CSC a sufficient number of additional bags to continue services;
- The contractor must provide lockable, drop slot bins and consoles;
- The contractor must supply 3 sets of keys to unlock applicable bins and consoles to the Project Authority, or designated authority on site as per RCMP guidelines;
- The contractor must install bins and consoles in secure areas where unauthorized actions can be observed by the CSC site staff as approved by the Project Authority;
- The contractor must destroy Protected A and B information stored in their bins and consoles in a controlled and isolated area, as close to the origin of the bins and consoles as possible. The contractor must not destroy sensitive information in public streets and lanes;
- The contractor must handle the bins (65 gallon or 230 pounds of paper) or consoles (32 gallon or 100 pounds of paper), or both. The contractor must not handle individual documents;
- The contractor must destroy all Protected A and B information at the site where the CSC facility is located. The contractor must not destroy any CSC Protected A and Protected B information away from a CSC site.

Any conditions for participation of suppliers not specified in solicitation documentation: none.

Estimated quantity of commodity: see solicitation document statement of work and basis of payment.

Duration of Standing Offer and Time Frame for Delivery:

Period of the Standing Offer: The Work is to be performed during the period of date of contract award for 5 years.

File Number: 21401-27-4329780

Contracting Authority: Elizabeth Lake

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NOTE TO BIDDERS: Bidders can obtain the complete statement of work and evaluation criteria by downloading the solicitation document and associated documents from Buyandsell.gc.ca/tenders.

The Crown reserves the right to negotiate with suppliers on any procurement.

Documents may be submitted in either official language of Canada (English or French).

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

Procurement Assistance Canada (PAC) offers seminars to businesses interested in learning how to sell goods and services to the Government of Canada. The seminars are FREE.

Topics include:

- Overview of the federal government contracting process;
- Searching for opportunities on the Buy and Sell - Tenders website;
- Bidding on opportunities;
- Registering in supplier databases.

The full schedule of seminars can be found on the Buyandsell.gc.ca website, under Event Calendar (<https://buyandsell.gc.ca/event-calendar>).